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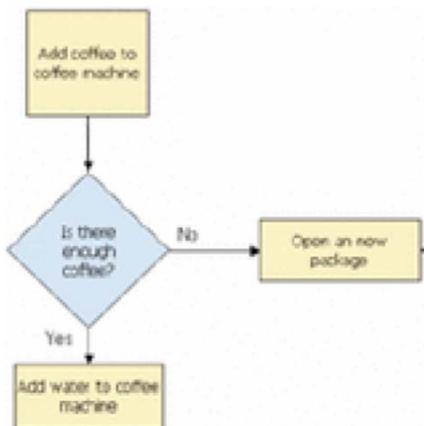
Excel 2007 / 2010 Flowchart Template

How to Use the Flowchart Template in Excel 2007 / 2010

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Using the Microsoft Flow Chart Template

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The simple flowchart template allows you to quickly and easily add a flowchart to an Excel [spreadsheet](#).

Related article: [Excel 2003 Flowchart Template](#).

A flowchart shows graphically the steps that need to be followed to achieve a specific result, such as the steps to follow when assembling a product.

Download the Flowchart Template from Microsoft's Web Site

1. Click on the link below to open the template page:

[Microsoft's free Flowchart template](#)

2. Once on the site, click on the *Download* button on the template page.
3. Microsoft Excel should open with the flowchart template loaded into the program.
4. Save the template to your computer.
5. Before the download begins Microsoft's web site may check to ensure that your computer is running a licensed copy of Microsoft Excel.

Using the Flowchart Template

The template contains a sample flowchart and instructions for using the template on the worksheet.

To modify the sample flowchart - click on the individual boxes and replacing the sample text with your own.

To extend the sample flowchart - add shapes to the spreadsheet and join these shapes together with the connector lines.

The different shapes in a flowchart are used for specific purposes. Help on using these shapes can be found in the article [basic flow chart symbols](#).

Flowchart Shapes and Connectors

The instructions included with the template refer to two toolbars to help you modify the sample flowchart – the Flow Connectors and Flow Shapes toolbars. These toolbars are for versions of Excel prior to Excel 2007.

For Excel 2007 and 2010, the equivalent of these toolbars can be accessed through the *Shapes* option on the *Insert* tab of the [ribbon](#).

To Add Flow Shapes in Excel 2007 / 2010:

1. Click on the *Insert* tab of the ribbon.
2. Click on the *Shapes* icon on the ribbon to open the drop down list.
3. Click on the desired shape in the *Flowchart* section of the drop down list. The mouse pointer should change to a black "plus sign" (+).
4. In the spreadsheet, click and drag with the plus sign. The chosen shape is added to the spreadsheet. Continue to drag to make the shape larger.

To Add Flow Connectors in Excel 2007 / 2010

1. Click on the *Insert* tab of the ribbon.
2. Click on the *Shapes* icon on the ribbon to open the drop down list.
3. Click on the desired line connector in the *Lines* section of the drop down list. The mouse pointer should change to a black "plus sign" (+).
4. In the spreadsheet, click and drag with the plus sign to add the connector between two flow shapes.

Another, and sometimes easier option is to use [copy and paste](#) to duplicate the existing shapes and lines in the flowchart template.

Formatting the Flow Shapes and Connectors

When a shape or connector is added to a spreadsheet, Excel 2007 / 2010 adds a new tab to the ribbon - the *Format* tab.

This tab contains a variety of options that can be used to change the appearance - such as fill color and line thickness - of the shapes and connectors used in the flowchart.