How to Create a Flowchart in Excel

Flowcharts are useful tools to visualize the workflow or process for a particular job or project. Flowcharts consist of symbols, boxes, and shapes to represent procedures. Using flowcharts for programming, merchandising, or production help explain the decision-making procedure necessary in a company. One of the many applications that have a flowchart maker and flowchart template is Microsoft Excel. The guide below details how to create flowcharts in Excel.

SUMMARY:

- Using SmartArt: Select **New** after opening Excel and start working on a **Blank Workbook**. Click on the **Insert** tab and look for **SmartArt** under the **Illustrations** section. Choose **Process** and select the flowchart template you wish to use.
- Using shapes and connectors: Select **New** and choose **Blank Workbook**. Select the entire sheet and adjust the **column width** to 2.14. On the **Insert** tab, click on **Shapes** and select the flowchart shapes you need to use.

How to Create a Flowchart in Excel Using SmartArt

Using SmartArt is a convenient way to start creating your flowchart. Since there are plenty of templates to choose from on the Excel application, you can edit them easily to how you want your final diagram to look. Follow these steps to create a flowchart in excel using SmartArt.

1. Open **Microsoft Excel** and select **New**. Choose **Blank Workbook** to start creating your flowchart.

2. Click on the **Insert** menu, and hover over the **SmartArt** button. It tells you a brief description of the use of SmartArt diagrams and charts. Click on the button to access the available templates.
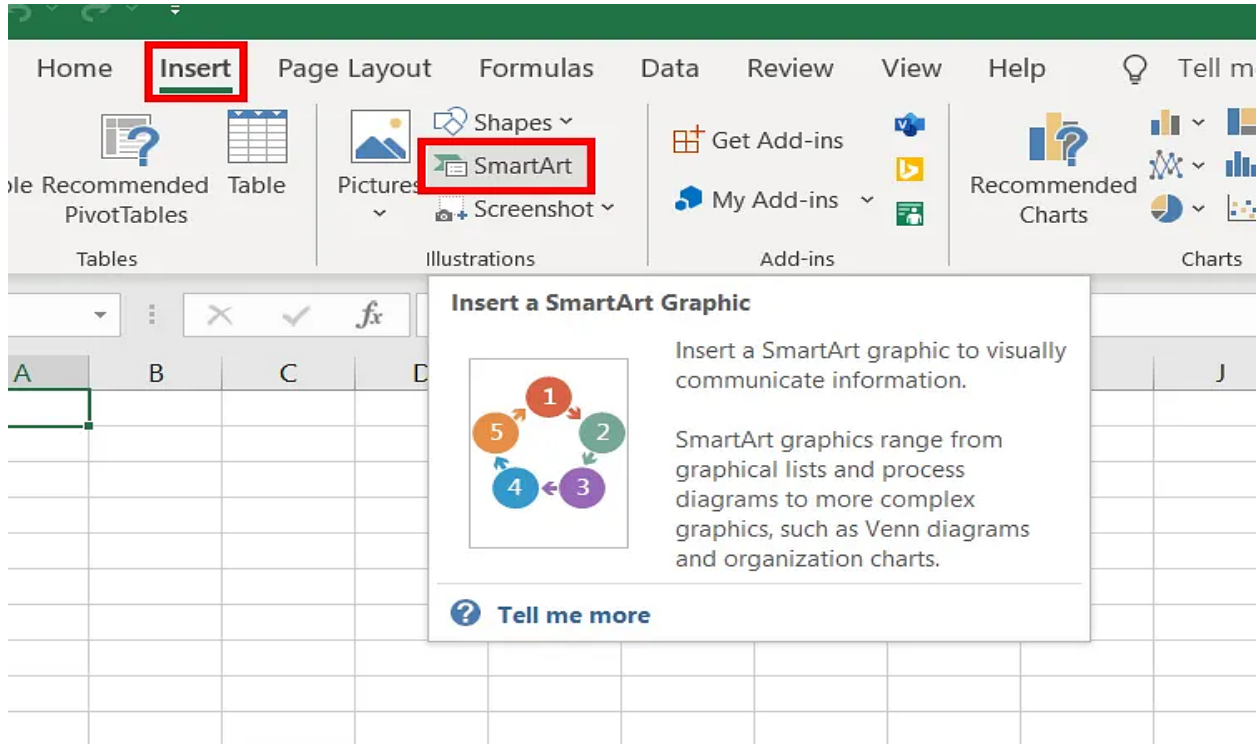
3. The Choose a SmartArt Graphic window pops up and allows you to view the various graphic templates you can use. Go to the **Process** selection and choose the flowchart template you would like to use. Click **OK** for it to appear on your sheet.
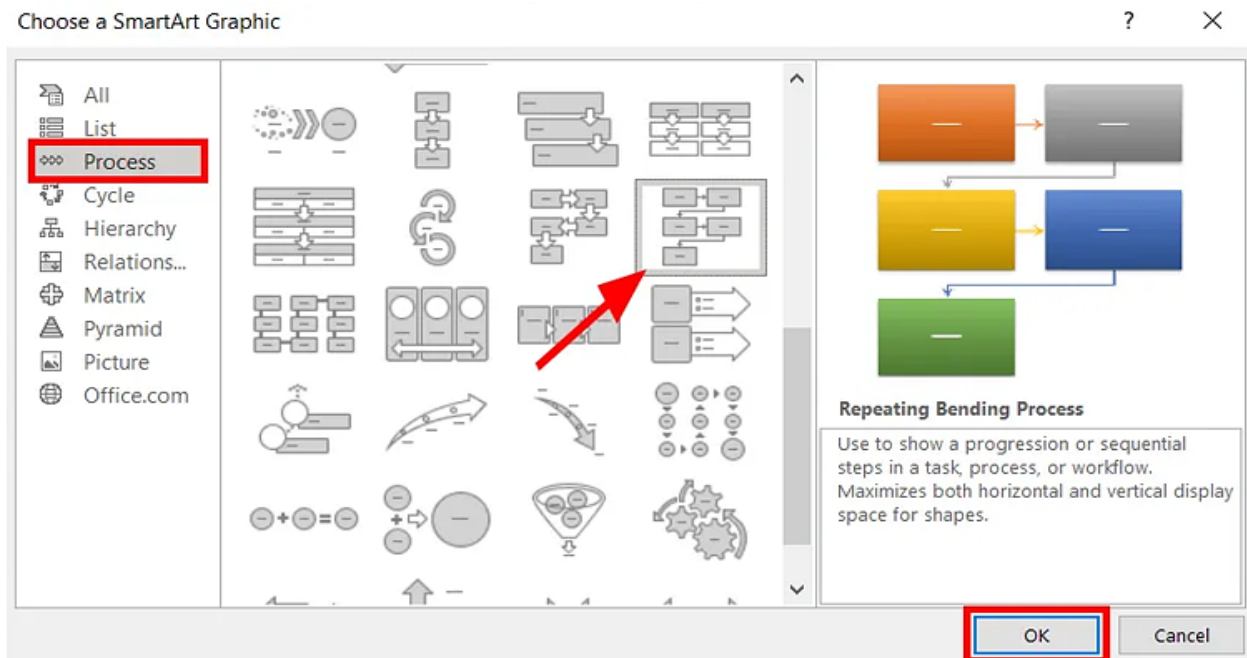
4. Once the template opens, you can now edit its content. A window opens where you can easily input the data you want to appear on your diagram. To access other editor tools, click on the **Design** tab. The **Layout** selection allows you to alter the layout of your diagram. Select the **Change Colors** button to select the color scheme of your flowchart. The **SmartArt styles** selection allows you to change the style of the boxes and arrows of the diagram.
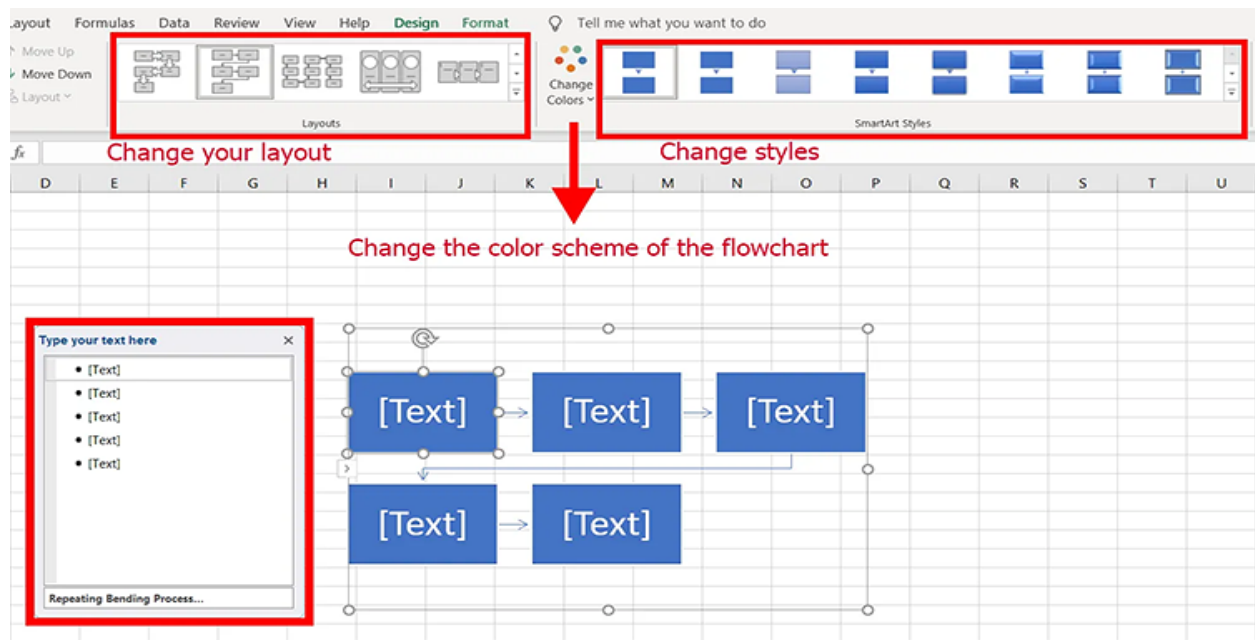
5. To add more shapes to your flowchart, select the **Add Shape** button found on the **Design** tab.
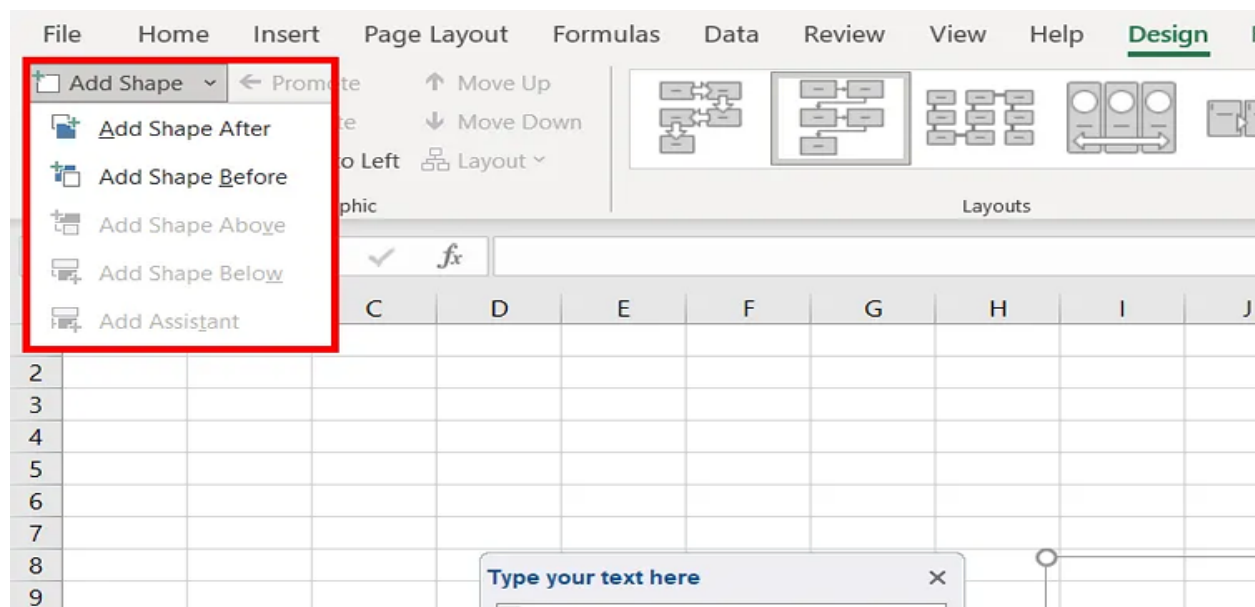
6. To change or edit the shape of the containers, right-click on the selected shape and hover over **Change Shape** and choose the shape you want to change it to.
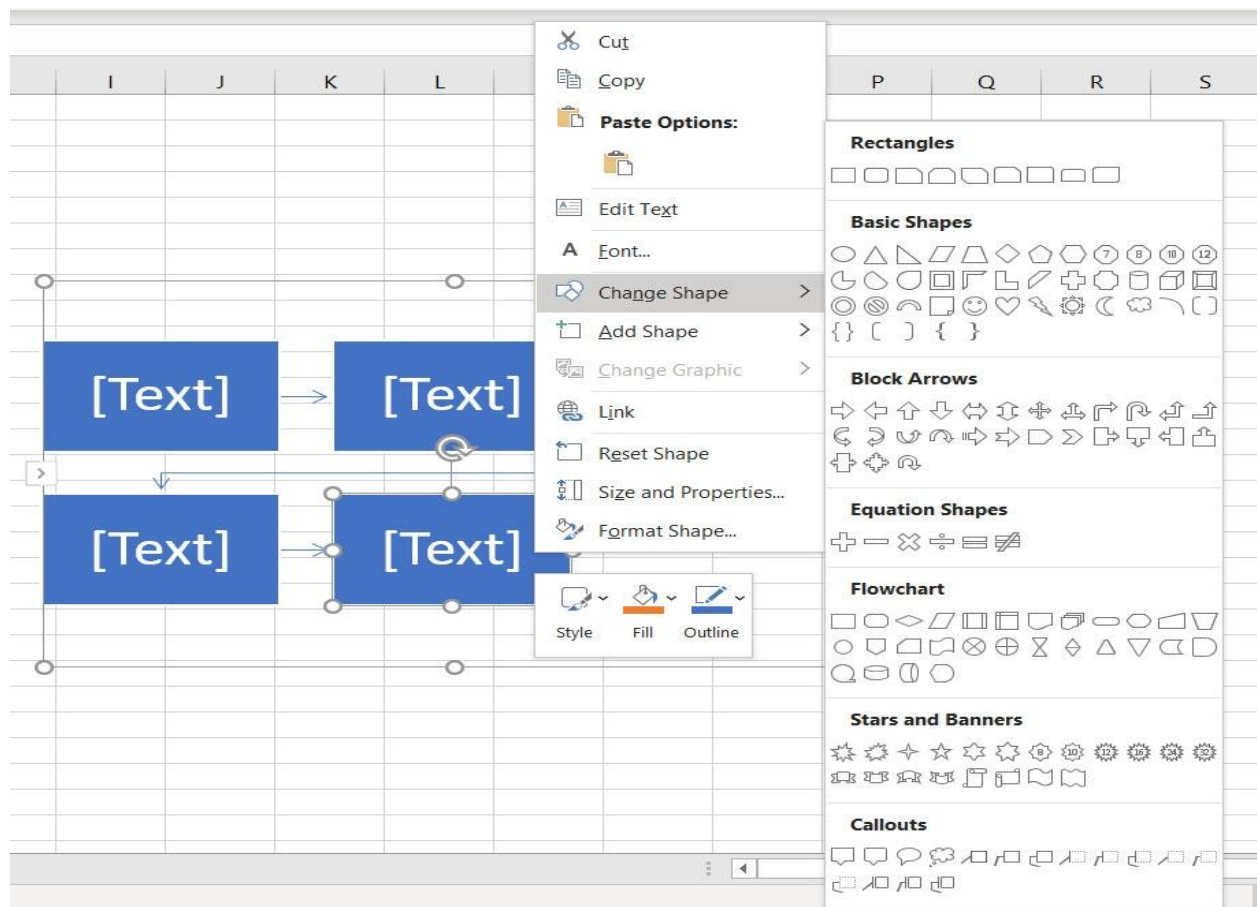

Note: For a greater selection of editable [flowchart templates in Microsoft Excel](#), Template.net offers an assortment you can use for your next presentation.

How to Make a Flowchart In Excel

If you manually want to create your own flowchart in Excel to ensure that nothing in the process is left out, then the following step-by-step guide helps you navigate the application.

1. Start by working on a **Blank Workbook**. Select all the cells of the sheet by clicking the small triangle on the upper-left portion of the sheet. Right-click on one of the columns and click on **column width**, adjusting it to 2.14 for the sheets to have square grids.
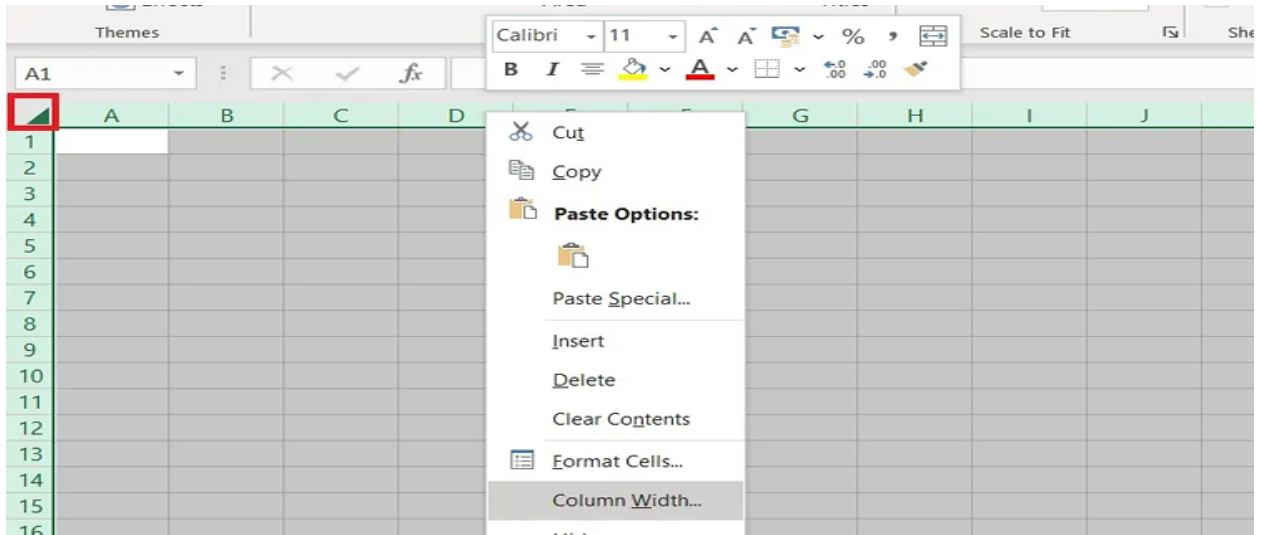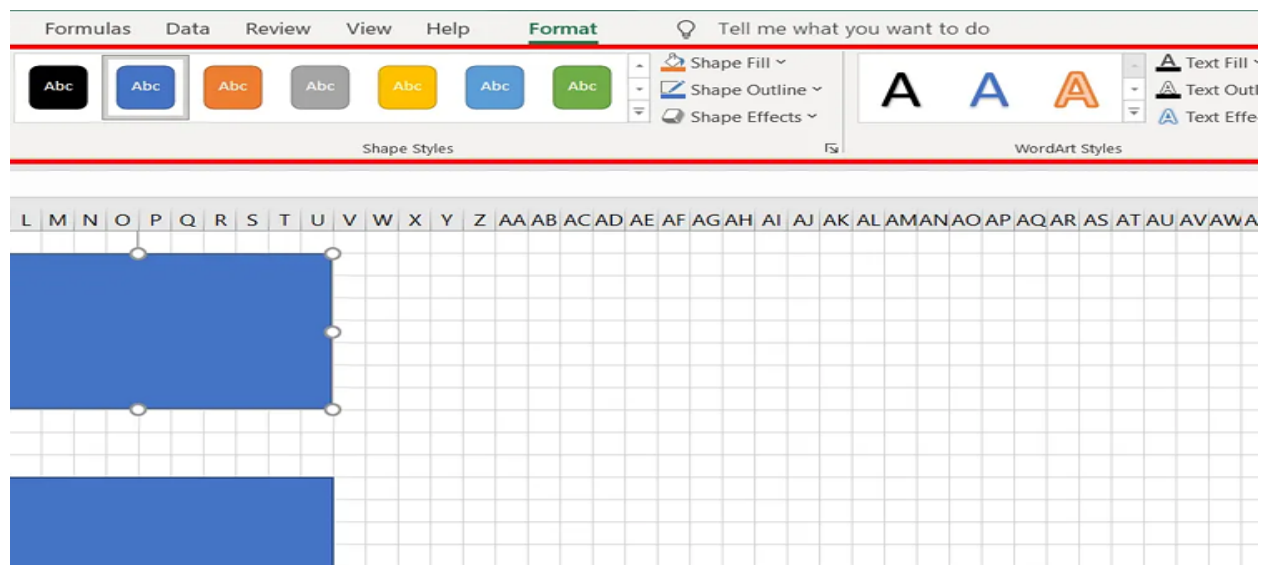
Note: Making the square grids allow you to create shapes that are easier to scale.

2. To insert the containers for the flowchart, click **Insert**, then the **Shapes** button, and choose from the flowchart shapes.
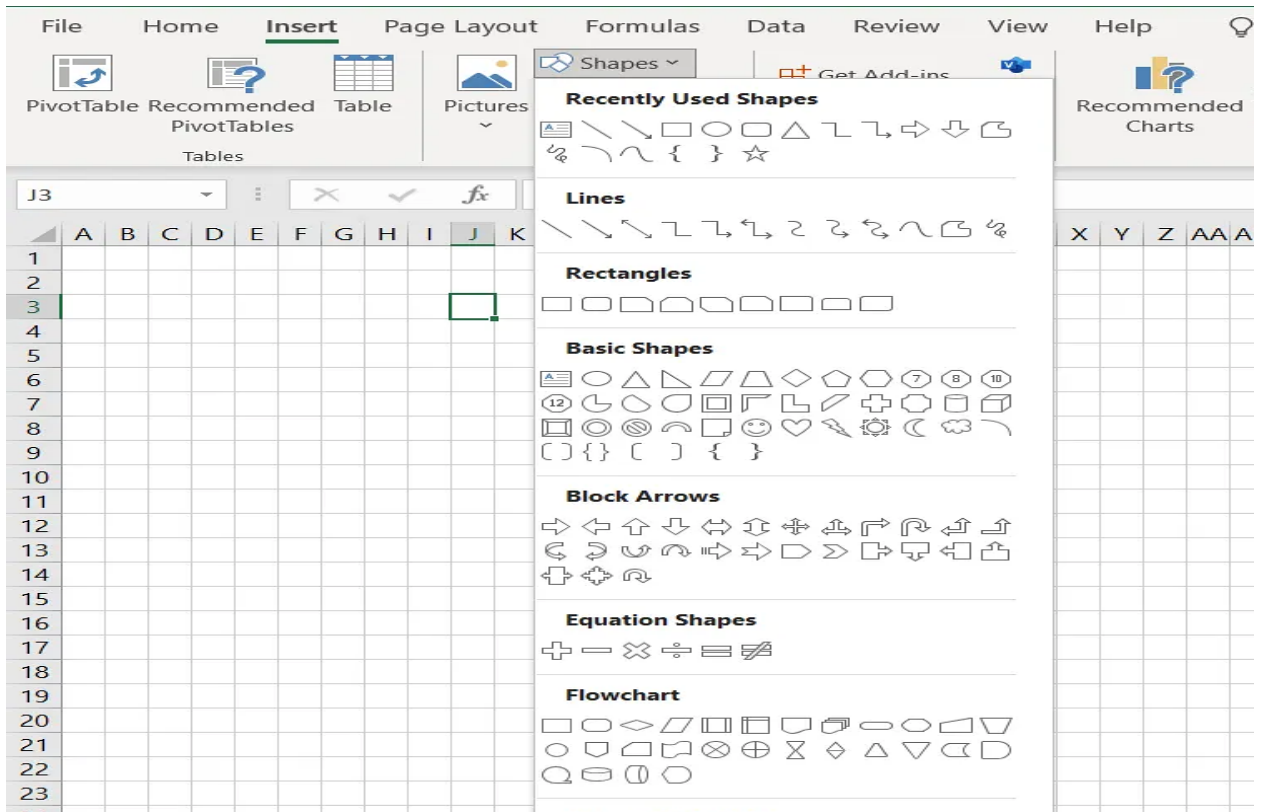
3. You can edit the style and fonts of the shape by selecting the shape you want to customize, then click the **Format** tab.

Note: To insert text inside the shape, right-click on it and tick on **Edit Text**.

4. Connect the shapes using lines and arrows to form the flowchart diagram. You can edit the shape style of your connector through the **Format** menu.