PRODUCTIV**IT**Y

Using Organization Chart in Presentation 2013

If you need to illustrate the reporting relationships in your company or organization, you can use Kingsoft's Organization Chart. Kingsoft Presentation makes it easy to create an organization chart in a new or existing slide.

Click here to know how to use organization chart in Kingsoft Presentation.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

PowerPoint

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1. In Kingsoft presentation, create a new slide for the organizaion chart.

2. On Insert tab, click **Organization Chart.**

NOTE: The default number of subordinate that will be created is only 3.

3. To add subordinate, click on the **Member.**

4. On Organization Chart tab, click **Add Subordinate.**
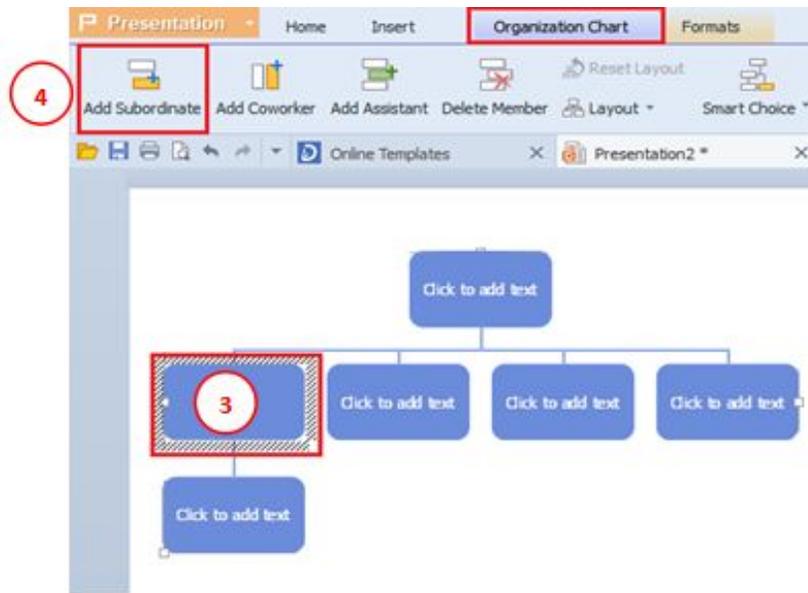
5. To add coworker, click on the **Member.**

6. On Organization Chart tab, click **Add Subordinate.**
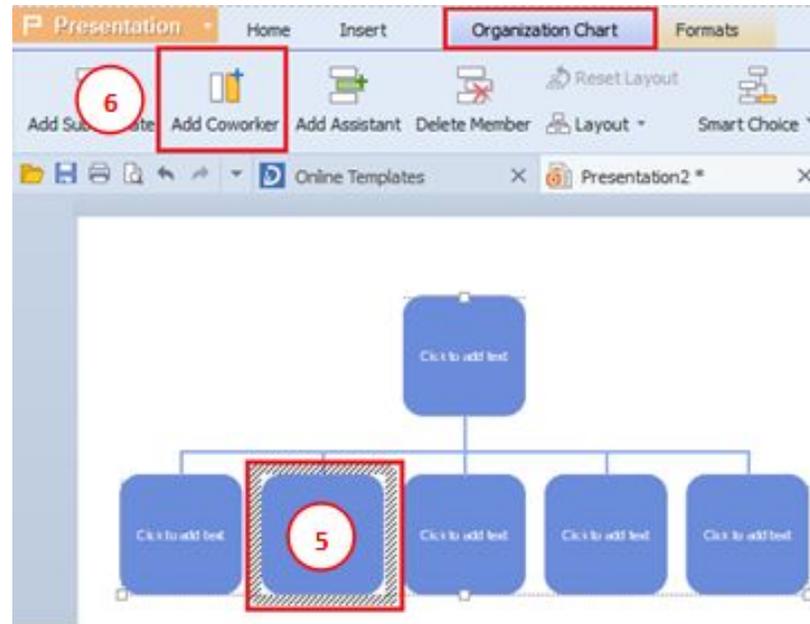
7. To add coworker, click on the **Member.**

8. On Organization Chart tab, click **Add Assistant.**
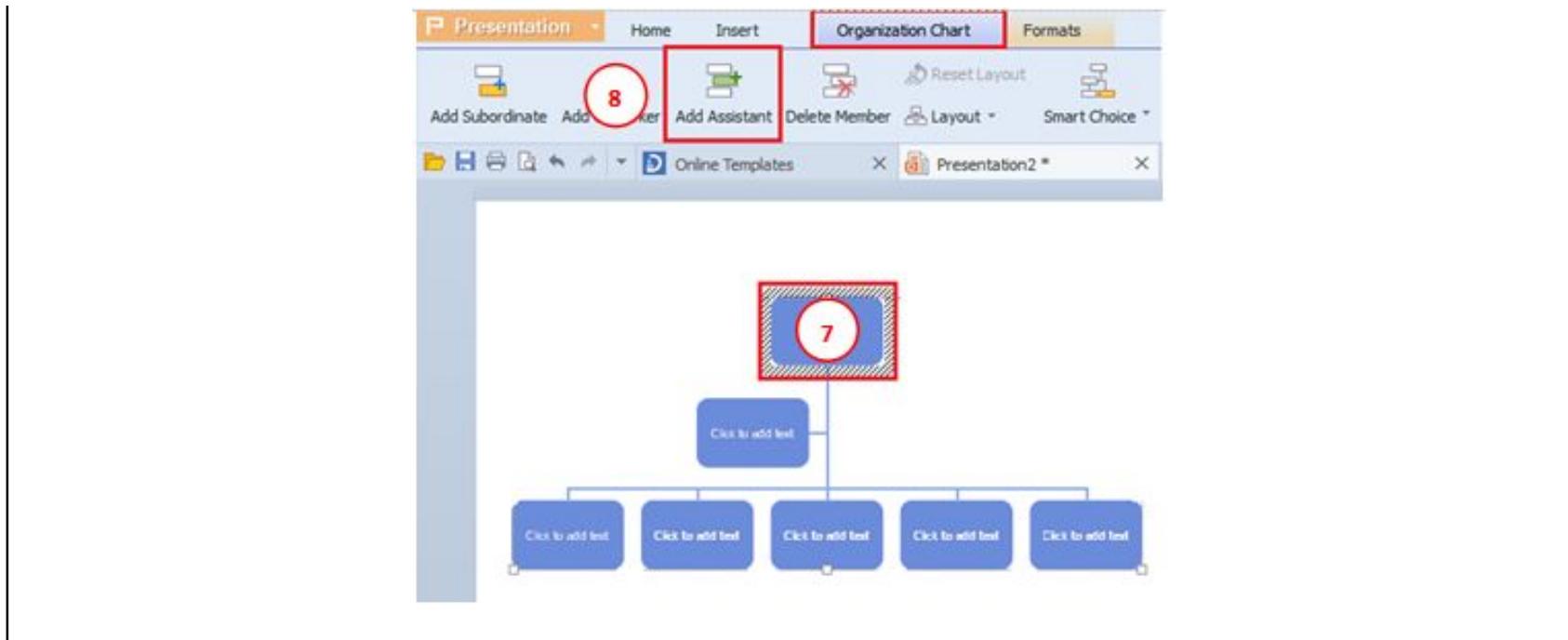
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