

# Simple City - Your First Org Chart

## **Before You Begin.**

Be sure you have read the chapter and watch this short video from your instructor on how to create an organization chart using Word. <https://youtu.be/JNBdbwv5690> **NOTE:** you can get Word for free from LSCPA. Use this link for instructions: [Microsoft Office 365 ProPlus for Students](#)

## **Overview**

You are to create an organizational chart for the company Simple City. Simple City is a fictional company and is described below. You are to submit this assignment as a Word document. Be sure to watch the short video (above) on how to create an org chart using Word.

**Simple City Description** Simple City is managed by the CEO. There are two departments reporting to the CEO, the Sales department and the Operations department. In the Sales department, the Sales Manager oversees two employees, the Director of Marketing and the Retail Sales Manager. The Operations Manager also has two employees reporting to her, the Plant Manager and IT Manager.

## **Submit Your Assignment.**

Submit your org chart as a Word document. Important: Be sure you have watched the short video on creating an [Org Chart using Word](#)