

# Organizational Chart - Business Graphics Assignment

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In this project, you are to create an organization chart for a hypothetical business.

## Assignment:

Use Google image search and learn what an organizational chart is. Then use Google Drawings and create an organizational chart for your hypothetical company.

## Required

- Include at least 10 employee positions in your company's chart.
- Include your logo at the top of the document.
- Your chart should have a "top down" structure where the manager is at the top and it shows the line of control down to each employee.

Name the document **Org Chart - your name**. When you have completed the org chart, download it as a JPG and also move it to your BCIS 1305-yourname folder.

Tip: to make text boxes a uniform size and format, you can create one textbox and format it. Then use the Paint Format button to apply formatting from the one text box to the other textboxes (you can single-click the Paint Format button to apply the format one time, or double-click it to apply the format multiple times.) Another way to get uniform textboxes is to create and format a textbox, then copy and paste the textbox multiple times

## Submitting Your Assignment

In Blackboard, submit the following for **Organizational Chart** assignment

1. The clickable link to **BCIS 1305-yourname** folder. You shared this folder with previously, so I should be able to access its contents.
2. **Org Chart - your name.jpg** (which you downloaded above)



