# Genograms in MS Word 2010 and Later

MS Word, Excel, and Powerpoint include drawing tools that can be used to create a genogram using the steps below. **Hint**: copy/paste is your best friend when drawing shapes, lines, etc. Once you have a shape created (or find a shape you like in another document), copy and reuse it.

(1) In the Ribbon across the top of the page, click INSERT, then SHAPES and choose a rectangle, circle, or line.
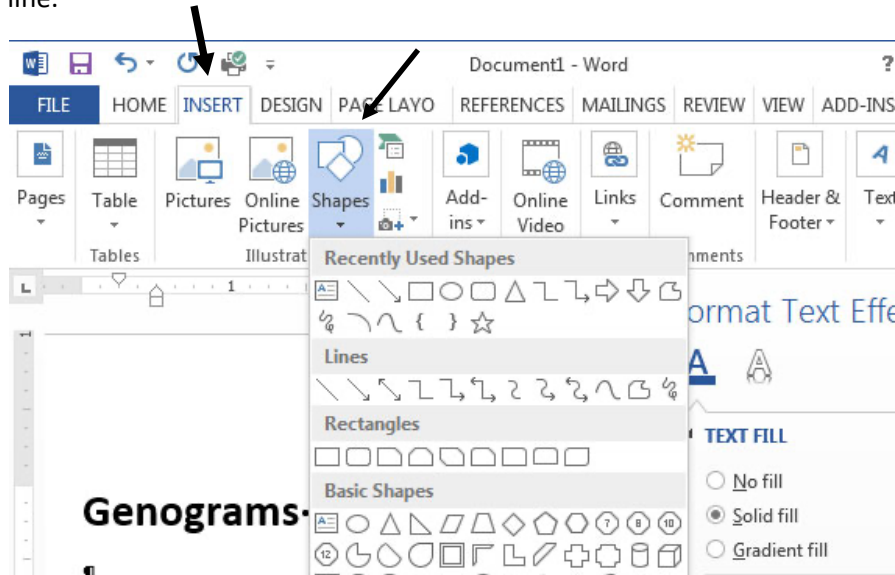
(2) Hover over the edge of the shape you've placed (cursor should turn into a four-headed arrow) and right-click. Choose ADD TEXT to add text to the center.

(3) To move objects, hover over them until cursor becomes four-headed arrow, then drag and drop. You can change fill/color etc. by right-clicking and selecting FORMAT SHAPE.

Examples:

Text (female)

Text (male)

text