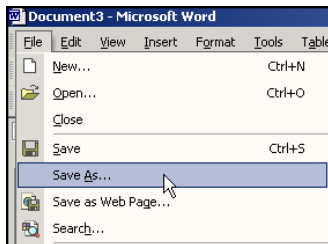


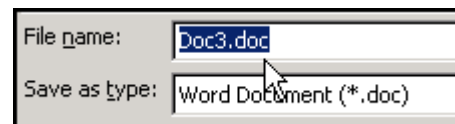
Office XP: Creating a Food Pyramid Diagram

1. Click on **START > PROGRAMS > MICROSOFT OFFICE XP PROFESSIONAL > MICROSOFT WORD** or the method that you normally use to open this program.

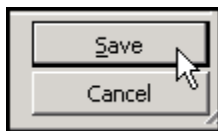


2. Click on **FILE > SAVE AS.**

3. Rename your document by changing the file name in the **FILENAME** box located at the bottom of the **SAVE AS** window.

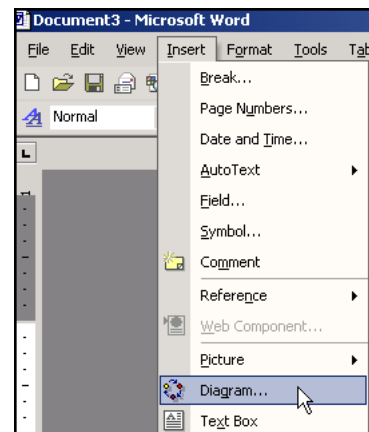


4. Save your document to the appropriate file by using the drop-down arrow in the **SAVE IN** box.

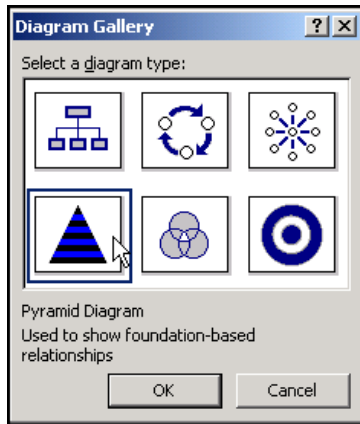


5. Click the **SAVE** button.

6. To insert the diagram, click on **INSERT > DIAGRAM** located on the standard toolbar.

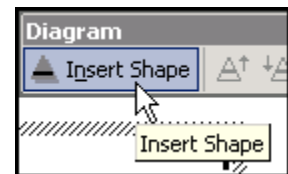


7. This will open the **DIAGRAM GALLERY.**

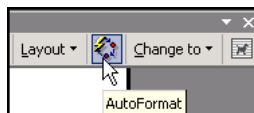


8. Select the pyramid diagram by double-clicking on the diagram and it will automatically be inserted into your *Word* document.
9. A **DIAGRAM toolbar** will also appear in your *Word* document. This toolbar gives many options for creating your diagram. To understand these options, run your cursor over each icon and the purpose of each icon will appear.
10. For any icon that has a down arrow, click the down arrow and a menu will appear.

11. Since a **Food Pyramid** typically has **four tiers**, click the **INSERT SHAPE button** on the **DIAGRAM toolbar** to add a top tier to the pyramid.



12. Click the **CLICK TO ADD TEXT icons** located on each tier to add the appropriate food group for each tier.



13. If you want to change the color of your pyramid, click the **AUTOFORMAT button** on the **DIAGRAM toolbar**.

14. Select a **DIAGRAM STYLE** for the pyramid. Click the **APPLY button** to complete the format. Once you have completed your diagram, remember to save your document (use **CONTROL+S** on your keyboard).

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