

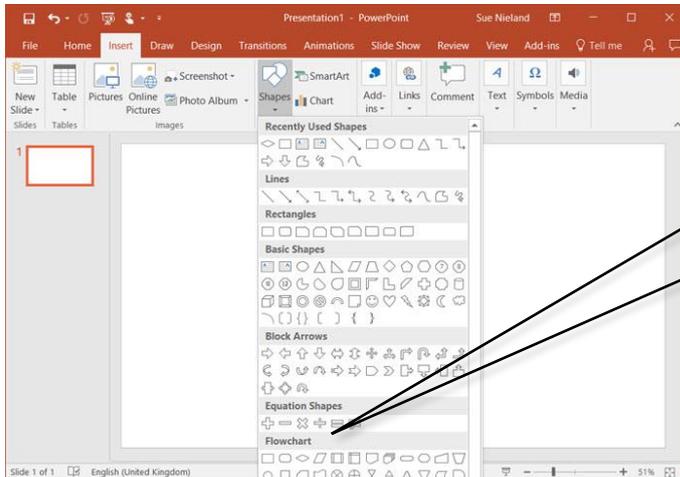
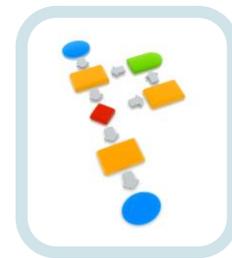
## Coding Challenge 3: Use a flowchart to represent a process

You have already gained your **Scratch Coder** badge by completing the online challenge – well done! You were introduced in that challenge to flowcharts and how you can use them to represent processes and eventually programs. In this challenge, create your own flowchart to represent a simple process – it could be making a sandwich or a piece of toast, or cleaning your teeth.

Make sure it is a simple process, or your flowchart will be too long!

### Your step-by-step guide

- Using our **How2 use flowcharts to create algorithms** decide on the process you want to show in your flowchart. If you look at the tea-making algorithm, you will see it's quite long and that is a simple process. So when thinking about the process you want to represent, make sure it's not too complicated!
- The easiest way to create a flowchart is using PowerPoint. This allows you to insert flowchart shapes, change their colour, add text and move them around easily. MS Word also has the flowchart shapes, but it can be difficult to move them around.
- Open up a blank PowerPoint slide and click on Insert at the top of the screen, and choose Shapes.



Flowchart shapes appear towards the bottom of the list of Shapes. Hover your mouse over each one to see what they represent.

- Click to add any of the flowchart shapes to your PowerPoint slide. You can then click on each one to change its colour, perhaps to the colours that we used in the How2. To add text to each flowchart shape, right click on each one and select Edit Text. Then you can type inside the shape.
- Use arrow connectors to connect the shapes. To build in a decision box, insert small text boxes to represent the yes/no options.
- When you have filled a slide, continue on a new slide. You can save each slide as a JPEG when you have finished and then insert them into a Word document, or share your flowchart with friends as a presentation! They can check whether your process works or not!