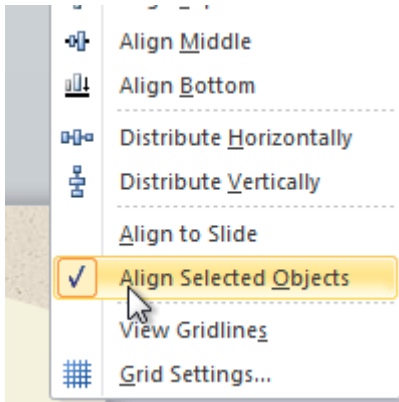


Arranging Objects

Introduction

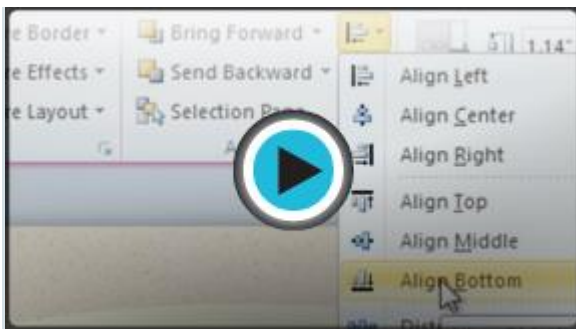


In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. PowerPoint lets you arrange the objects the way you want by **aligning**, **grouping**, **rotating**, and **ordering** them in various ways.

In this lesson, you will learn how to **align** objects across the slide, **group** multiple objects into one object, and **order** objects from front to back.

Arranging objects

Video: Arranging Objects in PowerPoint 2010



After adding objects to a slide, it may be necessary to arrange them so the objects appear the way you want. You can **align**, **group**, **rotate**, and **order** objects to create the desired arrangement.

Optional: You can download this [example](#) for extra practice.

Aligning objects

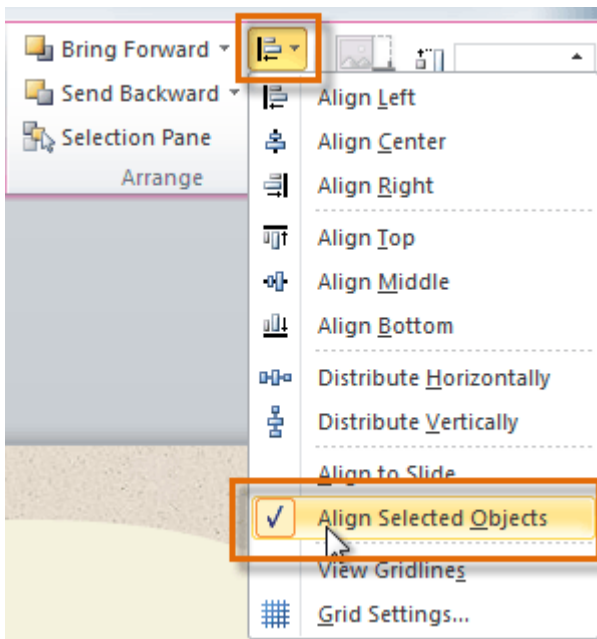
You can **click** and **drag objects** to align them manually, but guesswork will never give you the best result. Additionally, aligning objects in this way can take a great deal of time. Luckily, PowerPoint provides you with several commands that allow you to **easily arrange** and position objects.

To align two or more objects:

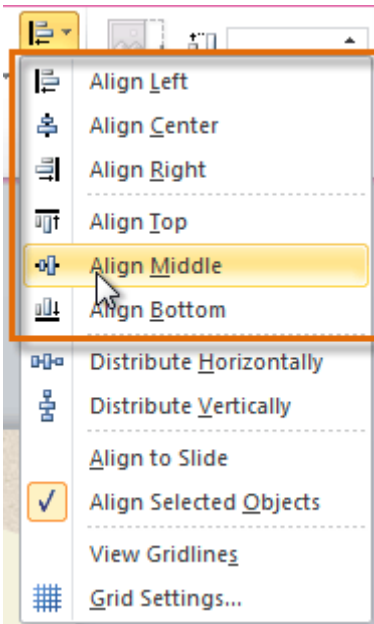
1. Click and drag your mouse to form a **selection box** around the objects you want to align. All of the objects will now have **sizing handles** to show that they are selected.



2. From the **Format** tab, click the **Align** command, and select **Align Selected Objects**.



3. Click the **Align** command again, and select one of the six **alignment options**.



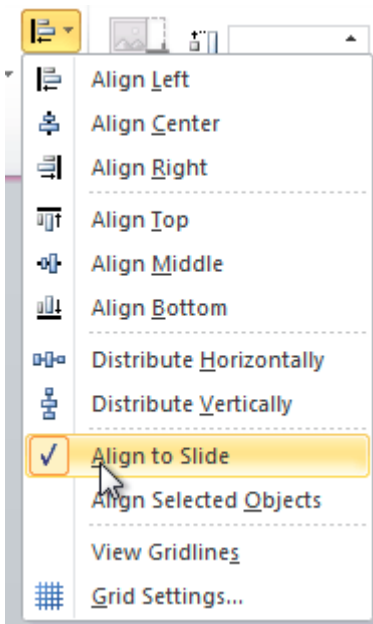
4. The objects will align to each other based on the option you have selected.



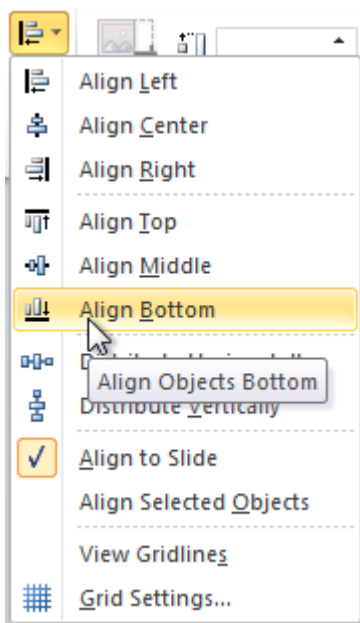
To align objects to the slide:

Sometimes you may want to align one or more objects to a **specific location within the slide**, such as the top or bottom. You can do this by selecting the **Align to Slide** option before you align the objects.

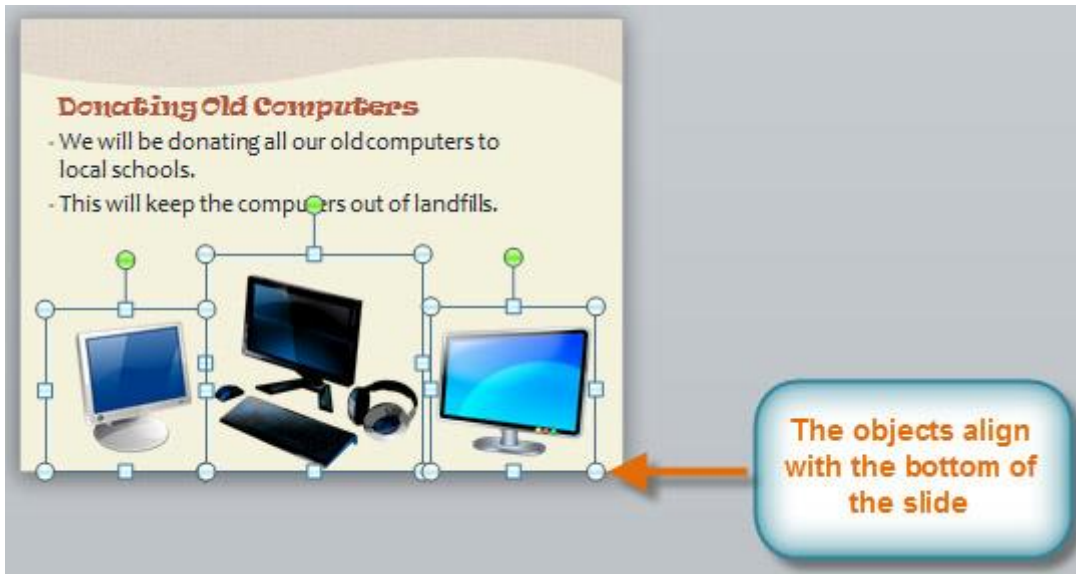
1. Click and drag your mouse to form a **selection box** around the objects you want to align. All of the objects will now have **sizing handles** to show that they are selected.
2. From the **Format** tab, click the **Align** command, and select **Align to Slide**.



3. Click the **Align** command again, and select one of the six **alignment options**.



4. The objects will align to the slide based on the option you have selected.



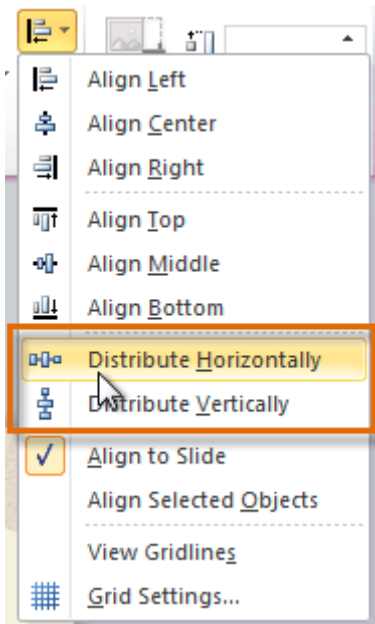
To distribute objects evenly:

If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

1. Click and drag your mouse to form a **selection box** around the objects you want to align. All of the objects will now have **sizing handles** to show that they are selected.



2. From the **Format** tab, click the **Align** command.
3. From the menu, select **Distribute Horizontally** or **Distribute Vertically**.



4. The objects will be distributed evenly.

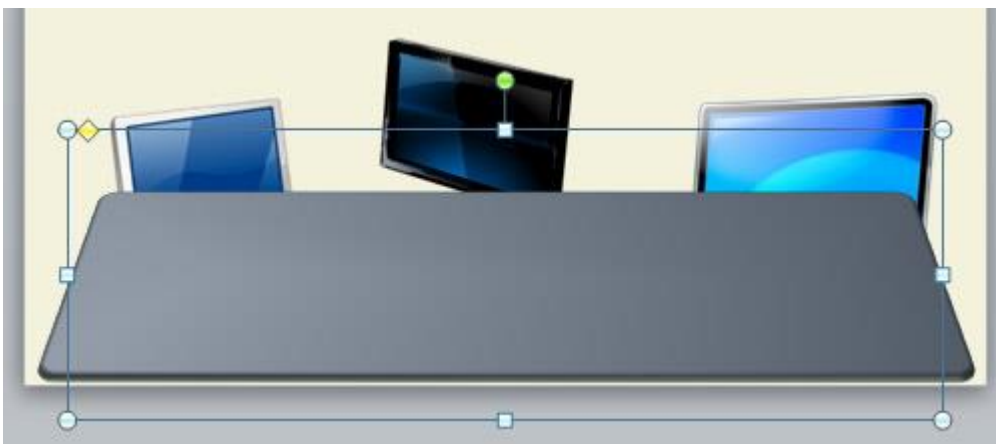


Ordering and rotating objects

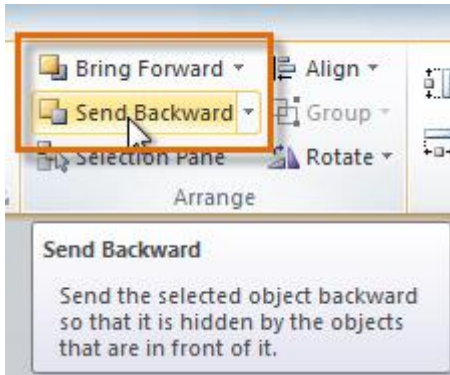
In addition to aligning and grouping objects, PowerPoint gives you the ability to **arrange objects** in a **specific order**. Ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or **back**.

To change the ordering by one level:

1. Select an object. The Format tab will appear.



- From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. If the object overlaps with more than one other object, you may need to click the command **several times** to achieve the desired ordering.



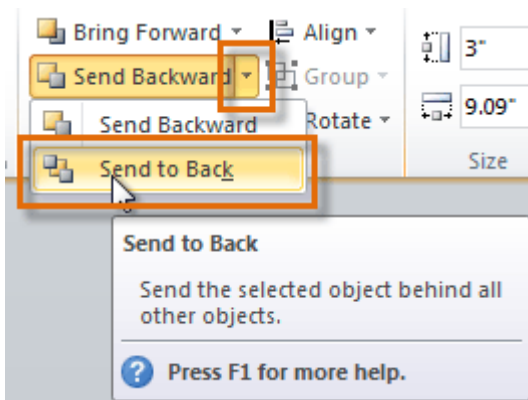
- The objects will reorder.



To bring an object to the front or back:

If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** rather than clicking the ordering commands multiple times.

- Select an object. The Format tab will appear.
- From the **Format** tab, click the **Bring Forward** or **Send Backward** drop-down box.
- From the drop-down menu, select **Bring to Front** or **Send to Back**.

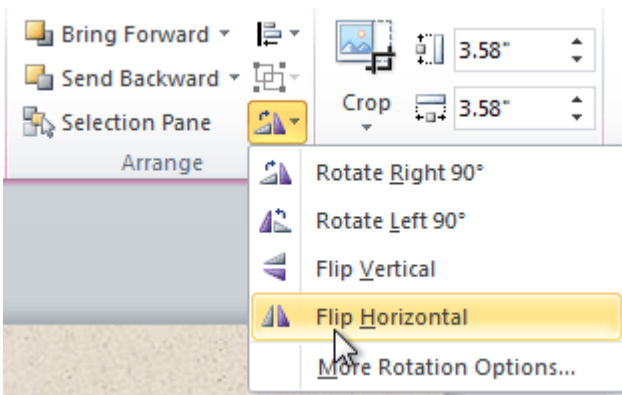


4. The objects will reorder.



To rotate an object:

1. Select an object. The Format tab will appear.
2. From the **Format** tab, click the **Rotate** command. A drop-down menu will appear.
3. Select the desired **rotation option**.



4. The object in the slide will rotate.



Grouping objects

Sometimes you may want to **group** multiple objects into **one object** so they will stay together if they are moved. Often, this is easier than selecting all of the objects every time you want to move them.

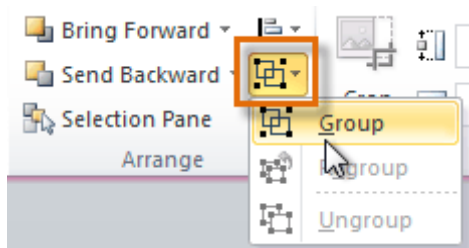
Pictures, shapes, clip art, and text boxes can all be grouped together, but **placeholders** cannot be grouped. Therefore, make sure not to insert your pictures into placeholders if you will be grouping the pictures.

To group objects:

1. Click and drag your mouse to form a **selection box** around the objects you want to align. All of the objects will now have **sizing handles** to show that they are selected.



2. From the **Format** tab, click the **Group** command, then select **Group**.



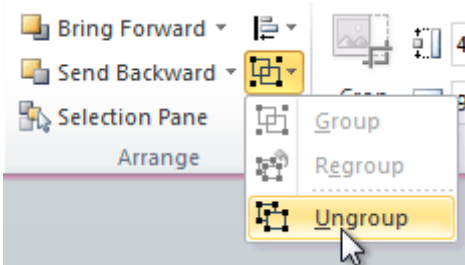
3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one object.



If you select the objects and the **Group** command is disabled, it may be because one of the objects is inside a **placeholder**. If this happens, try **reinserting** the images or **cutting** and **pasting** them into the same slide outside of any placeholders.

To ungroup objects:

1. Select the grouped object you want to ungroup.
2. From the **Format** tab, click the **Group** command, then select **Ungroup**.



3. The objects will be ungrouped.



Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).
2. Practice using the **align** options from the Align command. If you are using the example, align the images on slide 5.
3. Practice using the **rotate** options.
4. Create a new **shape**, then send it behind the other objects.
5. **Group** the objects into one object.
6. **Move** the grouped object to a new location on the slide.
7. **Ungroup** the object.