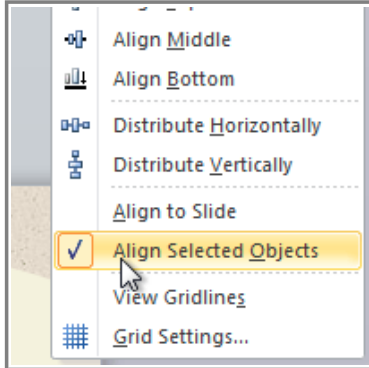




Introduction

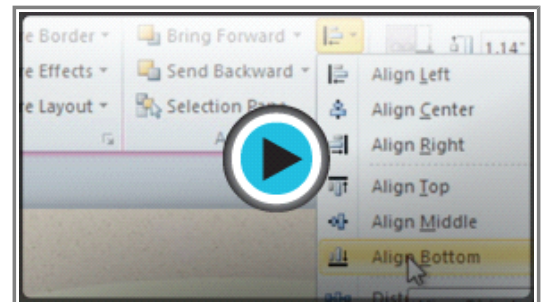


In PowerPoint, each slide may have multiple items, such as pictures, shapes and text boxes. PowerPoint lets you arrange the objects the way you want by **aligning**, **grouping**, **rotating**, and **ordering** them in various ways.

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

▶▶▶ Watch the video to learn about aligning, ordering and grouping objects.



Watch the video (3:56). [Need help?](#)

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

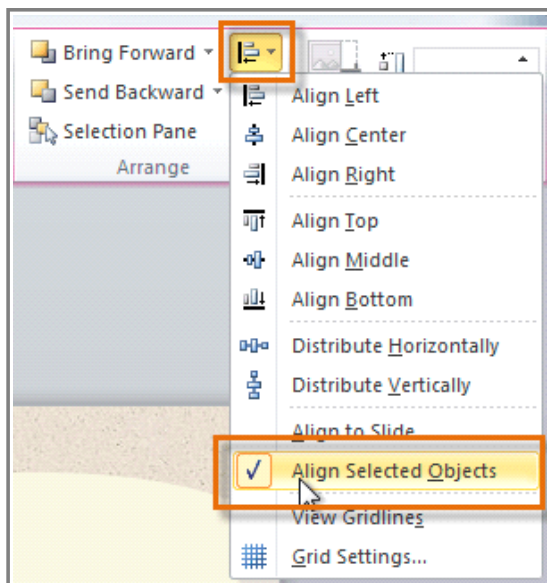
To Align Two or More Objects:

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.



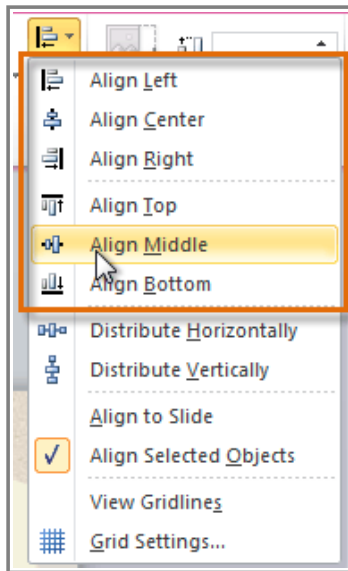
Selecting multiple objects

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



Choosing Align Selected Objects

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



Choosing an alignment option

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

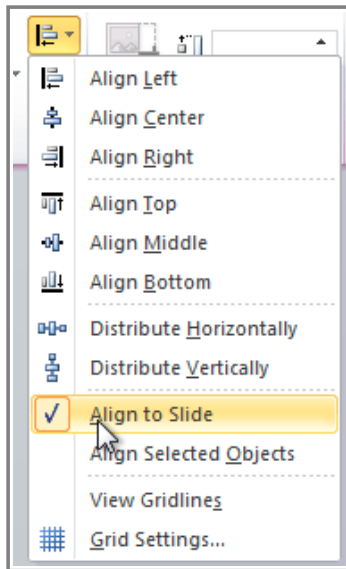


The aligned objects

To Align Objects to the Slide:

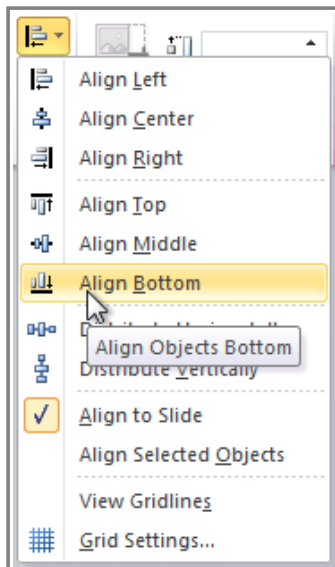
Sometimes, you may wish to align one or more objects to a **specific location within the slide**, such as the top or bottom. You can do this by simply selecting the **Align to Slide** option before you align the objects.

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**.



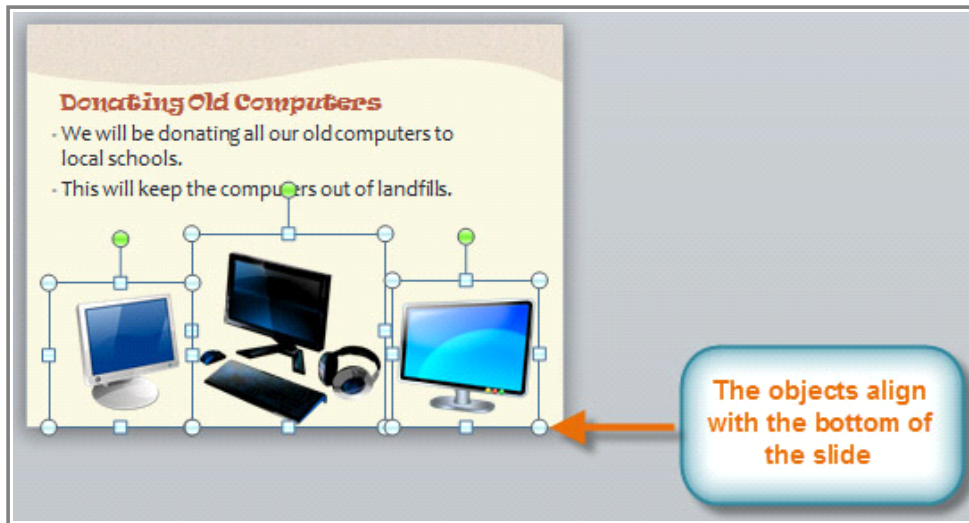
Selecting Align to Slide

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



Aligning objects to the bottom of the slide

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

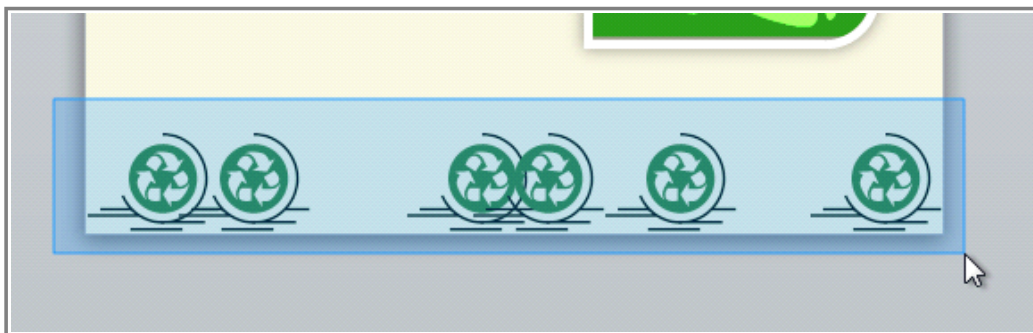


The aligned objects

To Distribute Objects Evenly:

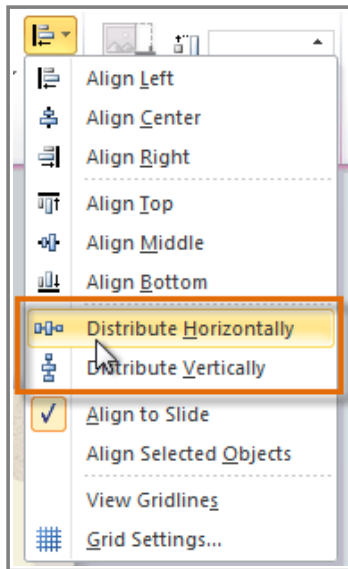
If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

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.



Selecting multiple objects

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



Choosing a distribute option

4. The objects will be distributed evenly.



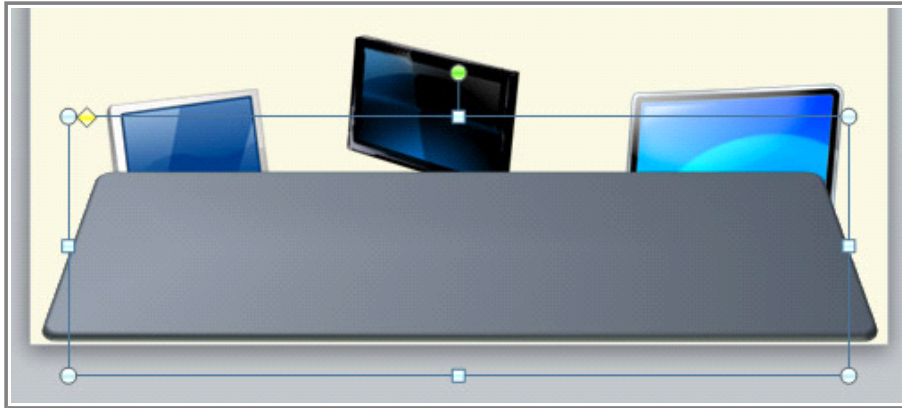
Objects distributed evenly

Ordering and Rotating Objects

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

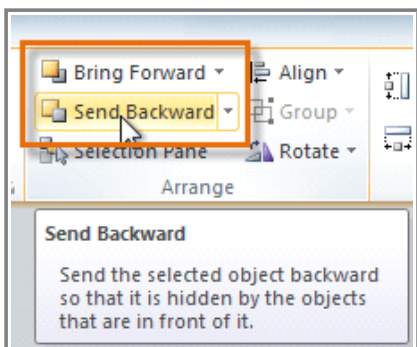
To Change the Ordering by One Level:

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



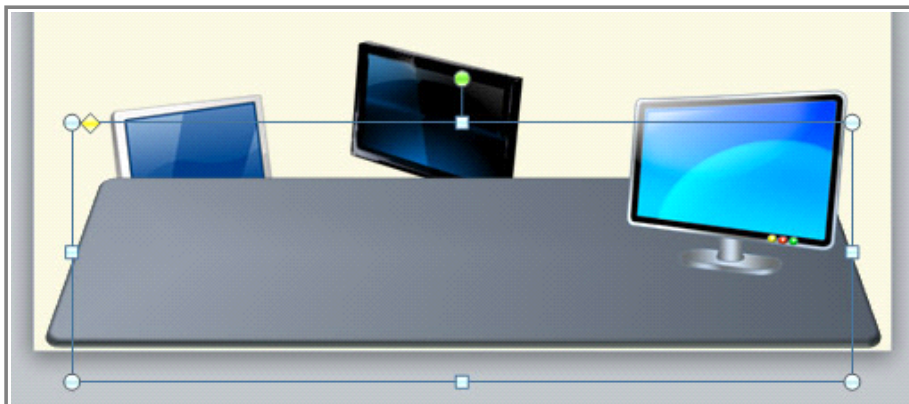
The selected object

2. 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.



Sending an object backward

3. The objects will reorder themselves.

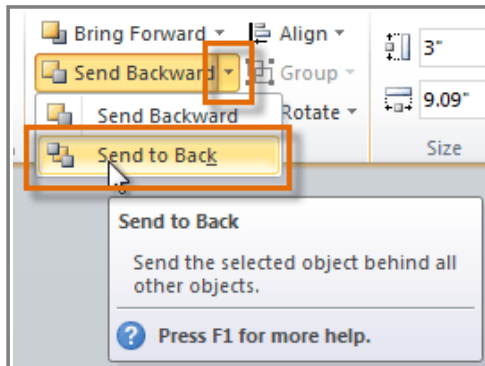


The reordered objects

To Bring an Object to the Front or Back:

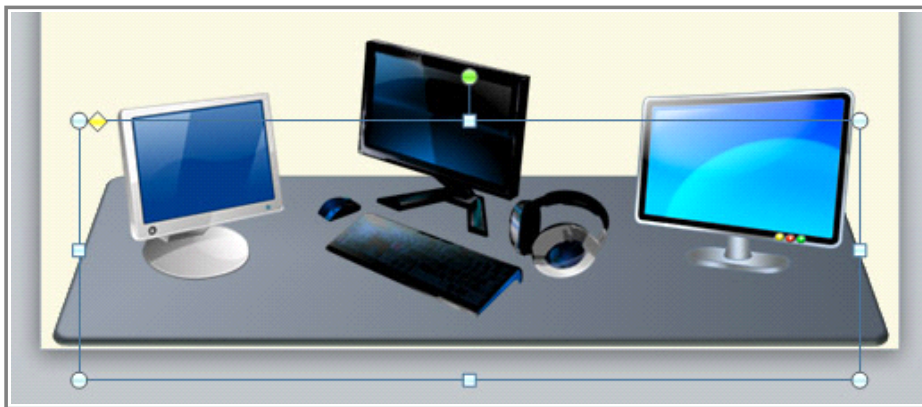
If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** rather than clicking the ordering commands multiple times.

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



Sending an object to the back

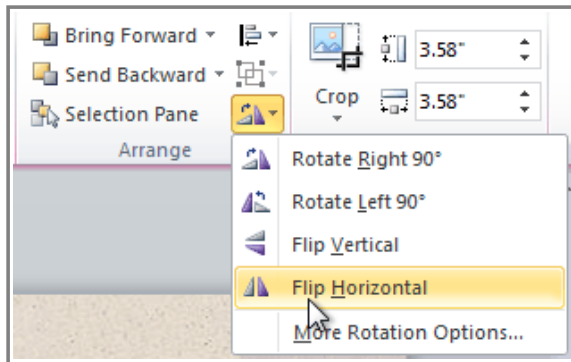
4. The objects will reorder themselves.



The reordered objects

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**.



Selecting a rotation option

4. The object in the slide will rotate.



The rotated image

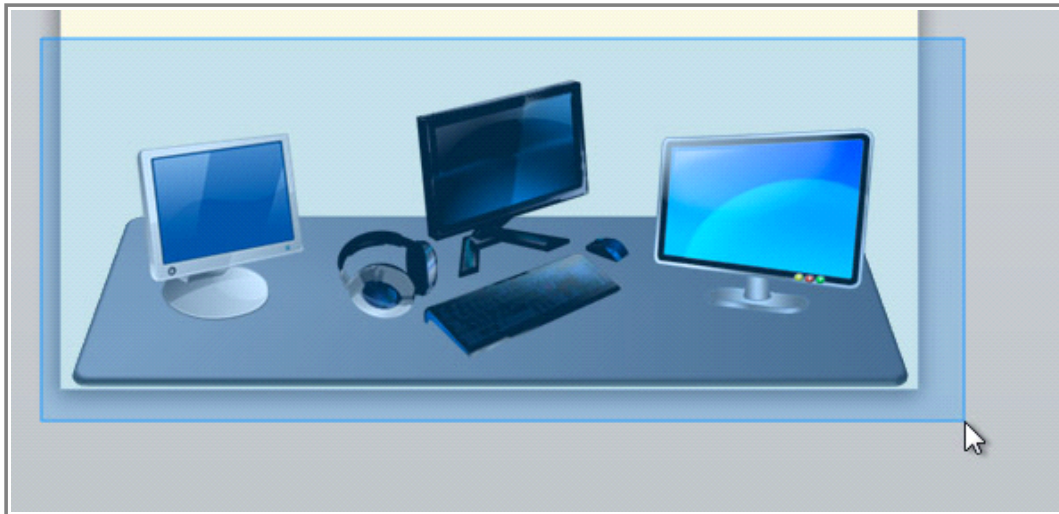
Grouping Objects

At times you may want to **group** multiple objects into **one object** so that 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, you should make sure that you **don't insert your pictures into placeholders** if you're going to be grouping the pictures.

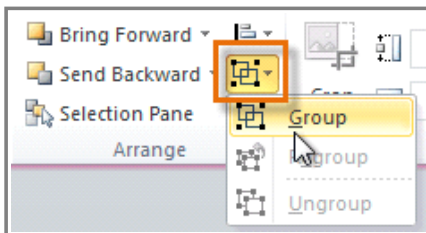
To Group Objects:

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.



Selecting multiple objects

- From the **Format** tab, click the **Group** command and select **Group**.




Grouping objects

- 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.



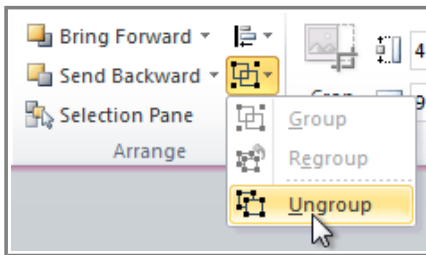
The grouped objects

 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 **past**ing them into the

same slide outside of any placeholders.

To Ungroup Objects:

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



Ungrouping objects

3. The objects will be ungrouped.



The ungrouped objects

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 in Slide 5.
3. Practice using the **rotate** options.
4. Create a new **shape** and 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.