

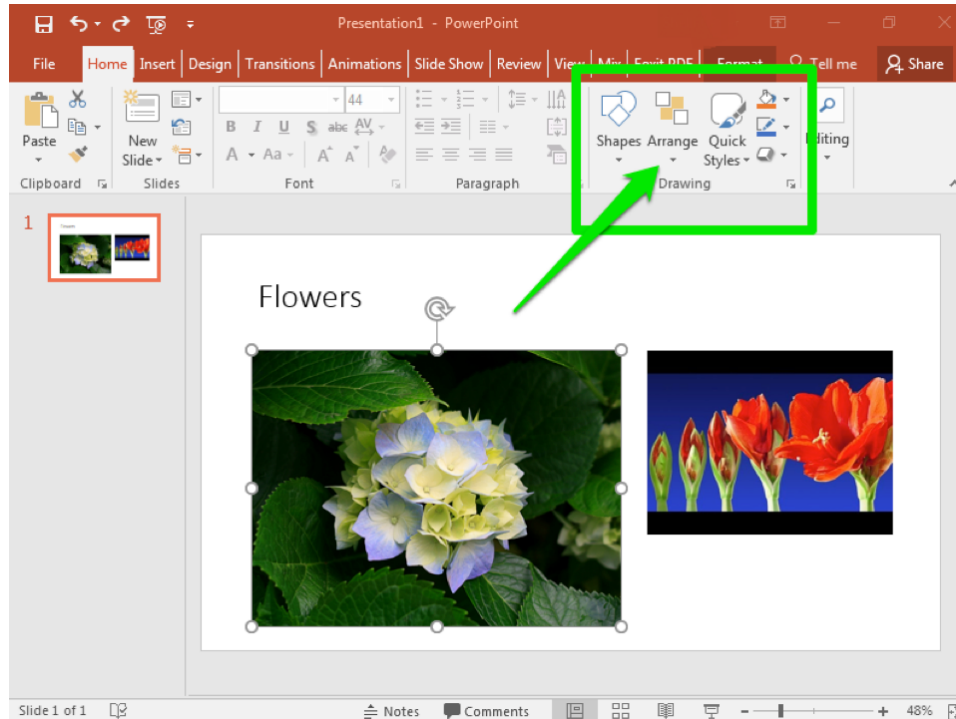
## 9.13: Arranging Objects

### Learning Outcomes

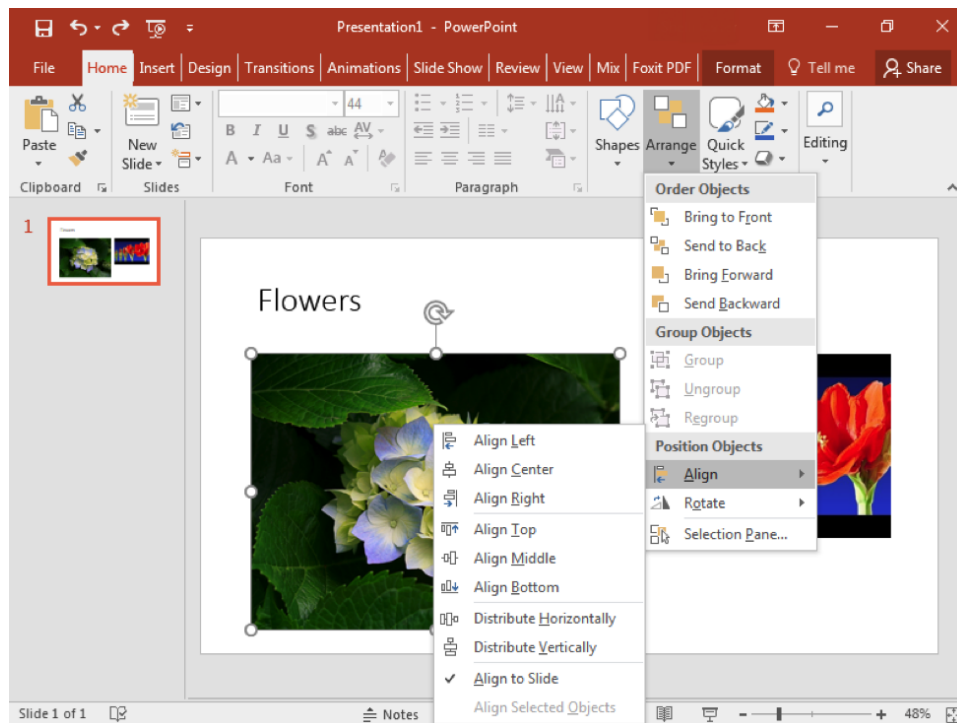
- Arrange objects

At this point, we have learned how to add a variety of items to PowerPoint slides, including different types of images and videos. There are times when you may have multiple objects on a slide together and wish to position them in a certain way. Alternatively, you may wish to position a single item in a very specific fashion. This is called arranging objects on slides. Like many other tasks in PowerPoint, there are automated ways to do this.

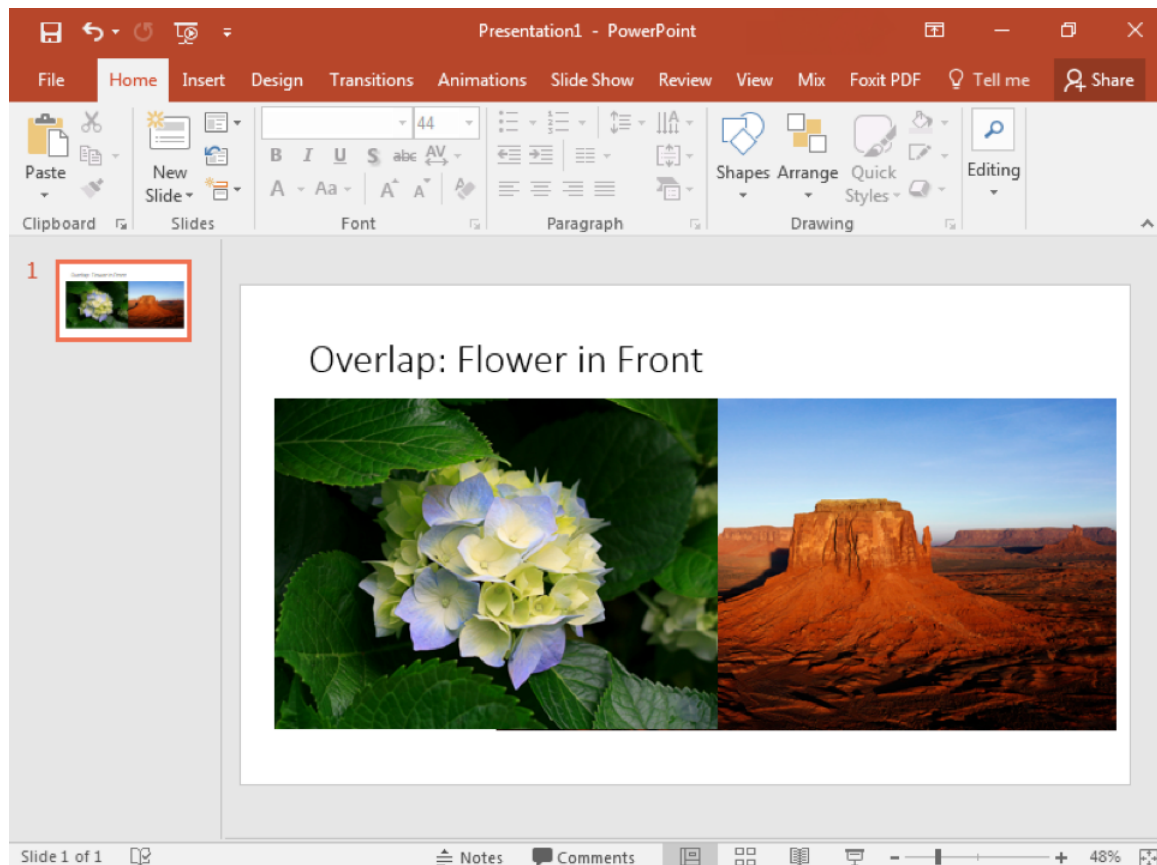
1. The “Arrange” menu is found in the “Drawing” group of the Home tab.
2. You must select a specific object to arrange. For this example, the image of the flower on the left has been selected.



3. The dropdown Arrange menu provides you a variety of options. Align will specifically position the selected object somewhere on the slide.



When you have multiple overlapping objects, you can choose which one is in the background or forefront using the Order Objects selections. You should Bring to Front the image you wish to be in the forefront, but keep in mind it will then hide anything it overlaps. Consider the images below.



If you have multiple objects together on a slide, you can make them into a Group using the “Group Objects” menu. Grouping different objects together turns them into a single object. In this way, they can be moved, aligned, or resized as a unit instead of individually. Note that you can only group the same type of objects together. You can group multiple images together, but you cannot group an image and a video.

### Practice Question

<https://assessments.lumenlearning.co...essments/18704>

<https://assessments.lumenlearning.co...essments/18705>

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