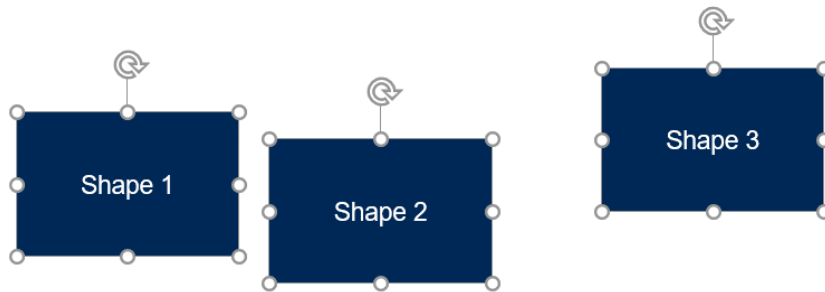


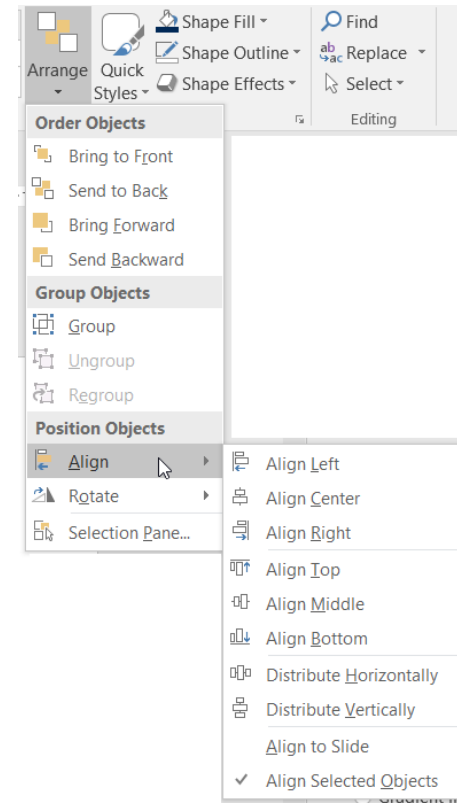
Application: PowerPoint - Aligning Objects

You can align objects in a similar way to that of text.

1. Select the objects you want to align.

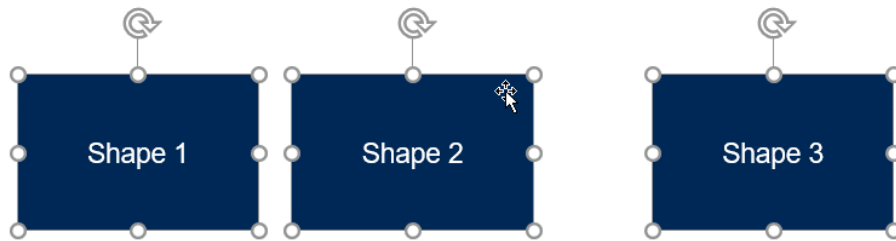


2. The **Drawing Tools > Format** tab will become active.
3. Select the **Arrange** drop-down menu and choose **Align**.

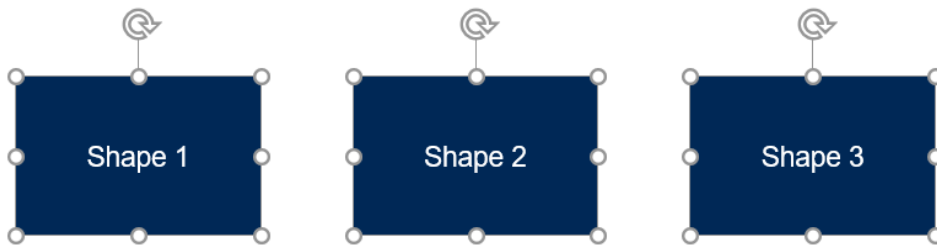


4. Select the appropriate option, in this case, **Align Middle**.





5. To evenly position the boxes on the slide, reselect the **Arrange** drop-down menu and choose **Align**.
6. This time select **Distribute Horizontally** to provide consistent spacing between each shape.



Tip: Selecting the **Align to Slide** option will apply the selected alignment and/or distribution proportionally to the slide.

