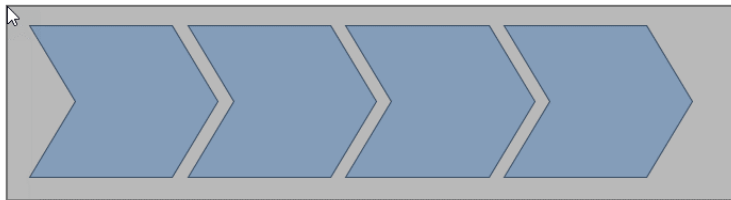


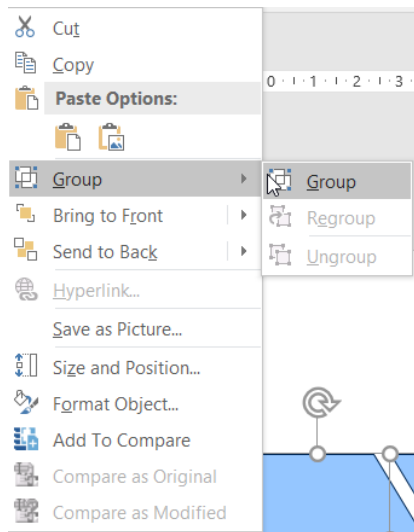
## Application: PowerPoint - Grouping Shapes and Objects

You can group two or more PowerPoint objects in order to treat them as one object. For example, you may wish to group a diagram so that all the elements move in unison. Thereby remaining in the same position in relation to each other.

1. Select the objects (use the **Shift** key or click and drag to select multiple objects).



2. Right mouse click on the selected shapes and choose **Group**.



3. The resizing handles will treat the grouped objects as one shape.
4. Combine different shape together to make graphics and pictures and then group them together.



### Ungrouping objects

You can ungroup objects in a similar way if you need to edit individual elements for any reason.

1. Select the objects and right mouse click and choose **Group > Ungroup**.

