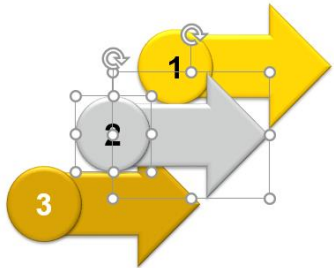


## Application: PowerPoint - Setting Object Order

On occasions, it may be necessary to layer objects in a graphic to create a special visual effect. To rearrange the order that an object appears in a layer.



1. Select the shape or shapes to launch the **Drawing Tools > Format** options.
2. Choose to **Bring Forward** or **Send Backward** as required.  
  
Or,
3. Right click on the object and select the appropriate option.
4. If the object you want to select is hidden from view, press the **Tab** key to cycle through the objects to find the one you want.

