

## Grouping and Ungrouping Objects

### Grouping Objects

When working with any objects in a presentation, it is possible to group the objects together so that they will move around as one object. To do this:

- ❖ Select the objects that are to be grouped. To do this:
  - Select the first object.
  - Hold down the **Shift** key and click the second object.
- ❖ Do one of the following:
  - **Right-click** and then choose **Grouping, Group** from the shortcut menu.
  - Click the **Draw** drop-down list arrow on the **Drawing** toolbar and then choose **Group**.
- ❖ The selected objects will become one object.
- ❖ Click on the objects and move them to a new location.
- ❖ The objects should move together as though they are one object.

### Ungrouping Clip Art Objects

Clip Art images are made up of several AutoShapes. These shapes are then grouped together to make the image appear as one object. With Clip Art, it is possible to ungroup the image and remove some of the shapes to edit the image. To do this:

- ❖ Move to one of the slides and insert a clip art image.
- ❖ Do one of the following:
  - Right-click the image and choose **Grouping, Ungroup**.
  - Click the image, click the **Draw** button on the **Drawing** toolbar, and then choose **Ungroup**.
- ❖ A message may appear saying that this is an imported object, not a group.
- ❖ If this message appears, click **Yes** to continue and then complete the procedure above to Ungroup the object.
- ❖ Sizing handles (little white squares) will appear throughout the image.
- ❖ Click on the slide away from the image.
- ❖ To select a part of the image, wait for the mouse pointer to change to a four-headed arrow and then click on the part of the image that is to be changed.
- ❖ To remove parts of the image:
  - Move to the part of the image that is to be removed.
  - The mouse pointer will change to a four-headed arrow.
  - Click the part of the image that is to be removed.
  - Press the **Delete** key on the keyboard to remove that part of the image.
  - Continue this process until desired parts of the image are removed.
- ❖ To change the colors in the image, select each of the objects. Do one of the following:
  - Click the **Fill Color** button on the **Drawing** toolbar.
  - Click **Format** on the **Menu Bar** and then choose **AutoShape**. Click the **Colors and Lines**, tab, if necessary, and then choose the option for **Fill**.
  - Right-click the object and then choose **Format AutoShape**. Click the **Colors and Lines**, tab, if necessary, and then choose the option for **Fill**.
- ❖ After all the changes have been made, click away from the image again.

- ❖ Move the mouse pointer to one corner of the image and then draw a box around the image by clicking and dragging with the mouse button.
- ❖ The handles should appear throughout the image again.
- ❖ Do one of the following:
  - Right-click the image and choose, **Grouping, Regroup** or **Group**.
  - Click the **Draw** drop-down arrow and then choose **Group** or **Regroup**.
  - The image will group and appear as one object.