

# MICROSOFT WORD



Aligning, Ordering,  
and Grouping Objects

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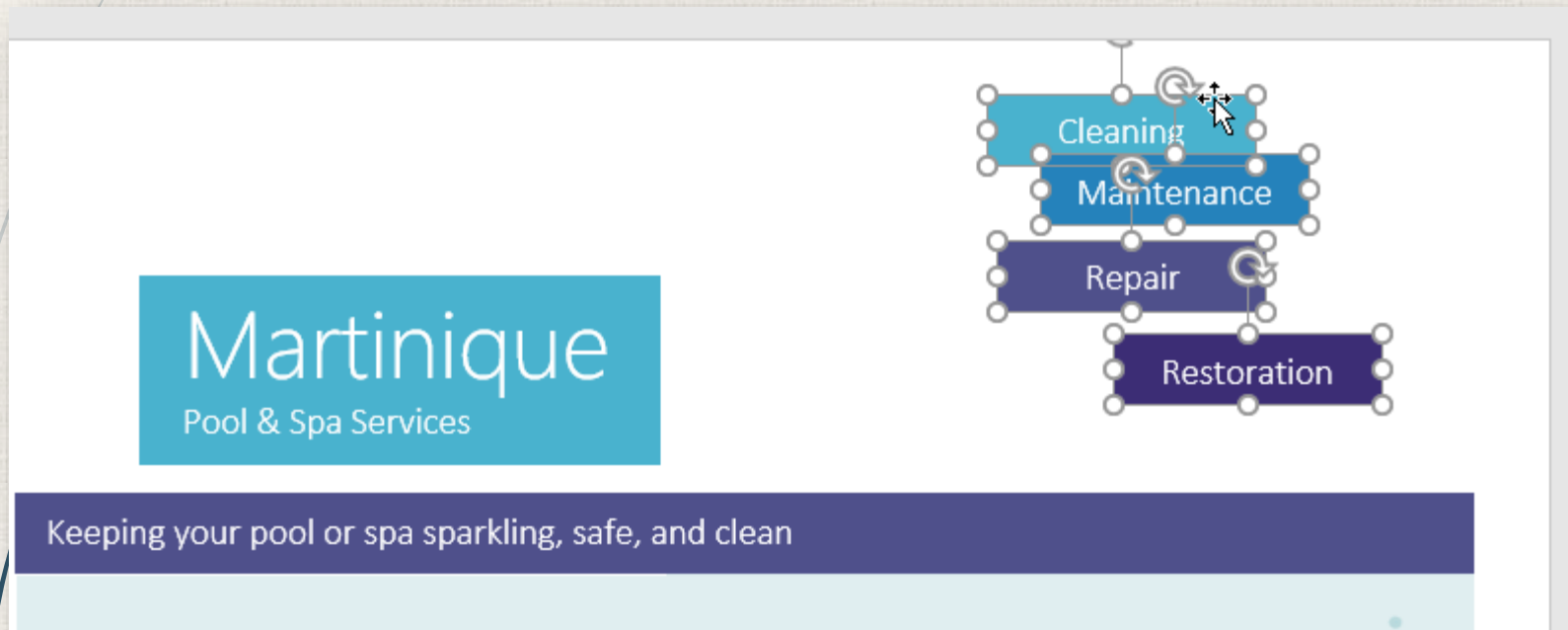
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# Introduction

- ▶ There may be times when your documents have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects any way you want by **aligning**, **grouping**, **ordering**, and **rotating** them in various ways.

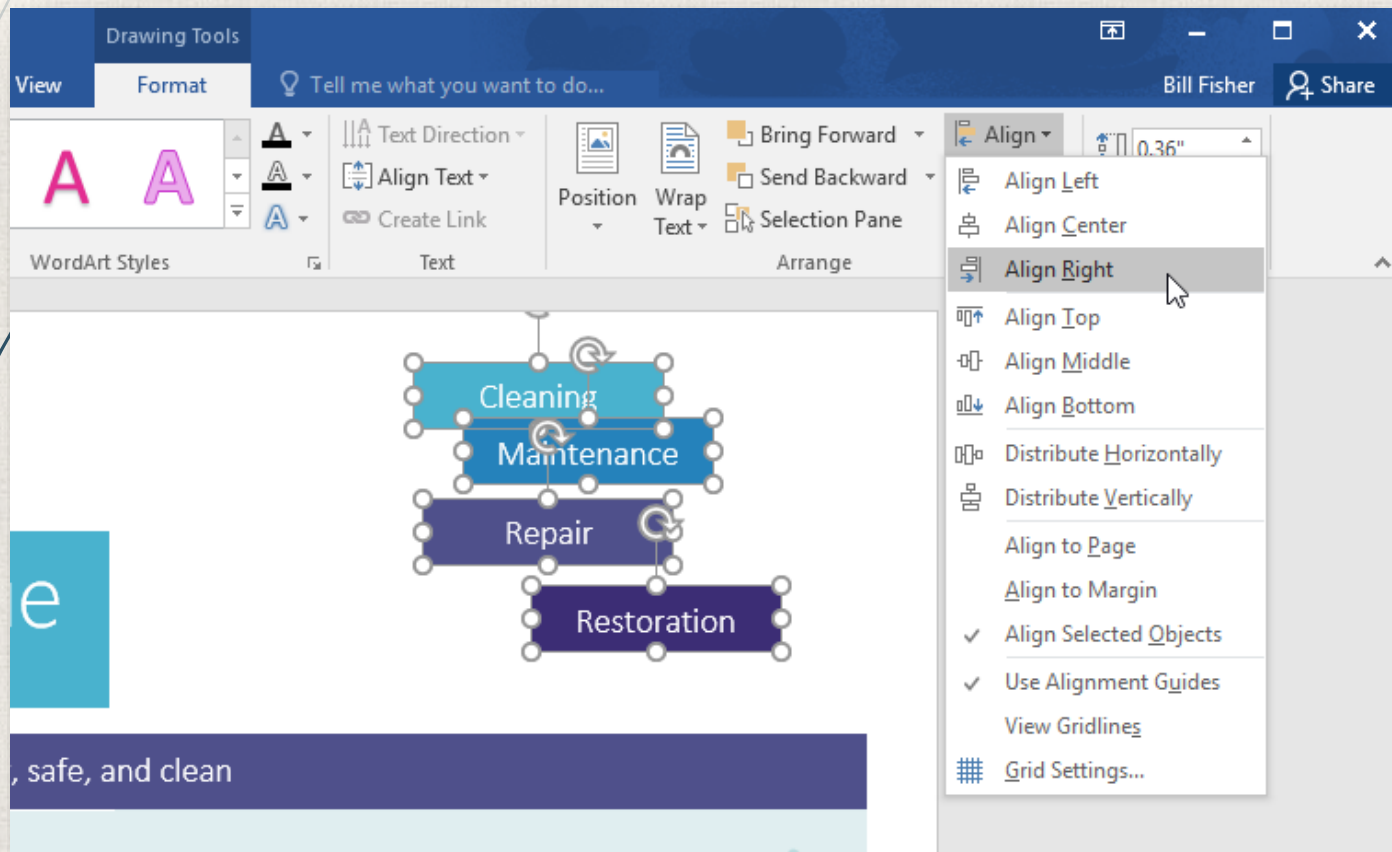
# Align two or more objects

1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to align. In our example, we'll select the four shapes on the right.



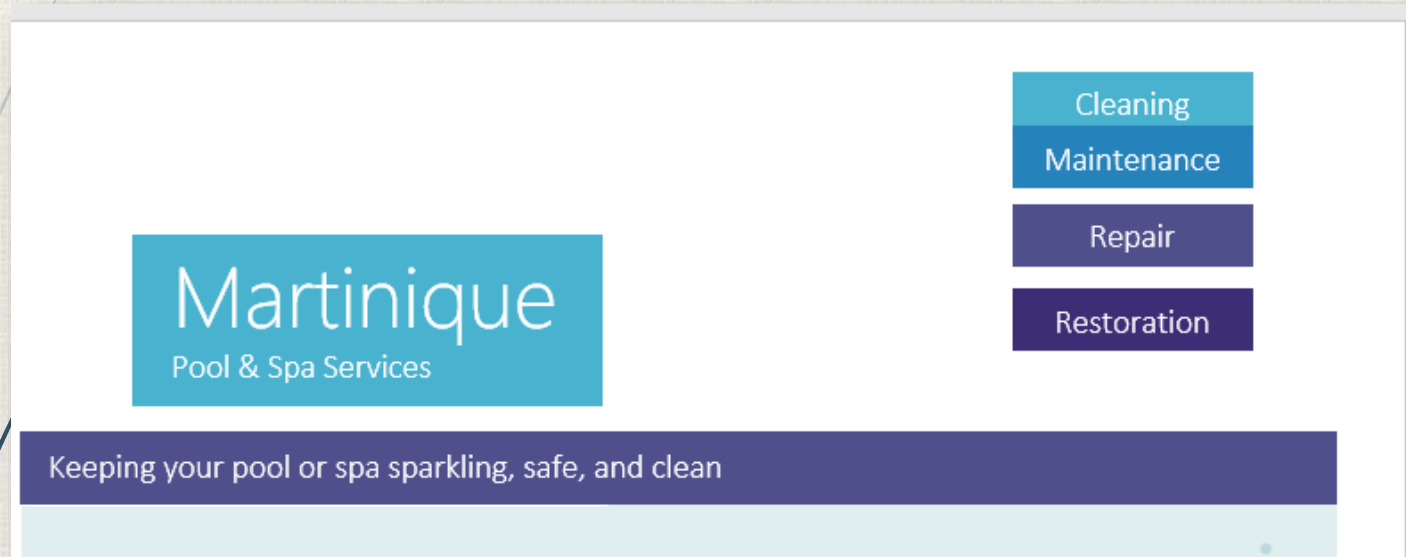
# Align two or more objects

- From the **Format** tab, click the **Align** command, then select one of the **alignment options**. In our example, we'll choose **Align Right**.



# Align two or more objects

3. The objects will be aligned based on the selected option. In our example, the shapes are now aligned with each other.



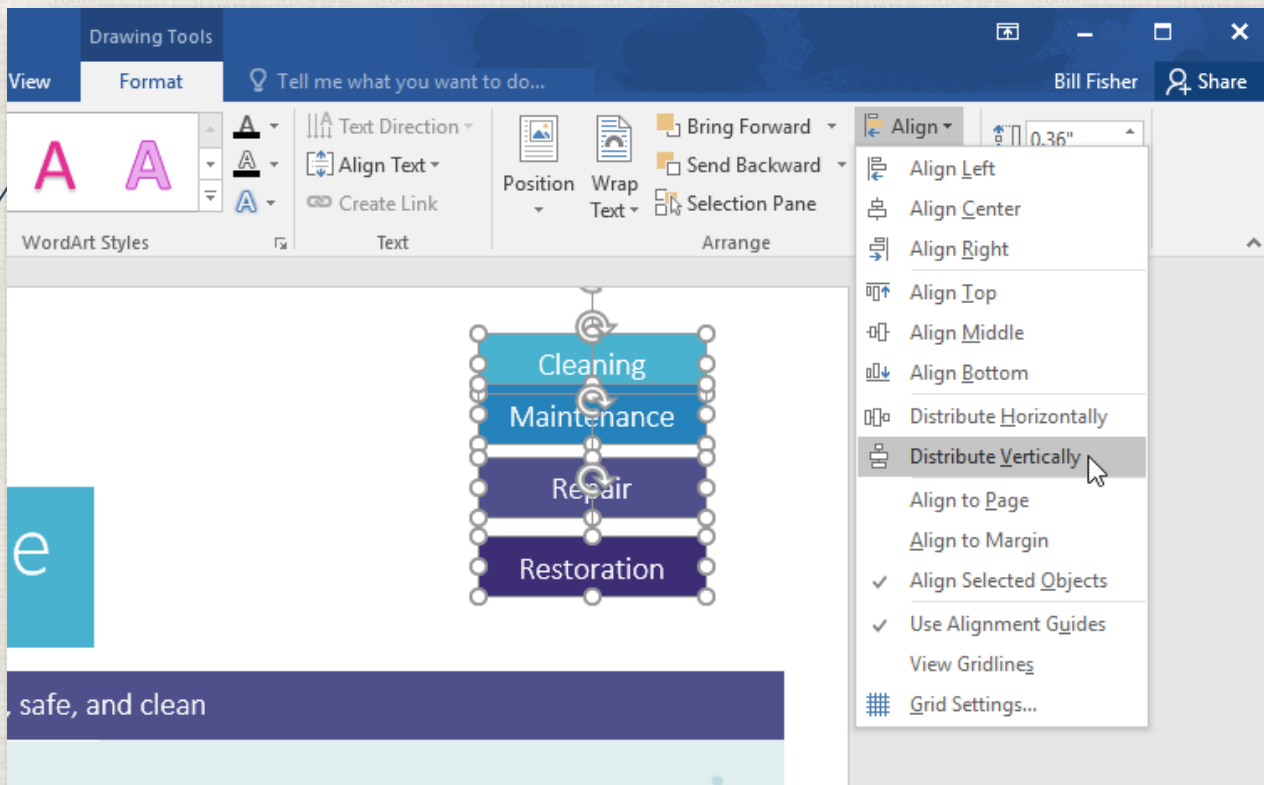
Note that the **Align Selected Objects** option is selected by default, which allows you to align objects without moving them to a different part of the page. However, if you want to move the objects the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.

# Distribute objects evenly

- ▶ If you have arranged your objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

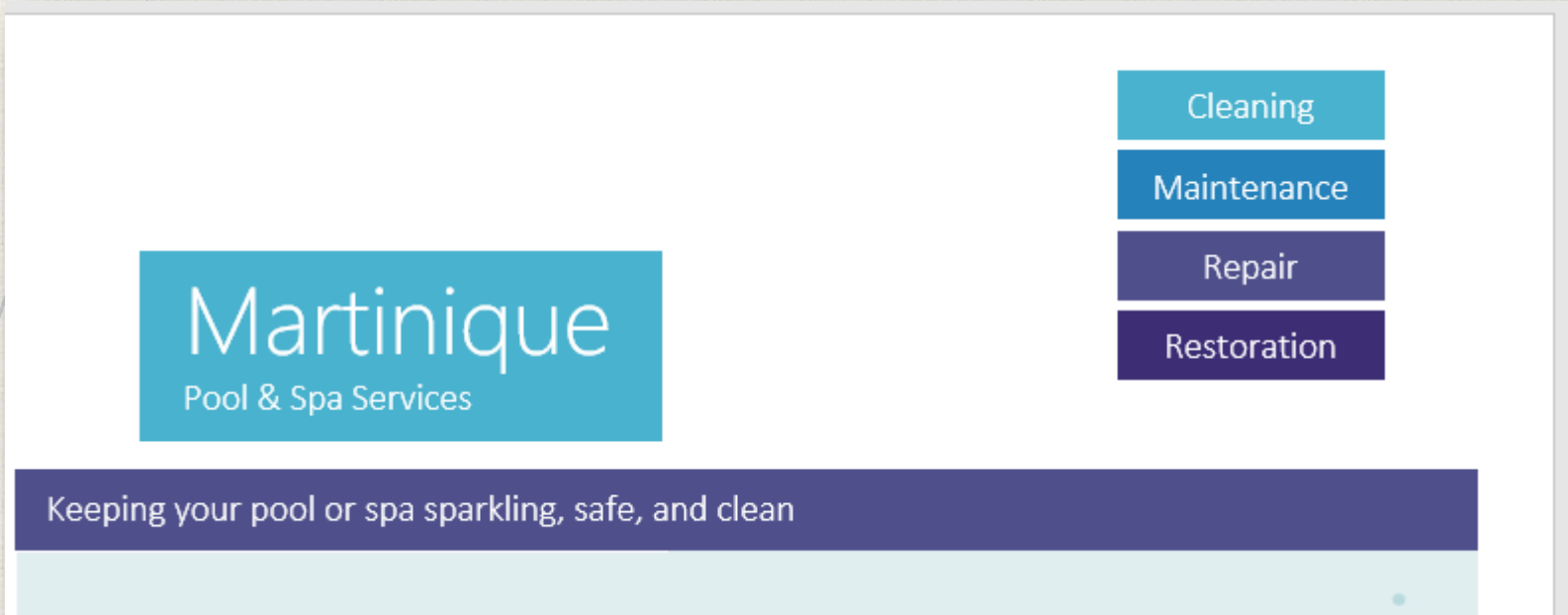
# Distribute objects evenly

1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to distribute.
2. On the **Format** tab, click the **Align** command, then select **Distribute Horizontally** or **Distribute Vertically**.



# 9 Distribute objects evenly

3. The objects will be evenly spaced from one another.

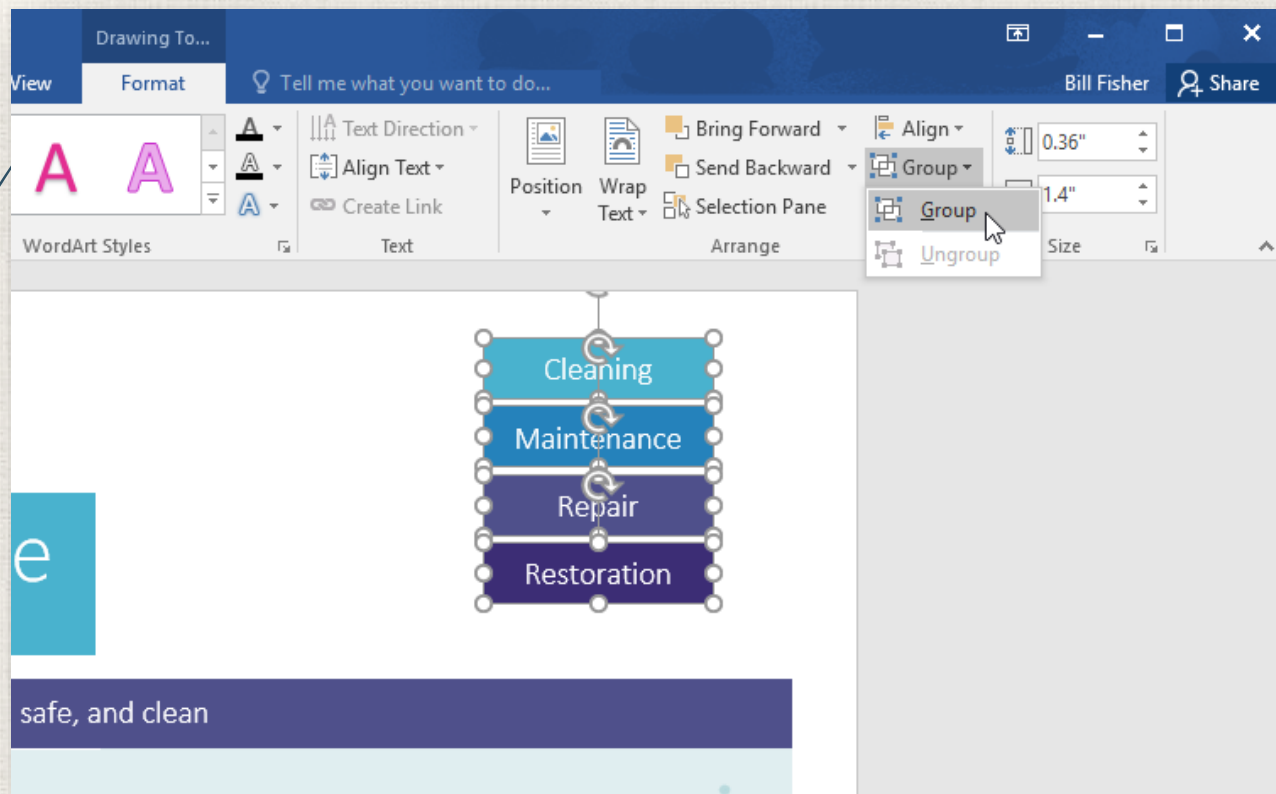


# Grouping objects

- ▶ At times, you may want to **group** multiple objects into **one object** so they will stay together. This is usually easier than selecting them individually, and it also allows you to resize and move all of the objects at the same time.

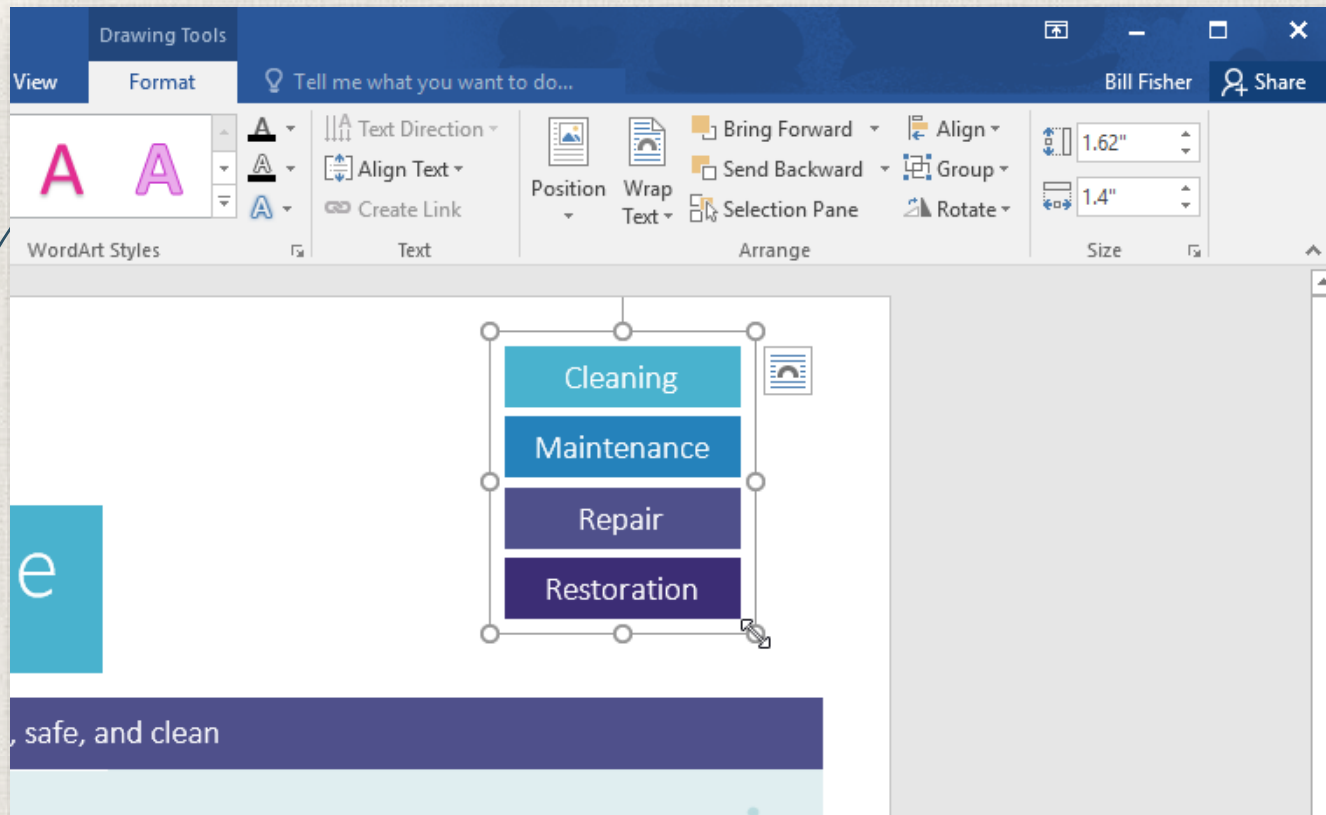
# Group objects

1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to group.
2. Click the **Group** command on the **Format** tab, then select **Group**.



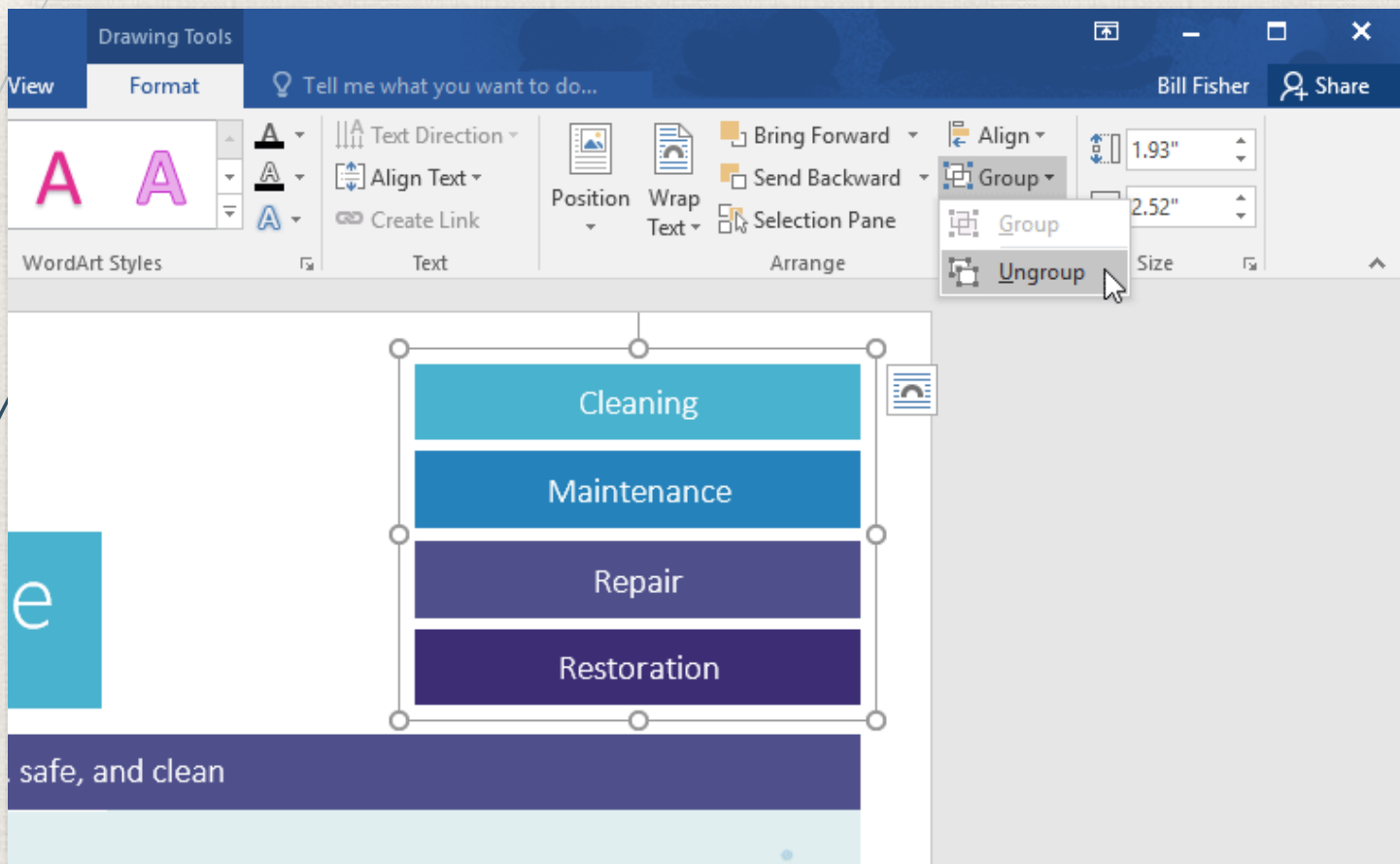
# Group objects

- The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group so you can move or resize all of the objects at the same time.



# Ungroup objects

1. Select the grouped object. From the **Format** tab, click the **Group** command and select **Ungroup**.



# Ungroup objects

2. The objects will be ungrouped.

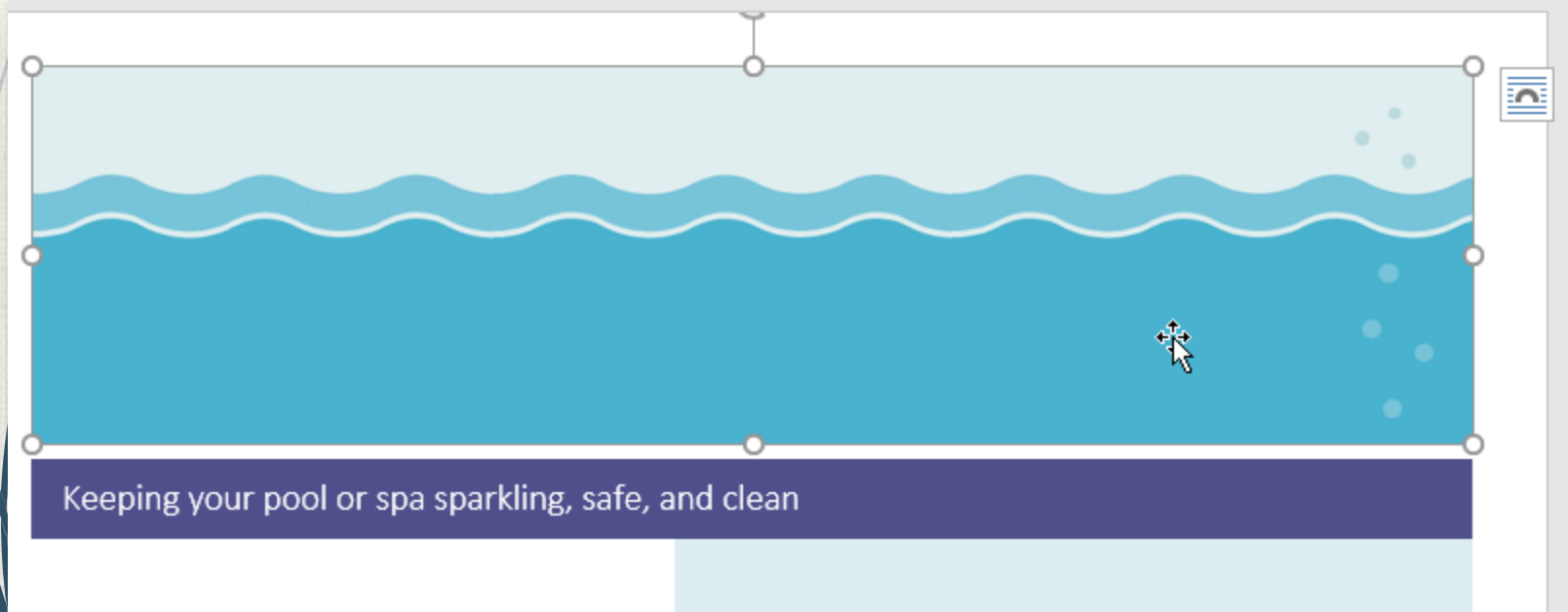


# Ordering objects

- ▶ In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it determines which objects are in the **front** or the **back**.

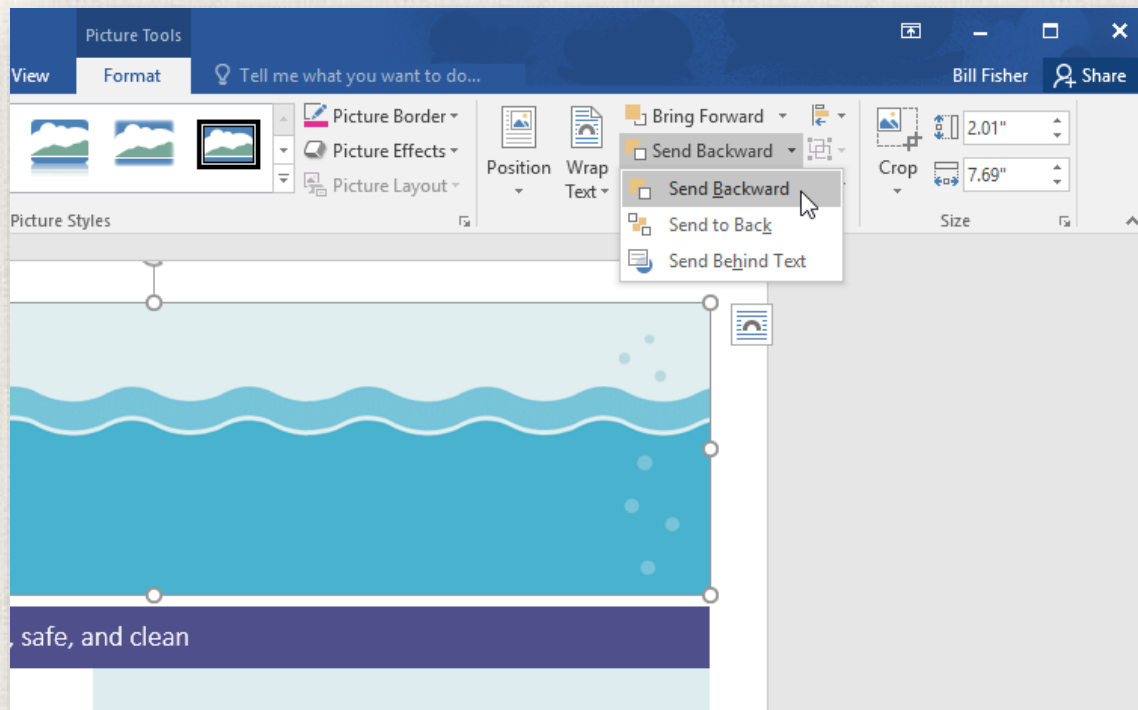
# Understanding levels

- Objects are placed on different **levels** according to the **order** in which they were inserted into a document. In the example below, if we move the waves image to the beginning of the document, it covers up several of the text boxes. That's because the image is currently on the highest—or top—level. However, we can **change its level** to put it behind the other objects.



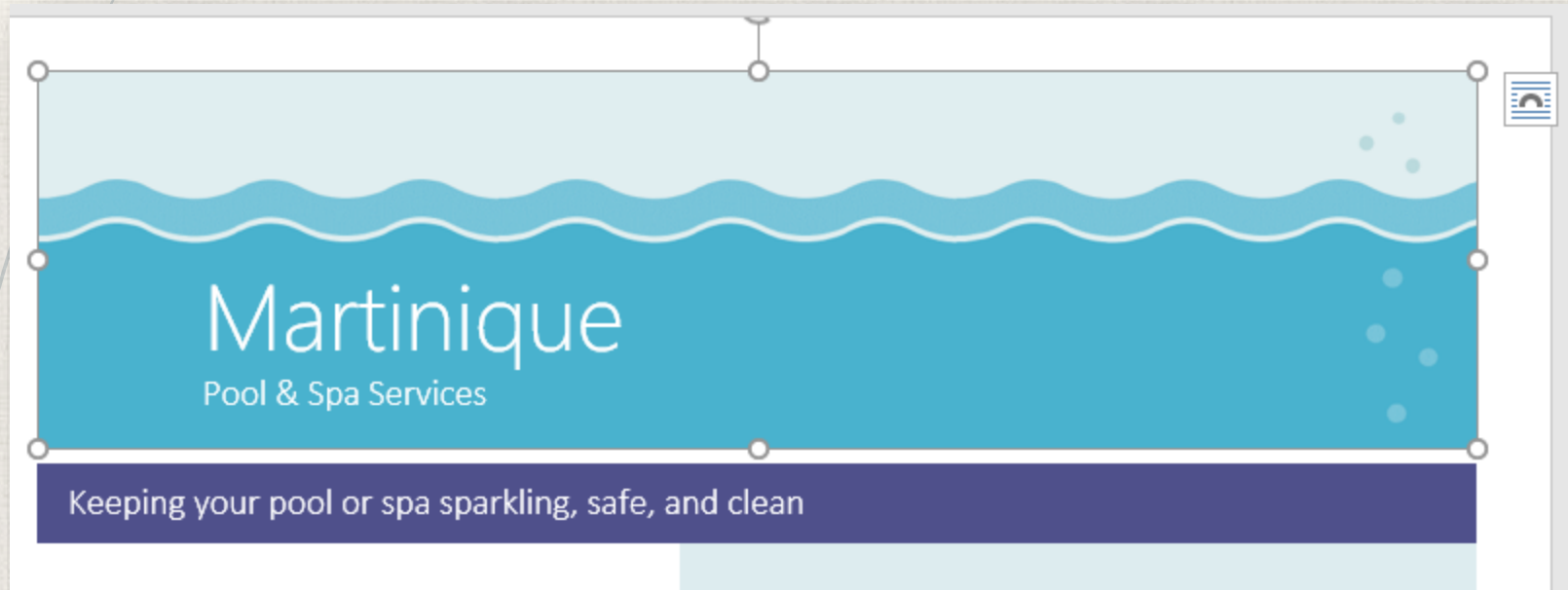
# Changing an object's level

1. Select the object you want to move. In our example, we'll select the image of the waves.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. In our example, we'll select **Send Backward**.



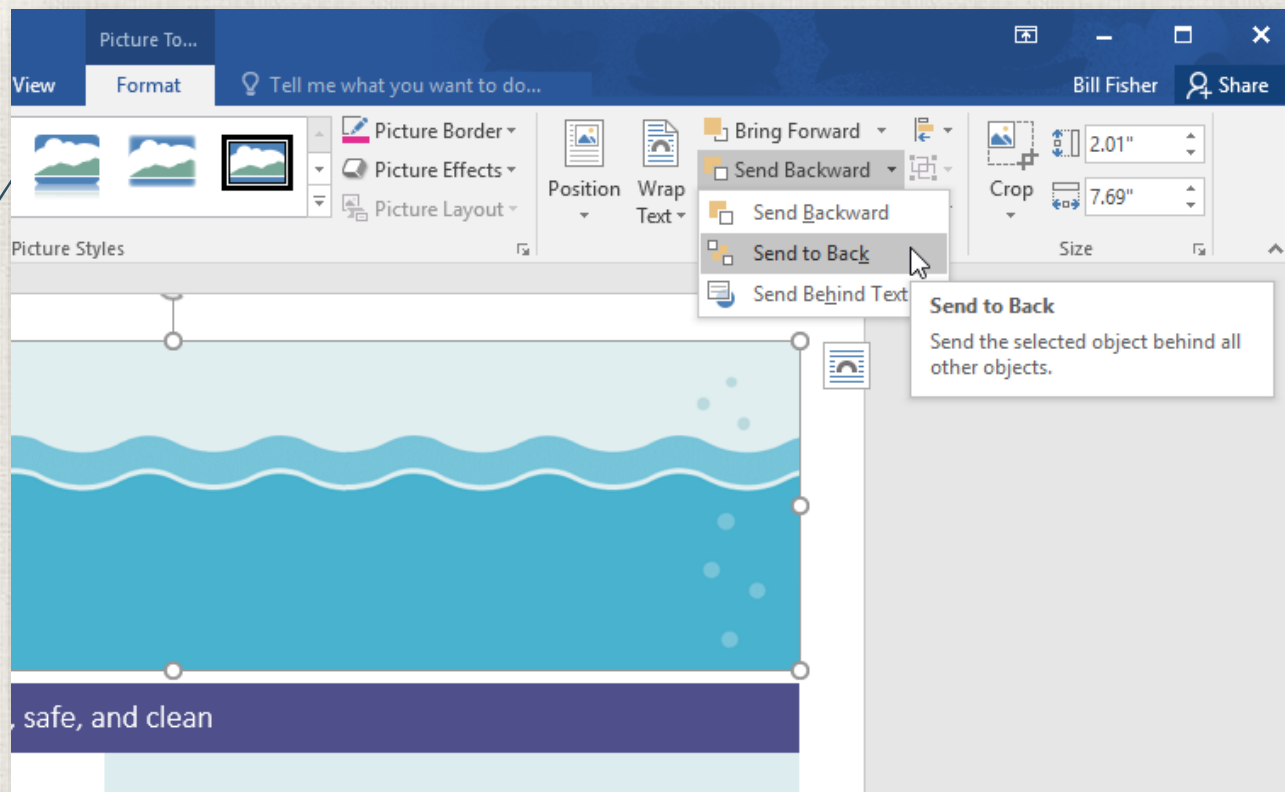
# Changing an object's level

3. The objects will be reordered. In our example, the image is now behind the text on the left, but it's still covering the shapes on the right.



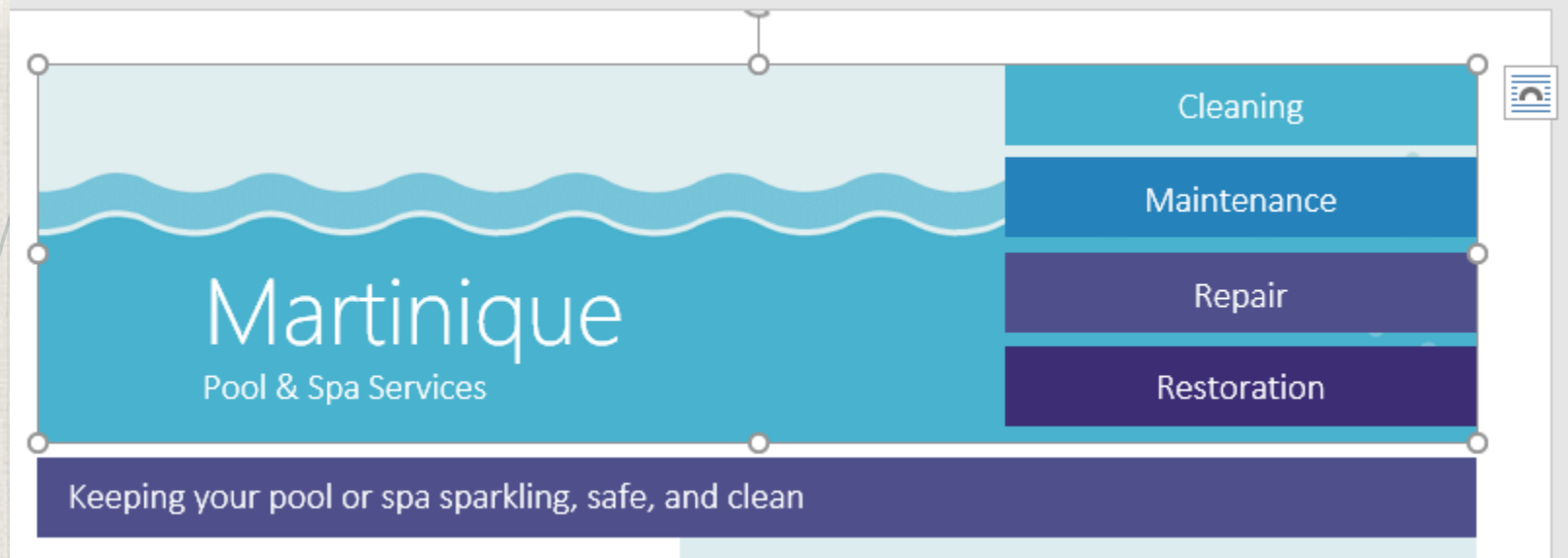
# Changing an object's level

4. If you want to move an object behind or in front of several objects, it's usually faster to use **Bring Forward** or **Send Backward** instead of clicking the other ordering command multiple times.



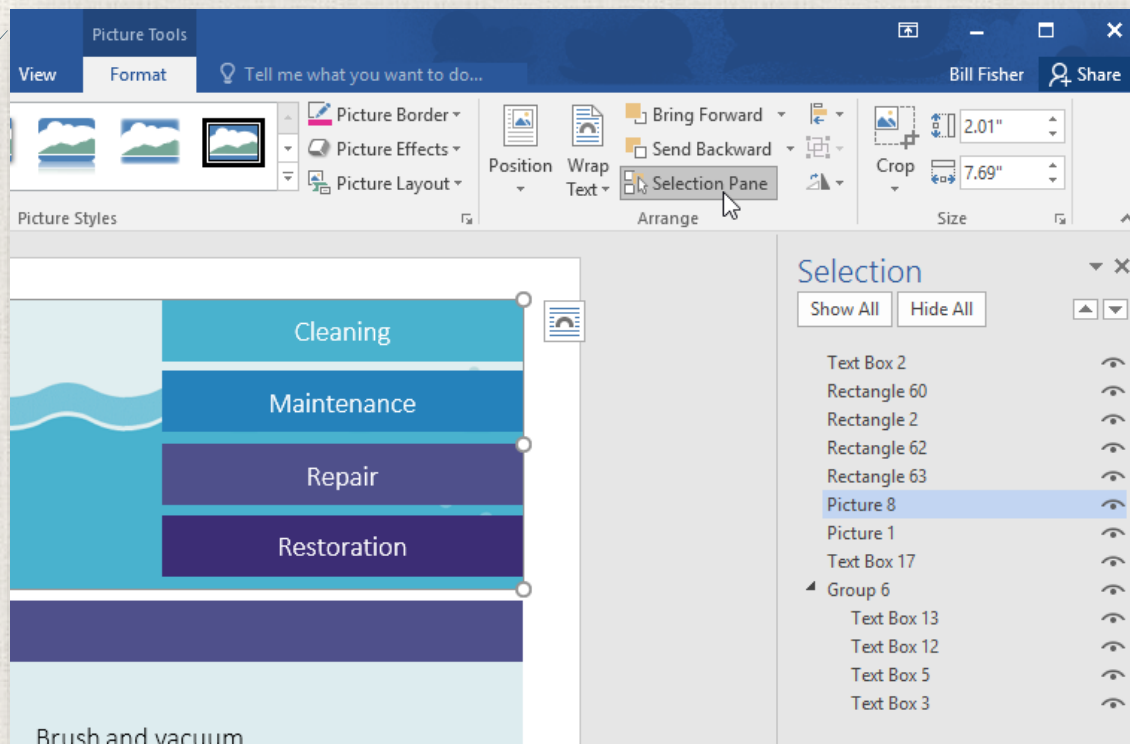
# Changing an object's level

5. In our example, the image has been moved behind everything else on the page, so all of the other text and shapes are visible.



# Changing an object's level

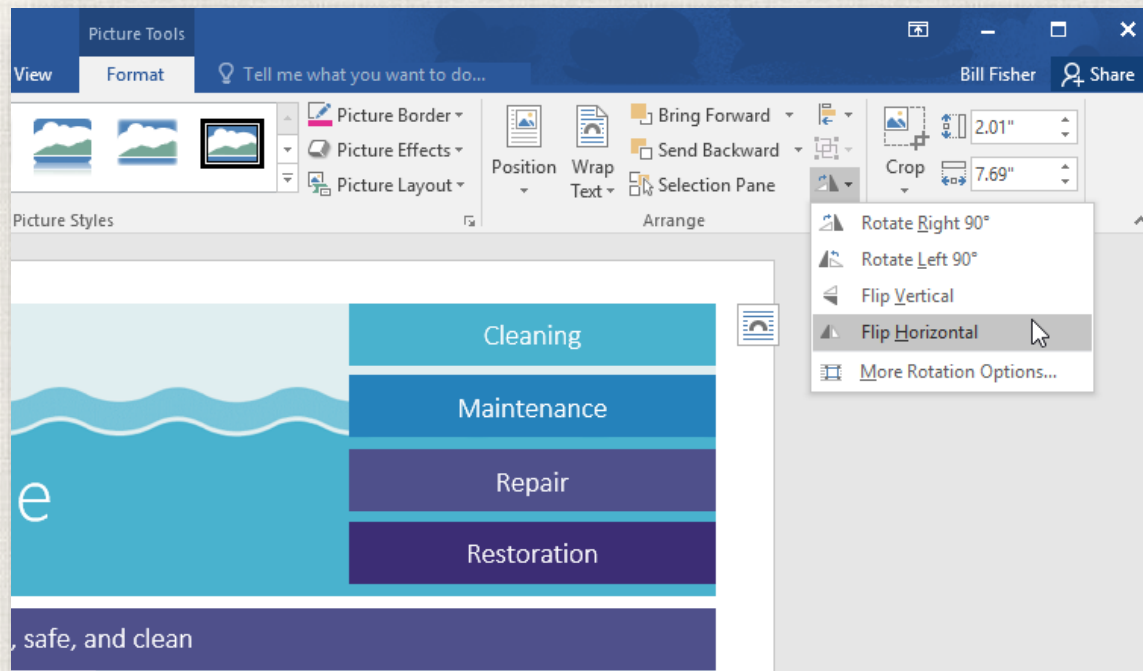
- ❖ If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection Pane** allows you to easily drag an object to a different level. To view the Selection Pane, click **Selection Pane** on the **Format** tab.



# Rotate or Flip an object

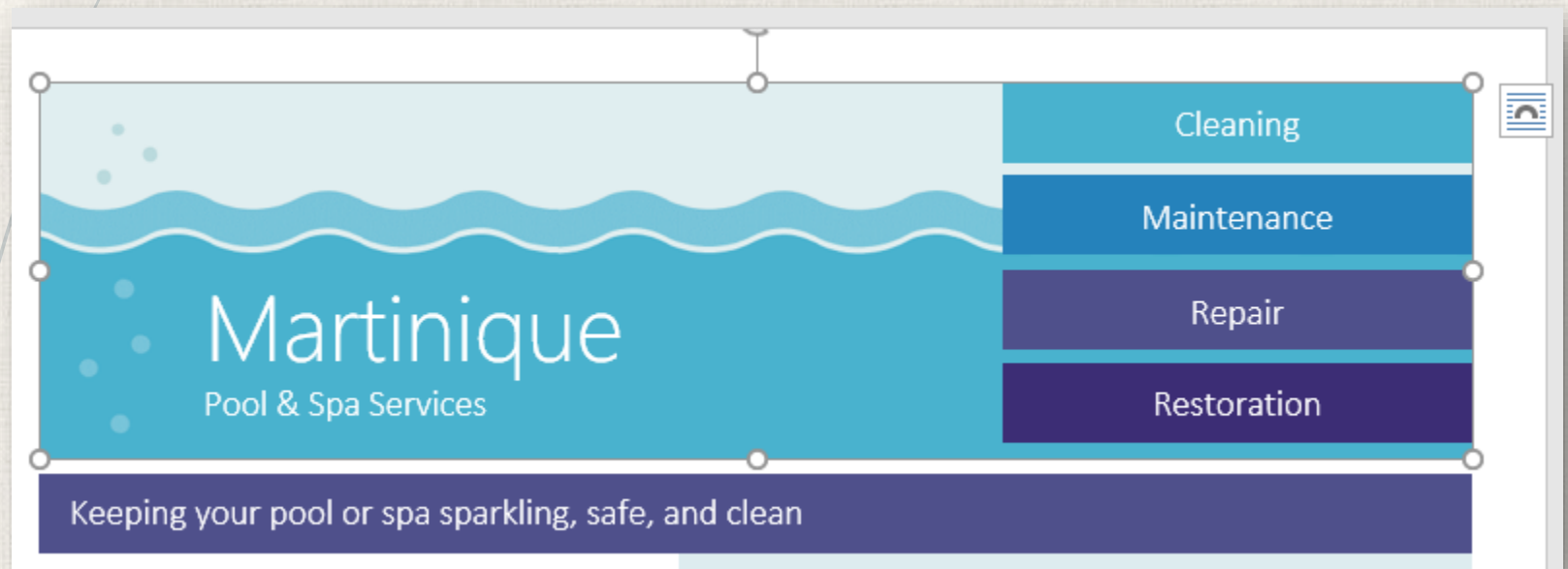
If you need to turn an object so it faces a different direction, you can **rotate it** to the left or right, or you can **flip it** horizontally or vertically.

1. With the desired object selected, click the **Rotate** command on the **Format** tab, then choose the desired **rotation option**. In our example, we'll choose **Flip Horizontal**.



# Rotate or Flip an object

2. The object will be rotated. In our example, we can now see the bubbles on the left that were previously hidden behind the text boxes.



# Practice

- Open our **practice document**.
- Scroll to **page 2** and select the picture of the waves at the top of the page.
- Use the **Rotate** command to flip the waves vertically.
- Use the **Send to Back** command to move the waves behind the Martinique text box.
- Move the **Martinique** text box so it is near the **bottom** of the waves image.
- Make sure the waves picture and Martinique text box are no longer selected. Hold down the **Shift** key, then select the text boxes containing **Cleaning, Maintenance, Repair, and Restoration**.
- Click the **Align** command, and make sure the **Align Selected Objects** option is selected. Select **Align Right** and **Distribute Vertically**.
- With the text boxes still selected, **group** them.



Martinique  
Pool & Spa Services

- Cleaning
- Maintenance
- Repair
- Restoration

Keeping your pool or spa sparkling, safe, and clean

### Salt Water Pool & Spa Maintenance

- Salinity monitoring
- pH balance
- Corrosion prevention
- Clean salt cells

- Alkalinity Levels
- Calcium Levels
- Stabilizer Levels
- Dissolved Solids

### Monthly Testing



The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the same text.

**THE END**

THE END