

## Aligning and Ordering Objects

Layouts that have objects scattered randomly about them look terrible. This lesson will show you how to use the Align and Order features to organize the objects on your layouts.

### Align Objects

The align command aligns objects relative to one another.

1. Select all the objects that you want to align.
  - ✓ **Tip:** To select multiple objects, hold down the <Ctrl> key as you select each object.

2. Click the **Format** tab on the Ribbon and click the **Align** button in the Arrange group. (Fig 1)

A list of alignment options appears.

3. Select an alignment option from the list.

The selected objects are aligned accordingly.

- ✓ **Tip: Other Ways To Align Objects:** Select the objects that you want to align and right click on one of the objects. Point to Align and select an option from the submenu. (Fig 2)

### Order Objects

The Order command layers objects that overlap by moving forward, to front, backward or to back.

1. Select the object you want to change the order of.
2. Click the **Format** tab on the Ribbon and click the **Bring Forward or Send Back** button in the Arrange group. Select the desired placement option. (Fig 3)

- ✓ **Tip: Other Ways To Order Objects:** Select the object that you want to change the order of and right click on it. Point to Order and select an option from the submenu. (Fig 2)

### Exercise

- **Exercise:** Import 3 graphics and add a text box. Use the Alignment option to move the objects around. Next use the Order option to change how the graphics are layered on the presentation.



Figure 1: Select an alignment option.

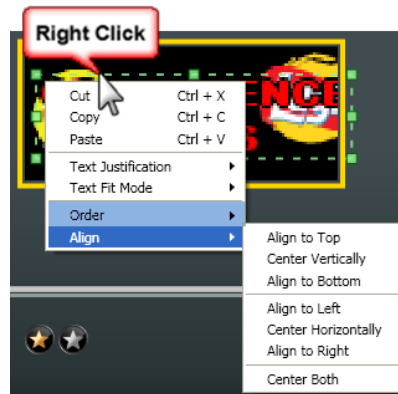


Figure 2: Right click an object to select Align or Order.

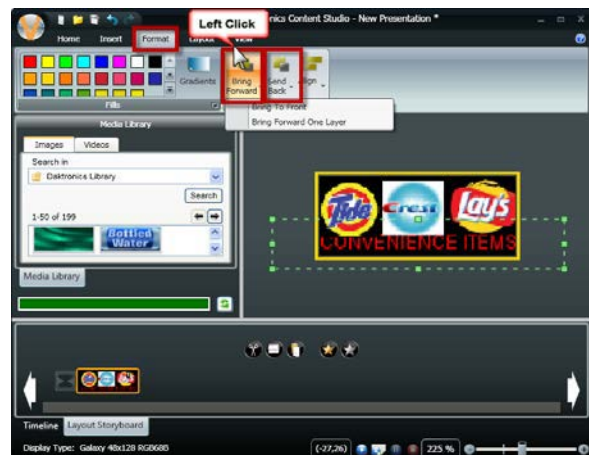


Figure 3: Select an alignment option