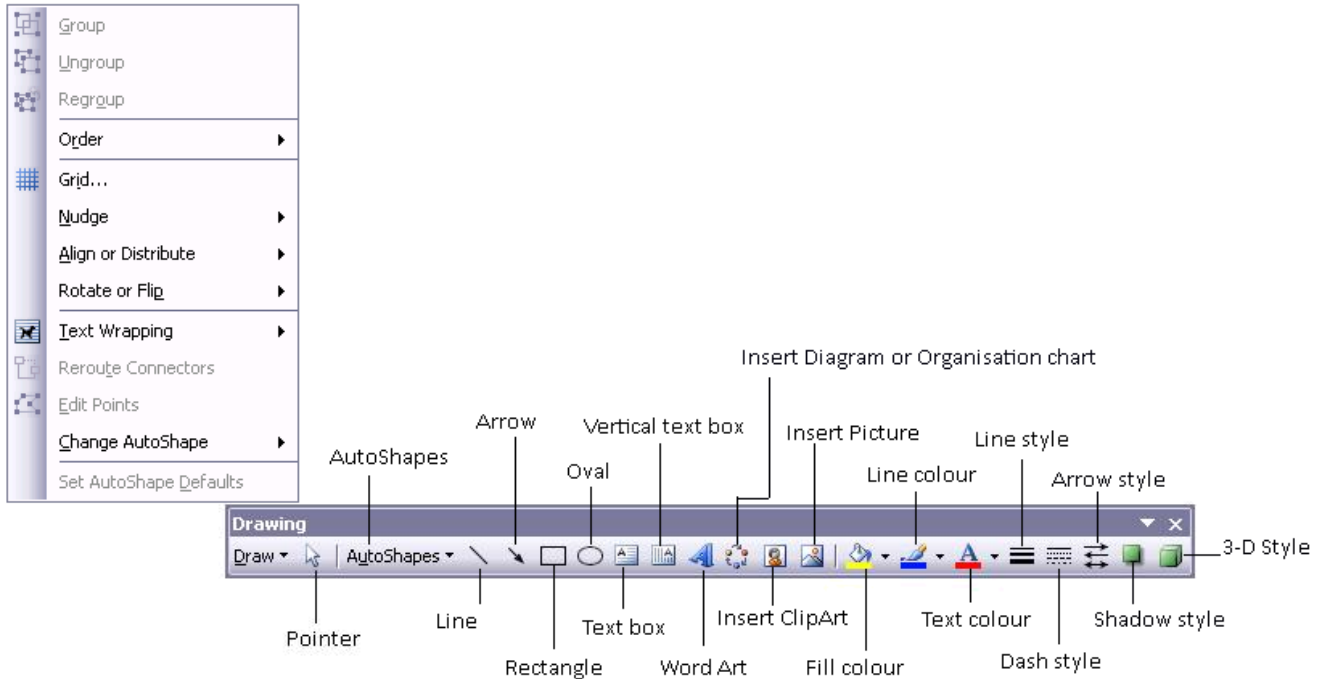


Selecting objects

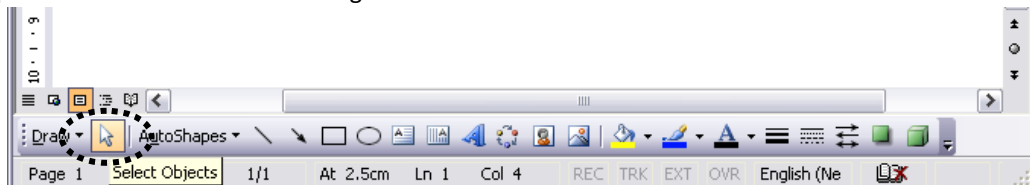
Microsoft Word 2003

When you have many objects in a document and you wish to move them in a group use, the **Select objects** tool.

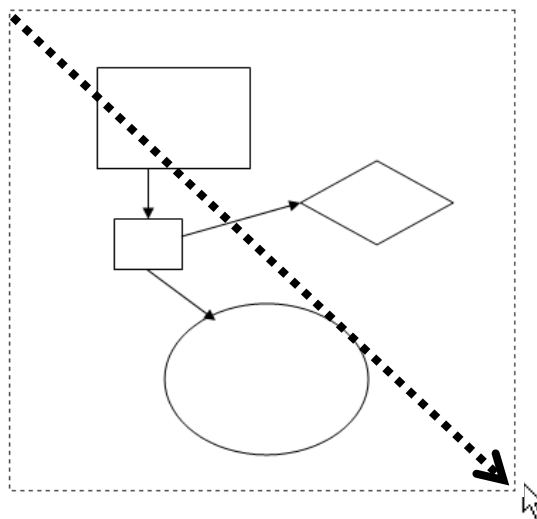
The drawing tool can be located at the top or bottom of the window, and looks like the one illustrated below. If it is not shown, go **View > Toolbars > Drawing** to show the Drawing toolbar.



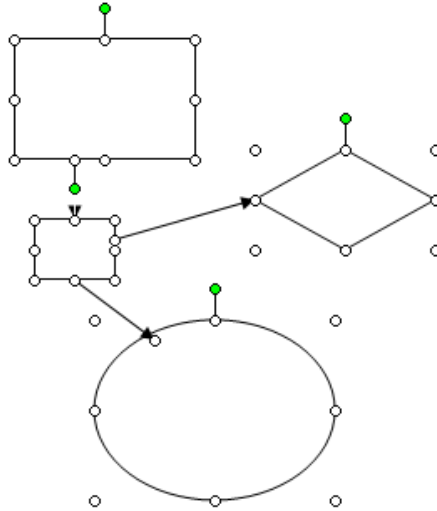
1. Click on the pointer arrow icon in the Drawing tool bar




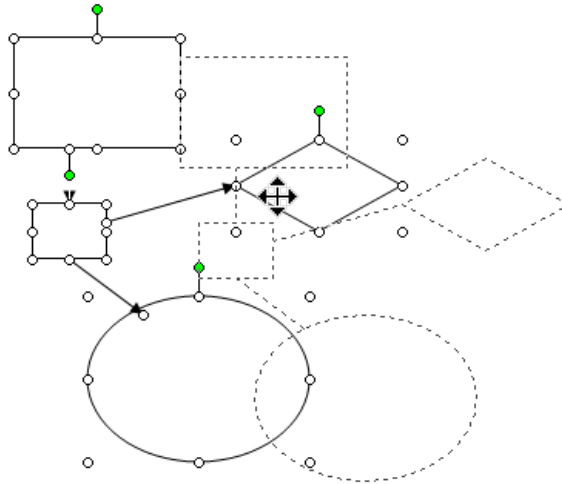
2. Place the arrow-shaped pointer in your document where you want to start encircling objects, press and hold the mouse button, and drag the pointer to the opposite corner.



3. All objects have been selected.



4. Mouse over the objects and drag them once the mouse cursor becomes like a cross-arrow mark . They move as one group.



5. If you would like to deselect the group of objects, simply click on anywhere in your document (ideally in a blank part).