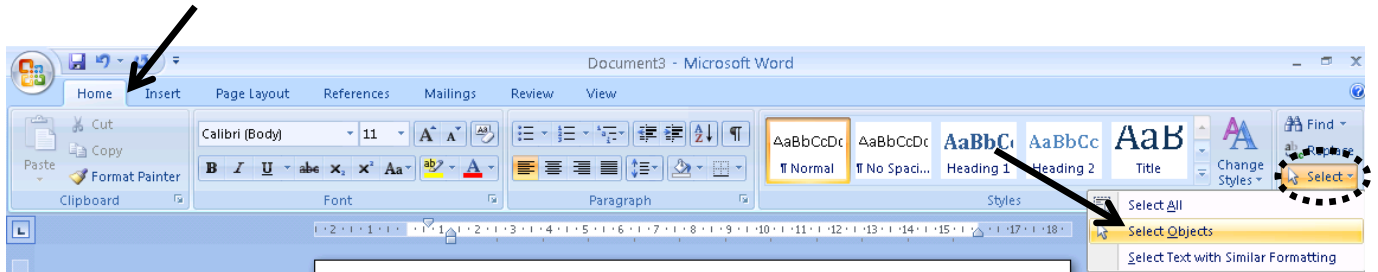


Selecting objects

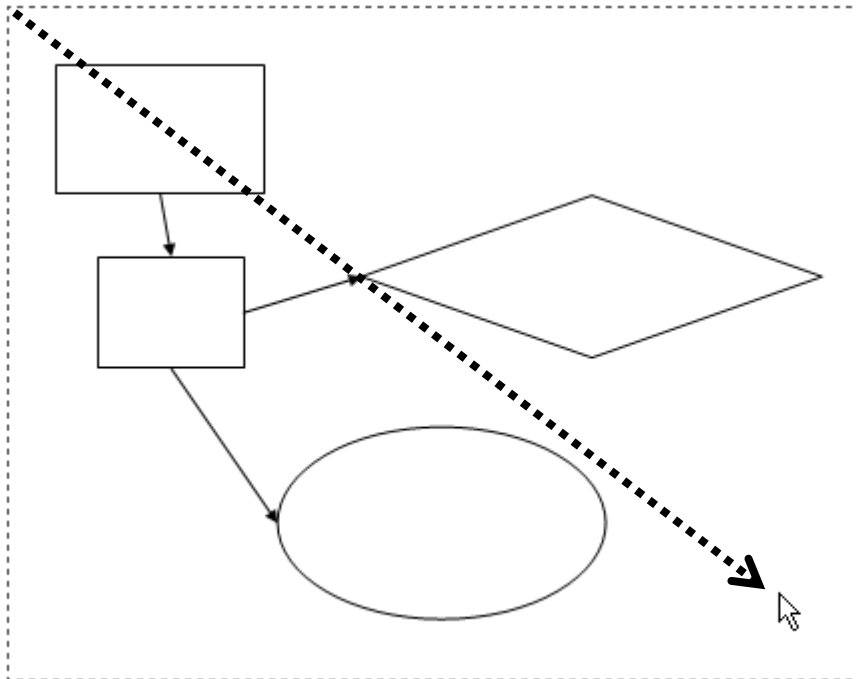
Microsoft Word 2007

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

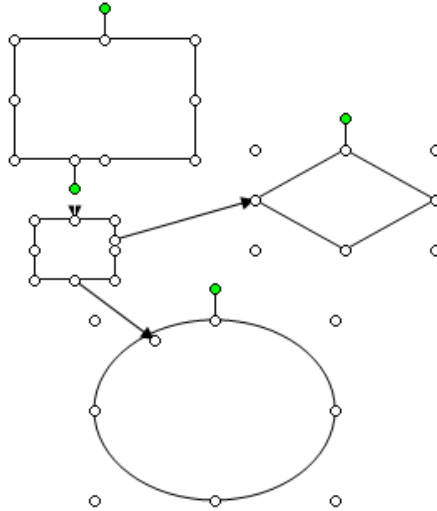
1. Click on **Home > Select > Select Objects**




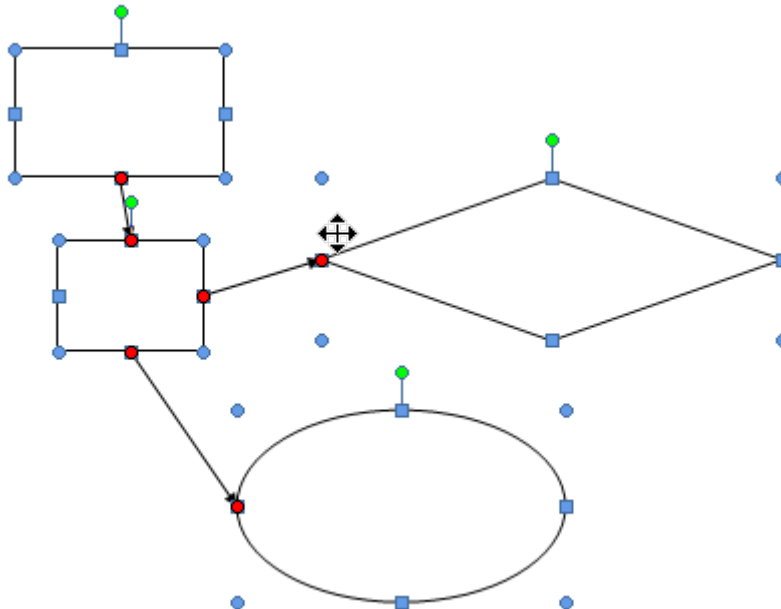
2. Place the arrow-shaped pointer in your document where you want to start encircling objects, press and hold the mouse button, and drag the pointer to the opposite corner.



All objects have been selected.



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



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