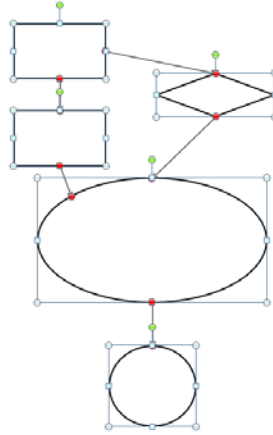


Grouping & Ungrouping

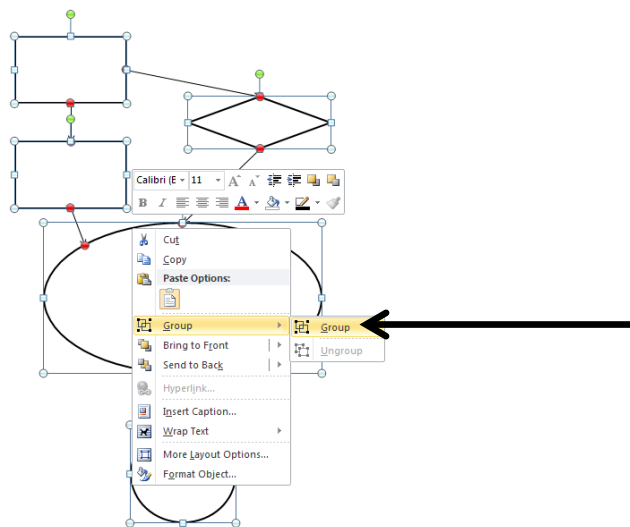
Microsoft Word

Grouping is useful when moving multiple shapes and objects together.

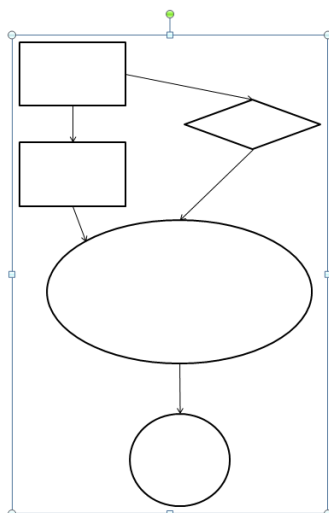
1. Select multiple objects (see previous tips how to select multiple objects as one)



2. **Right click** over the selected objects > **Group** > **Group**



3. Done



Notice: There is only one set of the resizing handles, i.e., MS Word is treating those objects as one object.

Ungrouping:

1. Right click on the grouped object
2. **Group** > **Ungroup**