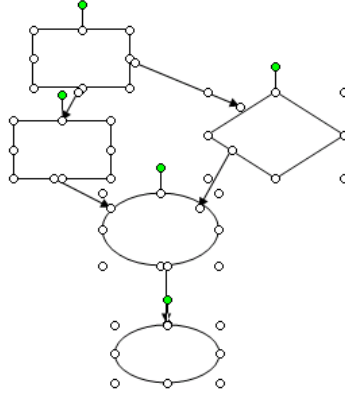


Grouping and ungrouping

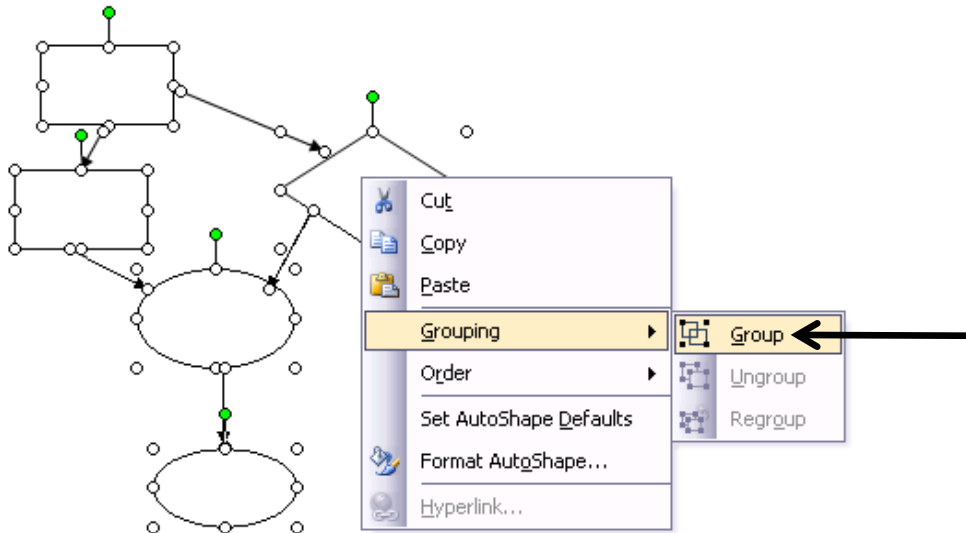
Microsoft Word 2003

Grouping is useful when moving multiple shapes and objects together.

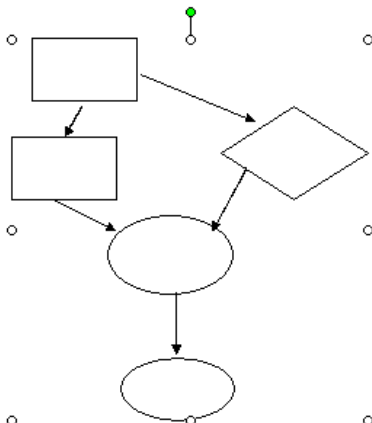
1. Select multiple objects (see previous tips how to select multiple objects as one)



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



3. Done



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

Ungrouping:

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