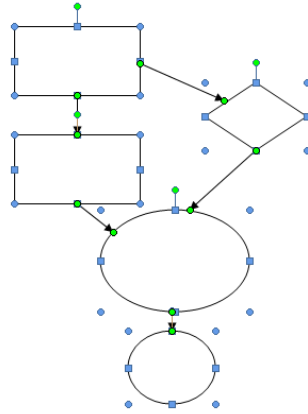


Grouping and ungrouping

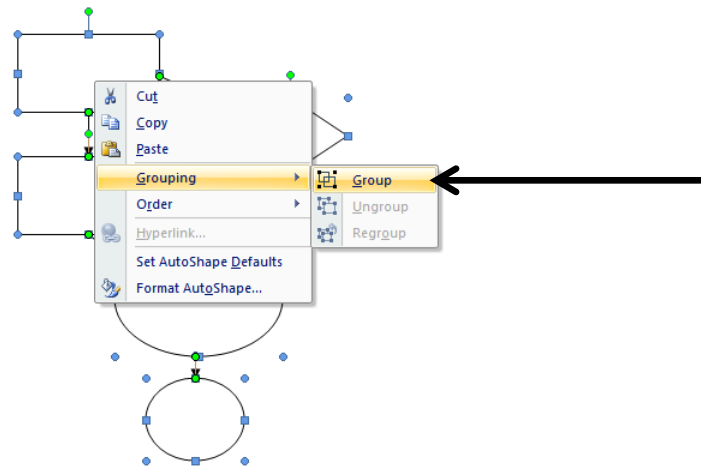
Microsoft Word 2007

Grouping is useful when moving multiple shapes and objects together.

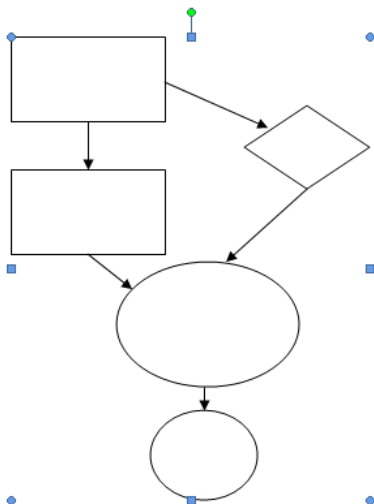
1. Select multiple objects (see previous tips how to select multiple objects as one)



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



3. Done



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

Ungrouping:

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