

**Group and Ungroup Objects in Power Point**

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Microsoft Power Point

Module 18 - Group and Ungroup Objects in Power Point

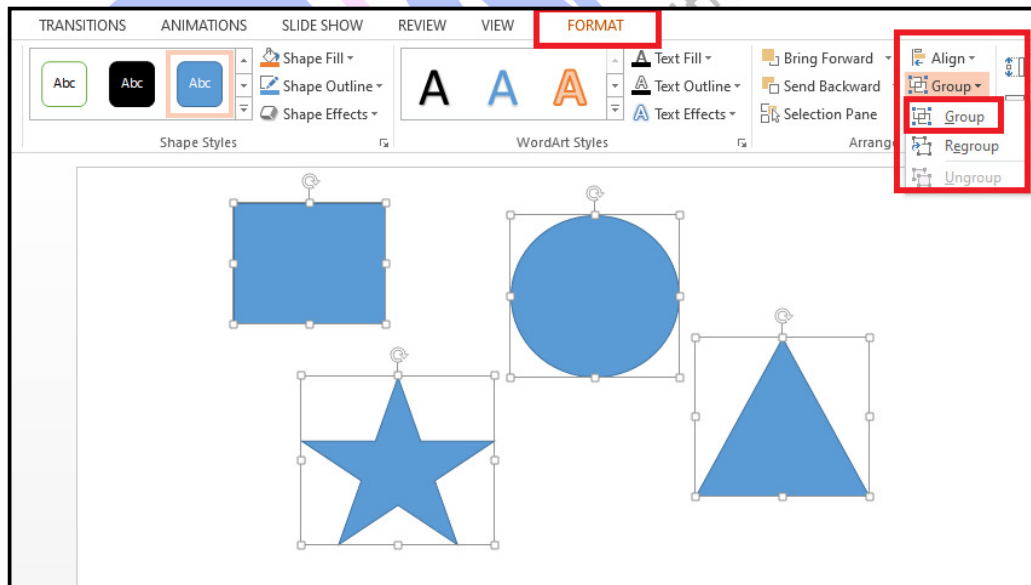
Meaning of Group Objects:

In PowerPoint, grouping objects means combining two or more items—like shapes, text boxes, pictures, icons—into a single unit so you can move, resize, format, or animate them all at once.

- You select multiple objects and tell PowerPoint to treat them as one.
- It's like putting things in a box—you move or edit the box, and everything inside moves or changes with it.
- Makes organizing and aligning items easier.

Steps to Group Objects in PowerPoint:

1. Click on the first object you want to group.
2. Hold down the Shift key on your keyboard.
3. Click on each object you want to group (keep holding Shift while clicking).
4. When all are selected, right-click on one of them.
5. From the menu, choose Group → then click Group again.



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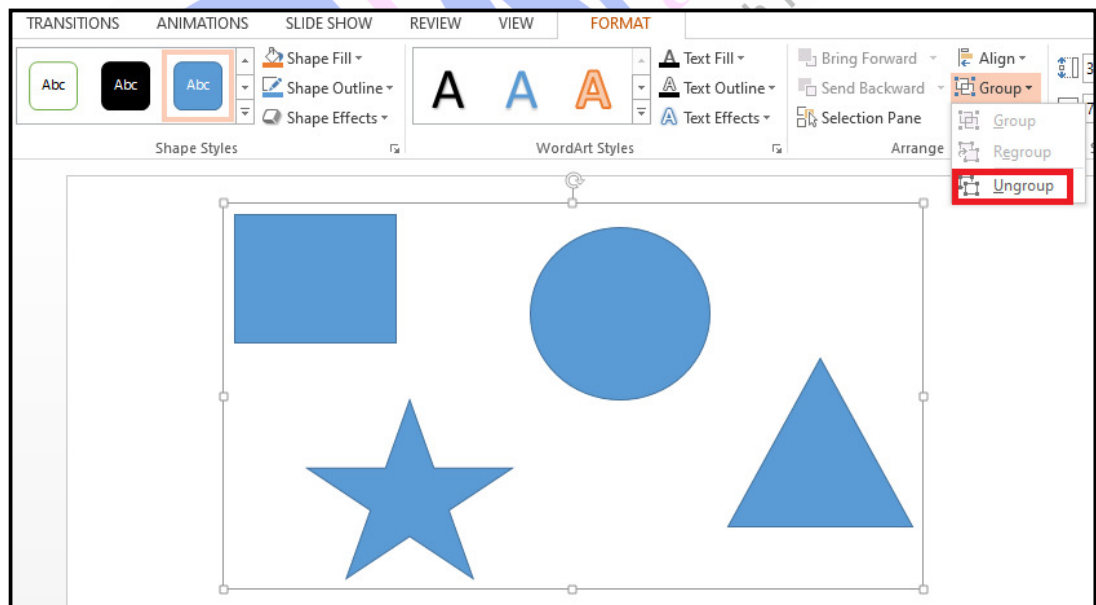
**Meaning of Ungroup Objects:**

In PowerPoint, ungrouping objects means breaking apart a previously grouped set of items so you can edit or move each one individually again.

- PowerPoint separates the grouped objects.
- You can now change or move each object on its own.
- It's like unpacking a box—once opened, you can pick up each item separately.

**Steps to Ungroup Objects in PowerPoint:**

1. Click on the grouped object (you'll know it's grouped if all the parts move together).
2. Right-click on it.
3. From the menu, choose Group → then click Ungroup.



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Assignment

**GROUP & UNGROUP OBJECTS  
IN POWERPOINT**

Design Smarter, Work Faster





Presented by Your Name

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**WHAT IS GROUPING?**

- Grouping combines multiple objects into one unit
- Makes it easier to move, resize, and format them together
- Useful in creating complex designs with ease







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**WHAT IS UNGROUPING?**

- Ungrouping breaks a group into individual components
- Allows editing each item separately
- Useful for modifying parts of a grouped object







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**PRACTICAL USES OF GROUPING**

- Designing logos or infographics
- Aligning multiple items quickly
- Duplicating complex layouts efficiently





TEXT

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