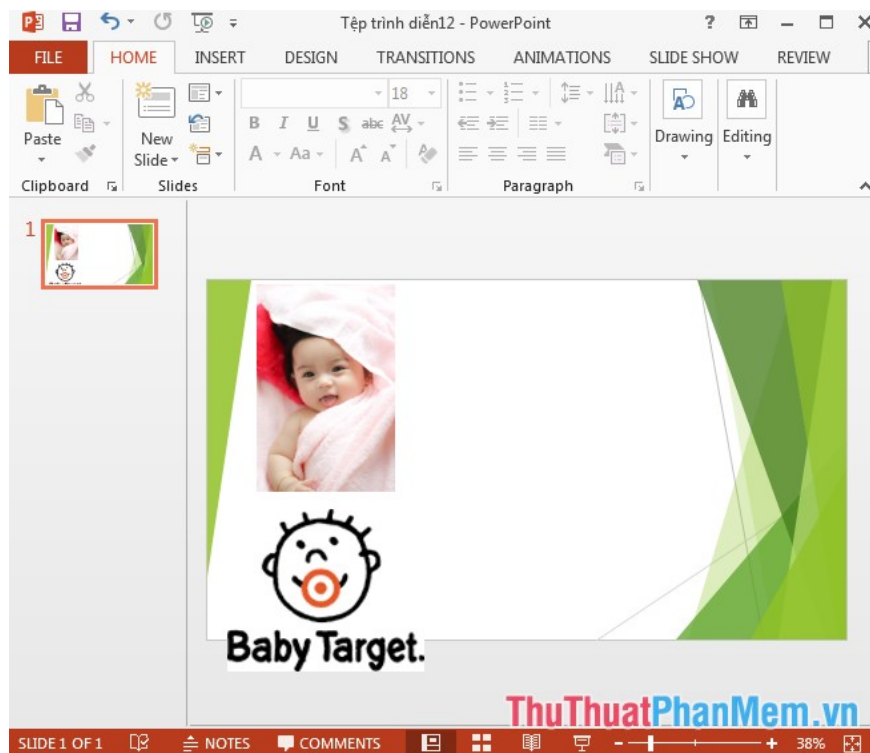


Basic operations on objects on slides in PowerPoint

Introduce the basic operations with objects on Slide in PowerPoint 2013. The example on Silde has 2 objects as shown: The operations for working with 2 objects on Silde include: 1. Moving the object to 1 unit new position. 2. Copy the object to 1 page

The following article introduces you to basic operations with objects on Slide in PowerPoint.

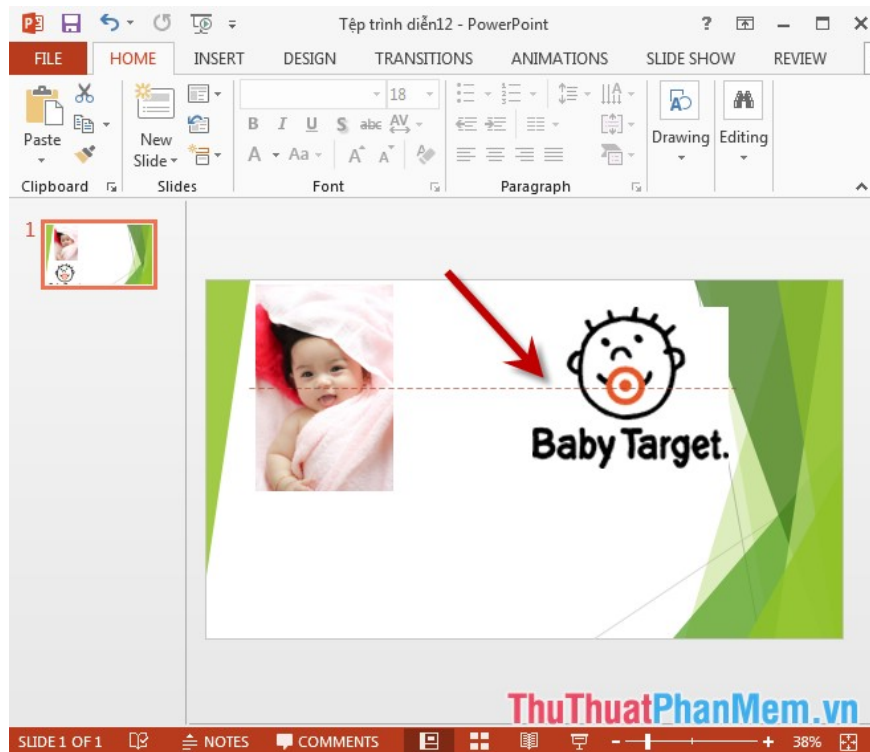
The example on Silde has 2 objects as shown:



The operation of working with 2 objects on Silde includes:

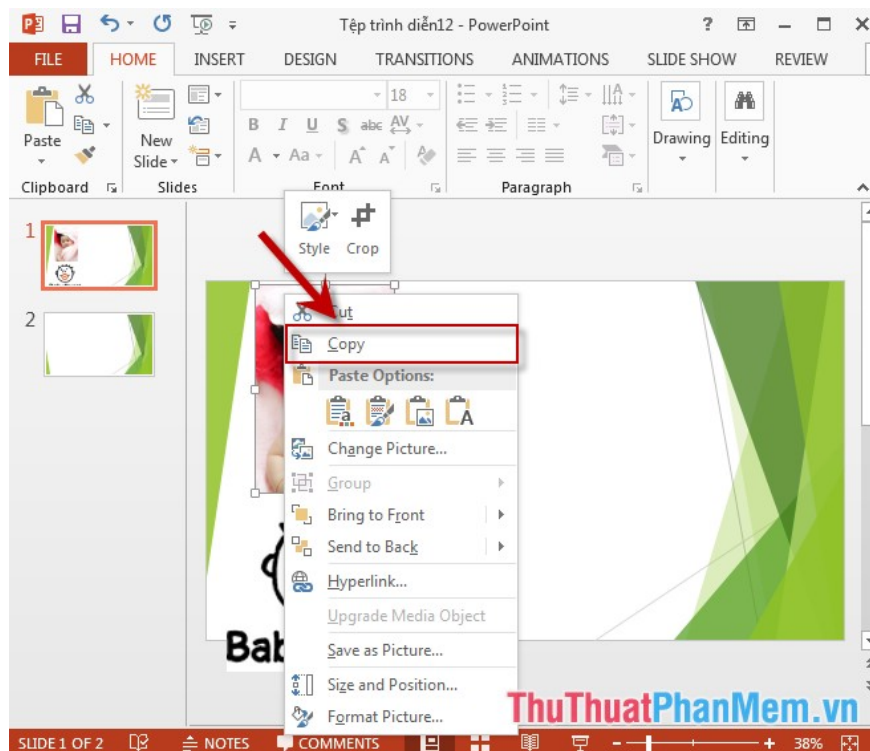
1. Move the object to a new location.

- To move an object to a new position, just click on the object -> hold and move the object to the desired position:

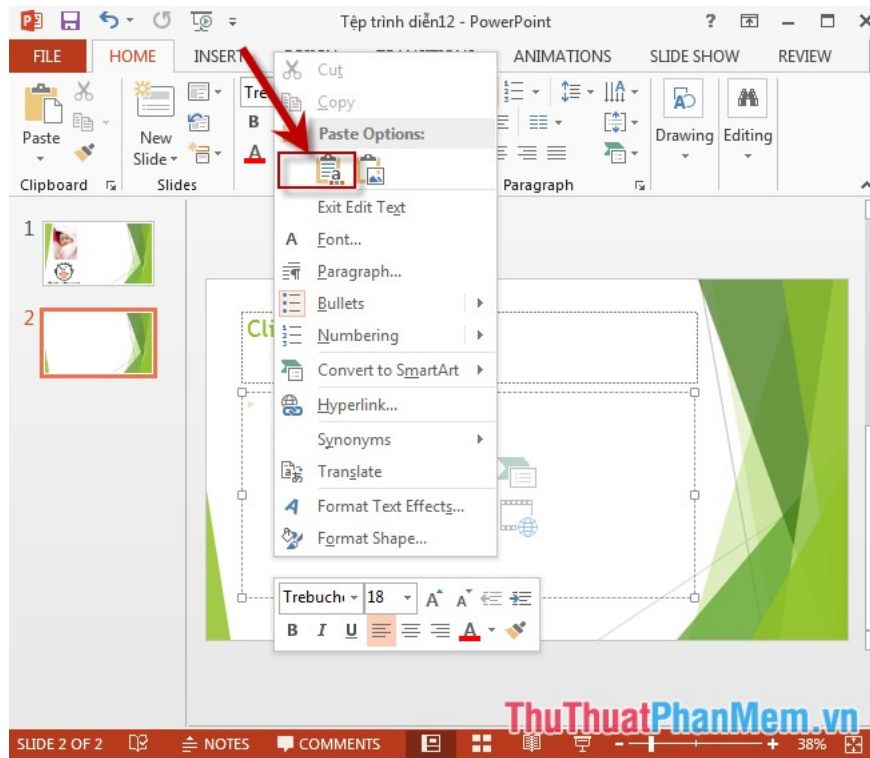


2. Copy the object to another page.

Step 1: Click on the object you want to copy -> right-click and select **Copy** (or press **Ctrl + C**):

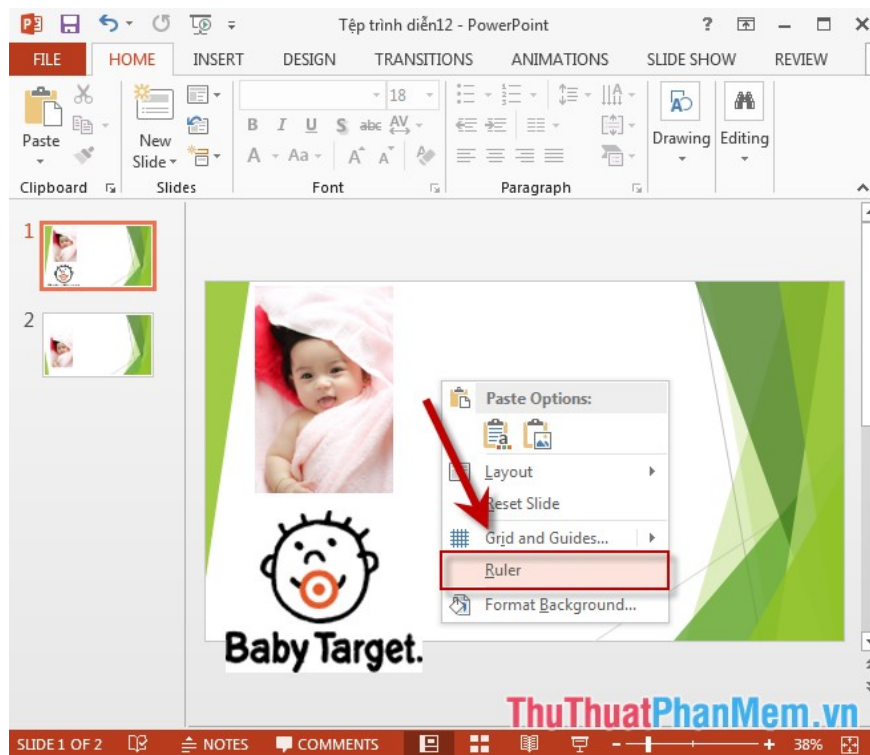


Step 2: Move to Slide to paste -> right-click and select **Paste** (or press **Ctrl + V**):

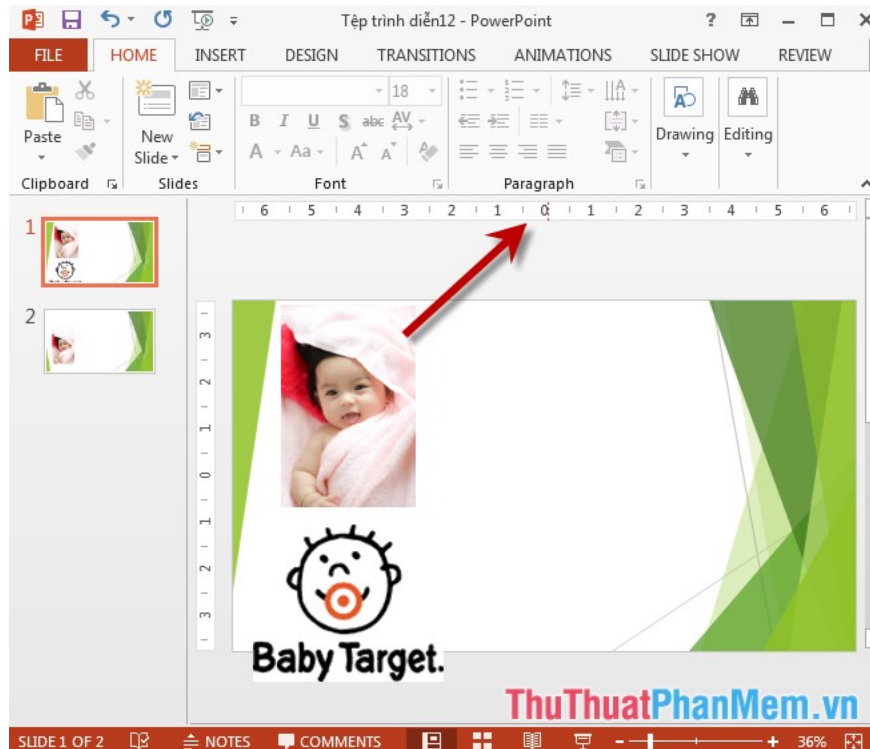


3. Display the ruler on the slide.

- To display a ruler on a slide in order to align the position of the objects you just right-click the slide to display a ruler -> select **Ruler**:



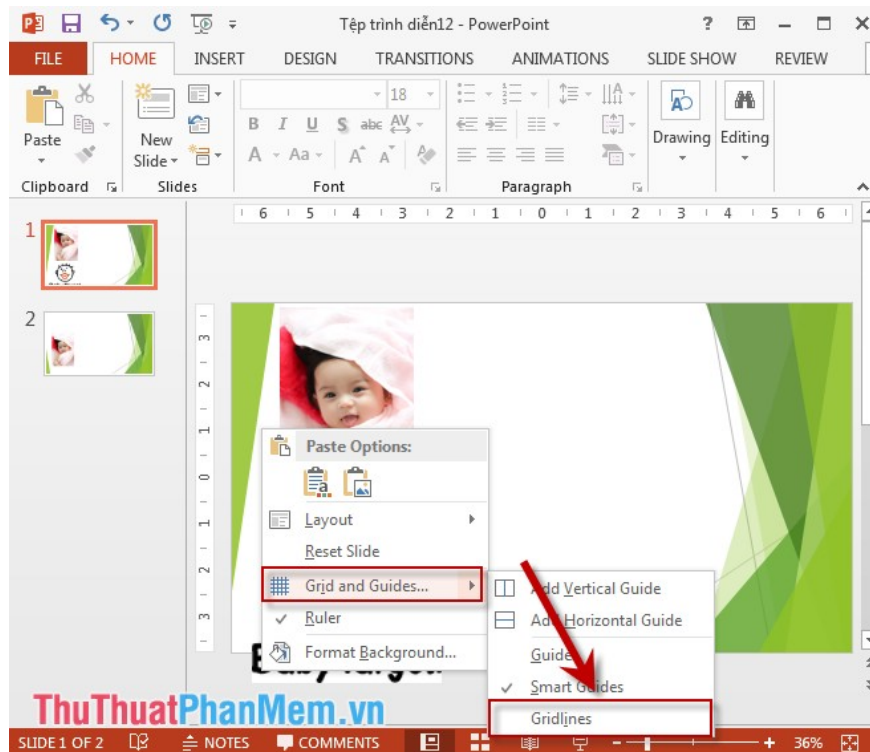
- Display **Ruler** helps you align objects easily.



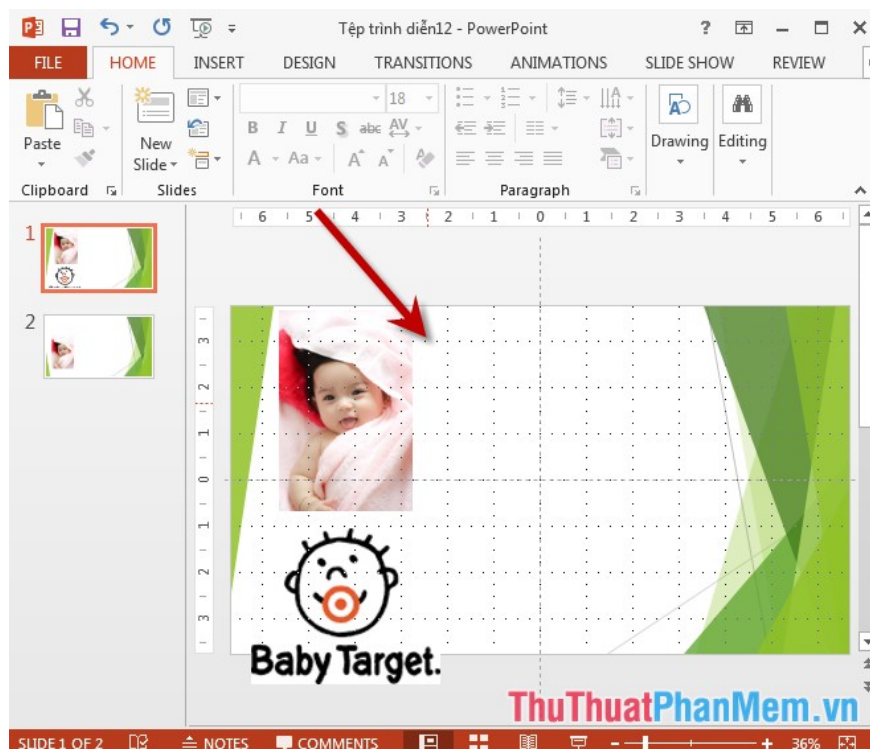
- In case you do not want to display the **Ruler** bar to do the same thing and uncheck the checkbox in **Ruler**.

4. Display the grid on the slide.

- Similar to the display of the Ruler bar -> right click on the slide and select **Grid and Guides** . you can choose to display only the horizontal or vertical grid bar or the example here shows both horizontal and vertical grid and select **Gridline**:



- Results after grid display:

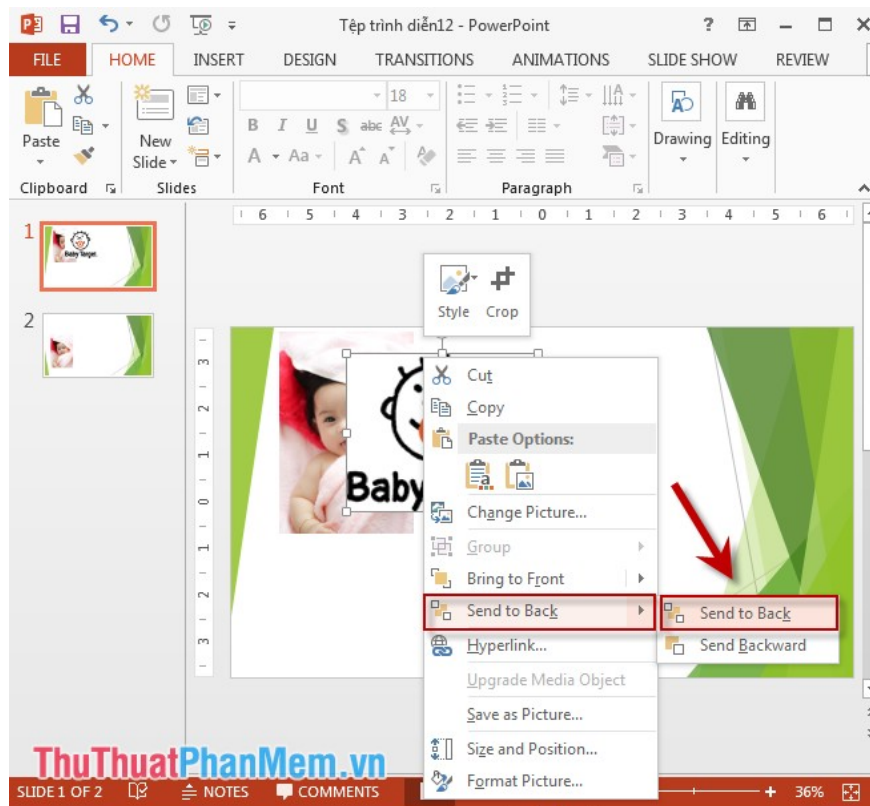


5. Edit the position of 2 objects.

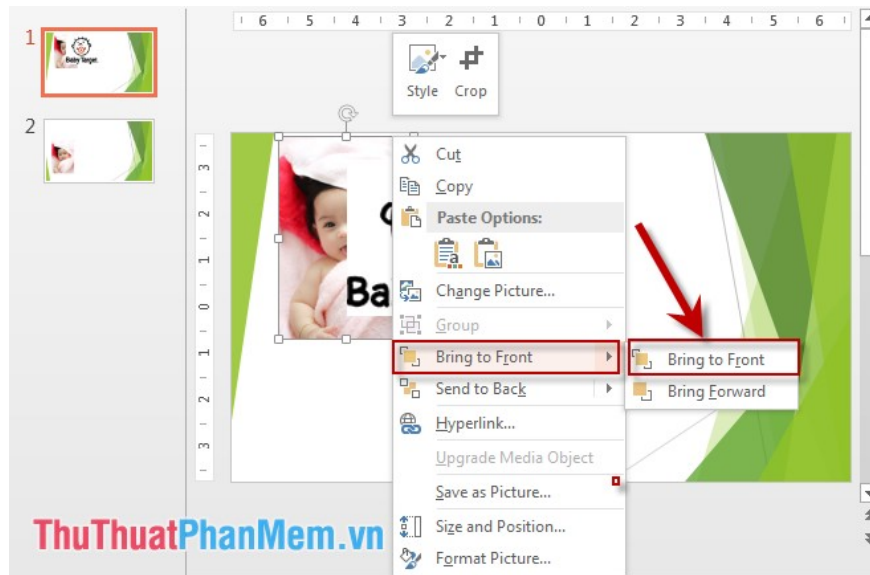
- For example, there are 2 objects with the same position:



- You want the front object hidden behind the object after it to do the following: Right-click the front object -> select **Send to back** -> **Send to Back**:



- If you click on the object after it -> click on **Bring to Front** -> **Bring to Front**



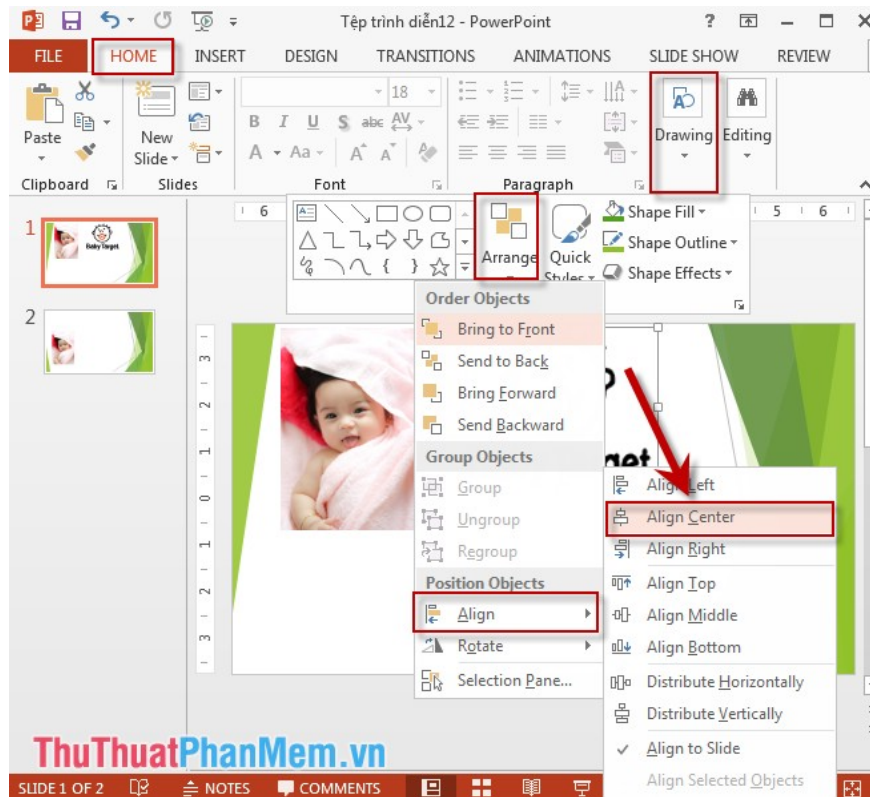
- Results 2 subjects:



So depending on the location of the selected object, choose **Send to** or **Bring to** accordingly.

6. Align the object against the Slide.

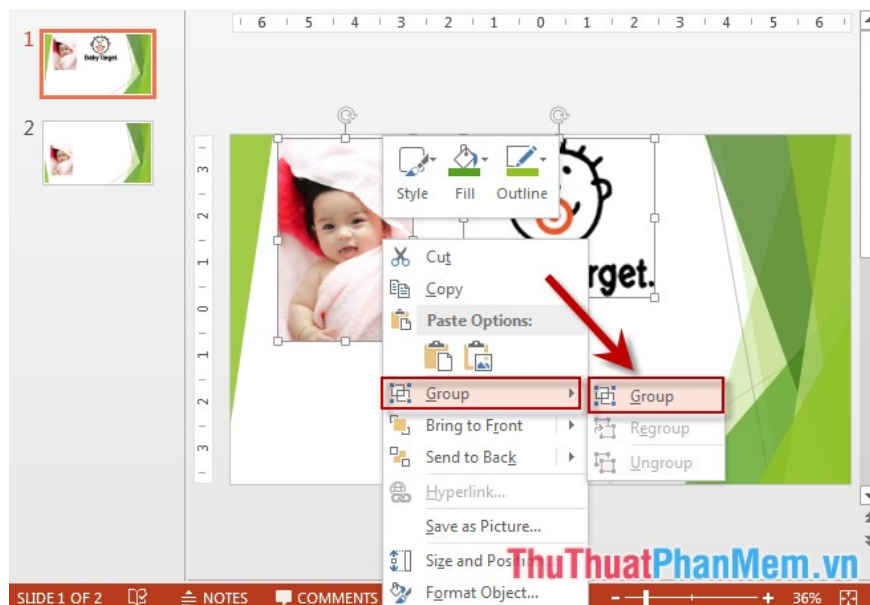
- Click on the object to be aligned -> **Home** -> **Drawing** -> **Align** -> select the type of position for the object, for example, select the object in the middle of the Slide and click **Align Center**:



7. Group objects in Slide.

- You have too many objects on 1 Slide, you want to group them into 1 object to facilitate the moving and editing done as follows:

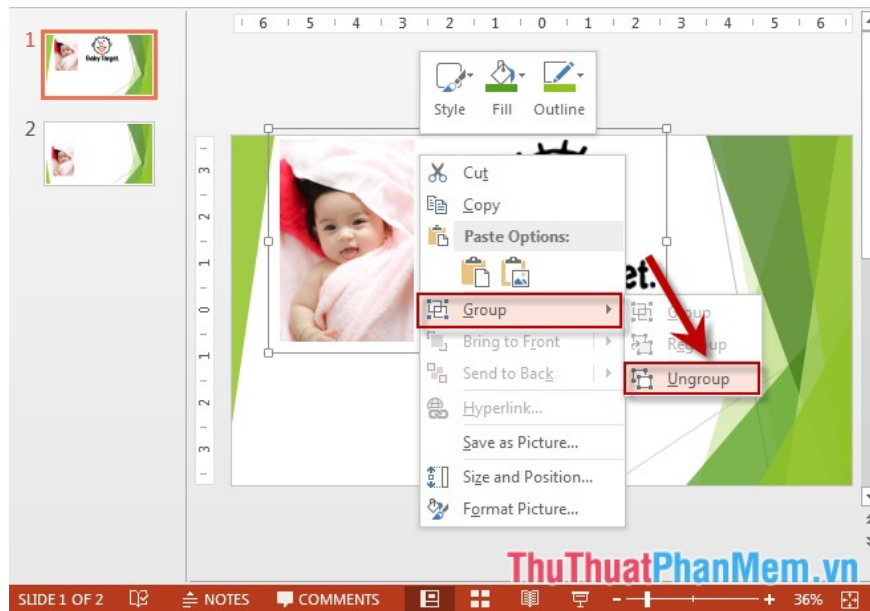
+ Select all the objects you want to group (by pressing and holding **Ctrl** key while clicking and selecting objects, or using the drag-and-drop operation) -> right-click on one of the objects -> select **Group** -> **Group**:



- Results 2 objects are grouped into 1 object:

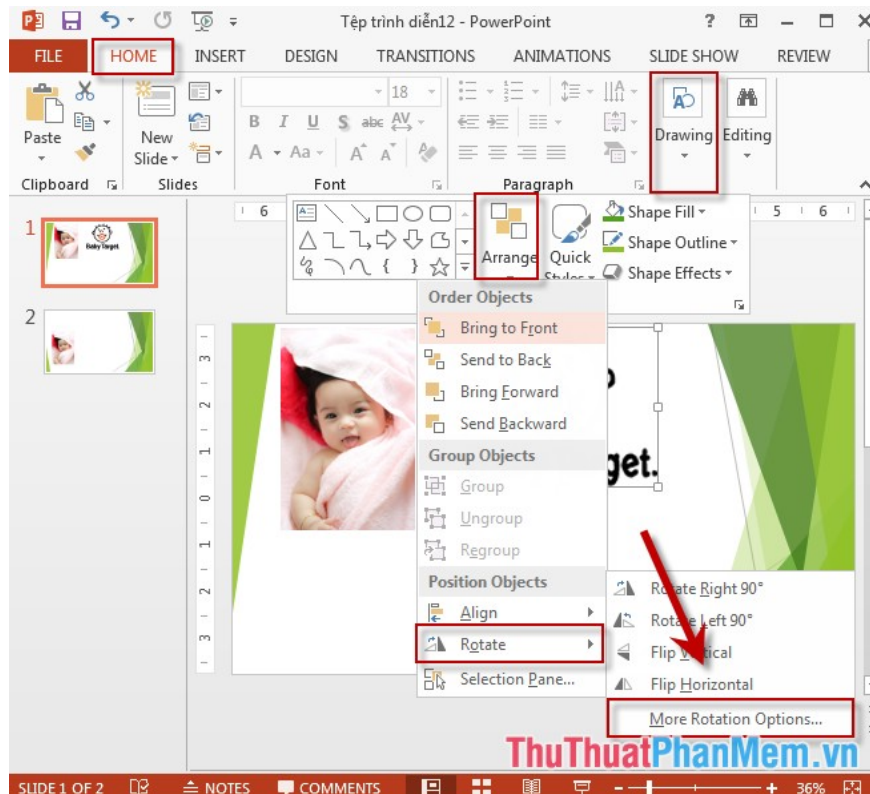


- In case you want to separate right-click objects into grouped objects -> **Group** -> **UnGroup**:

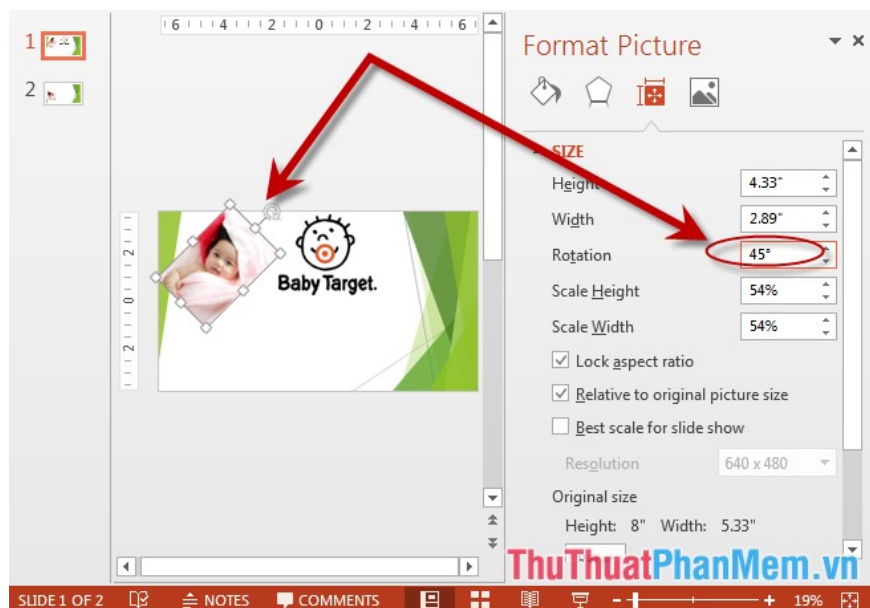


8. Rotate the object.

- Right-click the object to rotate -> **Rotate** -> select the rotation angle available support or click **More Rotation Options** to select other rotation angle:



- The **Format Picture** dialog box appears -> enter the rotation angle in **Rotation** -> the object has been rotated according to the set angle:



The above is a detailed guide of basic operations with objects on **Slide** in **PowerPoint 2013**.

Good luck!

You finished reading the article "**Basic operations on objects on slides in PowerPoint**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

