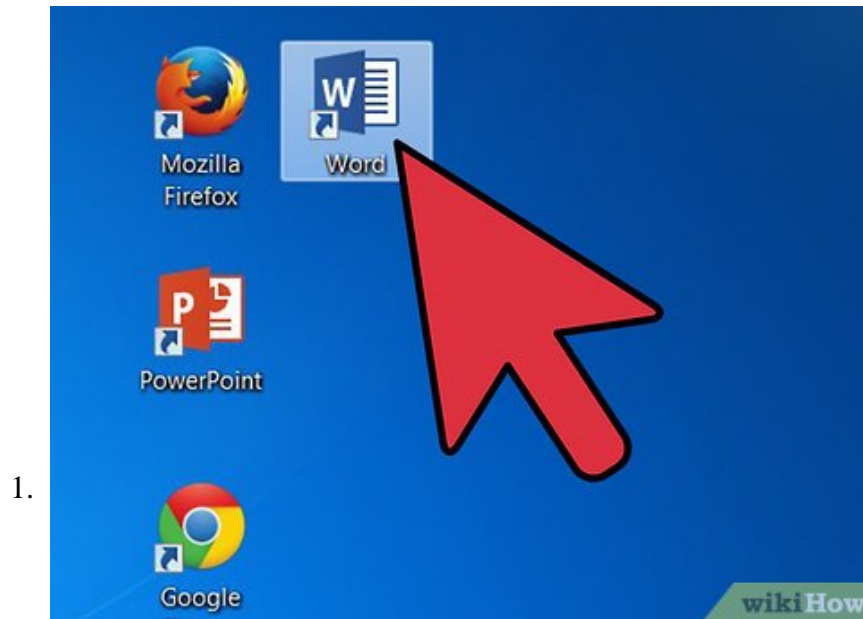


# How to Group Objects on Microsoft Word

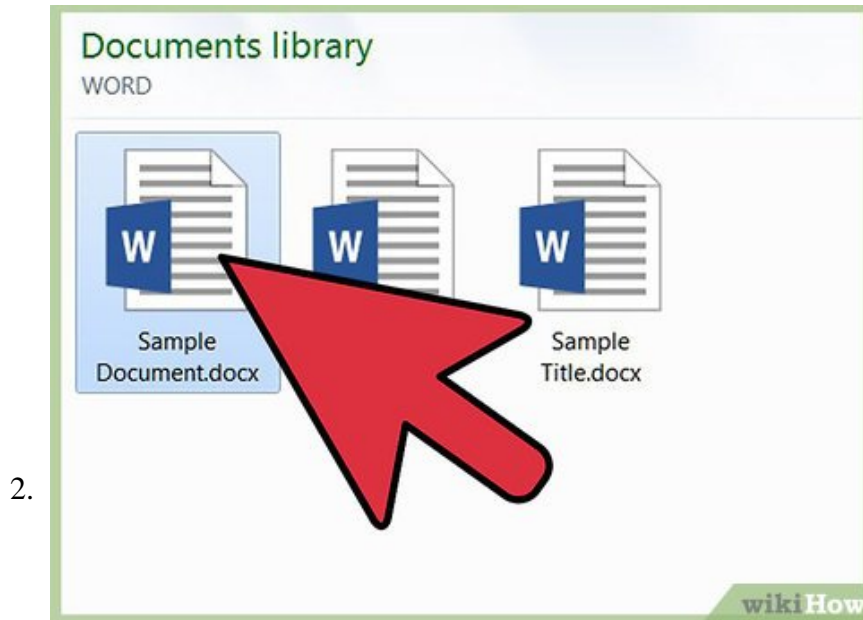
Grouping objects in Microsoft Word is an efficient way to manipulate objects to make Word take them as a whole. You can group shapes so that if you wish to relocate them but not mess up the distance between the shapes, they will move as...

Part 1 of 3:

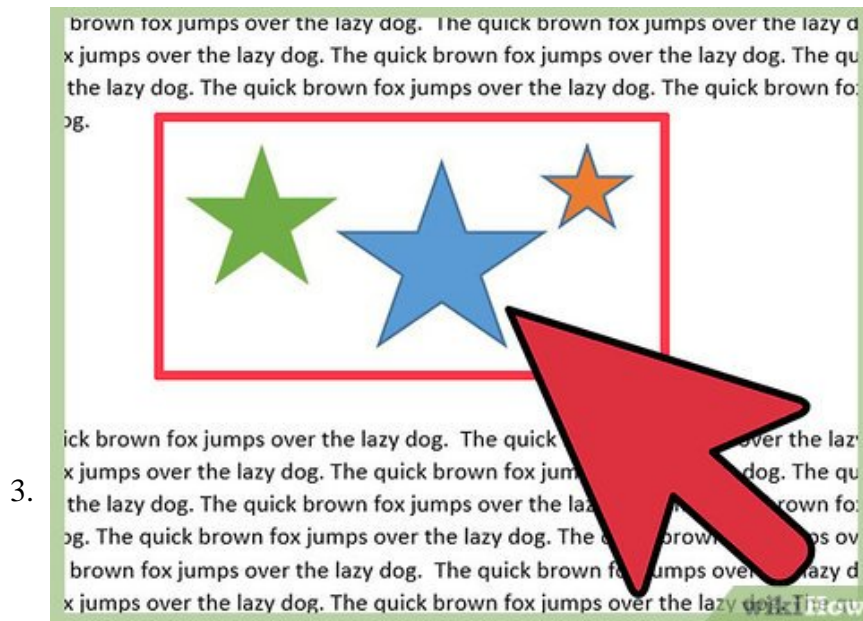
## Opening a Word Document



**Launch MS Word.** Double-click on the program's icon on the desktop to launch it. Once launched, the program will open as a new Word document.



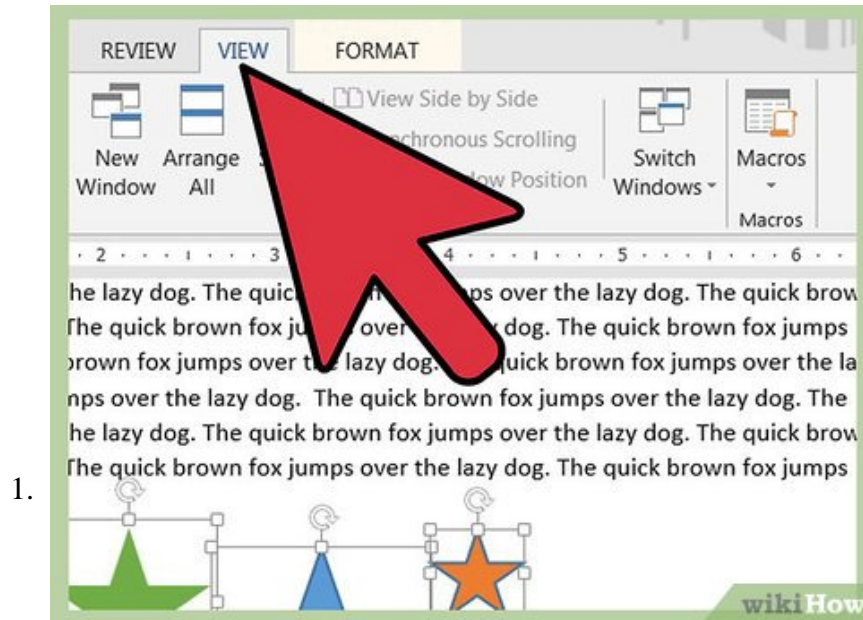
**Open a Word file.** Click 'File' on the menu bar up top, select 'Open,' and use the file browser that appears to locate the Word file you want to use. Once you've found it, click on the file then click on 'Open' on the lower-right side of the file browser window.



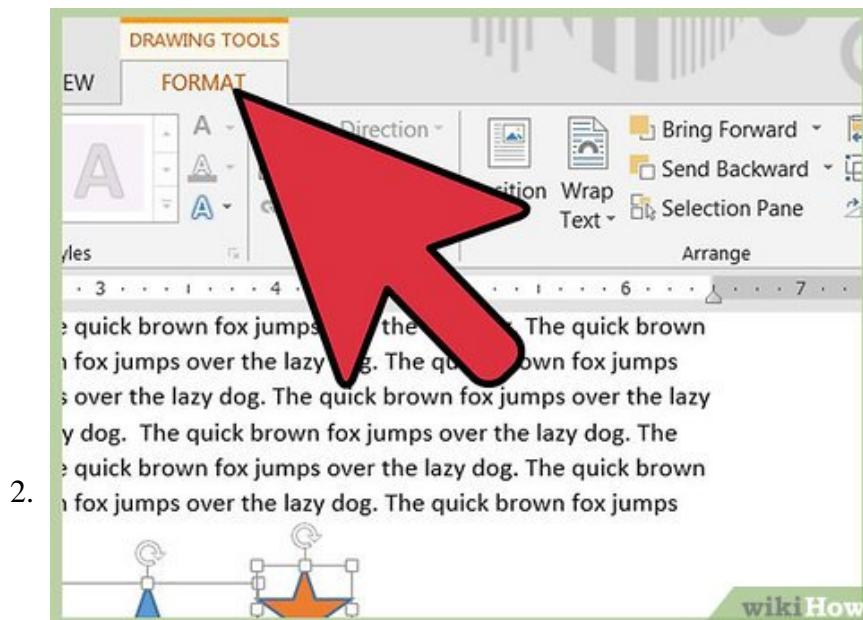
**Find the objects you want to group in the document.** Scroll through the pages until you find the the shapes or objects that you wish to group together.

Part 2 of 3:

## Enabling the Drawing Toolbar



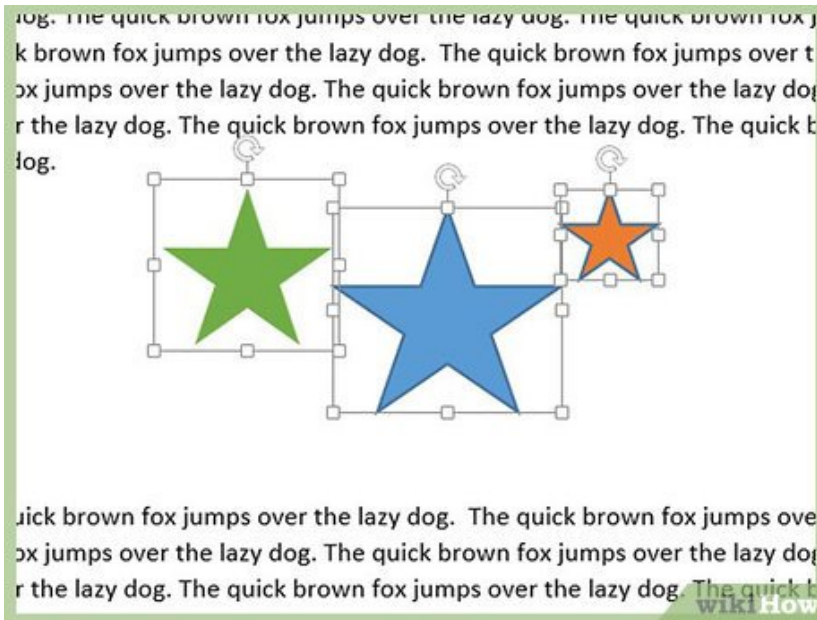
Click on the 'View' menu in the menu bar. The menu bar is at the top of your document window.



Hover your mouse over 'Drawing Tools' then select 'Drawing Tools.' The toolbar will then appear in the lower-left corner of your document. This applies to Microsoft Word 2003. For MS Word versions 2010 and 2013, the drawing toolbar appears as another tab, next to VIEW under the name "FORMAT" when you click on an object.

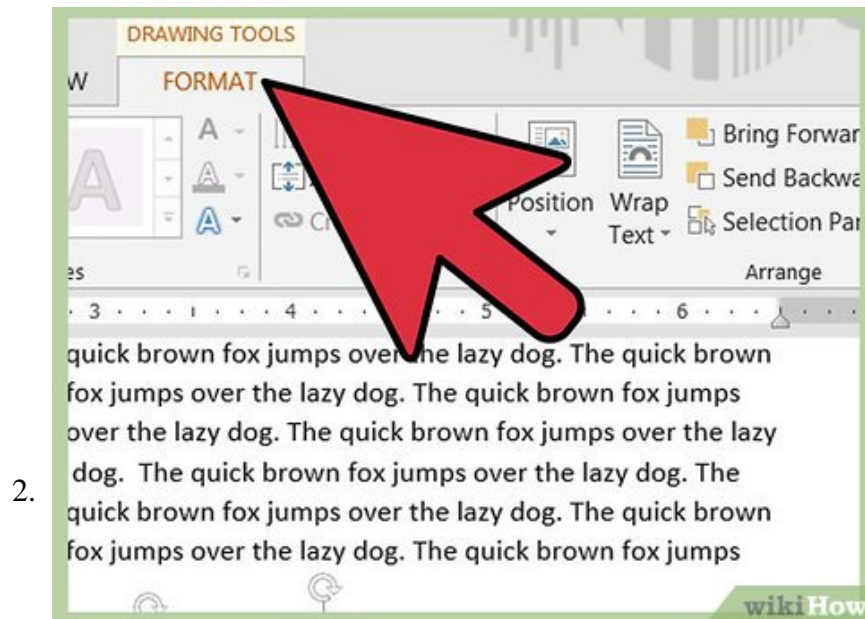
Part 3 of 3:

## Grouping Objects

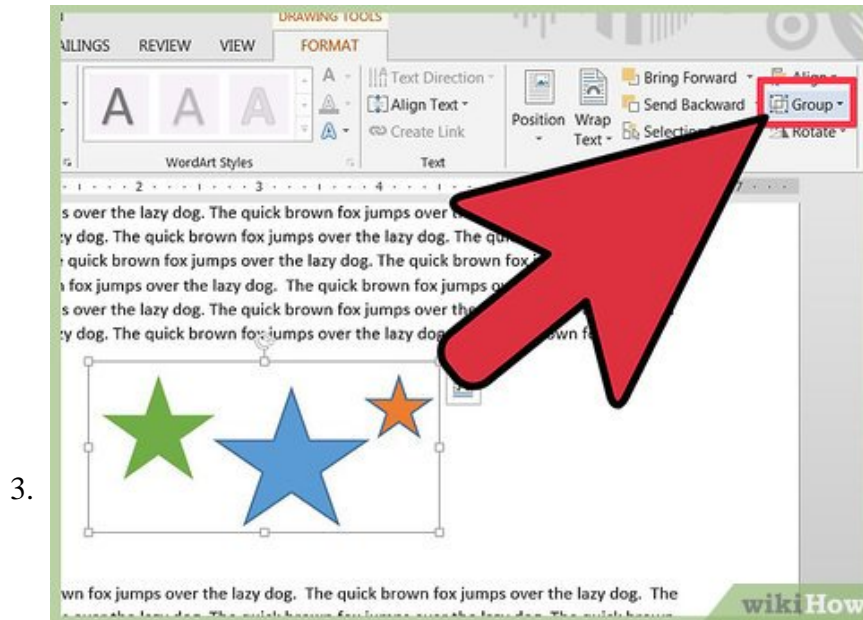


**Select the objects or shapes you want to group.** Do this by holding the CTRL key on your keyboard and left-clicking on the objects you want to group.

1. Make sure that the objects are individually at the position you want them in.



**Select 'Draw' to show the extended menu.** The 'Draw' button is in the Drawing Toolbar. For higher versions of Word, look for the arrange group under the drawing tools ribbon.



**Select 'Group.'** The objects or shapes you selected will then be grouped, and if you move the grouped object or shape, they will move as one.

You finished reading the article "**How to Group Objects on Microsoft Word**" 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.