

Align Graphic Objects in PowerPoint 2007

Graphic objects can be lined up horizontally or vertically -- to the left, right, top or bottom -- in relation to each other or relative to the slide. It is a matter of a few simple steps in PowerPoint 2007.

[Click here](#) to know how to align graphic objects in PowerPoint 2007.



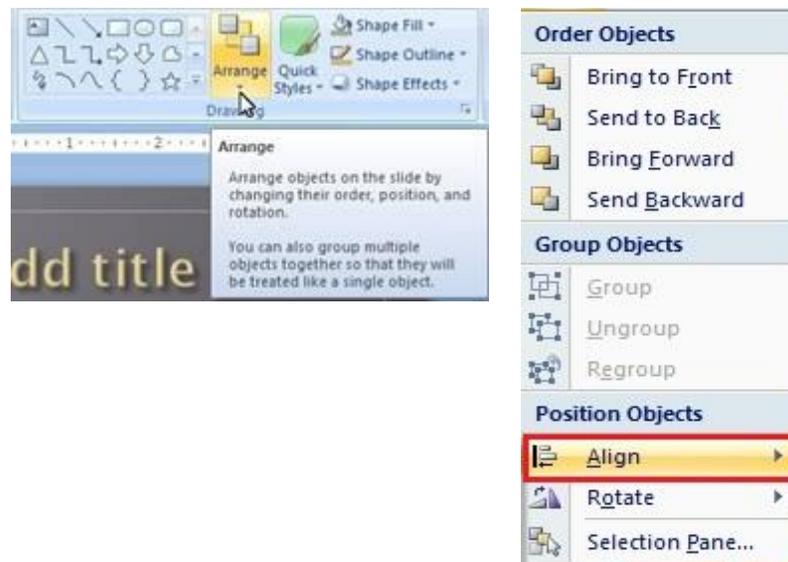
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Align Graphic Objects in PowerPoint 2007

1. Start by placing your mouse near the outer edge of one of the graphics and drag a window to surround all objects to be included in the alignment.

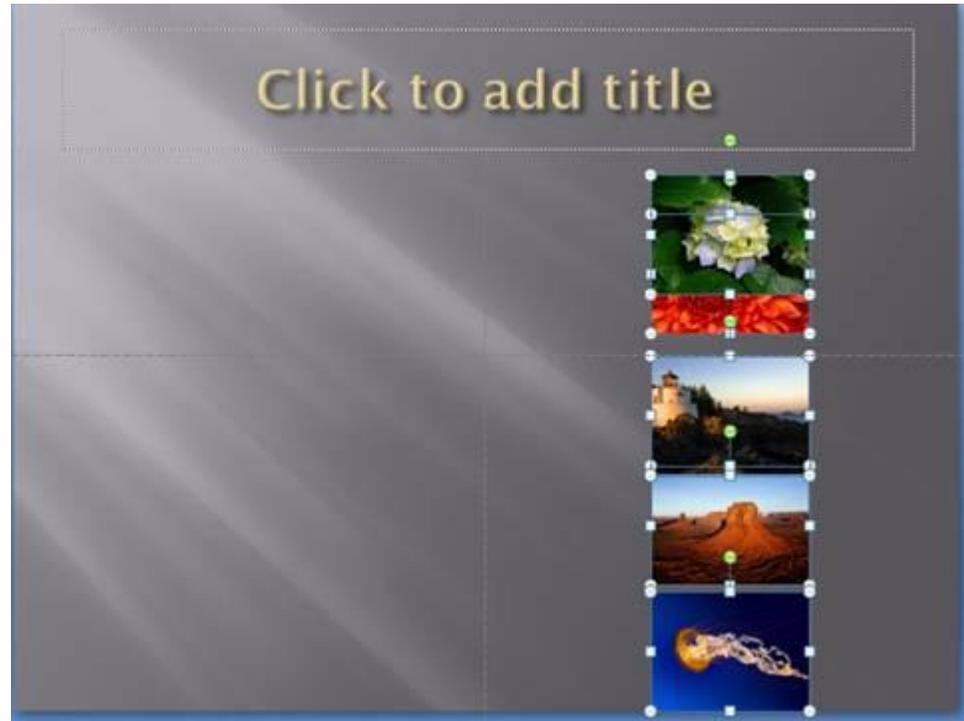


2. In the *Drawing* section of the ribbon, choose *Arrange* > *Align* > [choose your alignment option].



OUTPUT

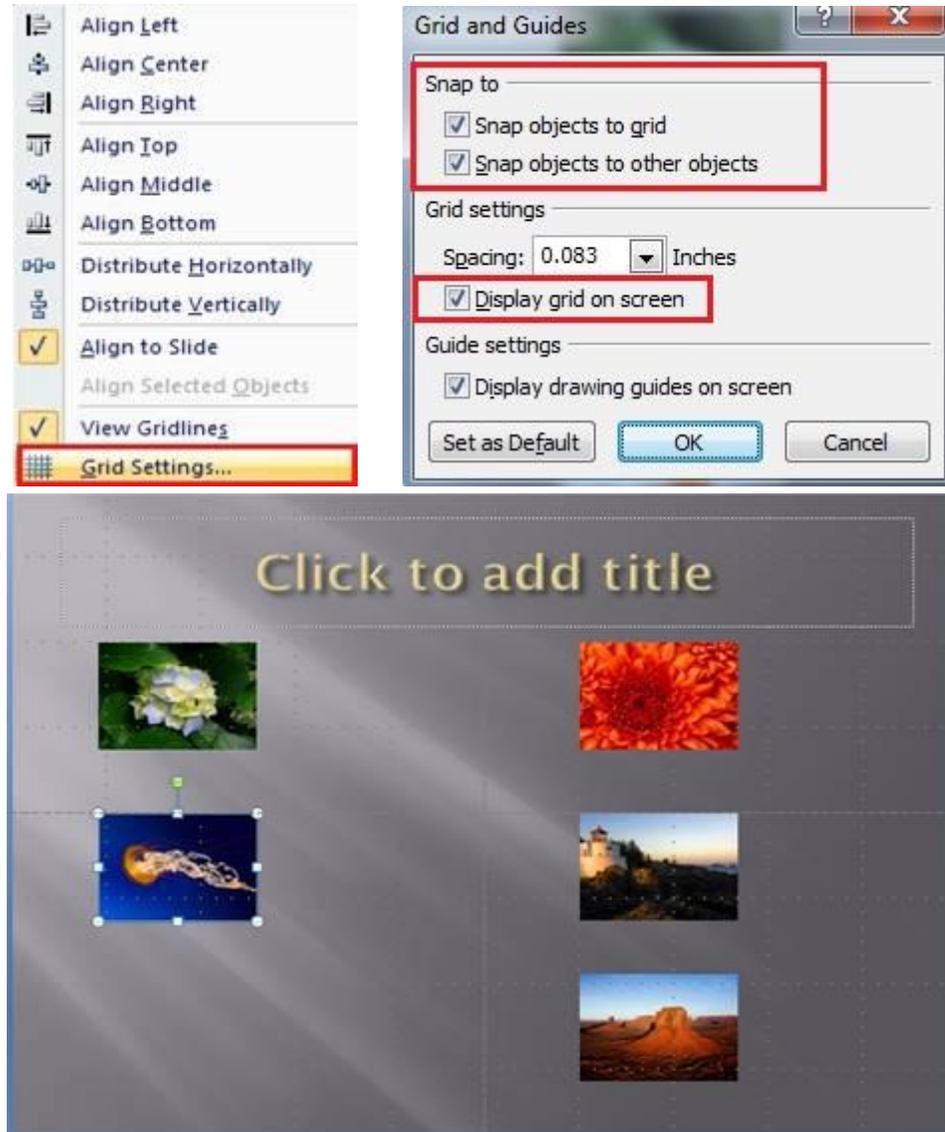
Align Selected Objects: This will line up all the selected objects to the edge of the object, depending on the choice made, that is furthest on the slide.



Align Relative to Slide: This will use the slide boundaries or exact center of the slide, depending on the choice made.



Snap Objects to PowerPoint Grid or Other Objects: The Snap feature in any program makes the object jump to a specific location on the page as you drag it, to help you align it better with other objects or to a certain location on the page: Snap Object to Grid and Snap Objects to other objects.



Distribute Selected Objects, Relative to Each Other: This will distribute the total space between all the objects selected, from the outside edges of the two outermost objects.

