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WHAT's New?



Selecting “Hidden Objects” in Microsoft PowerPoint

With more complex slides, a shape, text box, or other object that you want to work with may be hidden or tucked behind other objects making it difficult to click and select the correct one.

To select slide objects in sequence, just press the **[Tab]** key repeatedly and stop on the one you want to work with.

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<Back Next>

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Selecting Hidden Objects (Microsoft PowerPoint 2003 & 2007)

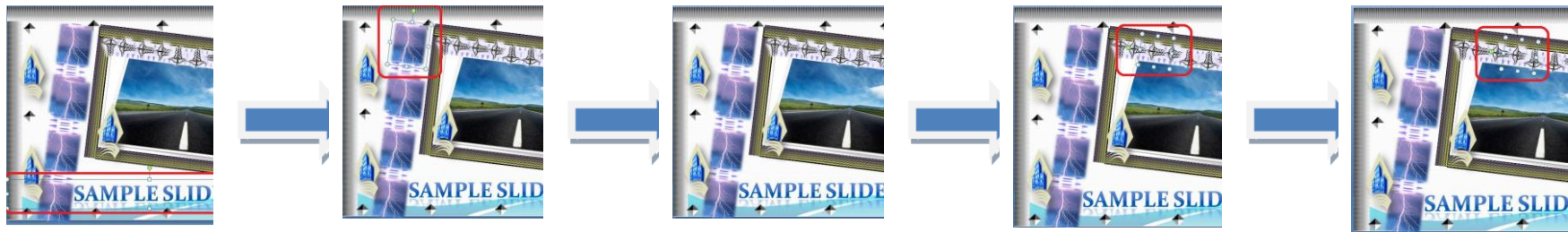
Examples below show same slide with two different views. Figure 1 shows the final view of the slide while Figure 2 shows all the objects in the slide. Here's the tip to select the object in the slide you want to work with.



Figure 1



Figure 2



*Note: Continuously pressing the [Tab] key will highlight every individual object as shown in Figure 2.

3. Go backwards by pressing [Shift] + [Tab] key.
4. You can now format, delete, copy, move, or re-size the selected object.