

## Exercise #4

### Working with Graphics

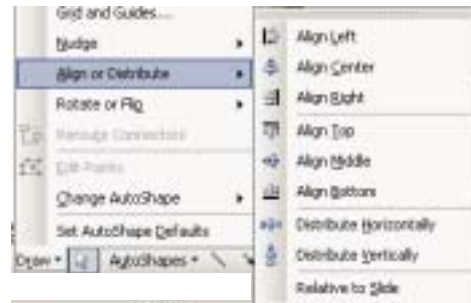
In this exercise you will learn how to position and display graphic objects.

#### A. Position Graphical Objects.

PowerPoint makes it simple to position and align graphical objects relative to each other or to the entire slide.

1. Go to **slide #9** in the **file\_1.ppt** file.
2. Select all the “ducks” by holding down the mouse button and dragging a rectangle across all shapes. When you release the mouse button all the ducks will be selected.

3. From the Drawing toolbar, select **Draw → Align and Distribute**.
4. In the pop-up menu, make sure the **Relative to Slide** is not selected. If there is a checkmark click on it, and return to the **Draw** menu.



5. Select **Align Bottom**. All shapes default to the bottom of the graphic in the lowest position.
6. From the same menu, select **Distribute Horizontally**. The selected shapes are positioned evenly relative to each other.

#### TIP

By selecting the **Relative to Slide** option you can align objects relative to the outer borders of the slide.

#### B. Changing the Stack Order of Graphical Objects

As you add graphics to your slide(s), PowerPoint places the new objects on additional layers. You can control how images will display when they have been placed over each other.

1. Go to **slide #10**.
2. Right-click on the picture of the door and select **Order → Send Backward**.
3. Repeat **step 2**. Now you should see a smiling face and a message.
4. Try adding other graphics and other stack order options.