

Aligning Objects in PowerPoint

This short guide will show you how to align objects in a PowerPoint presentation. Alignment is important for the overall appearance of your presentation, especially when you have a number of photo or drawing elements on a slide..

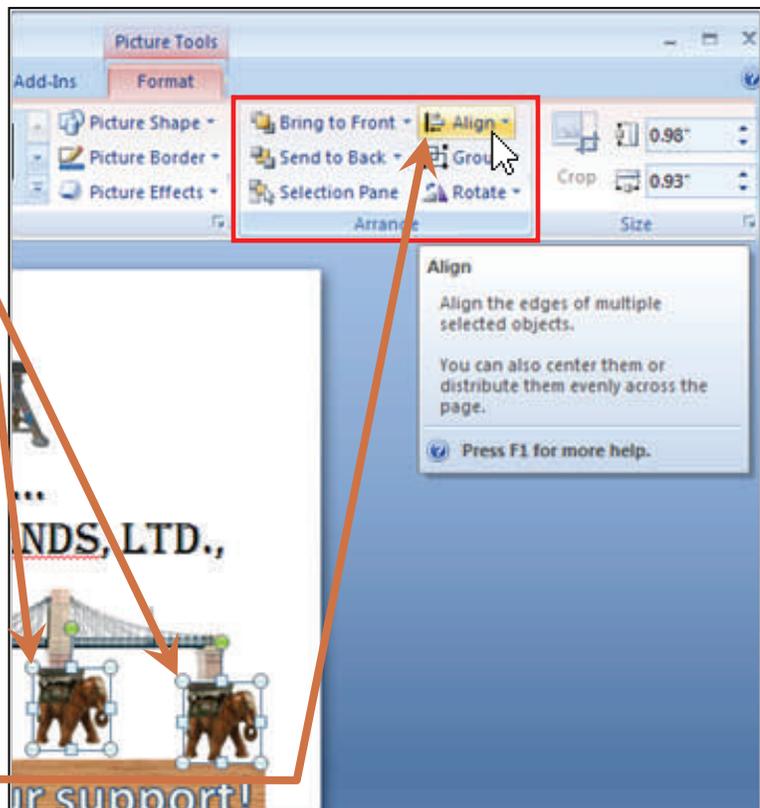
1.) I've opened a PPT presentation which has various objects in it. The slide at right represents a rough draft of an advertising poster for an auto and construction equipment company. At the bottom are four "elephant elements" which need to be horizontally aligned; at the top are examples of the company's merchandise which need to be not only aligned, but also evenly spaced out across the slide.



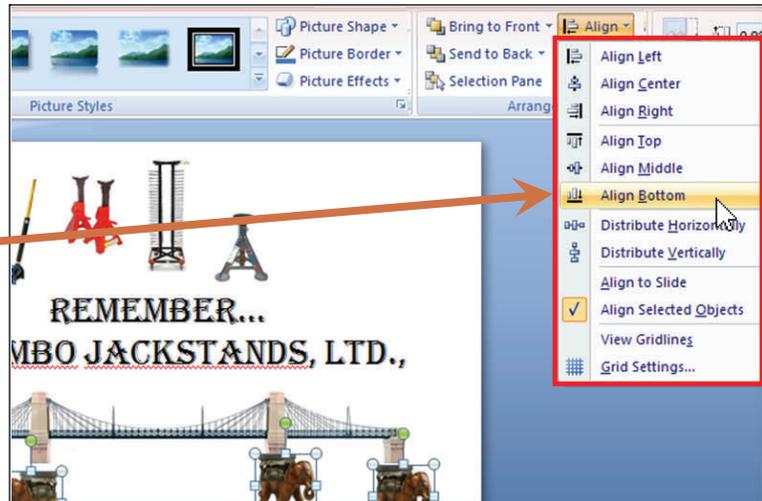
2.) I'm going to start with my four "elephant stands". While holding down the **Shift** key on my keyboard, I'll click on each of them in turn, to select them all.

By selecting these pictures, I've opened a **Picture Tools** option, over a new **Format** tab. I click on **Format**, to get the tools I need to move & align these picture elements...to format them.

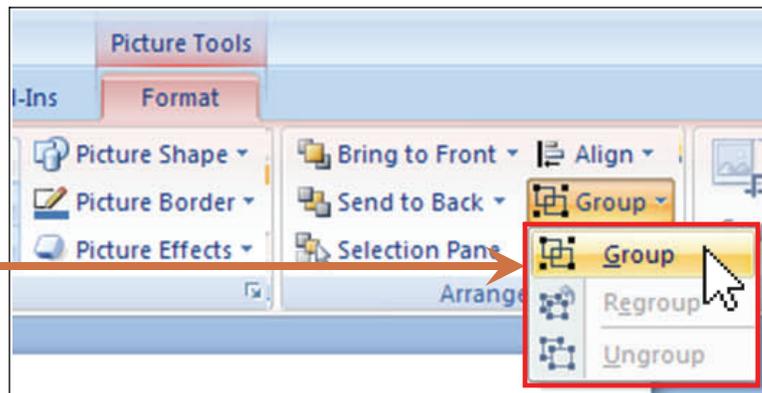
In the **Arrange** section of this **Format** tab, I look for the **Align** icon, and left-click on it.



3.) The **Align** drop-down menu opens. Since my chosen design elements are all the same size, I can choose either “**Align Top**” or “**Align Bottom**”, and they’ll be lined up horizontally.

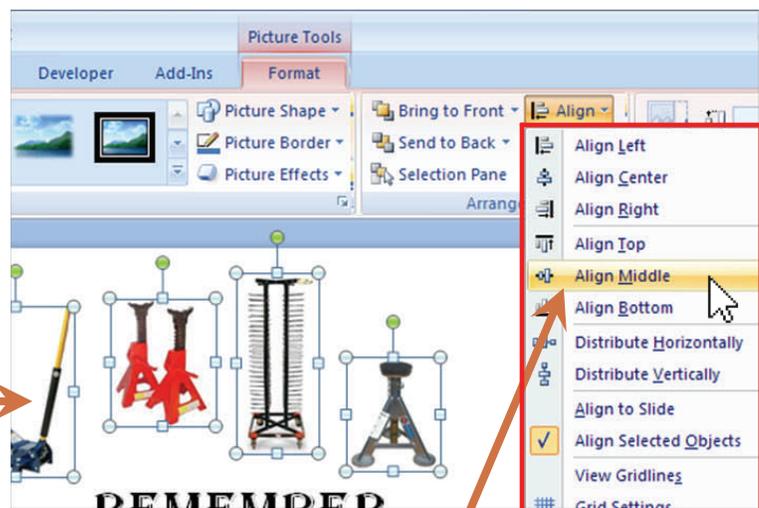


4) While my “elephant stands” are still selected, I’m going to use “**Group**”, the next formatting tool icon below **Align**, so that I can move them all together, to mate them up with the bottom of the bridge element. (For fine adjustment, I hold the **Ctrl** key down while “nudging” them with the **Up Arrow** key.)

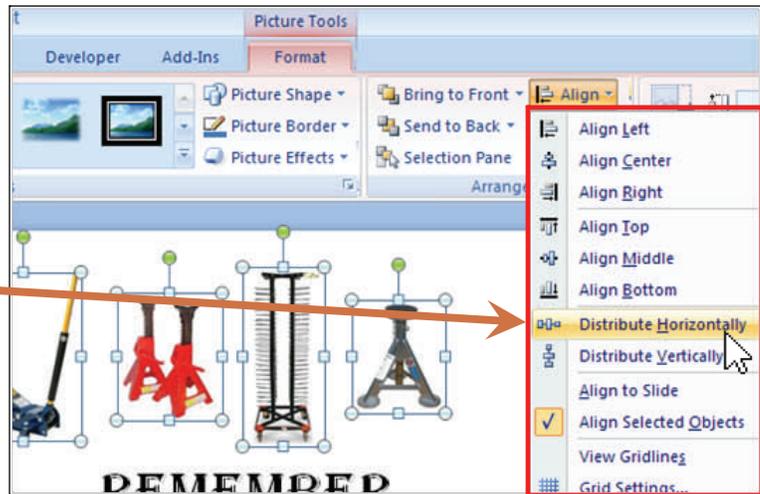


5.) Now I need to align the merchandise samples at the top of the slide. Since they’re different heights, I going to center them on a line through the *middle* of each illustration, for a cleaner look.

- First, I select them all by clicking on each in turn, while holding down the **Ctrl** key.
- I again bring up the **Align** menu, and click on the choice “**Align Middle**.”



6.) My last step is to spread the merchandise samples evenly across the width of the slide. Since they're all still selected, I can go directly back to the **Align** menu, and this time click on the icon "**Distribute Horizontally.**"



7.) At right is my finished slide, with all design elements lined up and evenly distributed over the slide's area.

