

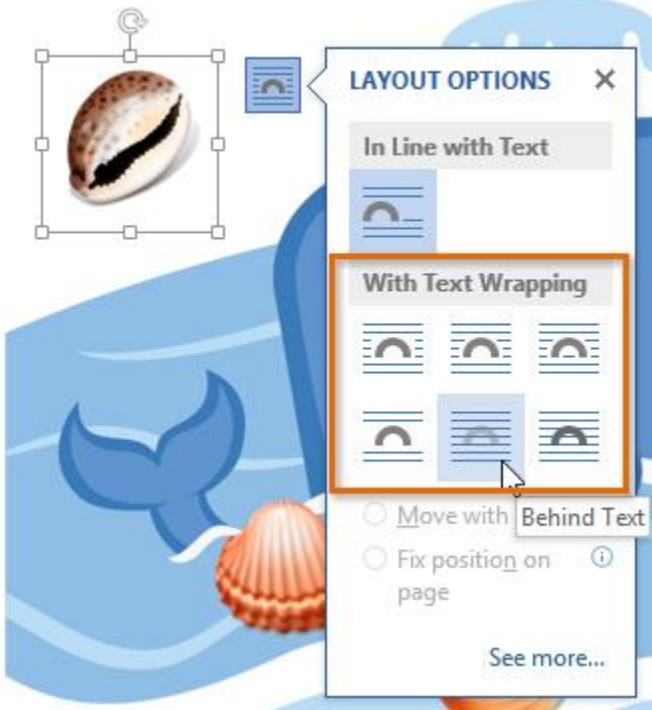
Aligning, Ordering, Rotating and Grouping

Introduction

In Word, a page may have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning**, **ordering**, **rotating**, and **grouping** them in various ways.

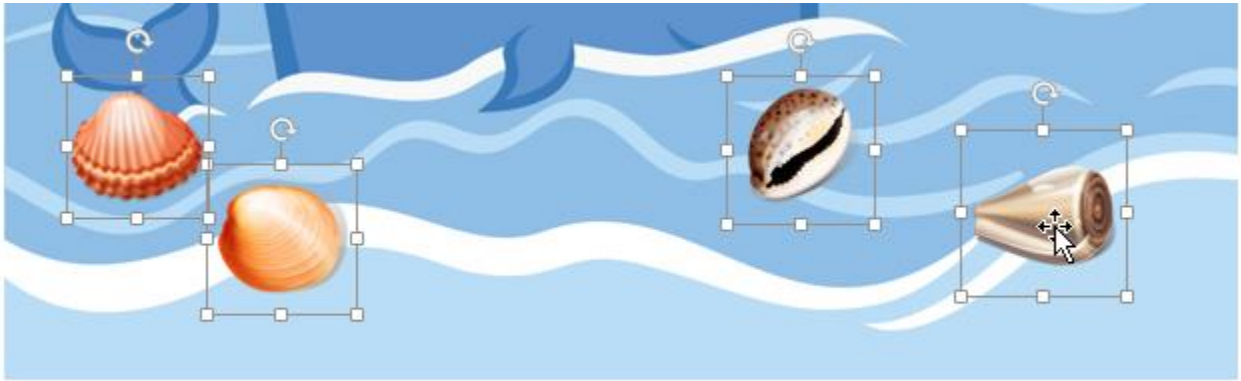
Modifying text wrapping

When pictures are first inserted, you may notice that it's difficult to move them. This is because by default, pictures are **in line with the text**. To arrange them, you'll always need to choose a different **text-wrapping setting**. To review how to modify text wrapping,

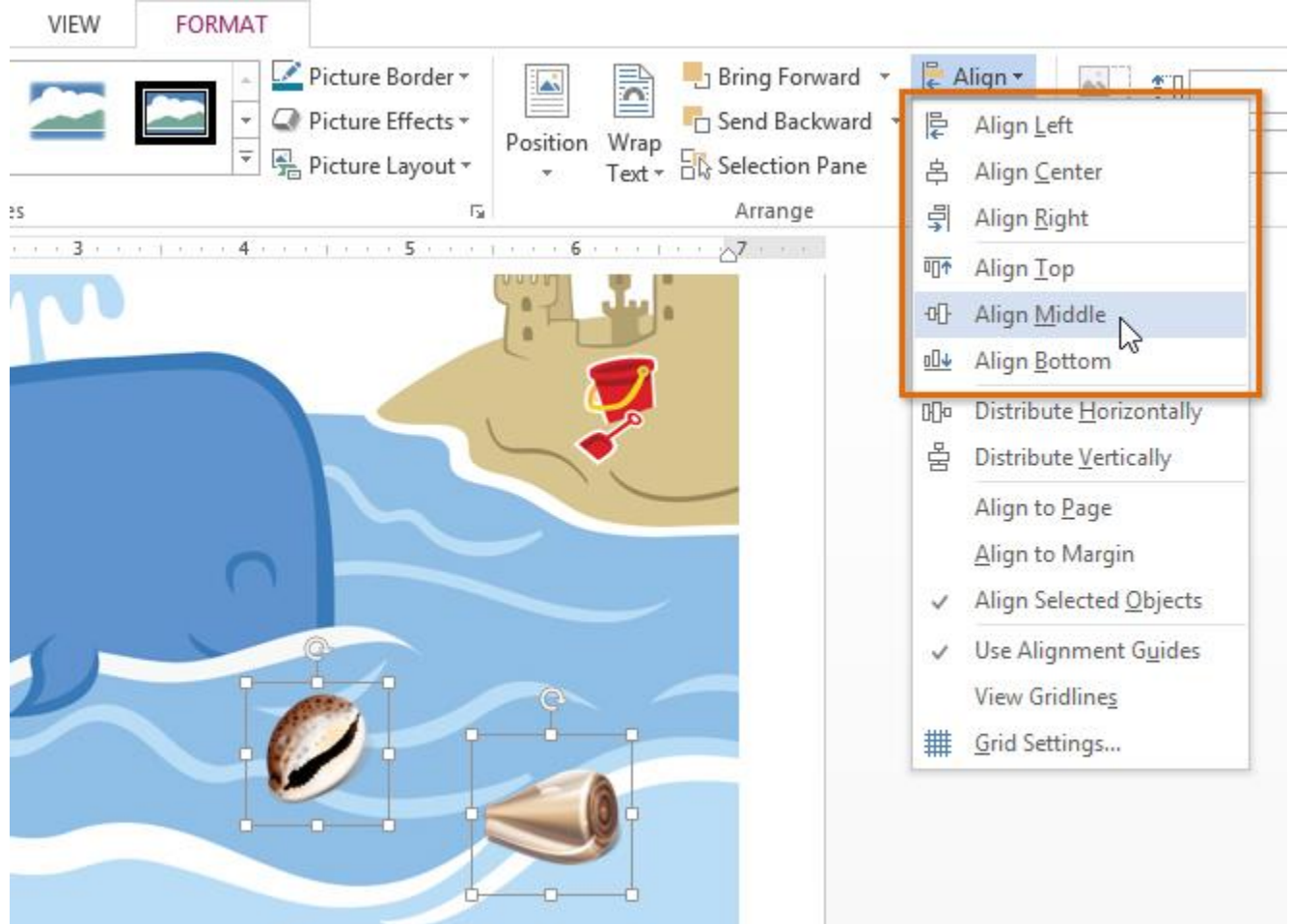


To align two or more objects:

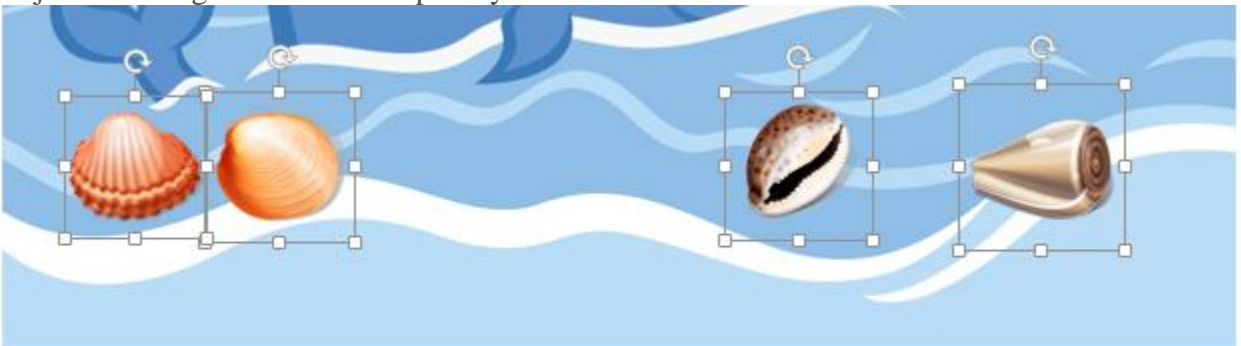
1. Hold the **Shift** (or Ctrl) key and click the objects you want to align.



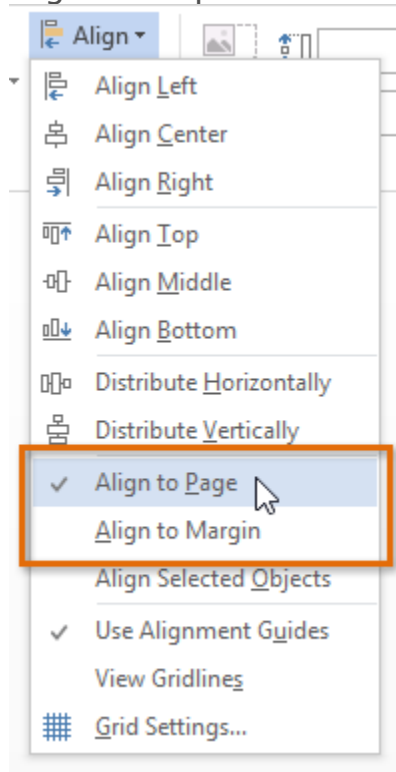
2. From the **Format** tab, click the **Align** command and select one of the six **alignment options**.



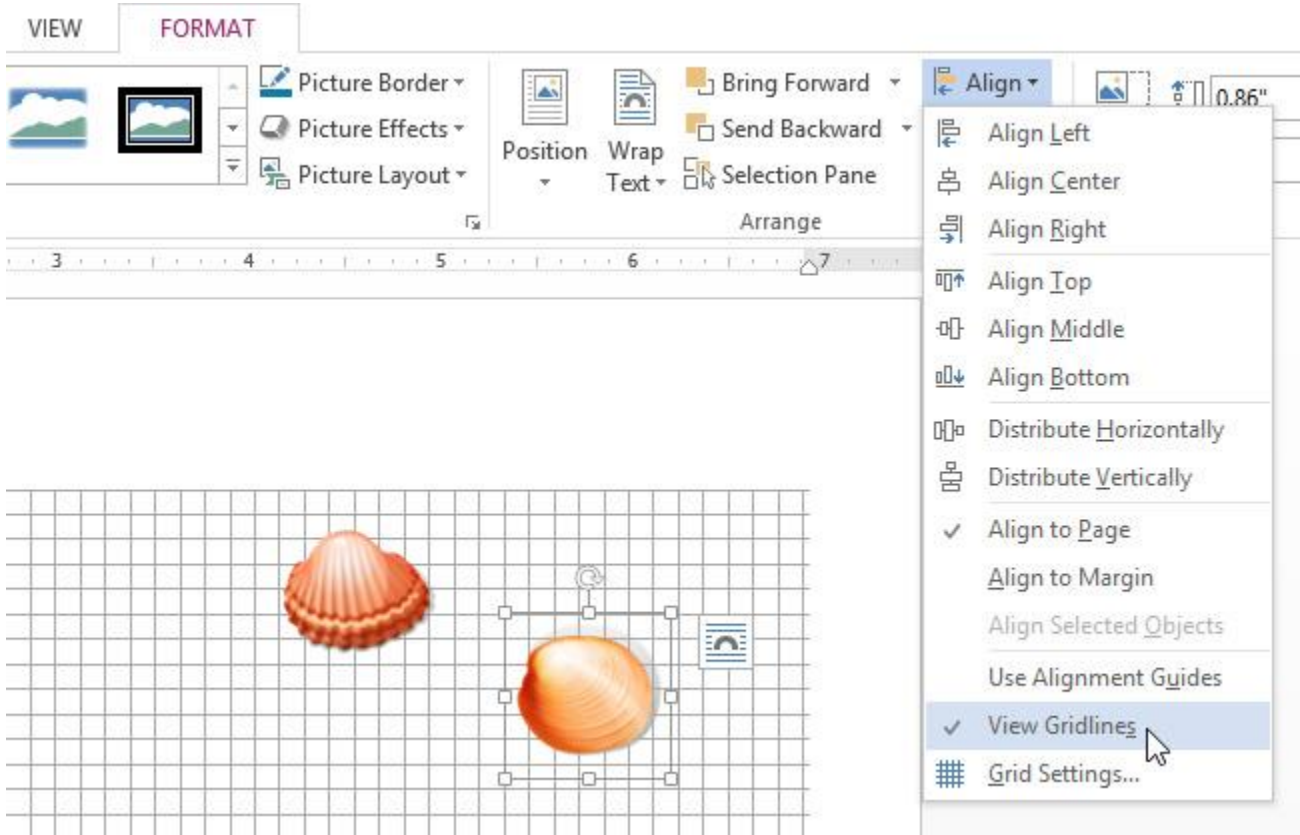
3. The objects will align based on the option you selected.



By default, **Align Selected Objects** will be selected, which will allow objects to be aligned without moving them to a different part of the page. If you want the objects to move to the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.



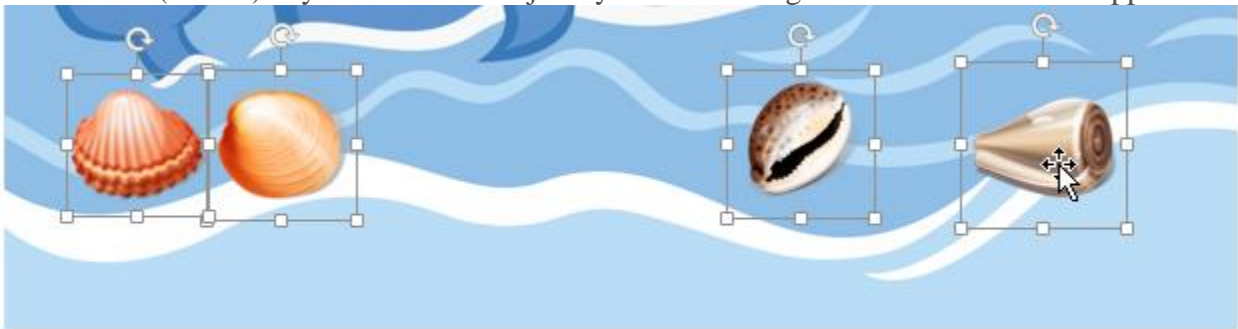
If you prefer to align objects manually, select **View Gridlines**. This option **snaps** objects to a grid, making it easier for you to align them with the mouse.



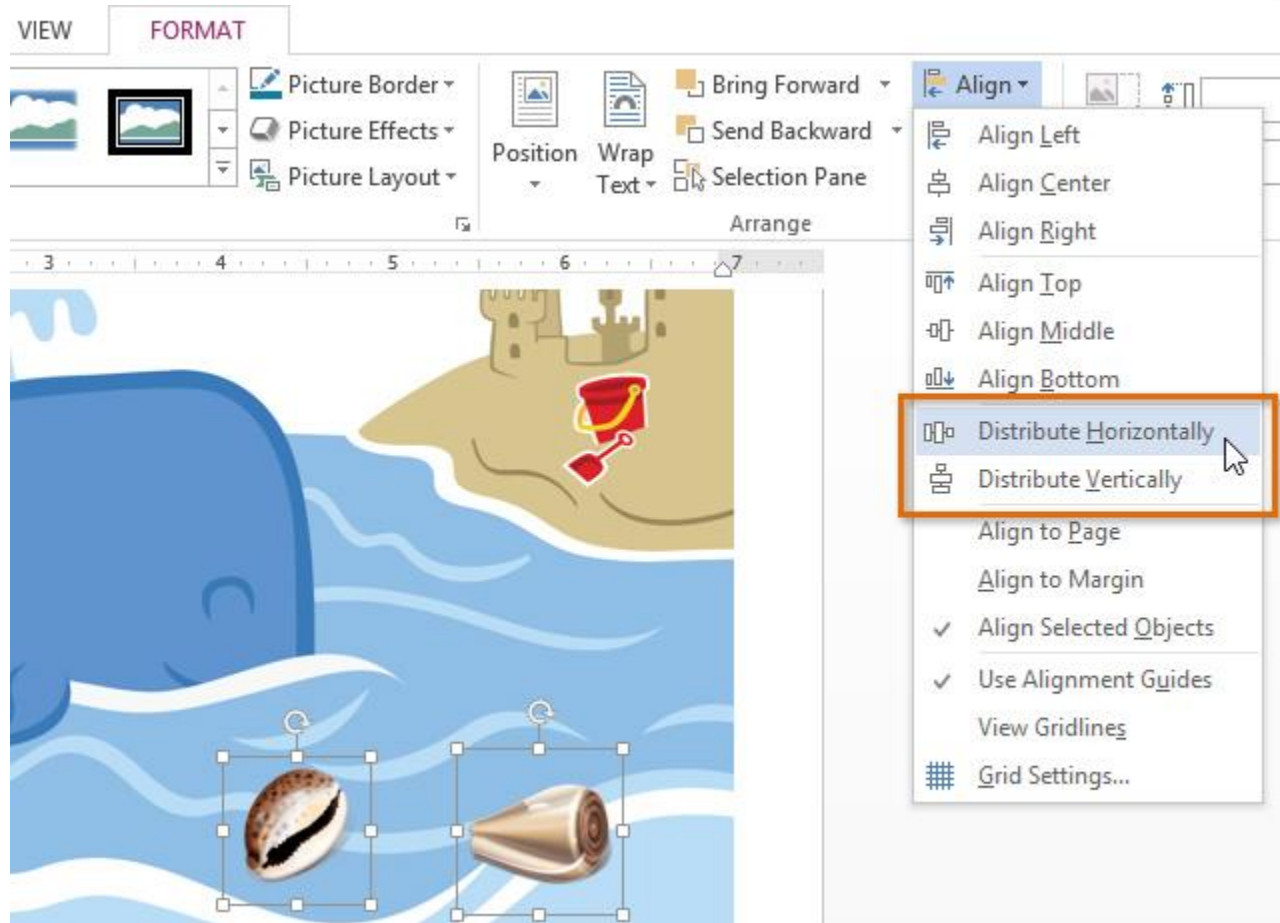
To distribute objects evenly:

If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

1. Hold the **Shift** (or Ctrl) key and click the objects you want to align. The Format tab will appear.



2. On the **Format** tab, click the **Align** command and select **Distribute Horizontally** or **Distribute Vertically** from the drop-down menu that appears.



3. The objects will distribute evenly.



Ordering and rotating objects

In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

Understanding levels

When objects are inserted into a document, they are placed on **levels** according to the **order** in which they were inserted into the document. In the image below, the table is on the top level, but we can **change the level** to put it behind the other objects.



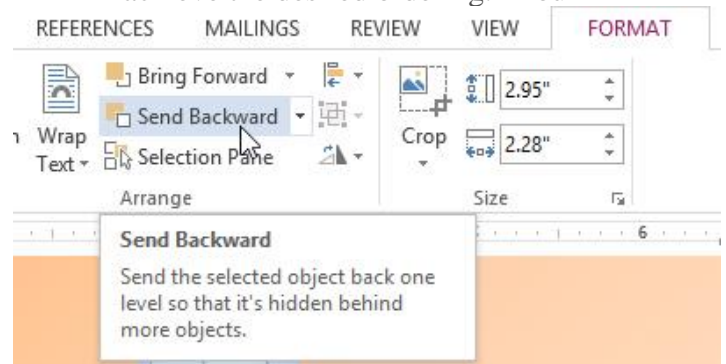
To change the ordering by one level:

In our example, we'll change the ordering so the table moves back by one level.

1. Select an object. The Format tab will appear.



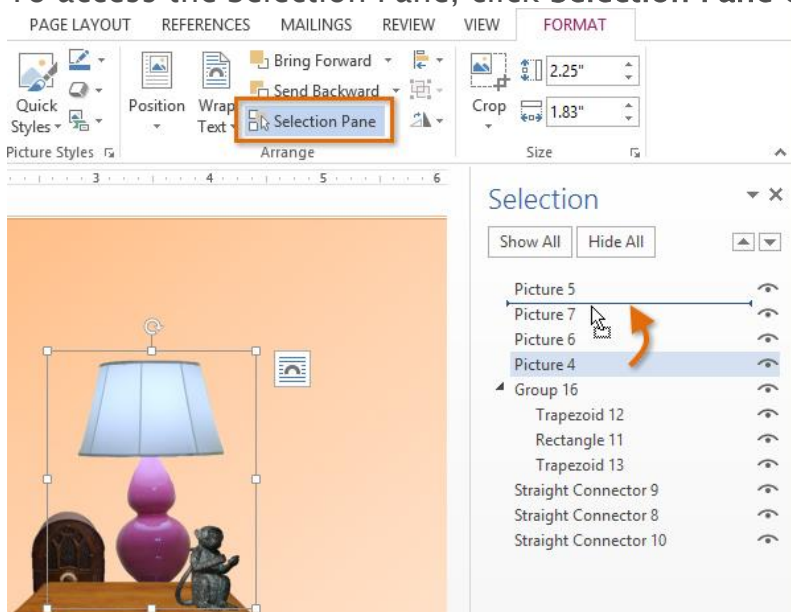
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. If the object overlaps with more than one other object, you may need to click the command **several times** to achieve the desired ordering. In our



3. The objects will reorder. In our example, the table is now one level below the statue.



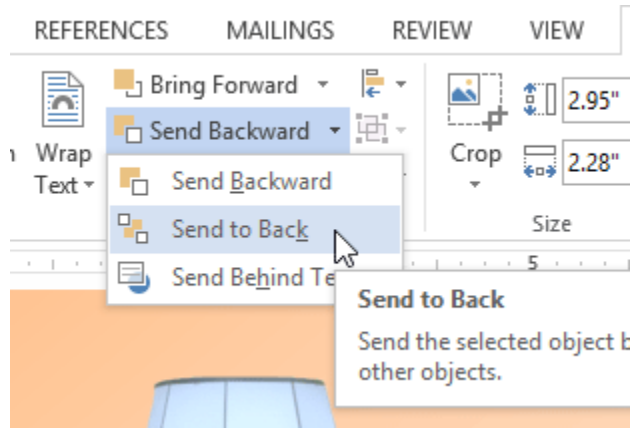
If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection Pane** allows you to easily drag an object to a new location. To access the Selection Pane, click **Selection Pane** on the **Format** tab.



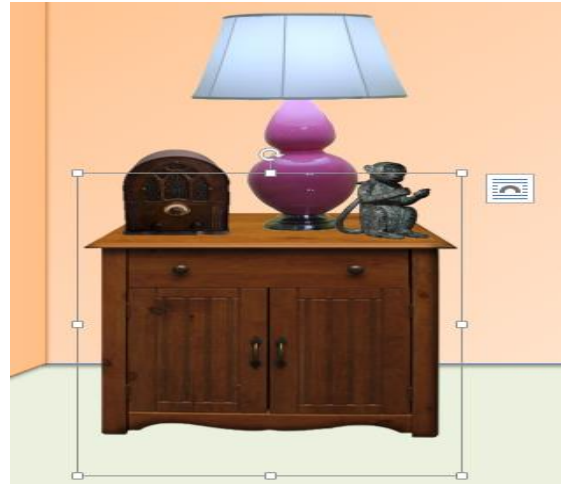
To bring an object to the front or back:

If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** instead of clicking the ordering commands multiple times.

1. Select an object. The **Format** tab will appear.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** drop-down box.
3. From the drop-down menu, select **Bring to Front** or **Send to Back**.

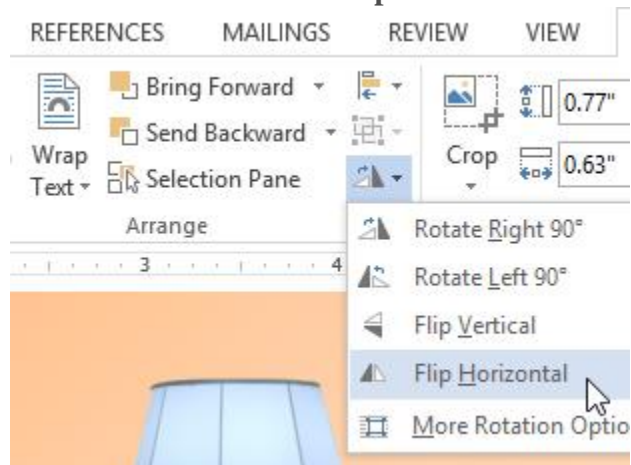


4. The objects will reorder.



To rotate an object:

1. Select an object. The **Format** tab will appear.
2. From the **Format** tab, click the **Rotate** command. A drop-down menu will appear.
3. Select the desired **rotation option**.



4. The object will rotate.



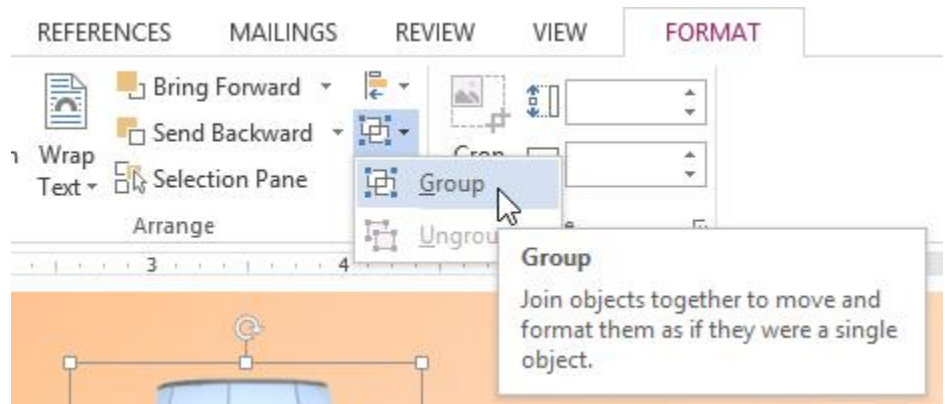
Grouping objects

At times, you may want to **group** multiple objects into **one object** so they will stay together if they are moved or resized. Often, this is easier than selecting all of the objects every time you want to move them. Shapes, clip art, and text boxes can be grouped together.

To group objects:

1. Hold the **Shift** (or Ctrl) key and click the objects you want to group.

- From the **Format** tab, click the **Group** command and select **Group**.



- The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one object. You can now move or resize all of the objects at once.



If you want to edit or move one of the objects in the group, double-click to select the object. You can then edit it or move it to the desired location.



To ungroup objects:

1. Select the grouped object you want to ungroup.
2. From the **Format** tab, click the **Group** command and select **Ungroup**.



3. The objects will be ungrouped.



Challenge!

1. Open an existing Word 2013 document that contains objects or images. If you want, you can use our [practice document](#).
2. Practice using the **align** options from the Align command. If you're using the example, align the seashells and starfish so they are in a row.
3. Practice using the **rotate** options.
4. Create a new **shape**, then send it behind the other objects. If you're using the example, bring the fish forward in front of the red text box.
5. **Group** the objects into one object. If you're using the example, group the red text box and the fish.
6. **Move** the grouped object to a new location on the document.
7. **Ungroup** the object.