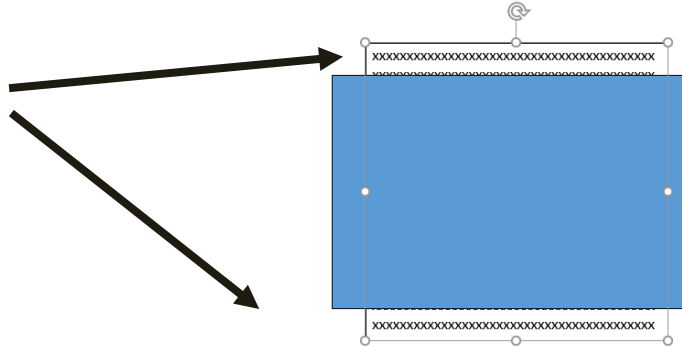


Troubleshooting Topic One: How to Arrange Objects

These instructions are designed for PC Users PowerPoint 2013 version 18. If you are using a different version it may look slightly different.

1. Click the textbox that is hidden behind the shape.

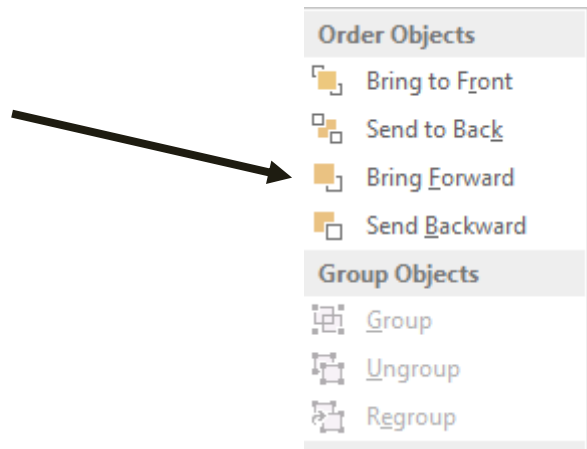
Once selected dots will appear around the text box



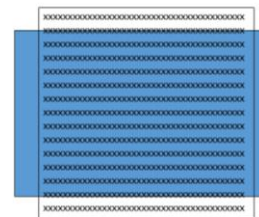
2. Click “Arrange” located at the top of your screen.



3. From the drop down menu click “Bring Forward.”



4. Your text box is now unhidden and should look like this.



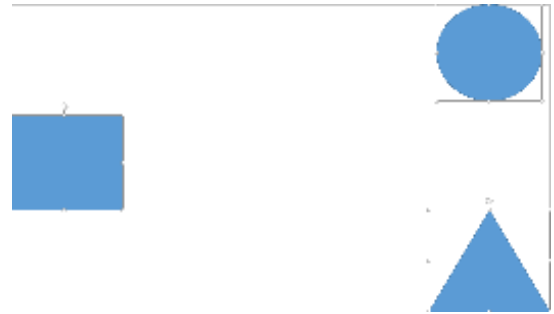
Congratulations! You have successfully completed this step.

Troubleshooting Topic Two: How to Align Objects

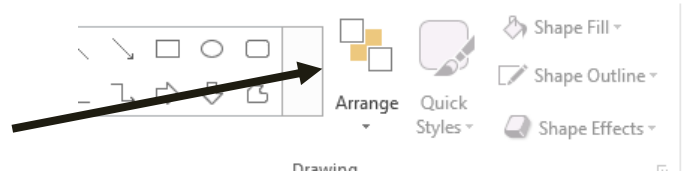
These instructions are designed for PC Users PowerPoint 2013 version 18. If you are using a different version it may look slightly different.

1. Select one of your images or shapes. Hold down the “**shift**” key and select the other shapes in your slide.

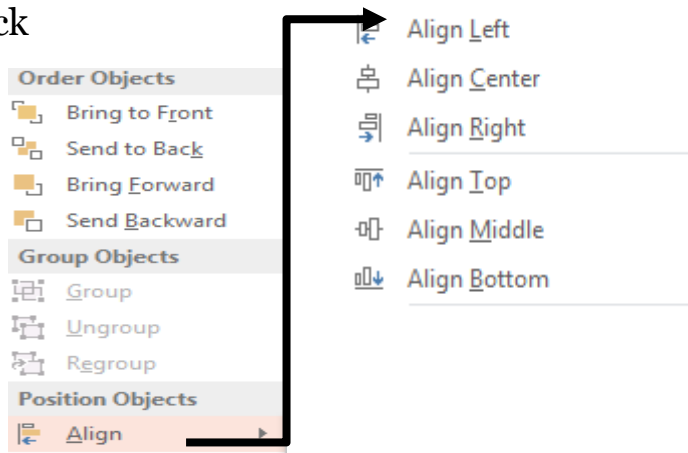
Dots will appear around the shapes when they are all selected



2. Let go of the “Shift” key and click “**Arrange**” at the top of your screen.

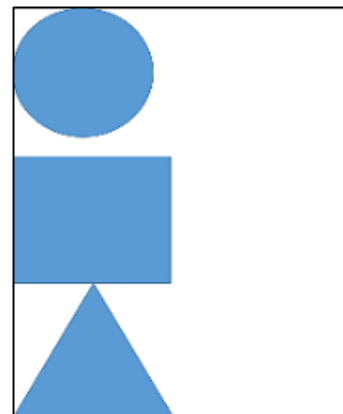


3. From the drop-down menu click “**Align**” and then “**Align Left.**”



4. Your shapes are now aligned to the left of the screen.

Congratulations! You have successfully completed this step.

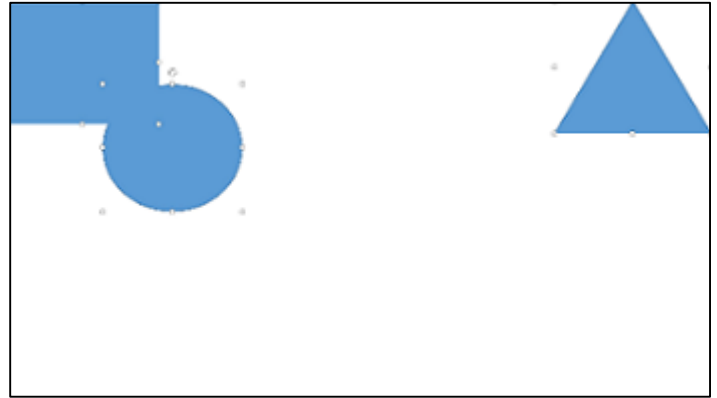


Troubleshooting Topic Three: How to Distribute Objects

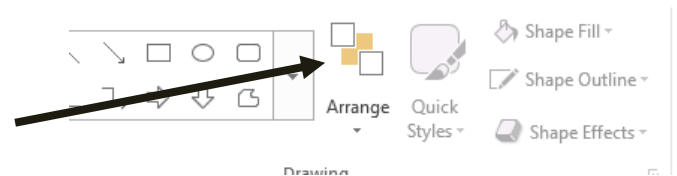
These instructions are designed for PC Users PowerPoint 2013 version 18. If you are using a different version it may look slightly different.

1. Select one of your images or shapes. Hold down the “**shift**” key and select the other shapes in your slide.

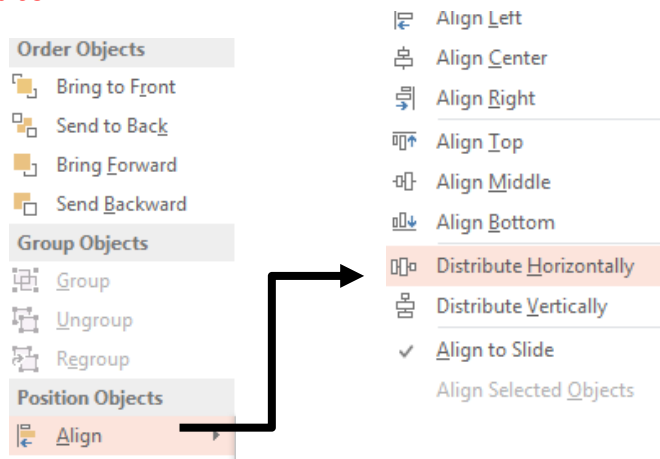
Dots will appear around the shapes when they are all selected.



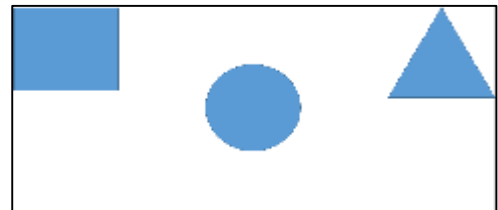
2. Let go of the “**Shift**” key and click “**Arrange**” at the top of your screen.



3. From the drop-down menu click “**Align**” and then “**Distribute Horizontally**.”



4. Your shapes are now evenly distributed across the screen.



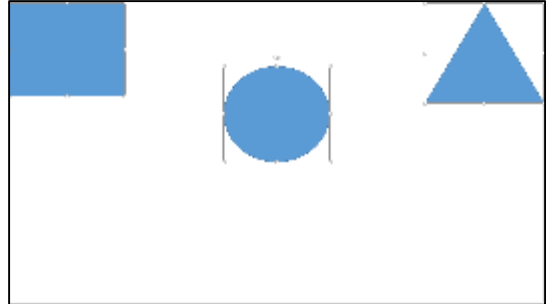
Congratulations! You have successfully completed this step.

Troubleshooting Topic Four: How to Group Objects

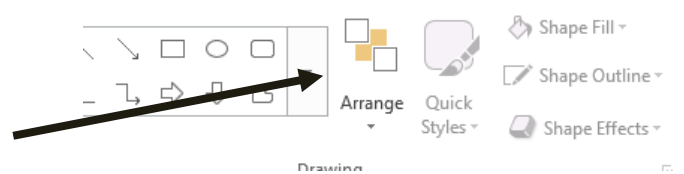
These instructions are designed for PC Users PowerPoint 2013 version 18. If you are using a different version it may look slightly different.

1. Select one of your images or shapes. Hold down the “**shift**” key and select the other shapes in your slide.

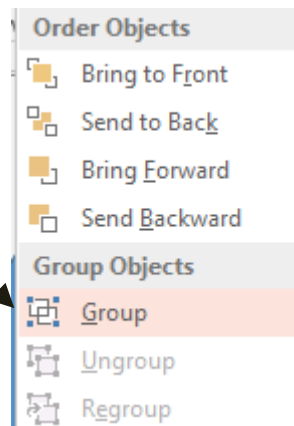
Dots will appear around the shapes when they are all selected.



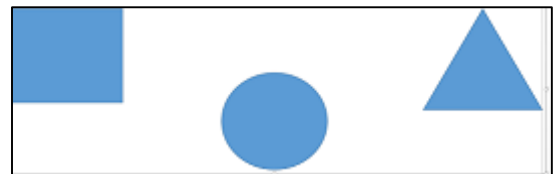
2. Let go of the “**Shift**” key and click “**Arrange**” at the top of your screen.



3. From the drop-down menu click “**Group**.”



5. Your shapes are now grouped into one image. Move your image around to test this out.



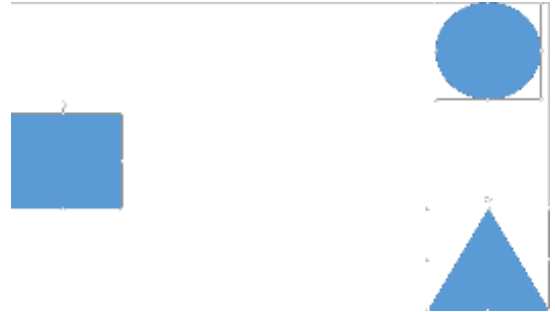
Congratulations! You have successfully completed this step.

Troubleshooting Topic Two: How to Align Objects

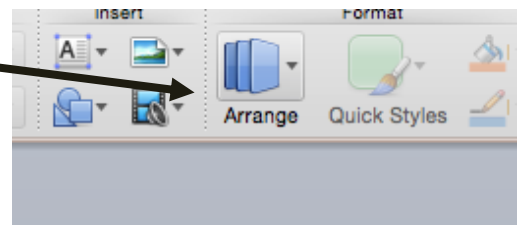
These instructions are designed for Mac Users PowerPoint 2011 version 10.4 If you are using a different version it may look slightly different.

1. Select one of your images or shapes. Hold down the “**shift**” key and select the other shapes in your slide.

Dots will appear around the shapes when they are all selected.

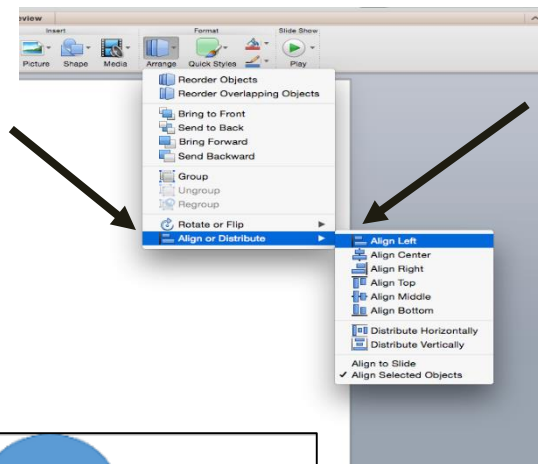


2. Let go of the “**Shift**” key and click “**Arrange**” at the top of your screen.

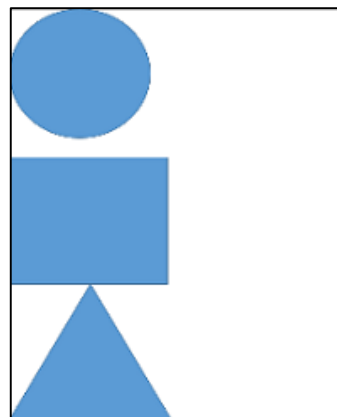


3. From the drop-down menu click “**Align**” and then “**Align Left.**”

4. Your shapes are now aligned to the left of the screen



Congratulations! You have successfully completed this step.

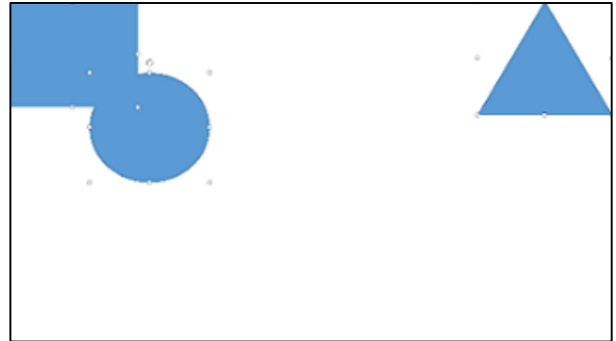


Troubleshooting Topic Three: How to Distribute Objects

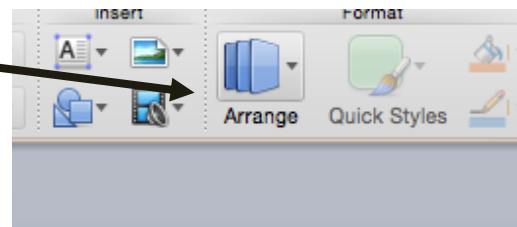
***These instructions are designed for Mac Users PowerPoint 2011 version 10.4 If you are using a different version it may look slightly different. ***

1. Select one of your images or shapes. Hold down the “**shift**” key and select the other shapes in your slide.

Dots will appear around the shapes when they are all selected.

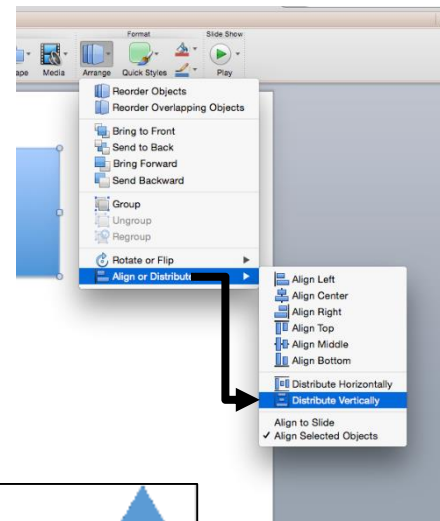


2. Let go of the “**Shift**” key and click “**Arrange**” at the top of your screen.

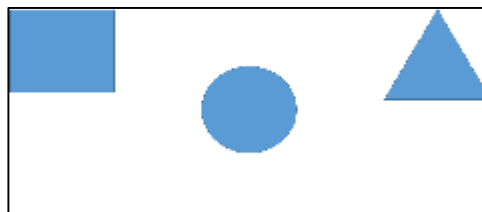


3. From the drop-down menu click “**Align**” and then “**Distribute Horizontally.**”

4. From the drop-down menu click “**Align**” and then “**Distribute Horizontally.**”



5. Your shapes are now evenly distributed across the screen.



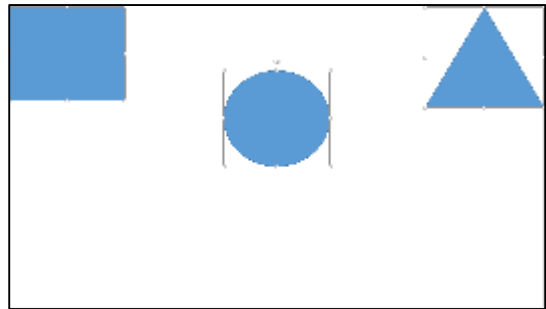
Congratulations! You have successfully completed this step.

Troubleshooting Topic Four: How to Group Objects

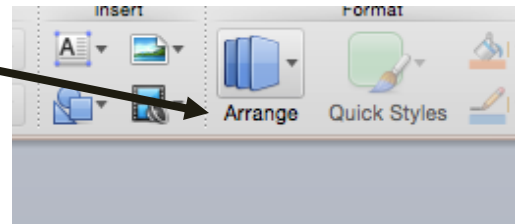
***These instructions are designed for Mac Users PowerPoint 2011 version 10.4 If you are using a different version it may look slightly different. ***

1. Select one of your images or shapes. Hold down the “**shift**” key and select the other shapes in your slide.

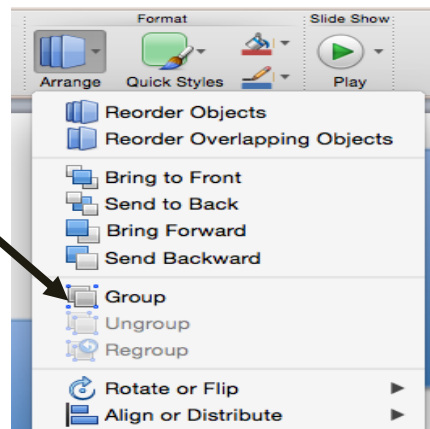
Dots will appear around the shapes when they are all selected.



2. Let go of the “**Shift**” key and click “**Arrange**” at the top of your screen.



3. From the drop-down menu click “**Group.**”



4. Your shapes are now grouped into one image. Move your image around to test this out.



Congratulations! You have successfully completed this step.