

To select multiple, adjacent objects:

1. On the Toolbar, click the Selection Tool button.
2. Drag to create a selection box around the objects.

To select all objects on a slide layer:

1. Right-click a blank area of the slide.
2. From the QuickMenu, choose Select All.

To deselect objects:

1. Click anywhere outside the objects.

### EXERCISE

In the following exercise, you will select and deselect objects.

1. Display Slide 5
2. In the left graphic block, click the letter A *Handles appear around the letter, but not the block.*
3. Click near the edge of the slide *All objects are deselected.*
4. Right-click a blank area of the slide *The QuickMenu appears.*
5. Choose Select All *All graphic elements are selected. Six small, open squares appear. The title and bulleted text, as part of the layout layer, are not selected.*
6. Select the letter A again *Handles appear around the letter. The rest of the objects are deselected.*
7. Press and hold CTRL
8. In the middle graphic block, select the letter B *Both letters are selected, and two small, open circles appear.*
9. Deselect all objects