

Selecting and Deselecting Objects

All of the items that appear on a slide are *objects*. Objects include text boxes, bulleted lists, chart areas, and graphic images. When you want to work with an object, you must select it. You can select one object or multiple objects at one time. When you select an object, handles appear around the object's perimeter, as shown in Figure 1-8. To help you distinguish between multiple selected objects, small open squares appear for each selected object.

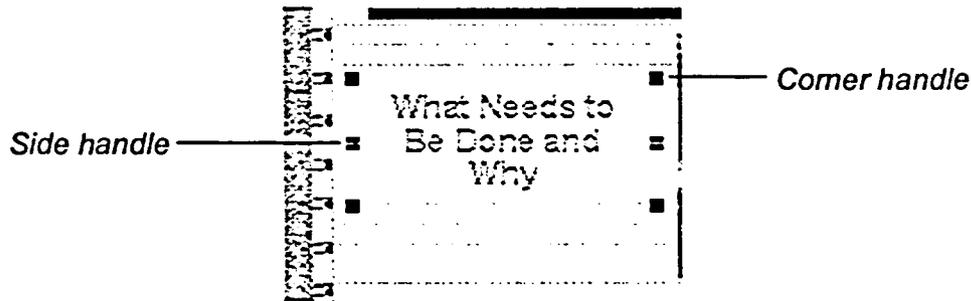


Figure 1-8: Object Handles

Each slide consists of three layers. The *background layer* determines the look of the slide and includes such elements as background color and page size. An object that is placed on the background layer of a slide cannot be edited or moved on the slide. The *layout layer* contains such layout items as titles, subtitles, and predefined areas for text and graphics. Objects on the layout layer overlay any objects on the background layer and become placeholders for the *slide layer*. The slide layer is where you create your slide show by adding information and objects.

METHOD

To select an object:

1. Click the object.

To select multiple, non-adjacent objects:

1. Press and hold CTRL
2. Select each object.
3. Release CTRL