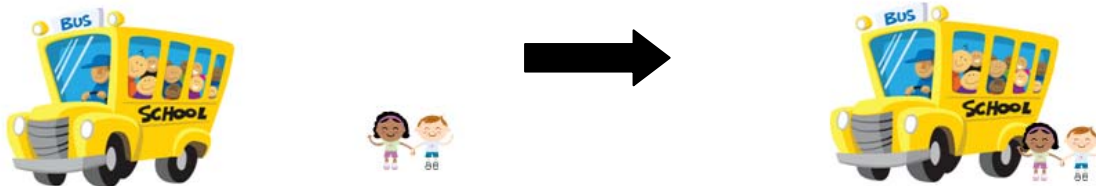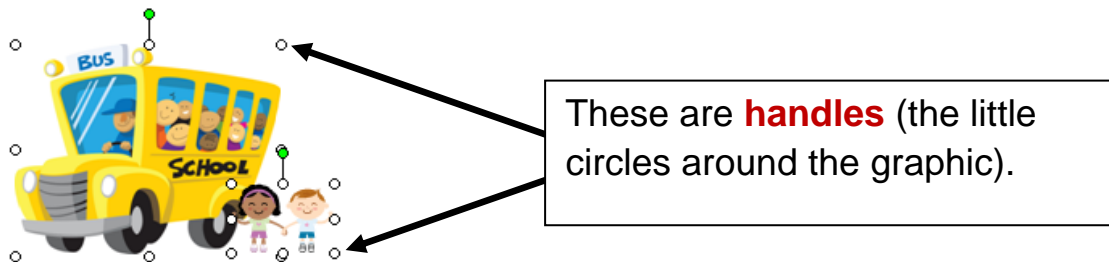# Grouping Images in Microsoft Office

1. Select two or more Clip Art graphics from the Clip Art gallery.

2. Insert the Clip Art graphics into your document (presentation, spreadsheet, etc.).

3. Place the graphics together the way you want them to be grouped. See sample below.
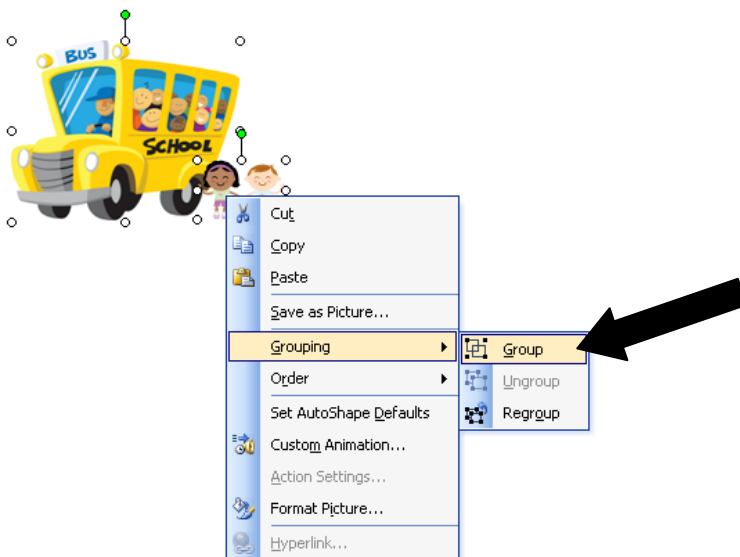
The graphics are not grouped yet. Thus, if I move the school bus, only the school bus will move.

4. Hold down the Ctrl key and select the two Clip Art graphics you chose (you should see the handles on both graphics).

These are **handles** (the little circles around the graphic).

5. Let go of the Ctrl key and **right-click** over the graphics to see the submenu.

6. Select **Grouping** and then **Group**.
7. Now you can move the graphics as one object on the page.