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Exercise: Arranging objects

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

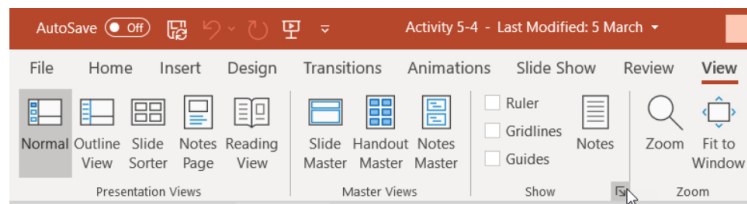
Let's get started!

In this activity, you will finalize the layout of the images on the product overview slide.

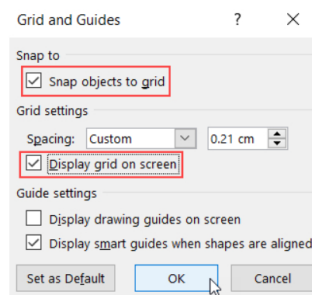
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Arranging objects](#)

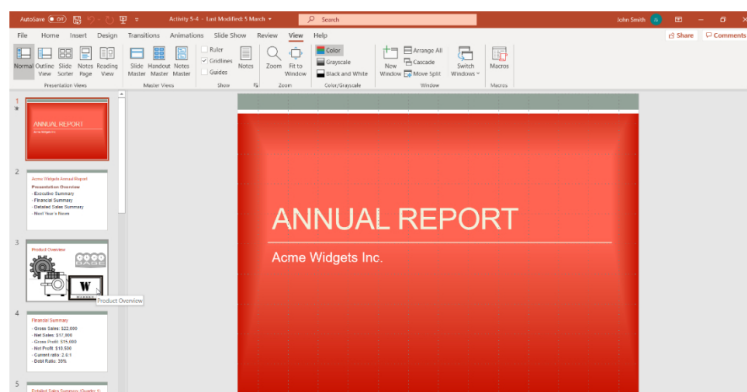
2. First, let's set up the grid to help us arrange the images. Click the **View** tab and click the option button in the Show group:



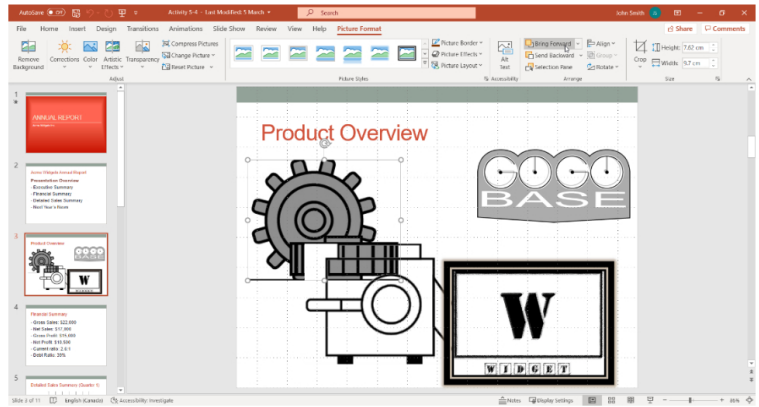
3. The Grid and Guides dialog box will open. Ensure that the checkbox in the **Snap to** section is checked. As well, check the **Display grid on screen** option. Click **OK**:



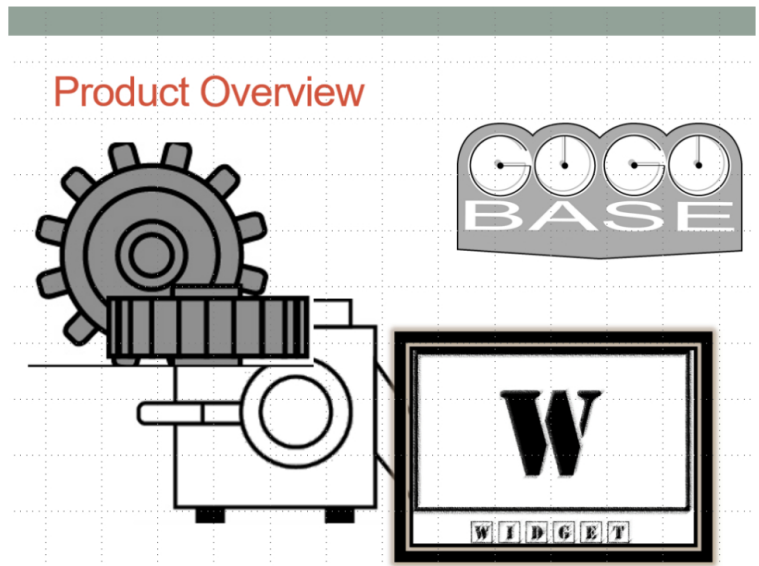
4. The grid will now be displayed. Click slide 3:



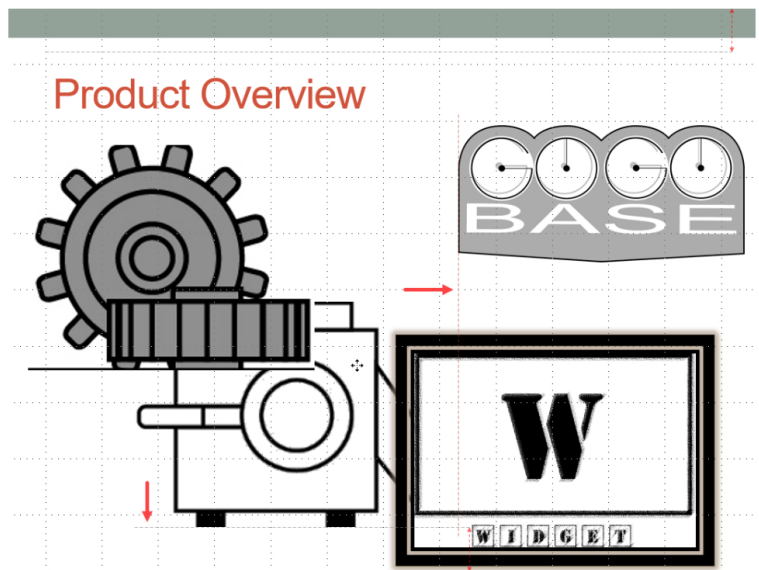
5. Click the gray gear image. Click **Picture Format** → **Bring Forward**:



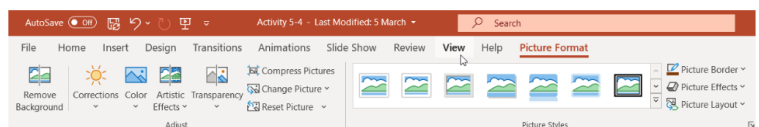
6. This image will now be displayed on top of the transparent image:



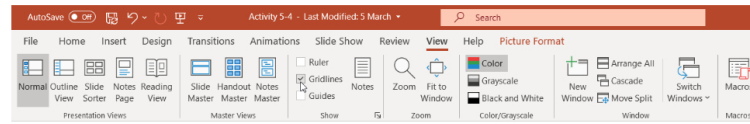
7. Click and drag down the transparent image (in the lower left-hand corner) until it is aligned with the grid. (Ensure that the right-hand guide stays in position.) Release your mouse button when the image is in position:



8. Now, we can turn off the grid. Click the **View** tab:



9. Uncheck the **Gridlines** box in the Show group:



10. This activity is now complete. Save your presentation as Activity 5-4 Complete and close Microsoft 365 PowerPoint.

11. Now, you can check out an example of a completed document in the link below:

[Exercise: Arranging objects](#)

Mark as completed

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