

## Grouping Images in PowerPoint

1. Selecting Images:
  - Open your PowerPoint presentation and navigate to the slide containing the images you want to group.
2. Selecting Multiple Images:
  - Hold down the Ctrl key on your keyboard.
  - Click on each image you want to include in the group. Alternatively, click and drag to create a selection box around the images.
3. Grouping Images Using Ribbon:
  - With the images selected, go to the "Picture Tools Format" tab, which appears when an image is selected.
  - In the Arrange group, click on the "Group" option.
4. Grouping Images Using Right-click Menu:
  - Alternatively, right-click on one of the selected images.
  - From the context menu that appears, select "Group" and then "Group" again.
5. Confirming Grouping:
  - PowerPoint will now treat the selected images as a single object.
  - You can move, resize, or apply formatting to the group as a whole.
6. Ungrouping Images:
  - To ungroup the images later, select the grouped object.
  - Go to the "Picture Tools Format" tab or right-click on the grouped object.
  - Select "Group" and then "Ungroup" from the menu.
7. Reviewing the Grouped Images:
  - After grouping the images, review the arrangement and make any necessary adjustments.
  - Grouping images can help maintain their relative positions and make it easier to manipulate them as a single entity.
8. Applying Formatting:
  - With the images grouped, you can apply formatting effects such as borders, shadows, or rotations to the entire group.
  - Use the formatting options available in the "Picture Tools Format" tab to customize the appearance of the grouped images.
9. Saving Changes:
  - Remember to save your presentation after making changes to ensure that the grouped images are preserved.

By following these steps, you can effectively group multiple images in PowerPoint to organize and manipulate them as a single unit within your presentation.