



Court Services and Information Technology's

E-Tip of the Week

Three ways to quickly select multiple objects on a slide (PowerPoint 97/2000/2002/v.X/2003)

Most PowerPoint users know the shortcut keys for selecting all the objects on a slide is [Ctrl]A ([command]A on the Mac). This is especially helpful if you want to ensure that you've selected objects that overlap or lie underneath other slide objects. What many users don't know is that you can use this select-all shortcut, even if what you really want is to select most of the slide objects. If one slide object is selected and you hold down the [Shift] key as you click on additional objects, all of the objects you click on are then selected. If you accidentally click on the wrong object, click on it a second time and it's deselected. This concept also works with the select-all feature. Simply press [Ctrl]A ([command]A on the Mac) to select all the objects on your slide and then click on the objects you don't want to deselect them. Working backwards like this can save a lot of time and hassle on complex slides.

If you have any questions, comments, and/or suggestions, please email us or give us a call.

Thank you,

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