

# Keyboard Shortcuts: PowerPoint Object Editing

**Ctrl+G** - **If you want to work with objects as a group**, elect them all and use **Ctrl+G**. You may select them individually with **Ctrl+Click** or draw a box around them.

**Ctrl+Shift+G** - **Sometimes you can work with grouped items individually** by selecting the group and then selecting the object. Other times it's good to break things up again. **Ctrl+Shift+G** does the trick.

**Ctrl+Shift+** - **Right-clicking can be problematic in PowerPoint**. You get that Move/Copy pop-up instead of the right-click menu. To send an object to the very back or very front, use these shortcuts: **Ctrl+** (*send to front*).