

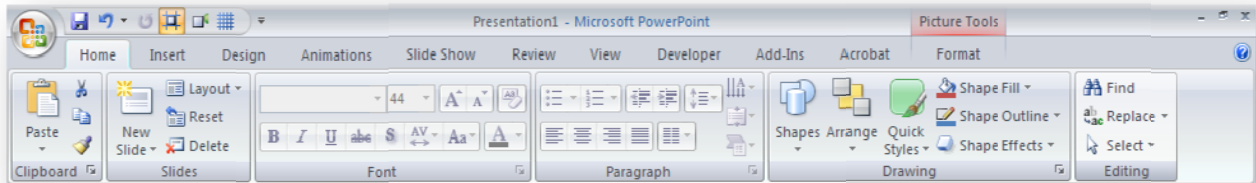
The Selection Pane in PowerPoint

Introducing the Selection Pane

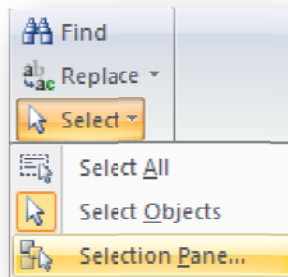
The Selection Pane is a new feature in PowerPoint 2007. It makes working with multiple shapes on a slide *much* easier. It is also available in Excel.

Displaying the Selection Pane

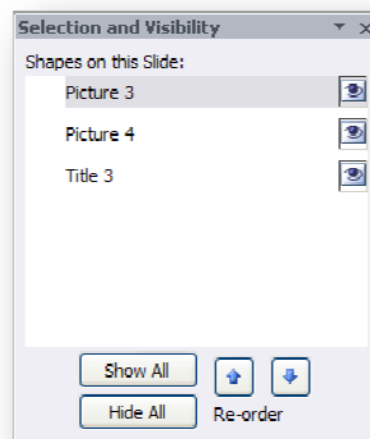
The Selection Pane is on the Home Ribbon.



Choose **Select, Selection Pane ...**



The **Selection Pane** will appear:

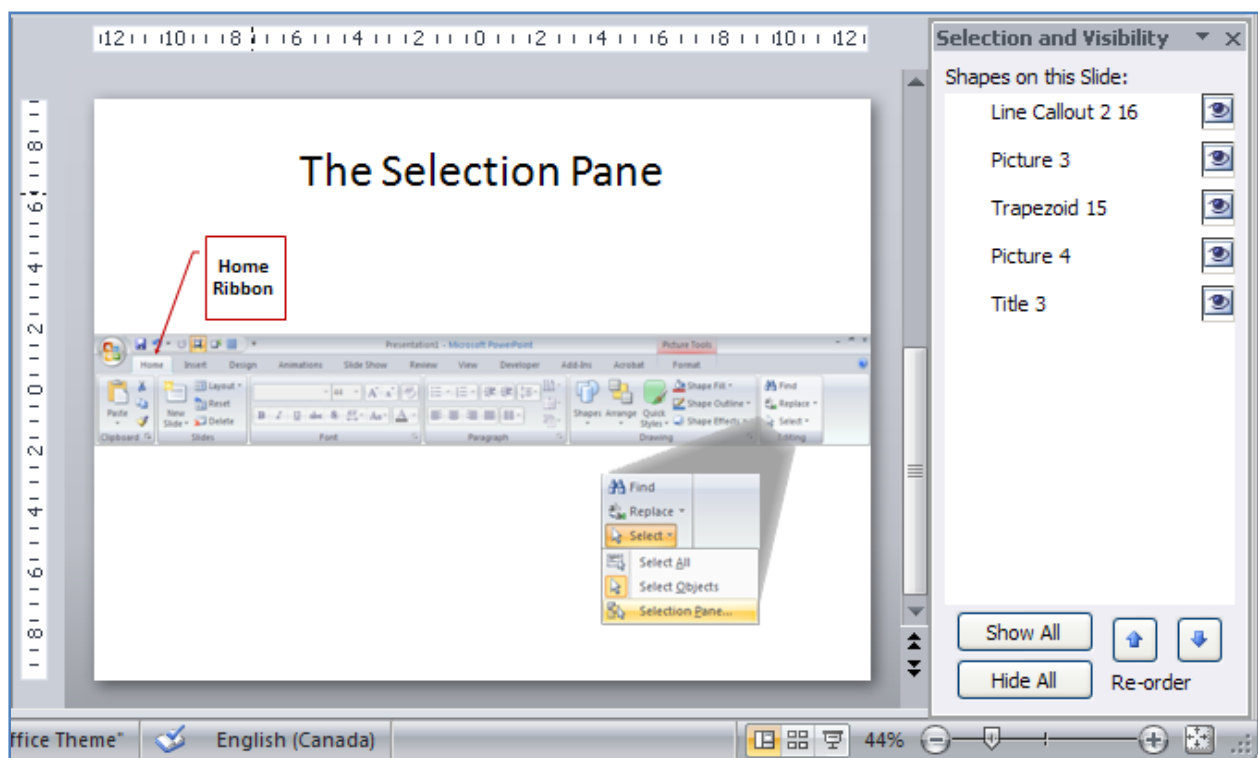


The Selection Pane lists all objects on the current slide, and gives you a quick and easy way to do four frequent tasks in PowerPoint.

1. Name the object.
2. Select an object.
3. Order an object.
4. Change an objects' visibility.

Naming Objects in The Selection Pane

Naming the objects on the slide makes working with them easier. In the picture below, the default names of the objects aren't very meaningful.

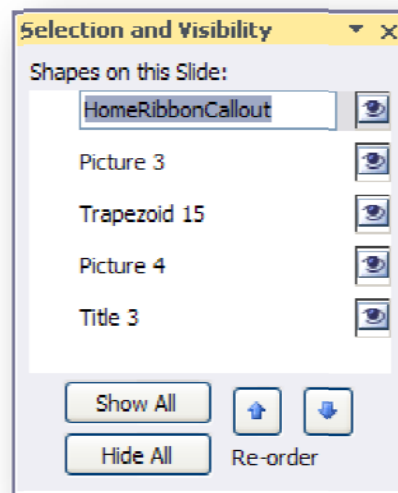


Instead of referring to the callout identifying the Home Ribbon as “Line Callout 2 16” it would be useful to label it “HomeRibbonCallout”.

Note:

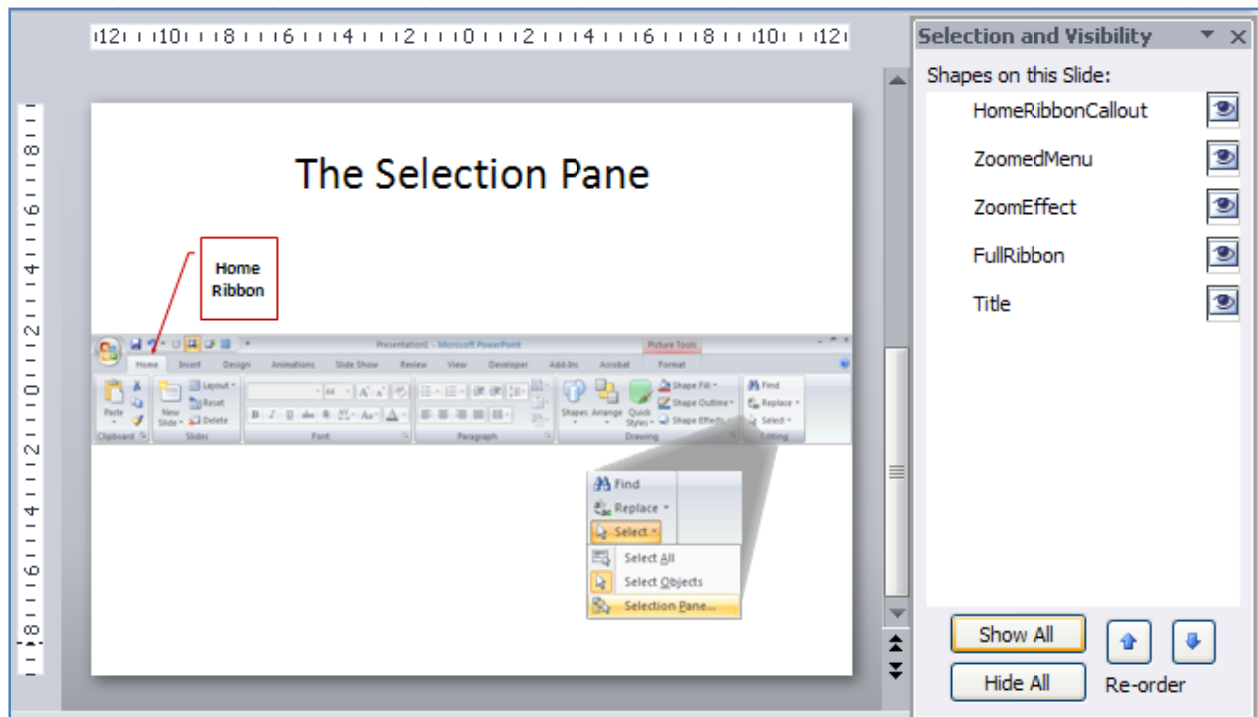
While object names can include spaces and can be quite long, it is recommended to keep them short as reasonably possible.

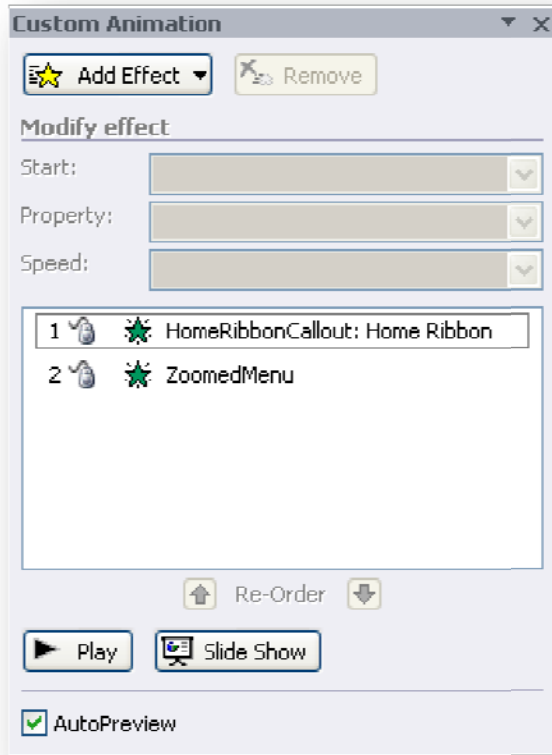
Highlight the object you wish to rename by clicking on it. A second click will then activate the object for renaming.



Confirm the change of name by pressing the **Enter** key .

The result makes much more sense.



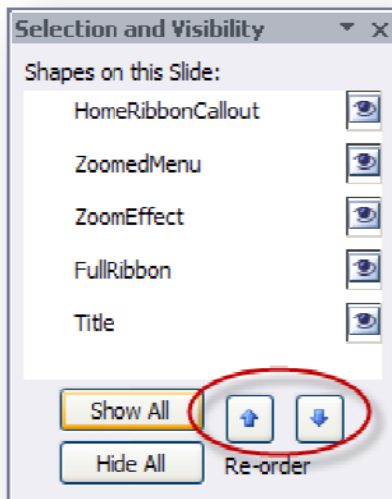


The names will be visible in the animation pane.

Selecting an Object using the Selection Pane

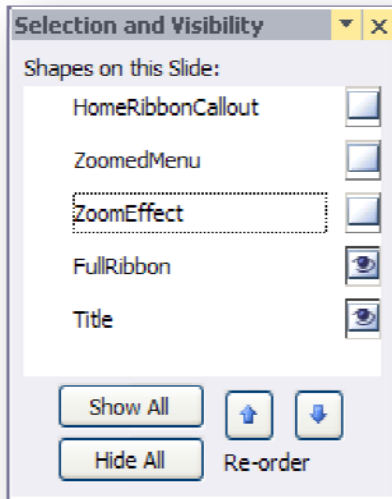
Clicking on an objects' name in the selection pane will select it on the slide. This is useful when the object is very small or is underneath other objects on the same slide.

Order Objects using the Selection Pane




Use the UP and Down buttons to reorder the selected object. When there are multiple objects on the same slide, this method is much quicker than using the *Arrange* method.

Change an Objects' Visibility Using the Selection Pane



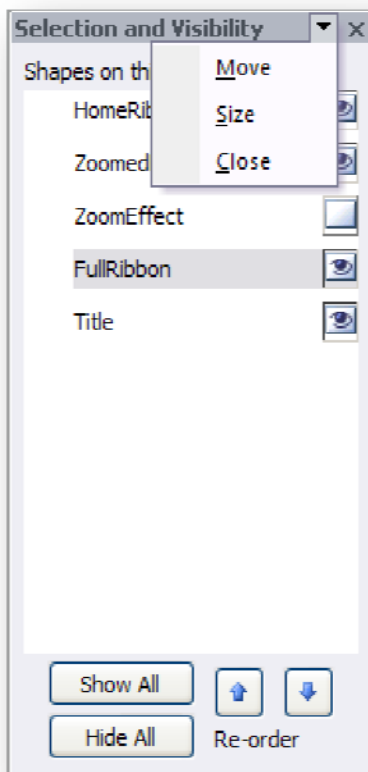
Controlling the visibility of objects makes it easy to work with items that are on the bottom of the object stack on the slide.

Click on the Visibility icon  beside the named object to render the object invisible. Invisible objects will remain invisible during a slide show.

This is a toggle, so click on the blank icon to return the object to visibility.

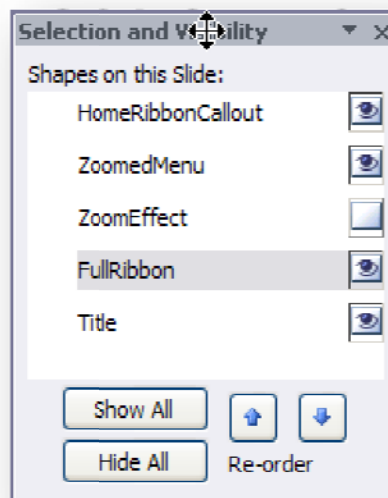
Finally, use the **Show All** and **Hide All** buttons to show and hide all objects on the slide.

Moving and Sizing the Selection Pane



The Selection Pane can be moved to float above the PowerPoint window, it can also be resized (when floating) to optimize viewing.

Click on the downward pointing triangle in the pane, and select move.



The cursor will change into a movement cursor and allow you to drag the Selection Pane around the screen.

To Dock the Selection Pane, make sure the PowerPoint window is fully maximized. Drag the Pane to the right side of the PowerPoint window until it drops into place.