Name:

**Tutorial G8 Grouping and Ungrouping Items (6 Points)**

1. Grouping items together means that you take or more individual items and are them into a single item.

2. If you do not want to lose then will be very useful.

3. Click your mouse and drag your curser over Items.

4. Also you can select items by clicking on them while holding down the key and selecting other items.

5. When you go to the home tab you have the option to or items.

6. To work on a single item after grouping, select the button under the group.