



MICROSOFT POWERPOINT

FEATURE 3

How to Order Elements

- STEP 1:** On the Home tab, in the Drawing group, select Arrange, and then choose Selection Pane
- STEP 2:** The Selection pane lists the objects on the slide in reverse order. When the screen reader reads this slide, it reads the objects in the reverse order listed in the Selection pane
- STEP 3:** To change the reading order, drag items to the location that you want or select the item and then select the Bring Forward or Send Backward button