

# Microsoft Office 2003 Tools

## Layering



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When working with multiple objects, sometimes the objects do not appear as they should be related to one another. Microsoft Office gives users the options to layer objects (move them back and forward) so that they will relate to one another more appropriately.

To apply layers:

1. **Right-click** on the object (picture, text, chart) that needs to be moved (**Figure 2, 1**).
2. Click **Order** (**Figure 1, 2**).
3. Click either (**Figure 1, 3**):
  - **Bring to front**—to bring the object in front of everything on the screen
  - **Send to back**—to send the object behind everything on the screen
  - **Bring forward**—to bring the object one layer forward; above the item immediately in front of it
  - **Send backward**—to send the object one layer backward; behind the item immediately beneath it

### Summary

1. Applying Layers
2. Word features

Figure 1

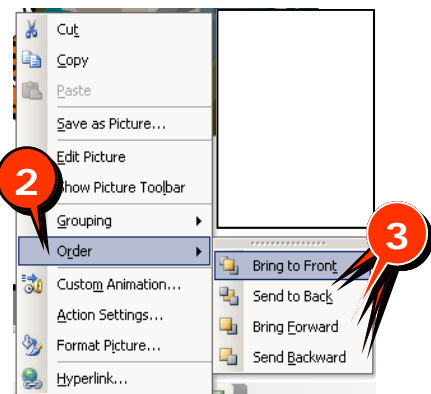


Figure 2



## Word Features

Word provides two additional options when working with layers. To bring an object (picture, chart, etc.) in front or behind text:

1. **Right-click** on the object (picture, chart) that needs to be moved (**Figure 4, 1**).
2. Click **Order** (**Figure 3, 2**).
3. Click either **Bring in Front of Text** or **Send Behind** (**Figure 3, 3**).

Figure 3

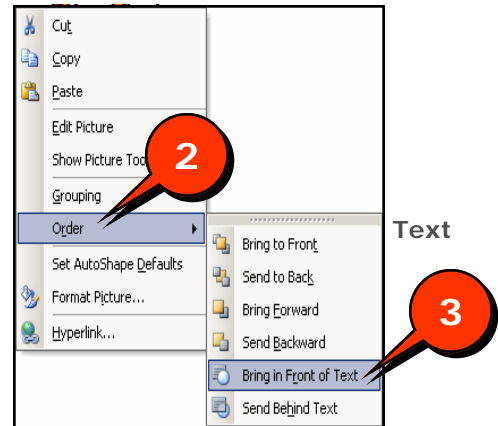


Figure 4

