

Group or ungroup shapes

Group shapes together to move them all at once and then ungroup the shapes to move them independently.

You can do anything to a group of shapes that you can do to a single shape: resize it, rotate it, align it with other shapes, and so on. Microsoft Visio treats a group as one big shape.

Group shapes

1. On the **Home** tab, in the **Tools** group, click the **Pointer Tool**, and then do one of the following:
 - Drag a selection around all the shapes that you want to group or ungroup.
 - Hold down **SHIFT** and click all the shapes that you want to group or ungroup.
2. On the **Home** tab, in the **Arrange** group, click the **Group** button, and then click **Group** on the menu. You can also press **CTRL+SHIFT+G**.

Ungroup shapes

1. On the **Home** tab, in the **Tools** group, click the **Pointer Tool**, and then click a shape in the group.
2. On the **Home** tab, in the **Arrange** group, click the **Group** button, and then click **Ungroup** on the menu. You can also press **CTRL+SHIFT+U**.

Add or remove a shape from an existing group

1. Do one of the following:
 - To add a shape to a group, select both the shape and the group to which you want to add the shape.
 - To remove a shape from a group, select the group, and then click the shape you want to remove from the group.
2. On the **Home** tab, in the **Arrange** group, click the **Group** button, and then click **Add to Group** or **Remove from Group**.