

Microsoft Word - Selecting Text

The Select feature is a powerful tool. Whenever you want to work with a specific section of text, you can select just that portion and work on it separately from the rest of the document. Whatever action you take on the selection won't affect the rest of the document.

You can use either the mouse or the keyboard to select text. Each method has its own advantages, so it's a good idea to learn both techniques.

Selecting Text with the Keyboard

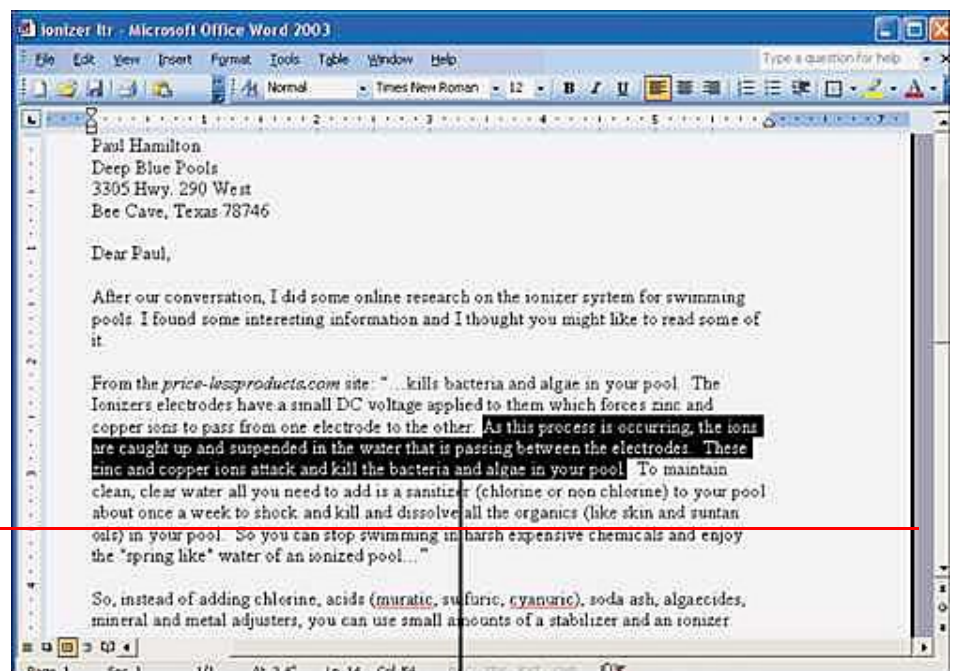
To select a portion of text using the keyboard, follow these steps:

1. Position the cursor at the beginning of the area you want to select.
2. Hold down the **Shift** key.
3. While holding shift use the arrow keys to move to the end of the selection.

Note

If you prefer you can use navigation shortcuts in conjunction with this method. For example, to select text a word at a time, hold down the Shift and Ctrl keys while pressing right arrow. To select everything from the cursor to the end of the line, hold down the Shift key and press End.

Once you have selected a piece of text Microsoft Word highlights the selection with a different background colour to differentiate it from the rest of the document. You can now work with the selected text as a single unit.



Selected text

Selecting Text with the Mouse

Selecting text with the mouse is also easy, although you might need a bit of practice before you become really good at it. The table below shows several methods of using the mouse to select text.

Mouse Action	Result
Point to the start of the text you want to select and drag the mouse across the text. (Remember that when you drag you must be holding down the left mouse button.)	Selects the block of text you dragged across.
Double-click on a single word.	Selects the entire word.
Ctrl + click on any word in a sentence.	Selects the entire sentence.
Triple-click on any word in a paragraph. (Note: you triple click the same way you would double click, i.e. the three clicks must be in rapid succession.)	Selects the entire paragraph.
Single-click in the left margin alongside a line.	Selects the entire line.
Double-click in left margin alongside a paragraph.	Selects the entire paragraph.

Deselecting Text

Once you have finished formatting the selected text you will need to remove the selection highlight.

To remove the selection you must either:

- click anywhere in the document with the mouse, or
- press any of the keyboard arrow keys.

Note

If you type any text or numbers, or press Return or Space while text is selected the selected text will be deleted and replaced by your new typing. If you do not

want this to happen you must be sure not to type anything until you have removed the selection highlight.