

Selecting Text: Shortcuts for selecting text.

<u>To Select This</u>	<u>Do This</u>
A word	Double-click the word
A line	Click in the left margin next to the line
Some lines	Drag the mouse pointer over the lines or drag it down the left margin
A sentence	Ctrl + click the sentence
A paragraph	Double-click in the left margin next to the text
A bunch of text	Click at the start of the text, hold down the shift key and click at the end of the text
A bit of text	Put the cursor where you want to start selecting, press F8 and press an arrow key, drag the mouse, or click at the end of the selection.
Text with the same formats	On the Home tab, click the Select button and choose Select text with Similar Formatting (you may have to click the editing button first)
A document	Hold down the Ctrl key and click in the left margin; triple-click in the left margin; press Ctrl+A; or go to the Home tab, in the Editing group choose Select – Select All.