

SELECTING TEXT

Selecting or highlighting text is used to instruct the computer to apply the action to be carried out to that particular text. *Eg cutting and pasting or applying bold.*

There are different methods for selecting – the most common is to hold down the left mouse button and drag the cursor across or down the text on the page.

SELECT TEXT BY USING THE MOUSE

Select all text in the body of a document



Home tab, Editing group

click **Select**

click **Select All**.

Any amount of text

Click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.

A word

Double-click anywhere in the word.

A line of text

Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.

A sentence

Hold down CTRL, and then click anywhere in the sentence.

A paragraph

Triple-click anywhere in the paragraph.

Multiple paragraphs

Move the pointer to the left of the first paragraph until it changes to a right-pointing arrow. Press and hold down the left mouse button while you drag the pointer up or down.

A large block of text

Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT while you click where you want the selection to end.

An entire document

Move the pointer to the left of any text until it changes to a right-pointing arrow, and then triple-click.

Headers and footers

In - Print Layout view double-click the dimmed header or footer text. Move the pointer to the left of the header or footer until it changes to a right-pointing arrow, and then click.

Footnotes and endnotes

Click the footnote or endnote text, move the pointer to the left of the text until it changes to a right-pointing arrow, and then click.

A vertical block of text

Hold down ALT while you drag the pointer over the text.

A text box or frame

Move the pointer over the border of the frame or text box until the pointer becomes a four-headed arrow, and then click.

Select items in a table – using the mouse

Contents of a cell	Click in the cell. Under Table Tools , click the Layout tab . In the Table group , click Select , and then click Select Cell .
Contents of a row	Click in the row. Under Table Tools , click the Layout tab . In the Table group , click Select , and then click Select Row .
Contents of a column	Click in the column. Under Table Tools , click the Layout tab . In the Table group , click Select , and then click Select Column .
Contents of multiple cells, rows, or columns	Click in a cell, a row, or a column and then hold the left mouse button down while you drag across all of the cells, rows, or columns that contain the content that you want to select. To select the contents of cells, rows, or columns that are not next to each other, click in the first cell, row, or column, press CTRL, and then click the additional cells, rows, or columns that contain the content that you want to select.
Contents of an entire table	Click in the table. Under Table Tools , click the Layout tab . In the Table group , click Select , and then click Select Table .

SELECT TEXT BY USING THE KEYBOARD

Select all text in the body of a document	CTRL+A
One character to the right	Press SHIFT+RIGHT ARROW.
One character to the left	Press SHIFT+LEFT ARROW.
A word from its beginning to its end	Place the insertion point at the beginning of the word, and then press CTRL+SHIFT+RIGHT ARROW
A word from its end to its beginning	Move the pointer to the end of the word, and then press CTRL+SHIFT+LEFT ARROW.
A line from its beginning to its end	Press HOME, then press SHIFT+END.
A line from its end to its beginning	Press END, and then press SHIFT+HOME.
One line down	Press END, and then press SHIFT+DOWN ARROW.
One line up	Press HOME, then press SHIFT+UP ARROW.
A paragraph from its beginning to its end	Move the pointer to the beginning of the paragraph, and then press CTRL+SHIFT+DOWN ARROW.
A paragraph from its end to its beginning	Move the pointer to the end of the paragraph, and then press CTRL+SHIFT+UP ARROW.

A document from its end to its beginning	Move the pointer to the end of the document, and then press CTRL+SHIFT+HOME.
A document from its beginning to its end	Move the pointer to the beginning of the document, and then press CTRL+SHIFT+END.
From the beginning of a window to its end	Move the pointer to the beginning of the window, and then press ALT+CTRL+SHIFT+PAGE DOWN.
The entire document	Press CTRL+A.
A vertical block of text	Press CTRL+SHIFT+F8, and then use the arrow keys. Press ESC to turn off the selection mode.
The nearest character	Press F8 to turn on selection mode, and then press LEFT ARROW or RIGHT ARROW; press ESC to turn off the selection mode.
A word, a sentence, a paragraph, or a document	Press F8 to turn on selection mode, and then press F8 once to select a word, twice to select a sentence, three times to select a paragraph, or four times to select the document. Press ESC to turn off the selection mode.

Select Items in a Table

The contents of the cell to the right	Press TAB.
The contents of the cell to the left	Press SHIFT+TAB.
The contents of adjacent cells	Hold down SHIFT while you press the appropriate arrow key repeatedly until you have selected the contents of all of the cells that you want.
The contents of a column	Click in the column's top or bottom cell. Hold down SHIFT while you press the UP ARROW or DOWN ARROW key repeatedly until you have selected the contents of the column.

Select text in different places

You can select text or items in a table that are not next to each other.

For example, you can select a paragraph on one page and a sentence on a different page.

Select text or an item in a table.

Hold down CTRL while you select any additional text or item in a table that you want.