

## USE KEYSTROKES TO SELECT TEXT IN WORD

### What's in it for me?

Using the mouse to select text in Word is intuitive and easy. Those who like using the keyboard have keyboard options as well. Since your hands are on the keyboard typing, it might be faster to use the keyboard at times. Here's a recap of different ways to select a word/line/paragraph etc.

### Select a word

To select a word, double click on the word with your mouse. On the keyboard, use the arrows to move the cursor to the beginning of the word, then hold down Shift and use the right arrow to select one character at a time.

### Select a line

To select a line, put the cursor on the first word of the line, and Press the **SHIFTT + Down Arrow** at the same time. The left margin in Word is also the **Selection Bar**. To select a line this way, move the mouse to the selection bar next to the line you want selected, and click the left mouse button. To select multiple lines, click the left mouse button and hold, then drag up or down to include more lines in your selection.

### Select a sentence

Hold down the **Ctrl** key and left click in the middle of a sentence to select only that sentence.

### Select a paragraph

To select a paragraph, go anywhere in between the paragraph you want to select, and triple-click the left button/side of your mouse/touchpad. Or...double click to the left of the paragraph in the **Selection Bar**.

### Select specific amount of text or multiple pieces of text

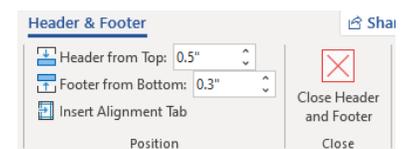
To select a specific amount of the text, position the cursor to the left of the first word, left click and hold, then drag the mouse to the point you want to select. To select multiple specific parts/words, upon selecting one, hold the **CTRL** key and select another word/line/text.

### Whole Document

To select the whole text in a word document, press the **CTRL+A** button. Or triple-click in the **Selection Bar**.

### Header

To select/modify the header, go the top of a page, and double click the left button in the header area. You enter the header/footer "layer" of the document and can edit from here. Don't forget to exit the header/footer layer by clicking the **Close** button on the ribbon or double-click on the document away from header/footer area.



### Footer

To select/modify the footer, go the bottom of a page, and double click the left button. Edit the footer as needed. Don't forget to exit the header/footer layer when done.

### Table

Not quite a keystroke, but it's quick and easy. To select all of a table, hover your mouse over the table. At the top left of the table, you will see the select table button – click on it to select the whole table.