Making Selections in Word

In the Text

1. Single-click in the text will set the cursor location.
2. Double-clicking a word will select it.
3. Triple-clicking will select the entire paragraph.

Using the selection bar

The selection bar is the space in the left margin of the document.

1. Single-click selects a line.
2. Double-clicking selects the entire paragraph.
3. Triple-clicking selects the entire document- (Ctrl A)
4. Click and drag will make the selection line by line.

Using the Keyboard modifiers

1. Ctrl allows for non-continuous selection.
   a. Double-click a word to select it, hold the Ctrl key and double-click other words to include them in the selection.
   b. Use the Selection bar, click to select a line, hold the Ctrl key and click other lines to be included in the current selection.
2. Shift is used for continuous selections.
   a. Set the cursor in the text where you want to begin the selection, hold the Shift key and click where you want to end the selection and everything between is selected.
   b. Use the Selection bar, click to select the first line of text, hold the Shift key and click next to the last line to be included in the selection. All the lines are selected.
3. Holding both the Ctrl, Shift keys and using the Left & Right Arrow keys to select word by word.
4. Holding both the Ctrl, Shift keys and using the Up & Down Arrow keys to select To the beginning or end of the paragraph.
5. Holding both the Ctrl, Shift keys and using the Home or End keys will select from the current position to either the beginning or end of the document.