





Microsoft Word Selecting Text in a Document

Microsoft Word 2003/2002/2000

TO SELECT:	 MOUSE 	 KEYBOARD 
Any Text	Point to beginning, click-and-drag. Or, click at beginning of text, then press and hold down Shift and click at end of text. Or, click at the beginning of text, press F8 (Extend Selection), move the mouse pointer to the end of the desired selection, and click the mouse.	Move to the beginning of text, hold down Shift , and use cursor keys to move the pointer to the end. Or, Press F8 (Extend Selection) and then move cursor keys to select text. Or, Press F8 (Extend Selection) and then press character or key (such as period or Enter) to move to that location in the text.
Word	Double-click anywhere in the word.	Press F8 twice **
Sentence	Ctrl + click anywhere in the sentence.	Press F8 three times **
Line	Click once in selection bar (left edge).*	Home , F8 , End
Multiple lines	Drag in the selection bar to the left of the lines.*	
Paragraph	Double-click in selection bar (left edge) * or triple-click anywhere in the paragraph.	Press F8 four times **
Multiple paragraphs	Double-click and drag in the selection bar (left edge).*	
Entire document	Triple-click in the selection bar (left edge) * or press Ctrl and click in selection bar.	Ctrl + A
Vertical block of text	Hold down Alt and drag.	Ctrl + Shift + F8 then use arrow keys.
Table row	Click the row selection bar (to the left of the row).*	Choose Table menu, choose Select Row option.
Table column	Click the column's top gridline or border. Word displays a down arrow ↓ when the pointer is in the correct position.	Choose Table menu, choose Select Column option.
Entire table	Drag across all rows or columns in the table.	Choose Table menu, choose Select Table option or press Alt + 5 (on numeric keypad).
Clear Selected Text	Press Esc , if necessary to turn off Extend Selection mode. Then, click once anywhere in document.	Press Esc , if necessary to turn off Extend Selection mode. Then, press any arrow or cursor key.

* The selection bar is the area at the left edge of the screen where the pointer changes to an arrow pointing up and to the right.

** Press **Shift** + **F8** to Shrink Selection