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**Dawn Bjork Buzbee**  
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# Microsoft Word

## Selecting Text in a Document

### for Word 2010, 2007 & 2003

TO SELECT:	MOUSE	KEYBOARD
<b>Any Text</b>	Point to beginning, click-and-drag.  Or, click at beginning of text, then press and hold down <b>Shift</b> and click at end of text.  Or, click at the beginning of text, press <b>F8</b> (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 <b>Shift</b> , and use direction keys to move to the end of the selection.  Or, Press <b>F8</b> (Extend Selection) once and then move cursor keys to select text.  Or, Press <b>F8</b> (Extend Selection) once and then press character or key (such as period or <b>Enter</b> ) to move to that location in the text.
<b>Word</b>	Double-click anywhere in the word.	Press <b>F8</b> twice **
<b>Sentence</b>	<b>Ctrl</b> + click anywhere in the sentence.	Press <b>F8</b> three times **
<b>Line</b>	Click once in selection bar (left margin).*	<b>Home</b> , <b>F8</b> , <b>End</b>
<b>Beginning of line</b>	From current position, hold down <b>Shift</b> and click at the beginning of the line.	Hold down <b>Shift</b> and press <b>Home</b> to select everything from the insertion point to the start of the current line.
<b>End of line</b>	From current position, hold down <b>Shift</b> and click at the end of the line.	Hold down <b>Shift</b> and press <b>End</b> to select everything from the insertion point to the end of the current line.
<b>Multiple lines</b>	Click and drag in the selection bar to the left of the lines.*	Hold down <b>Shift</b> , and use direction keys to move the pointer to the end of the last line.
<b>Paragraph</b>	Double-click in selection bar (left edge) * or triple-click anywhere in the paragraph.	Press <b>F8</b> four times **
<b>Beginning of paragraph</b>	From current position, hold down <b>Shift</b> and click at the beginning of the paragraph.	From current position, press <b>Ctrl</b> + <b>Shift</b> + <b>↑</b> .
<b>End of paragraph</b>	From current position, hold down <b>Shift</b> and click at the end of the paragraph.	From current position, press <b>Ctrl</b> + <b>Shift</b> + <b>↓</b> .
<b>Non-contiguous blocks of text</b>	Hold down <b>Ctrl</b> and drag to select each section of text.	
<b>Entire document</b>	Triple-click in the selection bar (left edge) * or press <b>Ctrl</b> and click in selection bar.	<b>Ctrl</b> + <b>A</b> or press <b>F8</b> five times **
<b>Vertical block of text</b>	Hold down <b>Alt</b> and drag.	<b>Ctrl</b> + <b>Shift</b> + <b>F8</b> then use arrow keys.
<b>Table row</b>	Click the row selection bar (to the left of the row).*	Word 2010/2007: Press <b>Alt</b> then type <b>JL, K, R</b> to Select Row (from <b>Table Tools &gt; Layout</b> ). Word 2003: Press <b>Alt</b> + <b>A</b> then press <b>C, R</b> ( <b>Table &gt; Select &gt; Row</b> ).
<b>Table column</b>	Click the column's top gridline or border. Word displays a down arrow ↓ when the pointer is in the correct position.	Word 2010/2007: Press <b>Alt</b> then type <b>JL, K, C</b> to Select Column (from <b>Table Tools &gt; Layout</b> ). Word 2003: Press <b>Alt</b> + <b>A</b> then press <b>C, C</b> ( <b>Table &gt; Select &gt; Column</b> ).
<b>Entire table</b>	Drag across all rows or columns in the table.	Press <b>Alt</b> + <b>5</b> (on numeric keypad).
<b>Select and move the current paragraph or table row</b>	Select text with any of the above choices and then point to the selection and drag to the new location.	Press <b>Alt</b> + <b>Shift</b> + <b>↓</b> or <b>Alt</b> + <b>Shift</b> + <b>↑</b> .
<b>Clear Selected Text</b>	Press <b>Esc</b> , if necessary to turn off Extend Selection mode. Then, click once anywhere in document.	Press <b>Esc</b> , if necessary to turn off Extend Selection mode. Then, press any arrow or cursor key.

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

\*\* Press **Esc** or **Shift** + **F8** to Shrink Selection