





# Microsoft Word Selecting Text in a Document

Microsoft Office Word 2007

TO SELECT:	 MOUSE 	 KEYBOARD 
<b>Any Text</b>	<p>Point to beginning, click-and-drag.</p> <p>Or, click at beginning of text, then press and hold down <b>Shift</b> and click at end of text.</p> <p>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.</p>	<p>Move to the beginning of text, hold down <b>Shift</b>, and use cursor keys to move the pointer to the end.</p> <p>Or, Press <b>F8</b> (Extend Selection) and then move cursor keys to select text.</p> <p>Or, Press <b>F8</b> (Extend Selection) and then press character or key (such as period or <b>Enter</b>) to move to that location in the text.</p>
<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 edge).*	<b>Home</b> , <b>F8</b> , <b>End</b>
<b>Multiple lines</b>	Drag in the selection bar to the left of the lines.*	
<b>Paragraph</b>	Double-click in selection bar (left edge) * or triple-click anywhere in the paragraph.	Press <b>F8</b> four times **
<b>Multiple paragraphs</b>	Double-click and drag in the selection bar (left edge).*	
<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>
<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).*	Press <b>Alt</b> then type <b>JL, K, R</b> to Select Row.
<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.	Press <b>Alt</b> then type <b>JL, K, C</b> to Select Column.
<b>Entire table</b>	Drag across all rows or columns in the table.	Press <b>Alt</b> + <b>5</b> (on numeric keypad).
<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 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