

SELECTING TEXT IN A DOCUMENT

There are several features that can be used to select text in a document. The table below describes different ways that this can be accomplished.

Selecting Text

Text to Select	Description
Word	To select a single word in a document, double-click the word.
Sentence	To select a complete sentence in a document, hold down the CTRL key and then click in the sentence.
Paragraph	To select a paragraph in a document, do one of the following: <ul style="list-style-type: none">✦ Triple-click in the paragraph.✦ Double-click in the selection bar on the left side of the document.
Line of text	To select a line of text, click in the selection bar next to the line of text. The selection bar is the white area to the left of a document. A white arrow will appear in the selection bar next to the text that is to be selected.
Entire Document	There are different methods that can be used to select an entire document. Some of these are: <ul style="list-style-type: none">✦ Triple-click in the selection bar.✦ Hold down the CTRL and press the letter A.✦ Click Edit on the Menu Bar and then click Select All.
Large Amount of Text	To select a large amount of text: <ul style="list-style-type: none">✦ Place the insertion point at the beginning of the selected text.✦ Move to end of the desired selection using the scroll arrows, the scroll box, or the scroll wheel on the mouse.✦ Hold down the Shift key.✦ Click the left mouse button.