

## 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
<b>Word</b>	To select a single word in a document, <b>double-click</b> the word.
<b>Sentence</b>	To select a complete sentence in a document, hold down the <b>CTRL</b> key and then <b>click</b> in the <b>sentence</b> .
<b>Paragraph</b>	To select a paragraph in a document, do one of the following: ✦ <b>Triple-click</b> in the paragraph. ✦ <b>Double-click</b> in the <b>selection bar</b> on the left side of the document.
<b>Line of text</b>	To select a line of text, <b>click</b> in the <b>selection bar</b> 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.
<b>Entire Document</b>	There are different methods that can be used to select an entire document. Some of these are: ✦ Triple-click in the selection bar. ✦ Hold down the <b>CTRL</b> and press the <b>letter A</b> . ✦ On the <b>Home Tab</b> in the <b>Editing Group</b> , click the <b>Select</b> button and then click <b>Select All</b> .
<b>Large Amount of Text</b>	To select a large amount of text: ✦ Place the insertion point at the <b>beginning</b> of the <b>selected text</b> . ✦ Move to the <b>end</b> of the <b>desired selection</b> using the <b>scroll arrows</b> , the <b>scroll box</b> , or the <b>scroll wheel</b> on the mouse. ✦ Hold down the <b>Shift</b> key. ✦ Click the left mouse button.