

20 Ways to Select Text in Word

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Windows gives you more than one ways of doing most things. You may know some of these. I doubt that anyone knows all of them. Certainly you would not use all. But you may find that there is a new way that you may find more convenient. I certainly have.

Using the Mouse

- 1 drag over text (one space at a time or down over lines) click at end
- 2 double click on a word (selects the word)
- 3 triple click on a word (selects the paragraph)

With the mouse arrow showing in the margin

- 4 click in margin (selects the line)
- 5 double click in margin (selects the paragraph)
- 6 triple clicking in margin (selects the whole document)

With mouse bar pointer showing in the margin

- 7 click in the margin moves the insertion point to start of line
- 8 double clicking in the margin selects the first word
- 9 triple clicking in the margin selects the line

Using the Shift Key (held down)

- 1 With left and right arrows (one space at a time)
- 2 With Up and down arrows (one line immediately above or below insertion point)
- 3 Page up/Page Down (selects screen depth from insertion point)
- 4 Home (selects from insertion point to beginning of line)
- 5 End (selects from insertion point to end of line)
- 6 Drag with mouse, hold down shift key and release mouse (selects area covered by mouse)
- 7 Select start location with mouse, move to end of required text and hold down shift key and click with mouse.

With both Shift and Control keys held down

- 1 right or left arrow (selects one word at a time to right or left)
- 2 Home (selects from insertion point to beginning of text)
- 3 End (selects from insertion point to end of text)

Short cut keys

Control +A (selects whole document)

Using the menu

- 1 Edit ->, Select All (selects whole document)
- 2 Alt +E then L (selects whole document)

Note: If you select text and find that you have stopped at the wrong spot you can hold down Shift key and use arrow keys to move to correct spot (also Home, End, page up/page down also control home, control end)