

Keyboard and Mouse Shortcuts for Selecting Text in MS Word

Table 1 Shortcuts using the mouse

To select text by using the mouse	Do this
Any amount of text	Click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.
A word	Double-click anywhere in the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Entire document	Ctrl-A
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT while you click where you want the selection to end.
A vertical block of text	Hold down ALT while you drag the pointer over the text.

Table 2 Shortcuts using the keyboard

To select text by using the keyboard	Do this
One character to the right	Press Shift+Right arrow
One character to the left	Press+Left arrow
A line from its beginning to its end	Press Home, and then press Shift+End
One line down	Pres End, and press Shift+Down arrow
One line up	Press Home, and then press Shift+Up arrow
A paragraph from its beginning to its end	Move the pointer to the beginning of the paragraph, and then press Ctrl+Shift+Down arrow
A paragraph from its beginning to its beginning	Move the pointer to the beginning of the paragraph, and then press Ctrl+Shift+Up arrow
A document from its end to its beginning	Move the pointer to the end of the document, and then press Ctrl+Shift+Home
A document from its beginning to its end	Move the pointer to the beginning of the document, and then press Ctrl+Shift+End