

Ways to Select Text (before you edit it)

1. Click and drag
2. Click to place insertion point (at the beginning of what you want to select) / then hold down the Shift key (to hold your insertion point where you first clicked) / then click at the very end of the text you want to select
3. Click the selection bar (left margin) and drag down that margin
4. Double-click a word (to select a word)
5. (in *Word* only) Hold down the Ctrl key and click somewhere in a sentence (to select a sentence)
6. Click to the left of a line in the “selection bar) (left margin) to select a line
7. Triple click in a paragraph of text (to select the paragraph)
8. Hold down the Ctrl key AND tap the A key (to select all of the document)