

Shortcuts: Selecting Text

An Excerpt from: Word 2019 The Basics

Productivity in Automation

Word 2019:
The Basics



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Selecting text for moving, copying, and enhancing.

Selecting Text

To change the appearance of existing text, or to move or copy text you must first select it. Selected text will appear in reverse type, black outlining and white text. There are several methods you can use to select text.

Selecting text with the mouse

Select irregular text portions

Click and drag

Or, position the insertion point at the beginning of the text you want to select. Move the mouse pointer to the end of the text. Hold the (Shift) key and then click.

Select One Word

Double Click on that word

Select One Paragraph

Triple Click in that paragraph

Select One Sentence

Press (Control) and click in that sentence

Select a column

Press and hold the (Alt) and drag

Using the Selection area (left margin) and the mouse

Select One Line

Click beside that line

Select One Paragraph

Double click beside that paragraph

Select the entire document

Triple click in the selection area

Using the keyboard

Select One paragraph

Move to the beginning of the paragraph then (Shift+Control+Down).

Select to end of document

Move to beginning of desired text, (Shift+Control+End)

Select entire document

(Control+A)

Selecting non-contiguous text

Select a portion of text, then hold the Control key and select another portion of text