

User Services

February 2001

Selecting Text in Microsoft Word 2000®

Select by Dragging

This is the most intuitive way to select text. You can drag up or down to select sentences, paragraphs and entire documents. To select by dragging, hold down the mouse button and drag across the text you want to select.

Select by Clicking

To Select This Text

One Word

One Sentence

One Paragraph

One Line

The Entire Document

Perform This Action

Double-click a word

Press the **Ctrl** key and click in the sentence

Triple-click in the paragraph

Click next to the line in the left margin

Triple-click in the left margin or hold down the **Ctrl** key and click in the left margin.

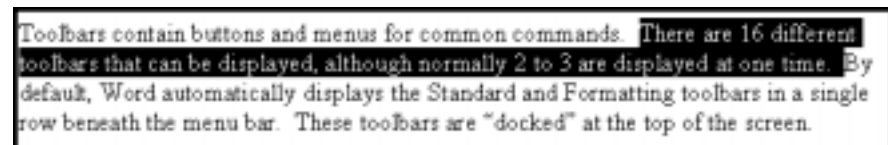
double click = press the left mouse button two times

triple click = press the left mouse button three times

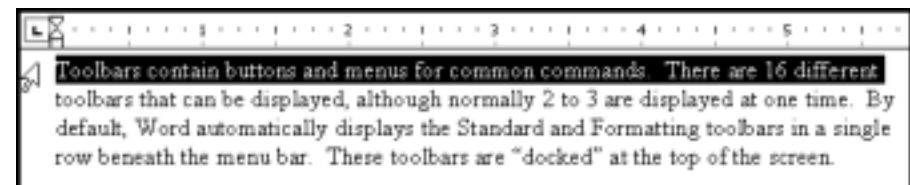
One Word



One Sentence



One Line



Select A Large Part of A Document

To select a large part of a document, put the insertion point at the beginning of the text you want to select. Scroll to the end of the text that you want to select. Press the **shift** key and point the mouse to the end of the text that you want to the select. The section should be selected.

Select Entire Document

To select the entire document, you can also press **Ctrl + A** (Ctrl Key and A on the keyboard).

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