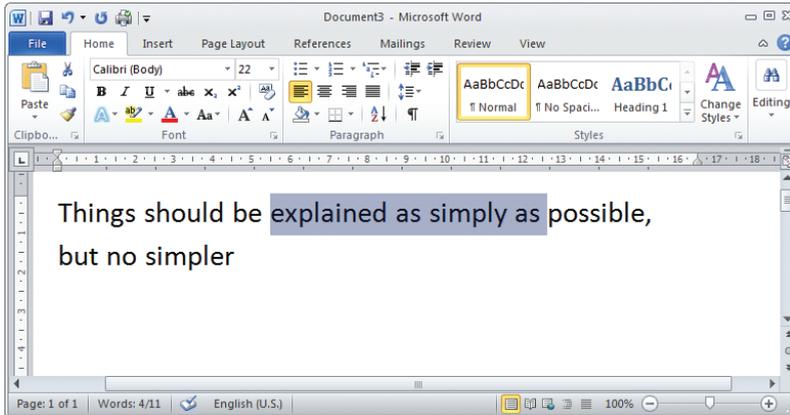


Selecting Text

Basic Techniques

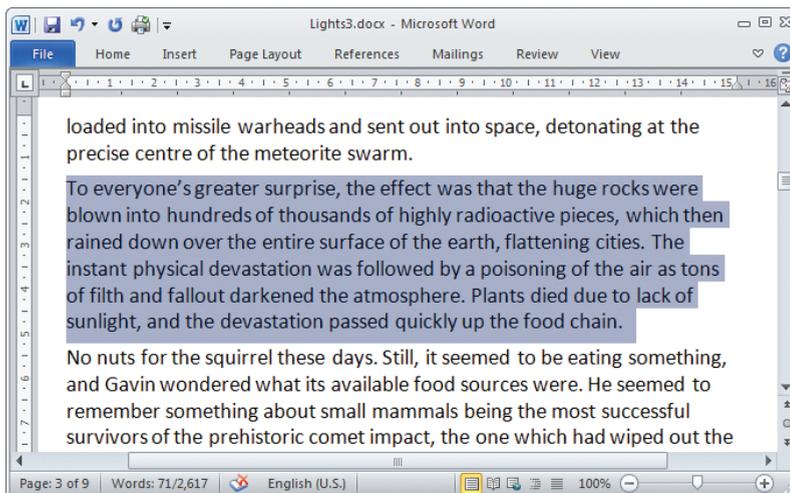
Selecting text is almost always the first step when formatting or editing, so it's worth knowing all the different techniques.

- 1 Click and drag over the text you want to select. This is quick and easy for small amounts of text



- 2 If the wrong text is highlighted, click anywhere in the text editing area to cancel the selection, then try again

- 3 Double-click directly on a word to select it. Triple-click to select an entire paragraph



Don't forget



Using the arrow keys, or a mouse click, allows you to reposition your Insertion Point anywhere within the text. If you try to move beyond the existing text, you'll find that the Insertion Point refuses to move. One way around this is to move just to the right of the last character and then add more text.

Beware



Don't be tempted to add extra spacing by pressing the spacebar many times. Although this will work to a certain extent, it's not the most flexible way of controlling spacing. You'll learn much better techniques for this in the next chapter.

Hot tip

You can quickly select all the text in your document by clicking on the Select option in the Editing section of the Home Tab, and choosing Select All. The keyboard shortcut for this is Ctrl+A.

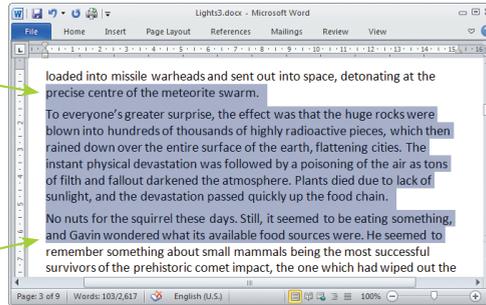
Start dragging here

Finish dragging here

...cont'd**More Advanced Techniques**

It's worth experimenting with these. Once you've practised for a while, you'll be able to instinctively choose the best method each time you need to select text.

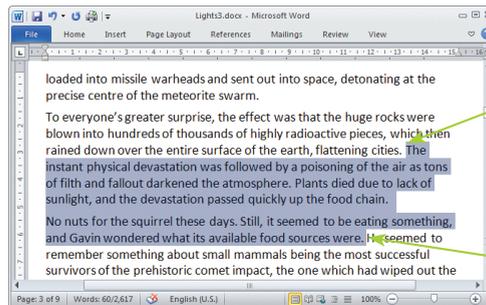
- 1 Move your mouse into the left margin area. You can tell that you are in the correct area when the cursor turns into an arrow pointing to the right instead of to the left
- 2 Drag vertically to select whole lines of text



- 3 The easiest way to select larger amounts very precisely is to click the mouse at the start of the text
- 4 Locate the end of the area, scrolling if necessary
- 5 Hold down the Shift key and click. All text between the start and end will be selected. If you accidentally clicked at the wrong endpoint, simply Shift + click again

Hot tip

If you hold down the Shift key when clicking in the left margin area, the current selection will be extended up to the point where you clicked.



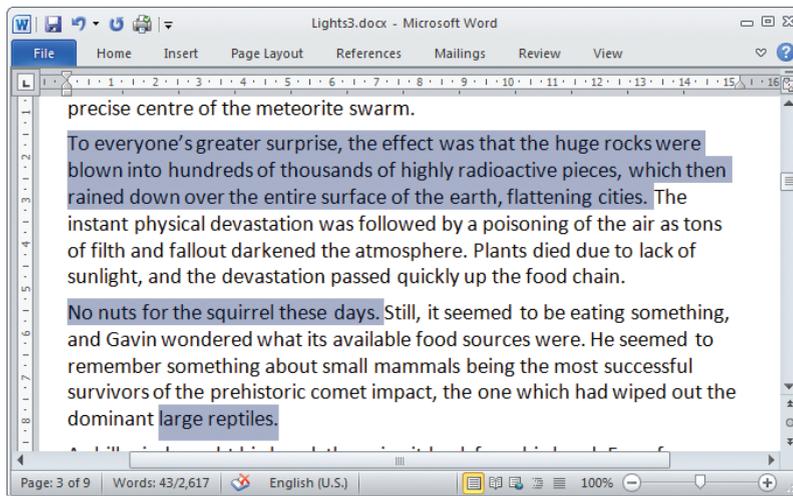
Click here

Shift+Click here

...cont'd

Discontinuous Text Selection

- 1 Select some text, using any of the previous techniques
- 2 Now hold down the Control key, click and drag across some text that is separate from your original selection
- 3 Repeat this process to add more areas to your selection



Beware



Anything you type, even a single character, will replace all selected text. For example, if you have three paragraphs selected and you accidentally press the spacebar, then all that text will be replaced with the space. If this happens simply use the Undo button in the Quick Access Toolbar or type Ctrl + Z.

Selection with the Alt Key

If you click and drag while holding the Alt key down, you can select all text in a rectangular area. This is less useful than it might at first appear.

