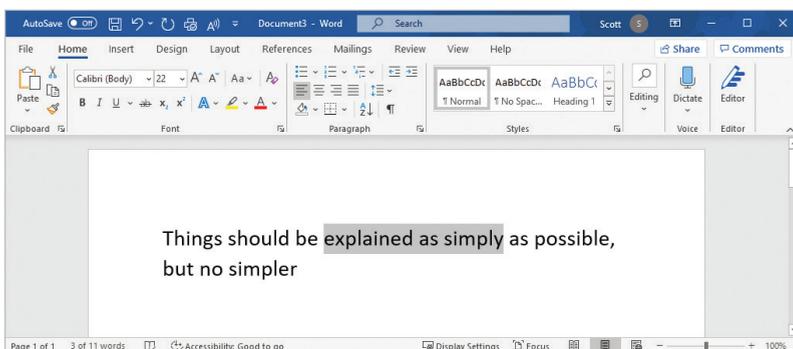


Selecting text

Basic techniques

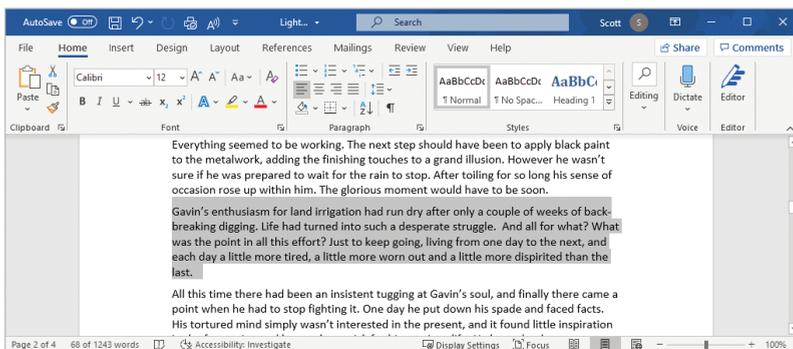
Selecting text is almost always the first step when formatting or editing, so it's worth knowing all the different techniques. There are quite a few methods for text selection that work consistently across many applications on your PC or Mac, such as double-clicking to select a word. As you'd expect, this works in Word, so now we'll look at this plus some more options.

- 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 on a word to select it. Triple-click to select a paragraph. If you're using a touchscreen device, tap twice to begin selecting then drag the circular handles to adjust the start and end of the selection



Using the arrow keys, or a mouse click, or a tap on a touchscreen device 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.



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



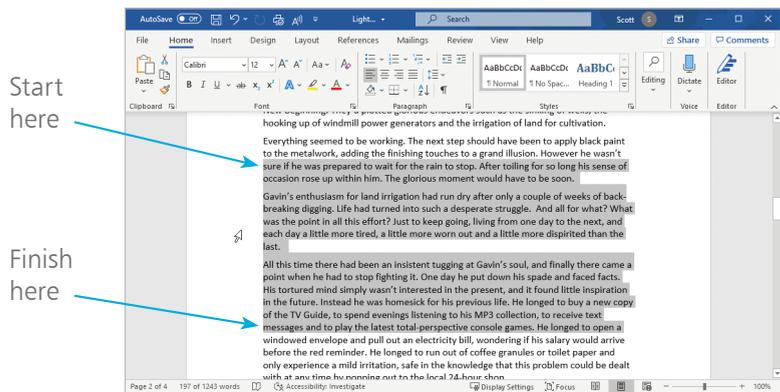
You can quickly select all the text in your document by clicking on the **Select** option in the Editing area of the **Home** tab (see page 61), and choosing **Select All**. The keyboard shortcut for this is **Ctrl + A**.

...cont'd

More advanced techniques

It's worth experimenting with selection techniques, as after a while you'll be able to choose the best method each time instinctively.

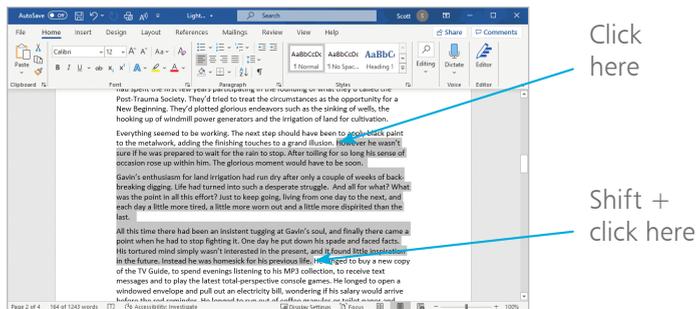
- 1 Move your mouse into the left margin area. You can tell that you are in the correct area if the cursor turns into an arrow pointing to the right instead of to the left
- 2 Drag vertically to select whole lines of text



- 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 press **Shift** and click again



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.



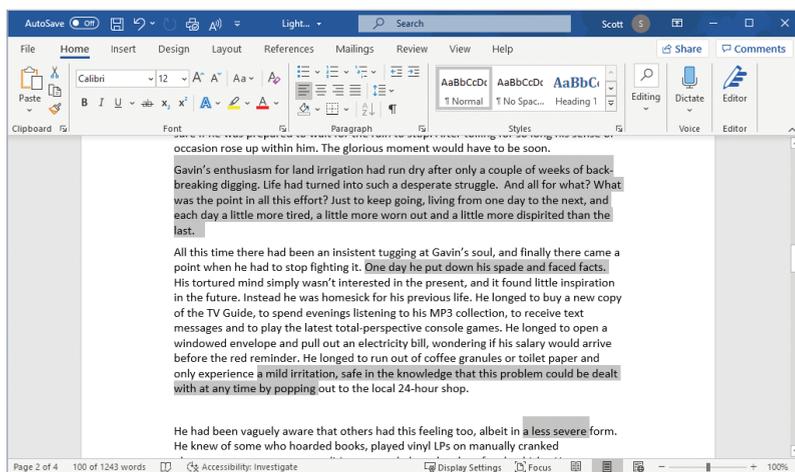
...cont'd

Discontinuous text selection

- 1 Select some text using any of the previous techniques
- 2 Now, holding down the **Ctrl (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



Anything you type, even a single character, will normally 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'll select all text in a rectangular area. This is fun, although of questionable practical use.

