

# Microsoft Word 2003

## Lesson 4: Selecting Text

### Objectives:

By the end of this section you will be able to:

- Select text using the mouse**
- Select text using the keyboard**
- Select non-concurrent text**

# Selecting text

Highlighting text with the mouse or keyboard is essential for most commands that you issue in Word as you normally select text and then perform an action on the selected text.

When using the mouse to select text, the mouse pointer shape being displayed is important as you can perform different actions with different mouse pointers. The mouse pointer will appear as an “I” beam when your mouse is hovering over text in the document. However, when you hover your mouse in the selection bar (the left margin of the page), the mouse pointer will display as a right hand facing diagonal arrow. The diagram below shows you where to hover your mouse to get the different types of mouse pointer.

## To select text

### Mouse

- Use one of the actions in the table below to select the required amount of text.





	Pointer Shape	Action	Result
Mouse pointer hovering over text	“I” beam	Click and drag over some text	Highlights the text the mouse passed over
	“I” beam	Double-click on a word	Selects the word and the trailing space
	“T” beam	Hold down the [CTRL] key and click the mouse over a sentence	Selects the sentence
From the selection bar		Click next to a line of text	Selects the whole line
		Click next to a line of text and drag down the selection bar	Selects multiple lines
		Double click next to a paragraph	Selects the whole paragraph
		Triple click in the selection bar	Selects the whole document




Figure 1 - Select text with the mouse

## Keyboard

- To select text using the keyboard, hold down the [SHIFT] key and follow the instructions in the table below to select the required amount of text.

Action	Result
[SHIFT][←]	Select one character to the left
[SHIFT][↑]	Select from the cursor up one line
[SHIFT][↓]	Select from the cursor down one line
[SHIFT][CTRL][→]	Select right word by word
[SHIFT][CTRL][←]	Select left word by word
[SHIFT][CTRL][↑]	Select up one paragraph at a time
[SHIFT][CTRL][↓]	Select down one paragraph at a time
[SHIFT][HOME]	Select from the cursor to the beginning of the current line
[SHIFT][END]	Select from the cursor to the end of the current line
[SHIFT][CTRL][HOME]	Select to the beginning of the document
[SHIFT][CTRL][END]	Select to the end of the document
[CTRL][A]	Select the entire document

 Figure 2 - Keyboard shortcuts for text selection

## Extend Mode

If you prefer, you can select blocks of text using Extend mode.

### **To switch Extend mode on:**

#### **Keyboard**

- Press [F8] (EXT appears on the status bar).
- Each time you press [F8] again, word increases the amount of text in the selection – 1 press selects the current word, a second press, the current sentence and so on.

### **To switch Extend mode off:**

#### **Keyboard**

- When the required amount of text has been selected, press [ESC] to turn off Extend mode.

## Selecting non-concurrent text

New in Word 2003 is the ability to select areas of non-concurrent text. For example, you can select a paragraph at the top of a page and a sentence towards the bottom of the page. This then gives you the ability to perform an action (e.g. deletion, formatting) on the non-concurrent areas of text you have selected.

### **To select items that are not next to each other:**

#### **Mouse and Keyboard**

- Select the first item you want, such as a table cell or paragraph.
- Hold down CTRL.
- Click and drag with your mouse to elect any additional items you want.

- Notes