

Select Text with Mouse and Keyboard

To select	Mouse	Keyboard	Mouse and Keyboard
A word	Double-click the word	Move the insertion point to the beginning or end of the word, hold down the Ctrl + Shift keys, and then press the right-or left arrow button once	
A line	Click in the selection bar next to the line. The selection bar is the white area at the left of the document window. When the white arrow appears, click the left mouse button.	Move the insertion point to the beginning or end of the line, hold down Ctrl + Shift, and press the right or left arrow key until the line is selected	
A sentence			Press and hold down the Ctrl key, and click within the sentence
Multiple lines	Click and drag in the selection bar next to the lines. The selection bar is the white area at the left of the document window.	Move the insertion point to the beginning of the first line, hold down Ctrl + Shift, and press the right-arrow key until all the lines are selected	
A paragraph	Double-click in the selection bar next to the paragraph or triple-click within the paragraph	Move the insertion point to the beginning of the first paragraph, hold down Ctrl + Shift, and press the down-arrow key	
Multiple paragraphs	Click and drag in the selection bar next to the paragraphs, or triple-click within the first paragraph and drag.	Move the insertion point to the beginning of the first paragraph, hold down Ctrl + Shift, and press the down-arrow until all the paragraphs are selected	
Entire Document	Triple-click in the selection bar	Press Ctrl + A	Press and hold down the Ctrl key. Click in the selection bar
A block of text			Click on the beginning of the block of text, press and hold down the Shift key, and click at the end of the block