## Select Text in a Document

There are several features that can be used to select text in a document. The table below describes different ways that this can be accomplished.

<table>
<thead>
<tr>
<th>Text to Select</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Word</strong></td>
<td>To select a single word in a document, <strong>double-click</strong> the word.</td>
</tr>
<tr>
<td><strong>Sentence</strong></td>
<td>To select a complete sentence in a document, hold down the <strong>CTRL</strong> key and then <strong>click</strong> in the sentence.</td>
</tr>
</tbody>
</table>
| **Paragraph**        | To select a paragraph in a document, do one of the following:  
  ✤ **Triple-click** in the paragraph.  
  ✤ **Double-click** in the **selection bar** on the left side of the document.  

  The selection bar is the white area to the left of a document.  
  A white arrow (see illustration) will appear in the selection bar next to the text that is to be selected.  |
| **Line of text**     | To select a line of text, **click** in the **selection bar** next to the line of text. The selection bar is the white area to the left of a document.  
  A white arrow (see illustration) will appear in the selection bar next to the text that is to be selected.  |
| **Entire Document**  | There are different methods that can be used to select an entire document. Some of these are:  
  ✤ **Triple-click** in the selection bar.  
  ✤ Hold down the **CTRL** key and press the **Letter A**.  
  ✤ On the **Home Tab** in the **Editing Group**, click the **Select** button and then click **Select All**.  |
| **Large Amount of Text** | To select a large amount of text:  
  ✤ Place the insertion point at the **beginning** of the **selected text**.  
  ✤ Move to the **end** of the **desired selection** using the **scroll arrows**, the **scroll box**, or the **scroll wheel** on the mouse.  
  ✤ Hold down the **Shift** key.  
  ✤ Click the left mouse button.  
  ✤ The text from the location of the Insertion Point to the end of the selection will be highlighted. |