

Microsoft Word 2003



Selecting Text Effectively

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=Shortcut =Advice =Caution

When creating or revising a document in Microsoft Word, selecting and highlighting text may be required. There are many ways that you can do this. This document will guide you through the different ways you can select text as well as guidelines and steps for each of those processes.

Summary

1. Drag Select
2. Use the Mouse
3. Use the Selection Bar
4. Use the Keyboard
5. Use Extend Mode

Drag Selecting

The most common method for selecting text in Microsoft Word 2003 is to Drag Select. The operation of Drag Selecting is sometimes also referred to as highlighting text.

To Drag Select text:

1. Click to the left of any word that you wish to select .
2. Press and hold the left mouse button, and drag to the end of the text you want to select.
3. When ready, release the mouse button and you have selected text. It should be highlighted.

Using The Mouse

When selecting text, it's important to know how to use the mouse to select the information you want to change.

To select:	Do this:
Word	Double-Click on the word.
Sentence	Press Ctrl on the keyboard and click any word in the desired sentence.
Paragraph	Triple-Click on any word in the desired paragraph.
Document	Press Ctrl and then the "A" key the keyboard.
Large amount of text	Click where you want the selection to begin, next press and hold the Shift key on the keyboard, and finally click where you want the selection to end.

Using the Selection Bar

The area in the left margin is called the Selection Bar. When you move the mouse into that area, the mouse pointer turns into an arrow that points toward the right. The selection bar is a very quick way to select text.


To select:	Do this:
A line of text	In the Selection Bar, click the mouse once next the desired text.
Several lines of text	In the Selection Bar, click the mouse next the desired text, and then drag up or down.
Paragraph	In the Selection Bar, double-click the mouse next to the desired paragraph.
Document	Press and hold the Ctrl on the keyboard key, and then click anywhere in the Selection Bar.

Using the Keyboard

If clicking and dragging with the mouse to select text seems a bit scary, try using the keyboard to direct the selection.

To select text with the keyboard:

1. Click next to the word or words you wish to select.
2. Hold down the Shift key
3. Press the arrow keys on the keyboard to select the text you want (typically the right or down arrows).

 The above method works for any amount of text, but it's most efficient when you want to select a small amount of text on the same page and keep your hands on the keyboard. To select all text, select Edit > Select All from the menu bar or press CTRL+A on the keyboard.

Using Extend Mode

To select large sections of text, such as text that spans multiple pages, you can use Word's Extend Mode.

1. Place the insertion point at the beginning of the text you want to select.
2. Press the **F8** key on your keyboard. An abbreviation for "**extend**" appears at the bottom of the screen to show that Word is in extend mode.

Every time you press the F8 key, Word selects more text – first a word, then an entire sentence, then a paragraph – until the entire document is selected. If you need to make the selection smaller, press **Shift and F8**. To cancel a selection, press the **Escape** key, and then press an **arrow** key.