

# *How to Highlight to Move a Block of Text in Microsoft Word*

Before you can move or copy a part of text, you need to “tell” Word specifically which part of the text to move. You do this by highlighting the text. Highlighted text appears as white letters on black background.

Example:



## To Highlight a Piece of Text

- Move your cursor to the first letter of the text you want to copy.
- Left-click, **BUT DO NOT RELEASE!**
- Drag the mouse, while you continue to hold down the left mouse button, to move the cursor through the piece of text you want to move.
- When the cursor is at the end of the piece of text you want to move, release the mouse button.

**OR Use these shortcuts:**

Move your cursor into the left margin next to one of your paragraphs:

To highlight a line – Click once.

To highlight a paragraph – Click twice.

To highlight the entire text – Hold down the shift key and click once.

**Clicking your cursor on any area not highlighted  
will cancel the highlight.**