

# Shortcuts to Selecting Text

In addition to the standard use of your mouse to highlight text you want to select, there are also a number of shortcuts you can take.

<i>To Select This...</i> ↓	<i>...Do This</i> ↓
A word	Point to the word and double-click
A sentence	Hold down Ctrl, point to the sentence, and click
A paragraph	Point to the paragraph and <b>triple-click</b> Or Point in the margin to the left of the paragraph, and when the mouse cursor turns into an arrow, <b>double-click</b>
An entire document	Move the mouse cursor to the left margin, and when it turns into an arrow, <b>triple-click</b>

# How to Select Text Using the Keyboard

One or more characters	Hold down the Shift key as you press the left or right arrow keys
A word	Move the insertion point to the beginning of the word, and then press <b>Ctrl+Shift+Right arrow</b>
To the beginning of the line	Press <b>Shift+Home</b>
To the end of the line	Press <b>Shift+End</b>
To the beginning of the paragraph	Press <b>Ctrl+Shift+Up arrow</b>
To the end of the paragraph	Press <b>Ctrl+Shift+Down arrow</b>
To the beginning of the document	Press <b>Ctrl+Shift+Home</b>
To the end of the document	Press <b>Ctrl+Shift+End</b>
The entire document	Press <b>Ctrl+A</b>