

# **SELECT TEXT LIKE A PRO**

Whether you're formatting or cutting-and-pasting, here are the fastest, easiest ways to select text in Microsoft Word

## HOW TO SELECT TEXT LIKE A PRO

Most Word users know how to drag a mouse cursor over a block of text to select it. But if you're going to fix formatting problems, you need more than one text selection trick up your sleeve. How many of these techniques do you already know?

**Select a whole word** – Double-click on it.

**Select a whole paragraph** – Triple-click on anywhere inside the paragraph.

OR, hover your mouse in the left-hand margin until the pointer turns to the right, then double-click your left mouse button.

**Select an entire line** – Hover your mouse cursor in the left-hand margin until the pointer turns to the right. Click once to select the line, or hold down your left mouse button and drag your mouse cursor down to select multiple lines.

**Select a large block of text** – Use your keyboard instead. Click your cursor in front of the first word you want to select, hold down your Shift key, then use either the Page Down or Down Arrow key (depending on how far down you need to select) until you get to the end of the text block.

Prefer to use your mouse? Left-click your mouse cursor at the beginning of your intended selection, scroll down to where you want your selection to end, then hold down your Shift key and left-click

your mouse just after the end of your selection. *Voila!* That entire block is selected.

**Select the entire document** – CTRL-A (hold down the Control key and press the letter "A")

**Select an isolated column of text** – Say, for example, you wanted to copy the text of these paragraphs *without* the paragraph numbering:

- (1) On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.
- (2) You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

Hold down your Alt key and, while holding down your left mouse button, drag your mouse cursor down and over from the upper right-hand corner of the text until the entire column is selected:

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Press CTRL-C to copy and then use CTRL-V to paste that text (sans paragraph numbers) into your document.

If you find that whole ALT-mouse trick physically awkward, here's an alternative: place your cursor at the beginning of the desired selection and press CTRL-SHIFT-F8 to start the selection, then use your cursor or mouse to select. When you have finished selecting, press the ESC key to turn the selection mode off.

## GET MORE WORD FORMATTING AND OTHER TIPS

Thanks for downloading my Select Text Like a Pro guide! Be sure to check your email inbox every week for the next several weeks for more of my popular Microsoft Office tips and tricks.

If you like to pass these tips along to a colleague, you're free to do so, as long as you pass along the document in its entirety.

If you'd like to get more tips and tricks from Legal Office Guru, here's where I hang out on social media:

<http://www.linkedin.com/in/debrahsavadra>

<https://plus.google.com/+DeborahSavadra>

<http://www.twitter.com/legalofficeguru>

Thanks for reading,

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