







Microsoft Word

Selecting Text in a Document

for Word 365/2019/2016/2013

TO SELECT:	 MOUSE 	 KEYBOARD 
Any Text	Point to beginning, click-and-drag. Or, click at beginning of text, then press and hold down Shift and click at end of text. Or, click at the beginning of text, press F8 (Extend Selection), move the mouse pointer to the end of the desired selection, and click the mouse.	Move to the beginning of text, hold down Shift , and use direction keys to move to the end of the selection. Or, Press F8 (Extend Selection) once and then move cursor keys to select text. Or, Press F8 (Extend Selection) once and then press character or key (such as period or Enter) to move to that location in the text.
Word	Double-click anywhere in the word.	Press F8 twice ***
Sentence	Ctrl + click anywhere in the sentence.	Press F8 three times ***
Line	Click once in selection bar (left margin).**	Home , F8 , End
Beginning of line	From current position, hold down Shift and click at the beginning of the line.	Hold down Shift and press Home to select everything from the insertion point to the start of the current line.
End of line	From current position, hold down Shift and click at the end of the line.	Hold down Shift and press End to select everything from the insertion point to the end of the current line.
Multiple lines	Click and drag in the selection bar to the left of the lines.**	Hold down Shift , and use direction keys to move the pointer to the end of the last line.
Paragraph	Double-click in selection bar (left edge) ** or triple-click anywhere in the paragraph.	Press F8 four times ***
Beginning of paragraph	From current position, hold down Shift and click at the beginning of the paragraph.	From current position, press Ctrl + Shift + ↑ .
End of paragraph	From current position, hold down Shift and click at the end of the paragraph.	From current position, press Ctrl + Shift + ↓ .
Non-contiguous blocks of text	Hold down Ctrl and drag to select each section of text.	
Entire document	Triple-click in the selection bar (left edge) ** or press Ctrl and click in selection bar.	Ctrl + A or press F8 five times ***
Vertical block of text	Hold down Alt and drag.	Ctrl + Shift + F8 then use arrow keys.
Table row	Click the row selection bar (to the left of the row).**	Press Alt then type JL, K, R to Select Row (from Table Tools > Layout).
Table column	Click the column's top gridline or border. Word displays a down arrow ↓ when the pointer is in the correct position.	From top to bottom cell: Alt + Shift + PageDown * From bottom to top cell: Alt + Shift + PageUp *
Entire table	Drag across all rows or columns in the table.	Press Alt + 5 (on numeric keypad).
Select and move the current paragraph or table row	Select text with any of the above choices and then point to the selection and drag to the new location.	Press Alt + Shift + ↓ * or Alt + Shift + ↑ *
Clear Selected Text	Press Esc , if necessary to turn off Extend Selection mode. Then, click once anywhere in document.	Press Esc , if necessary to turn off Extend Selection mode. Then, press any arrow or cursor key.

* Now that the **Alt** key is used to access the Word Ribbon, these shortcuts work best when the keys are pressed at the same time.

** The selection bar in the left margin is the area at the left edge of the screen where the pointer changes to an arrow pointing up and to the right.

*** Press **Esc** or **Shift** + **F8** to Shrink Selection