# **Selecting Text Tips and Techniques**

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### Summary

Overview of keyboard shortcuts to perform specific functions

### **Select Text**

To Select	Do This:
A word	Double-click the word
A line of text	Click in the left margin
A sentence	Hold Ctrl and click in the sentence
A paragraph	Double-click in the left margin or to
	paragraph
An entire document	Ctrl+A, or press and hold Ctrl and
	margin, or triple-click in the left ma
A vertical block of text	Press and hold Alt and drag through
A large amount of text	Click at the beginning of the text,
	of the selection, hold Shift and clic

### **Move Around the Document**

To Move to	Press This:
Top of document	Ctrl+Home

To Move to	Press This:
Bottom of document	Ctrl+End
Start of Line	Home
End of Line	End
Screen Up	Page Up
Screen Down	Page Dn

### **Other Shortcuts**

To Do This:	Press This:
Cut	Ctrl+X
Сору	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Select All	Ctrl+A
Save	Ctrl+S
Save As	F12
Help	F1
Go To	F5

### **Shortcut Menu**

To see a shortcut menu, click the right mouse button. Right-click only when you want a shortcut menu. For everything else, use the left mouse button

### **How to Capture and Print a Dialog Box**

If you receive an error message, it is helpful to be able to tell the HelpDesk person exactly what that message was. These instructions will enable you to print a dialog box or error message box.

When a dialog box is displayed and you want to print it, perform the following steps:

Click the title bar (top colored part of the box) of the dialog box to make it "active" or "selected".

- 1. Hold down the *Alt* button. (The keyboard has two *Alt* buttons, which are located to the left and right of the spacebar on the keyboard.)
- 2. While holding down the *Alt* button, press the **Print Screen** button (which is located to the right of the F12 button on the top row of the keyboard).
- 3. Release both keys.
- 4. Open Word or WordPad.
- 5. Paste the screen capture by either clicking the **paste button** on the formatting toolbar, or you may use the shortcut **CTRL** + **V**

The pasted dialog box can be selected, moved, and sized just like a graphic. Click to deselect the image. Resume typing text.

<b>Key Words:</b> text selection, Microsoft Word help, shortcuts, short cuts, shortcut, short cut
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