

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 <i>or</i> triple-click in the paragraph
An entire document	Ctrl+A, <i>or</i> press and hold Ctrl and click in the left margin, <i>or</i> triple-click in the left margin
A vertical block of text	Press and hold Alt and drag through the text
A large amount of text	Click at the beginning of the text, then click at the end of the selection, hold Shift and click

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
Copy	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.

Key Words: text selection, Microsoft Word help, shortcuts, short cuts, shortcut, short cut

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