Text Selection Methods

in MS Word 2021

Selecting Text Before Formatting

Mouse Selection Methods

⚠️ Always SELECT text FIRST — selected text appears highlighted in blue.

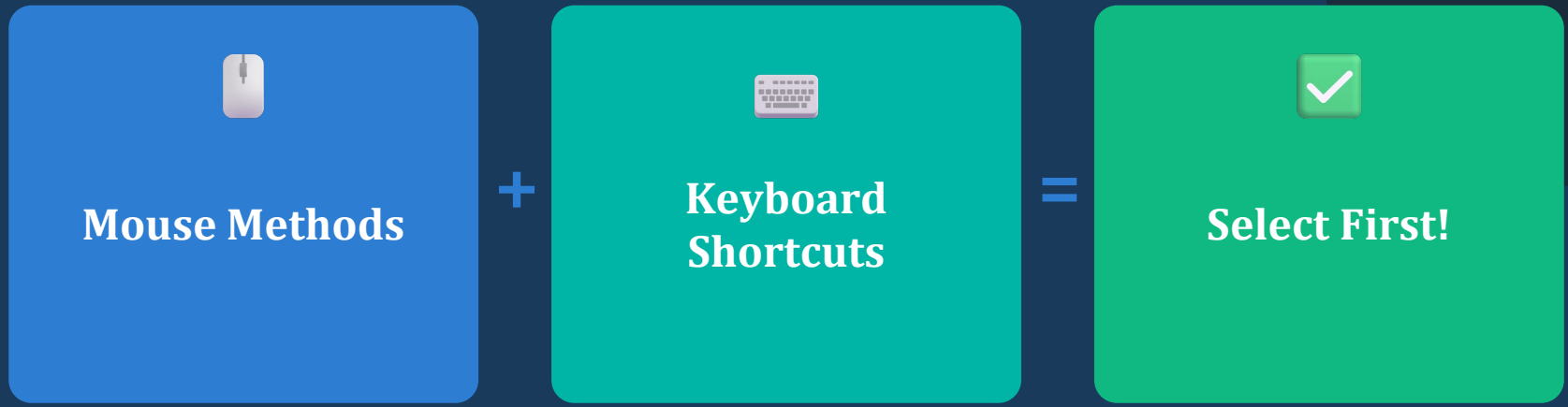
Mouse Action	What is Selected
Click + Drag	Drag across text to select any amount
Double-click word	Selects the entire single word
Triple-click	Selects the entire paragraph
Click in left margin	Selects the adjacent single line
Double-click in margin	Selects the adjacent paragraph
Triple-click in margin / Ctrl+A	Selects ALL text in the document
Shift + Click	Extends selection from cursor to click point
Ctrl + Drag	Selects multiple non-adjacent sections

⌨ Keyboard Selection Shortcuts

Keyboard Shortcut	What is Selected
Ctrl + A	Select All — every character in the document
Shift + ← / →	Extend selection one character at a time
Shift + ↑ / ↓	Extend selection one line up or down
Ctrl+Shift + ← / →	Select one whole word left or right
Ctrl+Shift + ↑ / ↓	Extend to start or end of the paragraph
Shift + Home	Select to beginning of the current line
Shift + End	Select to end of the current line
Shift+Ctrl + Home	Select to the very start of document
Shift+Ctrl + End	Select to the very end of document

Click anywhere or press an arrow key to deselect

📌 Key Takeaways — Text Selection



Quick Recap

- Always select text BEFORE formatting — selected text appears highlighted in blue
- Double-click = one word | Triple-click = one paragraph | Ctrl+A = entire document
- Shift+Click extends selection; Ctrl+drag selects non-adjacent (non-contiguous) text
- Ctrl+Shift+Arrow selects word-by-word; Shift+Ctrl+End selects to document end