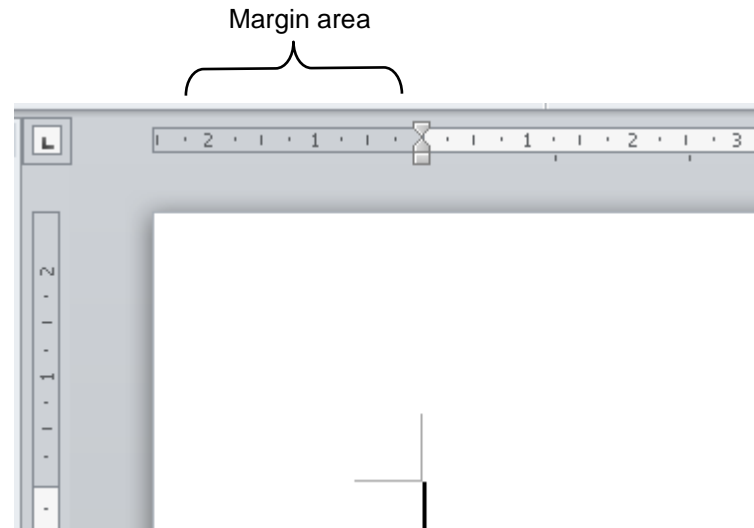**Massey University**

Selecting text effectively

Microsoft Word

Note: The following tips work on any views but Print Layout is the easiest to use. (View > Print Layout)

Margin area

Selecting with the arrow mouse pointer

Place your mouse cursor in the **left margin** > Wait until your mouse cursor changes like this >>

Selecting one line
Single click

> MS Excel and PowerPoint showed as the top applications that students wanted to learn more about. MS Excel is the second most popular Microsoft Office product used at the Information Commons. It is not as intuitive as MS Word and it involves mathematical methods so it is harder to do self-learning. Many students mentioned that they wanted to know more advanced calculations.

Selecting one paragraph
Double click

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Selecting entire document
Triple click to the left of the text (the same as View > Select All or press CTRL + "A" keys)

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>
> MS PowerPoint is another application which students felt that they needed training on. A few students stated that they had never used it. It seems students want to be able to use it for their presentations. It is also used to view and printout lecture slides from WebCT and other course websites.
>
> The demand for MS Word wasn't as high as expected. This is probably because young students learn how to use a computer quicker and they use MS Word most so they are more familiar than others.
>
> Some of them want reviews of the applications and ticked every category.
>
> Students do use MS Publisher, however it is medium-low use.

Selecting text with I pointer

When the mouse cursor looks like this ⌶

Selecting one word

Double click

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Selecting one paragraph

Triple click

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Selecting only one sentence

Hold the control key down and click any part of the sentence.

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Other shortcut keys to select text

Shift + Navigation Keys

Hold down the Shift key and press the appropriate arrow keys such as up and down arrow keys.
(This method doesn't require clicking the mouse!)

Selecting all texts in the document

CTRL + A selects the entire document.

Highlights from the current mouse pointer position to beginning of line

Highlights from the current mouse pointer position to end of line