



Need to Know IT

Selecting Text

There are a number of ways of selecting text. Most people know that text can be highlighted by clicking with the left mouse button and then dragging the cursor over the required text. However, this can be fiddly, particularly if large amounts of text are involved.

Selecting Individual Words

Place the cursor over the required word and double click the left mouse button.

The selected word will be highlighted.

Selecting a Line

- Move the cursor to the left hand margin so that it is about 1cm away from the required sentence.
- The cursor shape will change to a white arrow.
- Click the left hand mouse once.

The sentence will highlight

Selecting a Paragraph

- Move the cursor to the left hand margin so that it is about 1cm away from the required paragraph.
- The cursor shape will change to a white arrow.
- **Double** click the left hand mouse.

The paragraph will highlight

Alternatively, place the cursor anywhere in the paragraph and **triple** click

Selecting all the Text in a Document

- Move the cursor to the left hand margin. The cursor shape will change to a white arrow.
- Triple click the left hand mouse.

All of the text in the document will be selected.

The keyboard command '**Ctrl + A**' will also select all of the text in a document

Selecting Contiguous Blocks of Text

This can be used to select contiguous blocks of text –i.e. where all of the text in the highlighted area is required.

- Place the cursor at the start of the required text
- Press and hold the '**SHIFT**' key on the keyboard
- Move the cursor to the end of the required text
- Click to select all the text

Selecting Non Contiguous Text

This option is used to select non adjacent text

- Select the first piece of the required text
- Press and hold the '**Ctrl**' key on the keyboard
- Continue to select all the required text ensuring that the '**Ctrl**' key remains depressed

NB: Text is copied in the order in which it is selected. When the text is pasted, the order in which it was copied is retained in the copy.