Selecting a text area

The basic ways to select a piece of text for processing.

1. Open a new blank document.

2. Fetch a piece of text from the Word Help into the current document, as shown in “10 Capturing text for processing”.

3. Click between the words “Microsoft” and “Office” as shown in Figure 12-1 above.

4. Press the SHIFT key down and hold it.

5. Click between the words “statement” and “applies” as shown in Figure 12-2. Release the SHIFT key.
The selection was exactly as required. Even over the change of paragraph.

6 Click somewhere on the white area so that selection disappears.

7 Press CTRL key down.

8 Click on the last row of the first paragraph under the title “General”, as shown in Figure 12-3 below:
9  Release the CTRL key.

10 Click somewhere on the white area so that the selection disappears.

11 Click three times on the last row of the first paragraph under the title “General”.

Microsoft Office Word 2003 Privacy Statement

This document was last updated on April 18, 2003.

General

As with all Microsoft Office System products, Microsoft Office Word 2003 is designed to allow you to quickly assemble, display, and share your data with others. Microsoft is committed to helping protect the privacy of your data and helping ensure that you have full control over how your data is used and distributed.

This privacy statement applies to Microsoft Office Word 2003. It does not apply to other online or offline Microsoft sites, products, or services.
The entire paragraph was selected.
You can select a paragraph also by dragging with mouse in the left margin, as shown in Figure 12-5 above.

12 Click somewhere on the white area so that selection disappears.

13 Click twice the word “Office” in the title, as shown in Figure 12-6 below:

14 Press the CTRL key down and hold it.

15 Double click the other three “Office” words in the text, as shown in Figure 12-7.

16 Release the CTRL key.
17 Select options **Bold**, *Italic* and **Underline** on the **Formatting** toolbar. Click somewhere on the white area.

All four words now have the same formatting. The **Font Size** is different in the title.
18 Close the document without saving.

Summary

When you must select

- a word
  \textit{double click}

- a sentence
  \textit{first CTRL down, then Click}

- a paragraph
  \textit{click three times or}
  \textit{drag with mouse}

- a consecutive piece of text that’s not a word, sentence or paragraph
  \textit{first Click, then SHIFT+Click}

- several items that are not consecutive
  \textit{select the pieces of text with the CTRL key}. 