

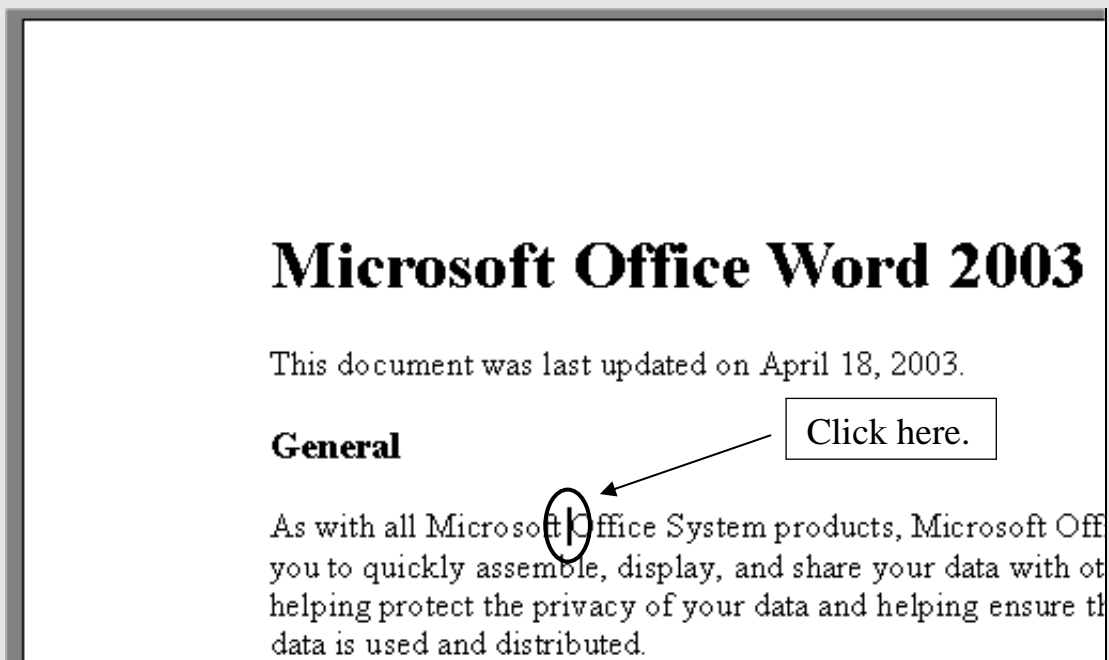
12

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”.

Figure 12-1



- 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.

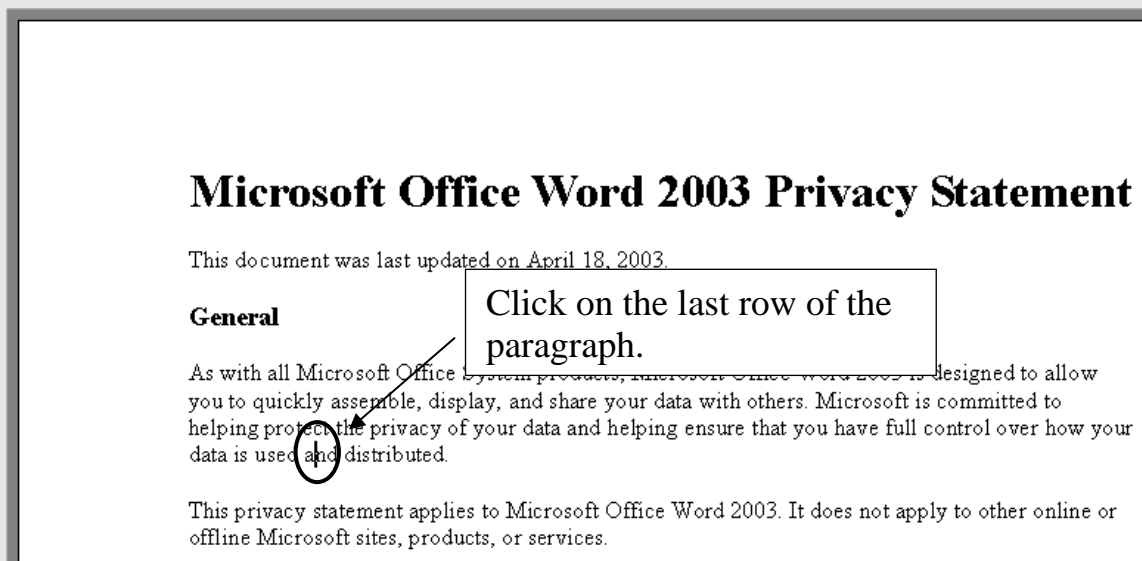
Figure 12-2



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:

Figure 12-3



9 Release the CTRL key.

Figure 12-4

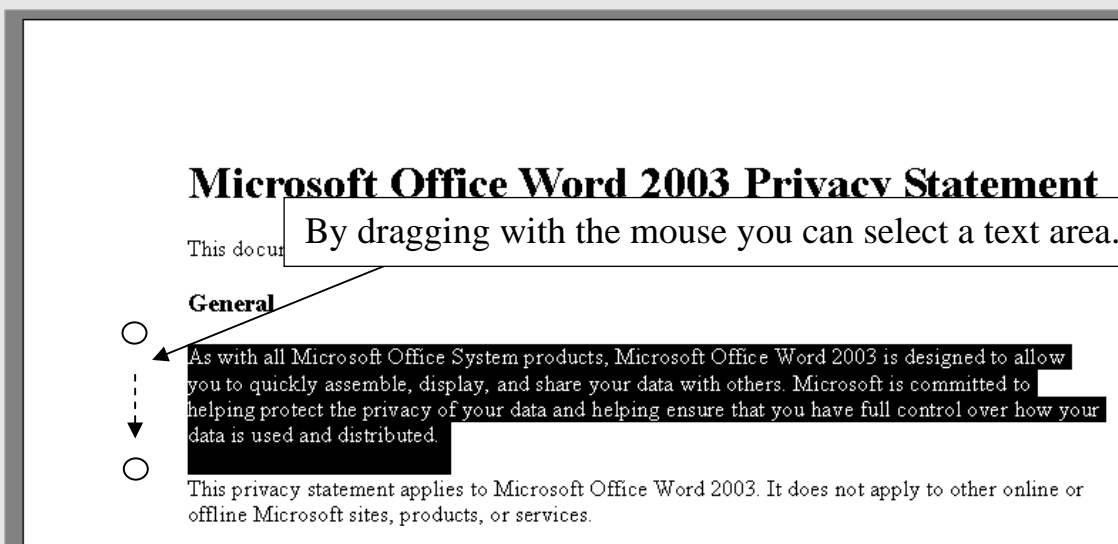


The entire sentence is selected.

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".

Figure 12-5

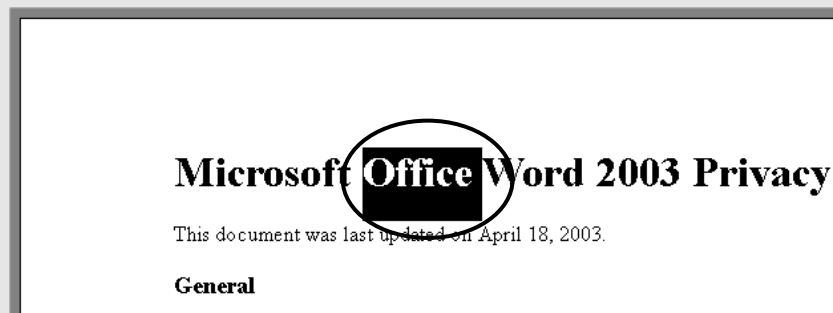


The entire paragraph was selected.

You can select a paragraph also by dragging with mouse in the left margin, as shown in Figure 12-5 above.

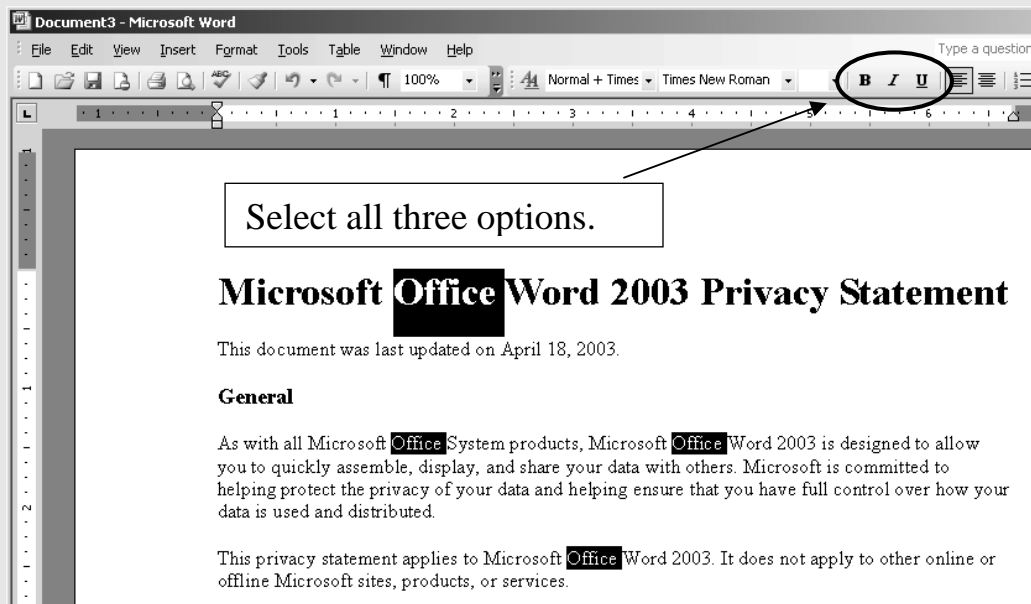
- 12 Click somewhere on the white area so that selection disappears.
- 13 Click twice the word “Office” in the title, as shown in Figure 12-6 below:

Figure 12-6



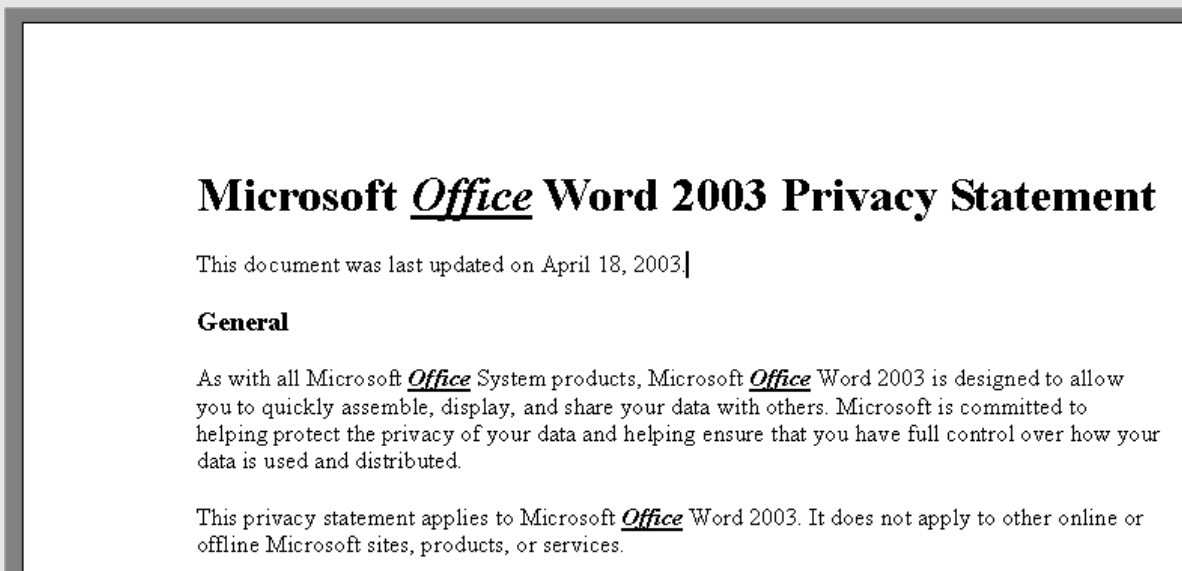
- 14 Press the CTRL key down and hold it.
- 15 Double click the other three “Office” words in the text, as shown in Figure 12-7.
- 16 Release the CTRL key.

Figure 12-7



- 17 Select options **Bold**, **Italic** and **Underline** on the **Formatting** toolbar. Click somewhere on the white area.

Figure 12-8



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
double click
- a sentence
first CTRL down, then Click
- a paragraph
*click three times or
drag with mouse*
- a consecutive piece of text that's not a word, sentence or paragraph
first Click, then SHIFT+Click
- several items that are not consecutive
select the pieces of text with the CTRL key.