**Selecting Text**

1. Rule #1: first, select the text that you want to change.
2. Select text using the mouse:

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| **To Select** | **Instructions** |
| One word | Double-click on the word. |
| Many words | Move cursor to beginning of first word, then click and drag to end of the last word. |
| Many words | Click at the beginning of first word to move the cursor there. Hold down the Shift key, and click at the end of the last word. |
| One line | Move cursor to left margin (when the cursor turns into a white arrow) and click. |
| Many lines | Move cursor to left margin (when the cursor turns into a white arrow) and click and drag over the text that you want to select. |
| Entire document | Click on the Home tab, then click the Select button all the way to the right. Choose “Select All” from the drop-down menu.  |

Turn the paper over for more!

1. Select text using the keyboard:

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| **To Select** | **Instructions** |
| One word | Click at the beginning of the word to move the cursor there. Hold down the Shift key and use the arrow keys to move to the end of the word. |
| Many words | Click at the beginning of the word to move the cursor there. Hold down the Shift key and use the arrow keys to move to end of the last word. |
| One line | Click at the beginning of the word to move the cursor there. Then hold down Shift key and press the End key (this should be above the arrow keys, near the Delete key). |
| One paragraph | Click at the beginning of the paragraph, in front of the first word, to move the cursor there. Then hold down the CTRL and Shift keys and press the down arrow key. |
| Entire document | Hold down the CTRL key, then press the “A” key. |

1. Other Rule #1: un-select the text when you’re done!

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| **To Un-Select** | **Instructions** |
| Using the mouse | Click in any blank area of the document (click in the clear!) |
| Using the keyboard | Press any arrow key |