

Highlighting Text

Tip 13

Select text with the mouse button

Double-clicking a word highlights the word and **triple-clicking** a word highlights the full line or paragraph of text.

How to highlight text using your keyboard

To highlight with your keyboard, move to the starting location with the arrow keys, hold down the Shift key, and press the arrow key in the direction you want to highlight. Once everything you want is highlighted, let go of the Shift key.

Tip: If you want to highlight one word at a time, press Ctrl key while holding down Shift, and then press the left or right arrow key.

Tip: If you want to highlight a whole line of text, move your cursor to the start of the line, hold the Shift key, and then press the down arrow. You may also use the shortcut key combination Shift+End.

Tip: If you want to highlight all text, press the shortcut key Ctrl+A.

Courtesy of Computer Hope