The mouse and various keys can be used to select (highlight) text. Once selected, the text can be changed. For example, selected text can be deleted by tapping the delete key. Selected text can be replaced by keying the new text. Methods for selecting text are shown in the table below.

|  |  |
| --- | --- |
| To Select | Action |
| Any amount of text\* | Drag the mouse over the text. |
| One word | Double-click the word. |
| Paragraph | Triple-click anywhere within the paragraph. |
| An entire document | Choose Select All from the Select down arrow in the Editing group on the Home tab. |

\*To select a large block of text:

* Click at the start of the selection.
* Move the I-beam pointer to the end of the selection.
* Hold down the shift key and click the mouse.