



MS Word

## Word with Screen Reader

# Selecting Text

Simple keyboard commands let you select and edit text.

When writing, you may want to move, delete, or rearrange words or phrases. Simple keyboard commands let you do this. The first step is to select the text. **Let's select paragraphs, sentences, and words.**

## The Shift Key

- Many commands for selecting text use the **Shift** key.
- When you hold down the **Shift** key while pressing a cursor navigation key, like an **arrow** key, you select or highlight text.

## Selecting Paragraphs

- To select paragraphs or parts of paragraphs: Press the **CTRL + Shift + the Up or Down arrow** keys.
- To select the next paragraph: Put the insertion bar at the beginning of the paragraph, and then press **CTRL + Shift + Down arrow**.
  - To unselect the paragraph: Press the **Right arrow**.
- To select the text from the insertion bar to the beginning of the paragraph: Press **CTRL + Shift + Up arrow**.

**Tip:** If you're at the beginning of a paragraph, this command selects the previous paragraph.

- To unselect, press the **Left arrow**.

## Selecting a Line

- If you're in the middle of a line and want to select the text to the end of the line: Press **Shift + End**.
  - To unselect: Press the **Right arrow**.

- To select the text from the insertion bar to the beginning of the line: Press **Shift + Home**.
  - To unselect, press the **Left arrow**.
- To select an entire line: First, press the **Home** key to go to the beginning of the line. Then press **Shift + End**.
  - To unselect: Press the **Left arrow**.

## Selecting Words

To select an entire word: First, put the insertion bar at the beginning of the word. Then press **CTRL + Shift + Right arrow**.

- To select more than one word: Hold down the **CTRL** and **Shift** keys while repeatedly pressing and releasing the **Right arrow**. Each press of the **arrow** key selects another word.
- To select previous words: Press **CTRL + Shift + Left arrow**.
  - To unselect: Press the **Left arrow** once.

**Tip: When you use arrow keys to unselect a passage, the screen reader does not read the unselected words.**

- To unselect words and have them read to you: Press **CTRL + Shift** + the **arrow** in the opposite direction.

**Tip: The screen reader won't announce the spaces or punctuation between the words.**

- If you're in the middle of a word and want to select to the beginning or end of the word: Press **CTRL + Shift** + an **arrow** key.

## Selecting Characters

- To select a character: Press **Shift** and an **arrow** key.
- To select the character to the right: Press **Shift** and the **Right arrow** key.
- To select the character to the left: Press **Shift** and the **Left arrow** key.
- To select more than one character: Press and hold the **Shift** key while pressing the **arrow** key that number of times.

**Tip: For example, to select three characters to the right, press and hold the Shift key and press the Right arrow key three times.**

- To unselect a group of characters: Press the **Left** or **Right arrow** key. Or hold the **Shift** key and press the opposite **arrow** key.

**Shortcut commands let you to select text when you're editing a document. Try it out! Then try our workshop on alignment.**

© 2021 Hadley 082721