Lesson 36

BIT CHOOSY
Selecting Text

Before performing any action to any of your document's text, you must first select the text that you want to work with. The selected text appears highlighted on your screen.
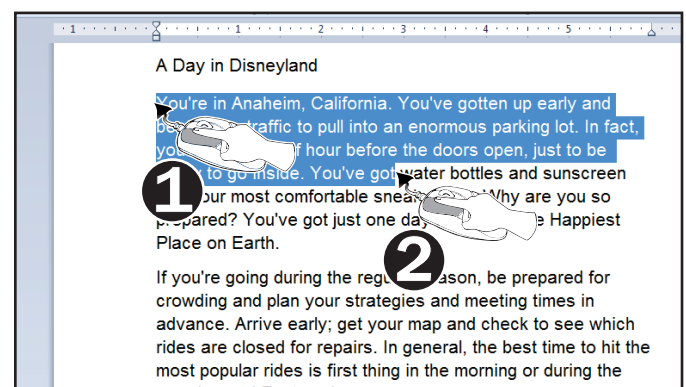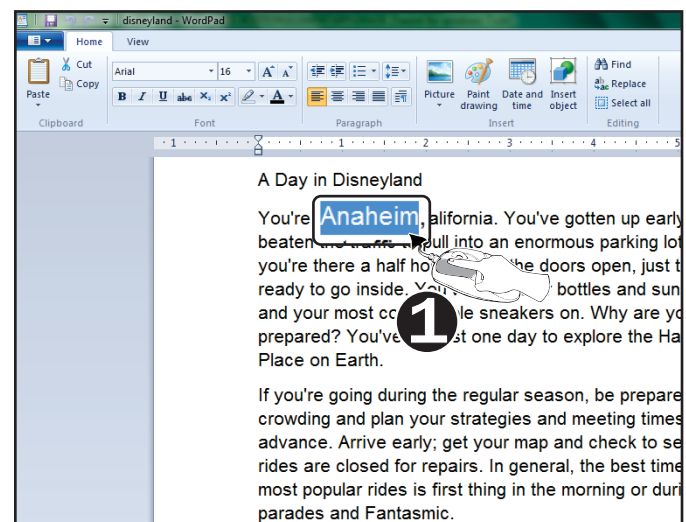
FOR WINDOWS 7 USERS:

1. Move the mouse ↖ anywhere over the word that you want to select and then quickly press the left button twice.

SELECTING ANY AMOUNT OF TEXT

1. Move the mouse cursor (I) over the first word of the text that you want to select.

2. Press and hold down the left button as you drag the mouse ↖ over the text. Release the button then.

Note:
To quickly select all the text in your document, press Ctrl + A.

1. Move the mouse ⬉ anywhere over the word that you want to select and then quickly press the left button twice.

SELECTING ANY AMOUNT OF TEXT

1. Move the mouse cursor (I) over the first word of the text that you want to select.

2. Press and hold down the left button as you drag the mouse ⬉ over the text. Release the button then.
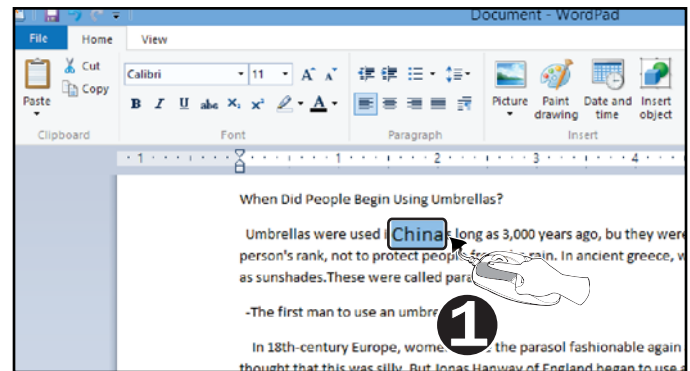

Note:

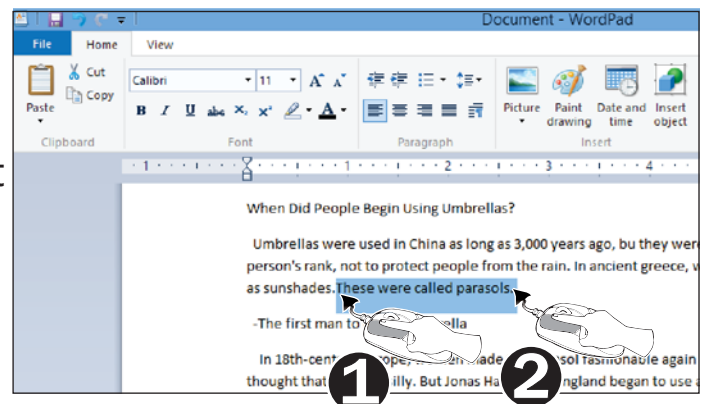To quickly select all the text in your document, press Ctrl + A.