

Please Note: This article is written for users of the following Microsoft Word versions: 2007, 2010, and 2013. If you are using an earlier version (Word 2003 or earlier), *this tip may not work for you*. For a version of this tip written specifically for earlier versions of Word, click here: [Selecting an Entire Paragraph](https://word.tips.net/T001277_Selecting_an_Entire_Paragraph) (https://word.tips.net/T001277_Selecting_an_Entire_Paragraph).

Selecting an Entire Paragraph



by [Allen Wyatt](https://www.tips.net/Authors/A0001_Allen_Wyatt.html) (https://www.tips.net/Authors/A0001_Allen_Wyatt.html)
(last updated March 28, 2015)

(https://wordribbon.tips.net/T010511_Selecting_an_Entire_Paragraph.html#comment-form-hd)

If you are using the mouse, Word provides several quick ways to select an entire paragraph. First, you can simply triple-click anywhere within the paragraph. This is perhaps the fastest and most common method of selecting an entire paragraph.

Second, you can move the mouse pointer to the left of the first character in any line of the paragraph you want to select. The mouse pointer turns into an arrow pointing up and right. Double-click the mouse, and the paragraph is selected.

Finally, if you are using the style area, you can also move the mouse pointer into the style area to the left of the paragraph you want to select. Click once on the left mouse button, and the entire paragraph is selected.

If you like to use the keyboard instead of the mouse, you can select the current paragraph by pressing **Ctrl+Up Arrow** (which moves the insertion point to the beginning of the paragraph) and then pressing **Ctrl+Shift+Down Arrow**.

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WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (10511) applies to Microsoft Word 2007, 2010, and 2013. You can find a version of this tip for the older menu interface of Word here: **Selecting an Entire Paragraph** (https://word.tips.net/T001277_Selecting_an_Entire_Paragraph).

Author Bio

Allen Wyatt

With more than 50 non-fiction books and numerous magazine articles to his credit, Allen Wyatt is an internationally recognized author. He is president of [Sharon Parq Associates](https://www.sharonparq.com) (<https://www.sharonparq.com>), a computer and publishing services company. [Learn more about Allen](https://www.tips.net/Authors/A0001_Allen_Wyatt.html) (https://www.tips.net/Authors/A0001_Allen_Wyatt.html)...

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