**Selecting Techniques**

1. **One Word** – *Double click* in that word.
2. **Multiple words that are adjacent** – Click at the beginning of the area to be selected, hold *Shift* and then click at the end of the area to be selected. You can also *click and drag* across the text to be selected.
3. **Sentence** – Hold *Ctrl* and click anywhere in the sentence.
4. **Paragraph** – 3 ways to select a paragraph:
   1. *Triple click* in the paragraph.
   2. *Double click* in the selection bar next to the paragraph.
   3. In the selection bar, drag down to select the lines in that paragraph.
5. **Non-adjacent text**– Select he first area, hold *Ctrl* and then select additional areas.
6. **Entire document** *– Ctrl + A* or triple click in selection bar.