

# How to Select Text Using Keyboard Shortcuts

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## Select Text Using Keyboard Shortcuts

While the majority of [computer](#) users rely on the good old mouse to move around the computer, there is a lot to be said for the keyboard as well. Keyboard shortcuts can save time and make you more productive. And if you know enough keyboard shortcuts and your mouse should ever bite the dust, you could even navigate your computer until your mouse replacement arrives. These steps will add to your supply of shortcuts

### Difficulty:

Moderately Easy

## Instructions

### Things You'll Need

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- Computer with Windows OS

○

Select one word by placing your cursor at one end of the word. Hold down the "Ctrl" key and the "Shift" key. Press the right arrow key to select the word to the right, or press the left arrow key to select the word to the left.

○

Select one character at a time by holding down the "Shift" key and using either arrow key (right or left). Select an entire line of text by holding down the "Shift" key and pressing "End", if you are at the beginning of the line, or "Home" if you are at the end of the line.

○

Select an entire paragraph by placing your cursor at either the beginning or the end of that paragraph. Hold down the "Shift" key and press the up arrow, if you are at the end of the paragraph, or the down arrow, if you are at the beginning. If you are in any other section of the paragraph, this shortcut will allow you to select the remainder of the paragraph from your cursor to the end or beginning.

○

Select the text from wherever your cursor is placed to one screen up, or one screen down by holding down the "Shift" key and pressing the "Page Up" button (to move up) or the "Page Down" button (to move down). These buttons may say "Pg Up" and "Pg Dn" on your keyboard.

○

Select all of the text in your document or on your screen by holding down the "Ctrl" key and pressing the letter "A".

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- [Touchpad Keyboardwww.ErgoGeek.com](#)

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Insert Unicode or special character with one tap on a labeled key

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## Tips & Warnings

- Remember the "Select All" shortcut ("Ctrl+A") by associating the letter "A" with the word "All".
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## Resources

- [Customize Word Keyboard Shortcuts](#)

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