

Name \_\_\_\_\_ Date \_\_\_\_\_

# Microsoft Word Lesson

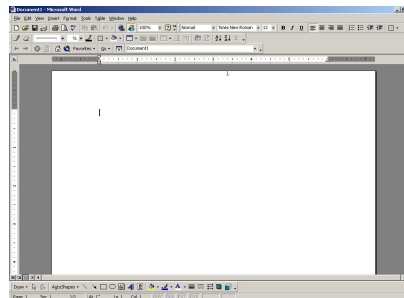
Topic: Highlighting with your mouse

1. Select a starting point with your mouse to a text
2. Click on the beginning of the text you want to select, hold down the left mouse button, and drag to the end of the selection.
3. Release the mouse button and the text is highlighted.

click + drag



Lake is a large body of salt or  
fresh water surrounded by land.



If you want to select the entire document, you can triple click anywhere in the left margin to select the entire document.

Bear market is a stock market in which prices of stock go down and a bond is a certificate of debt issued by a company or government and bought by an investor.

triple click

Keyboard Shortcuts – press Ctrl+Shift+Right Arrow or Ctrl+Shift+Left Arrow.