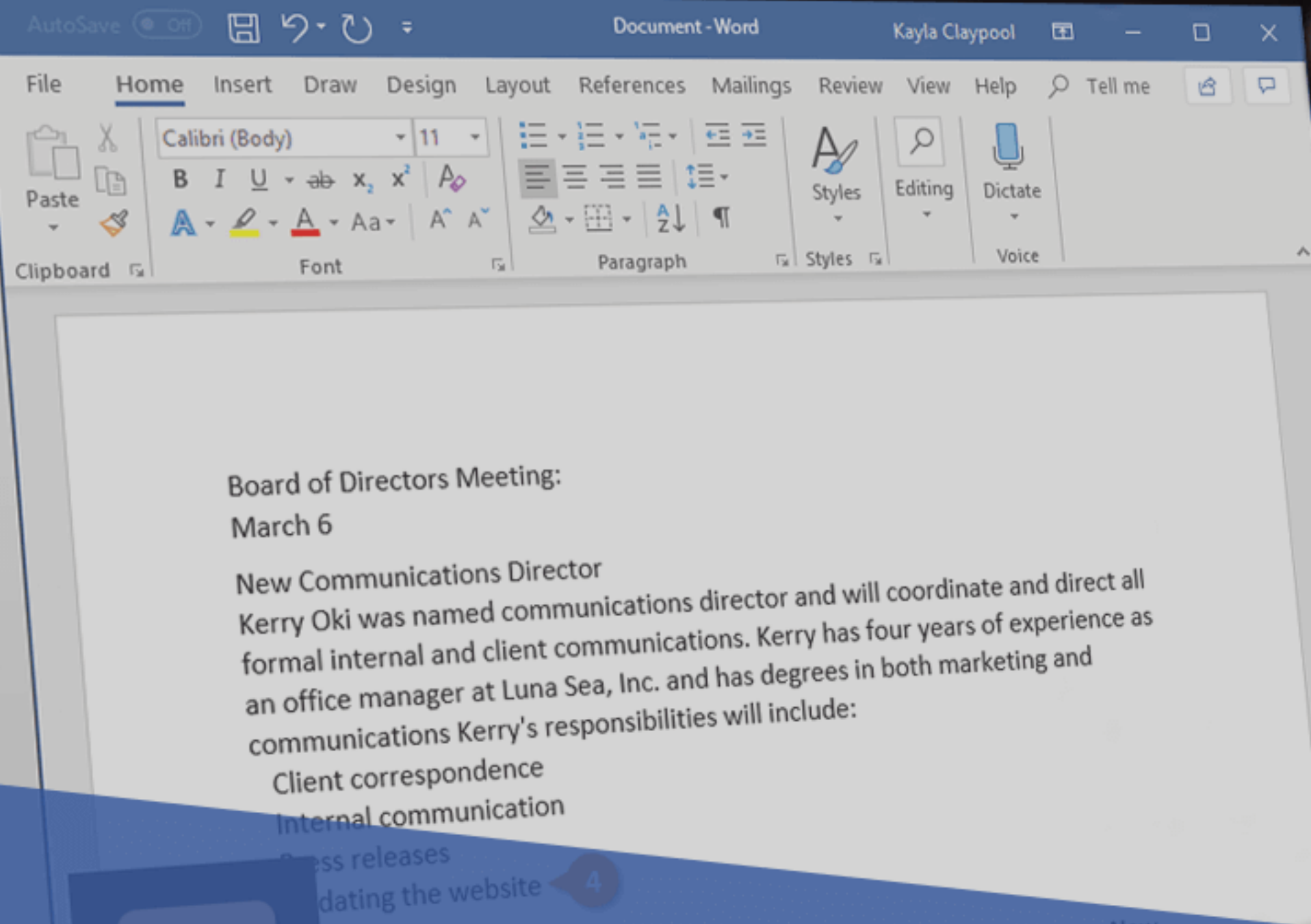


## Select and Edit Text

### Select a Block of Text

- 1 Click and drag across the text you want to select.
- 2 Click at the beginning of a text block.
- 3 Hold down the **Shift** key.
- 4 Click at the end of a text block.



# Word Interactive Tutorial How to Edit a Word Document