Word Task 1

***Open a new document and type the following text:***

There are several different ways to select text in your document for editing.

If you want to select a single word to edit, double-click anywhere in the word. If you want to select a line of text, move the pointer to the left of the line until it changes to a right-pointing arrow, and then click beside the line. If you want to select a sentence, hold down the CTRL key, and then click anywhere in the sentence. If you want to select an entire paragraph, triple-click anywhere in the paragraph and the text will be highlighted. If you want to select the entire document, move the pointer to the left of any text until it changes to a right-pointing arrow and then triple-click OR choose Home>Editing>Select All from the Ribbon.