Why would I want to select text?

Before changing the font, colour, size etc of text already typed or to delete a large section of text you must tell the program what to change or delete. You do this by selecting the required text.

How do I select text?

1. Position the cursor at the beginning of the text you want to select.
2. Press and hold the left mouse button.
3. Drag the cursor down and/or across until everything required is selected.

Key and Community Lifestyles Key and Community Lifestyles

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.