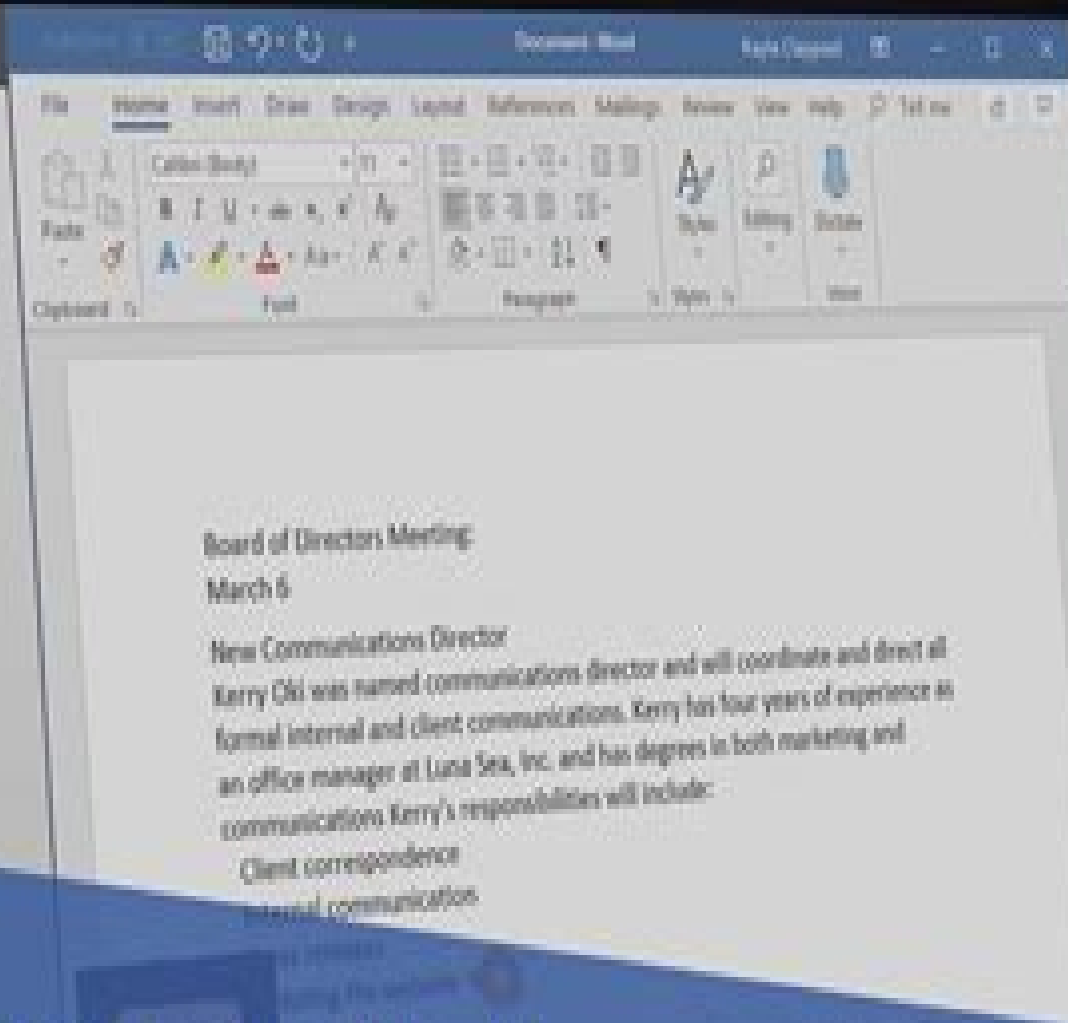




## Select and Edit Text

### 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

# How Do I Edit A Document

**Paul Lima**



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