**Selecting Cells in a Table**

There are times when you will want to apply formatting to individual cells in a table, or you may need to perform some other action that requires selecting cells first. There are a couple of ways you can select a cell. If you are using the mouse, you can select a cell by moving the mouse pointer just to the left of the cell itself. The mouse pointer should point up and to the right. When you click on the mouse button, the entire cell should be selected.

Another way to select cells is to simply select the end-of-cell marker at the end of any text in the cell. This is especially easy if you are using the keyboard. All you need to do is make sure the insertion pointer is at the very end of your text (in the cell), and then hold down the **Shift** key as you press the **Right Arrow** key. The result is that the entire cell is selected.