**Selecting a Line of Text**

If you are new to Word, coming from using a different type of word processor, you probably noticed that there is no command in Word to delete a line of text. You might view this as an oversight, but it really isn't. Once you learn a very simple technique, you'll find it very easy to delete a line (or more) of text.

Move the mouse pointer to the left of the line of text you want to select. Don't move the mouse pointer into the style area (if you have the style area displayed), but just to the left of the first character in the line. The mouse pointer turns into an arrow pointing up and right. Click once on the left mouse button, and the entire line of text is selected. If you want, you can hold down the mouse button while the mouse pointer is pointing up and to the right, and you can select multiple lines of text by dragging up or down.

Once you've selected the line (or lines), you are then able to do any other editing function on that selection, including deleting it (by pressing **Del** or **Ctrl+X**).

To block one complete line of text from the cursor to the line blow and just in front of the cursor, press **Shift Down Arrow**.

To block from the cursor location to the end of the line, press **Shift End**.

To block from the cursor location to the end of the paragraph, press **Ctrl Shift Down Arrow**.