**Selecting a Sentence**

Chances are good that you already know how to select words and paragraphs using the mouse. (To select a word, you double-click on it. To select a paragraph, you triple-click.) You may not have known, however, that you can use the mouse to select a sentence.

To select a sentence using the mouse, simply hold down the **Ctrl** key as you click anywhere within the sentence. The entire sentence, along with any trailing spaces, is selected. Note that Word does get a little confused if the sentence contains a period for an abbreviation (such as in Mr. or Mrs. or Dr.). If you have such a sentence, simply continue to hold down the **Ctrl** key as you move the mouse past the abbreviation. The rest of the sentence is then selected.