# Selections in tables

|  |  |
| --- | --- |
| **To select** | **Action** |
| **Single cells** | Click on the cell selection bar - the area between the first character of a cell and the edge of the cell. (Diagonal black arrow)🡽  OR  Drag with the mouse. |
| **Select a WORD in a cell** | Double click the specific word or click and drag over the word. |
| **Select a SENTENCE in a cell** | Click in front of the first letter in the sentence and click and drag with the mouse OR hold down the SHIFT key and ARROW to the right. |
| **Rows** | Click BEFORE the row outside the table.  OR  Drag with the mouse. |
| **Columns** | Move the mouse pointer to the top of the column, and when it changes to a *small black down arrow,* click the left mouse button.  OR  Drag with the mouse. |
| **Adjacent groups of cells** | Drag with the mouse OR click in one cell and  SHIFT CLICK in the last cell in the range. |
| **An entire table** | Select the *Table* menu option; click the  *Select* option*,* and then *Table*.  OR Click the *Select Table* symbol to the top left of the Table.  OR  Press Ctrl + A in any table cell |