



# MISSISSIPPI STATE UNIVERSITY™ EXTENSION

Center for Technology Outreach

## How to Move a Select Text Using Shortcut Keys

Step 1: Left-Click in front of the text to select.

Step 2: Hold down the Ctrl+Shift keys



Step 3: Use the arrow keys (left & right) to select the text.

**Hint:** One word in the text is selected at a time with this method.