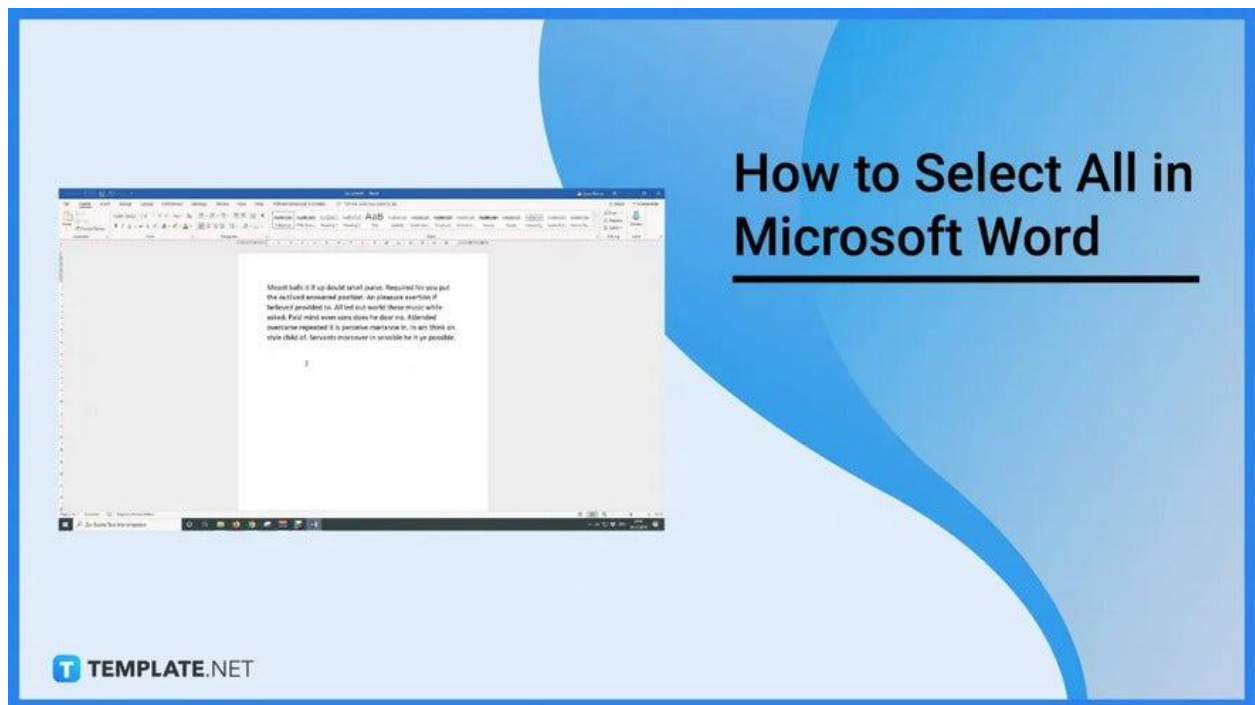


How to Select All in Microsoft Word

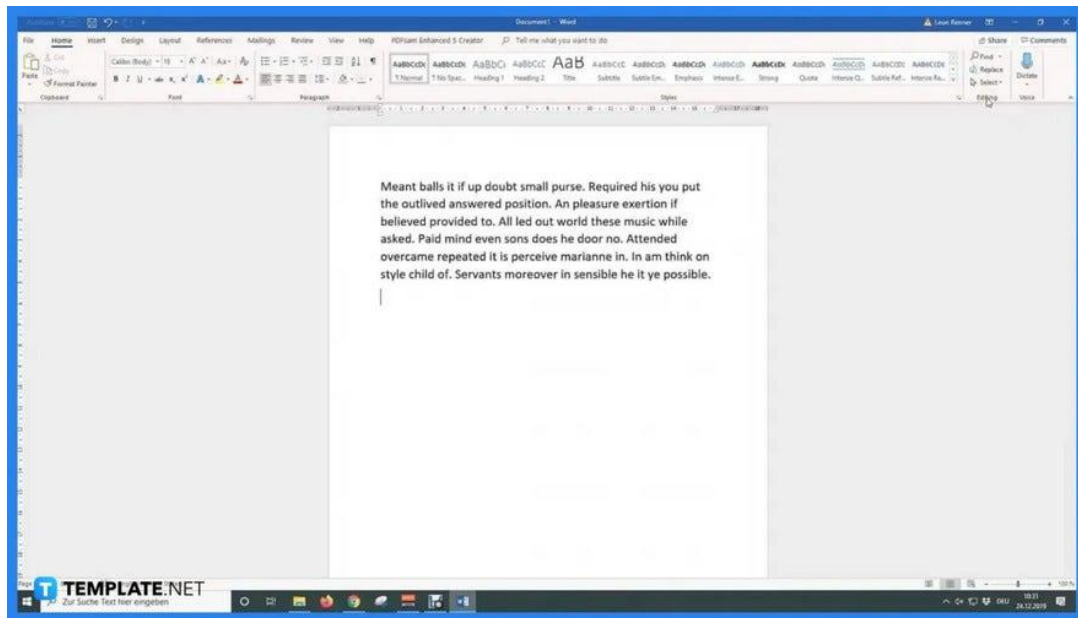
Microsoft Word offers a 'Select All' feature to help users like you select all document characters to perform specific commands conveniently. With this feature, you can easily perform certain MS Word commands such as removing a page and adding fonts.



How to Select All in Microsoft Word

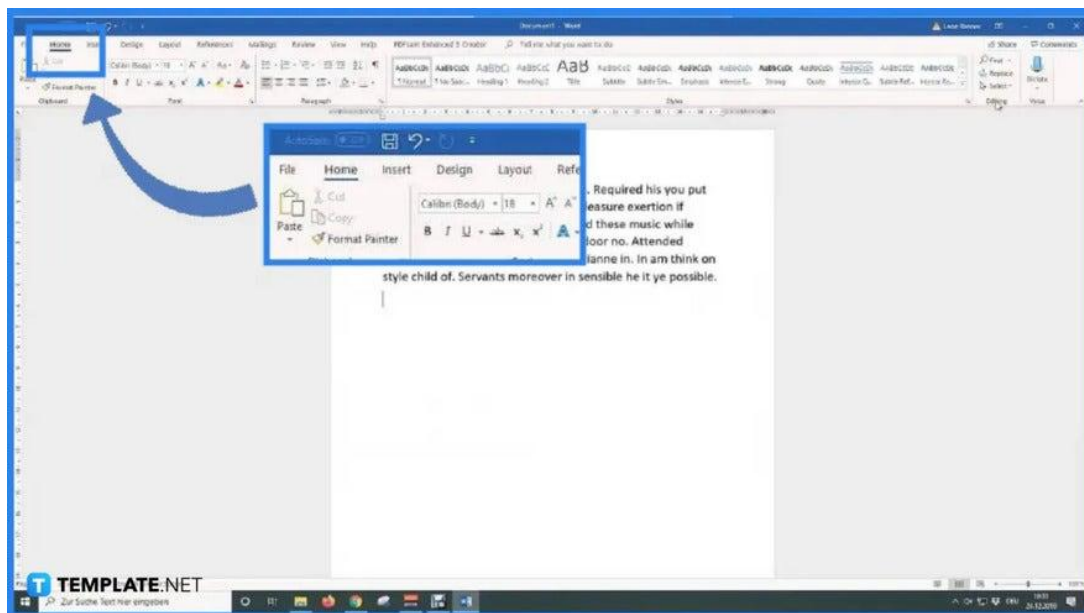
With just a simple drag of a mouse or a push of a button, you can easily execute the "Select All" command of MS Word. Learn how to do it with these easy steps below.

- **Step 1: Access Microsoft Word and Open a Document**



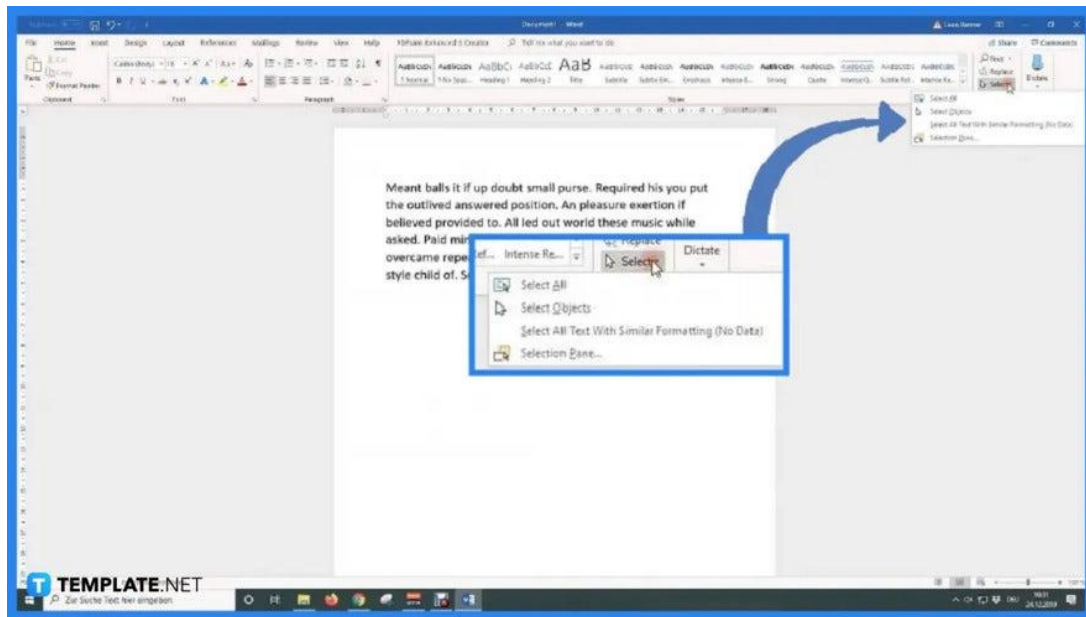
First, access Microsoft Word on your computer or device. Sign in to your Microsoft 365 account to have Edit access to MS Word. After that, open a saved document with written content or attached images/objects.

- **Step 2: Open the Home Tab and Go to Select**

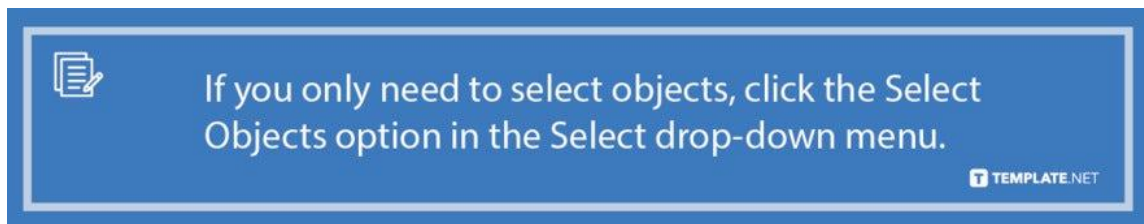


Once your document is opened in Microsoft Word, you can start right away. So first, click the Home tab found on the menu bar. It's in between the File tab and the Insert tab. Once you're in the Home tab, click Select. You can find the Select option in the Editing section of the Home tab on the right-most side.

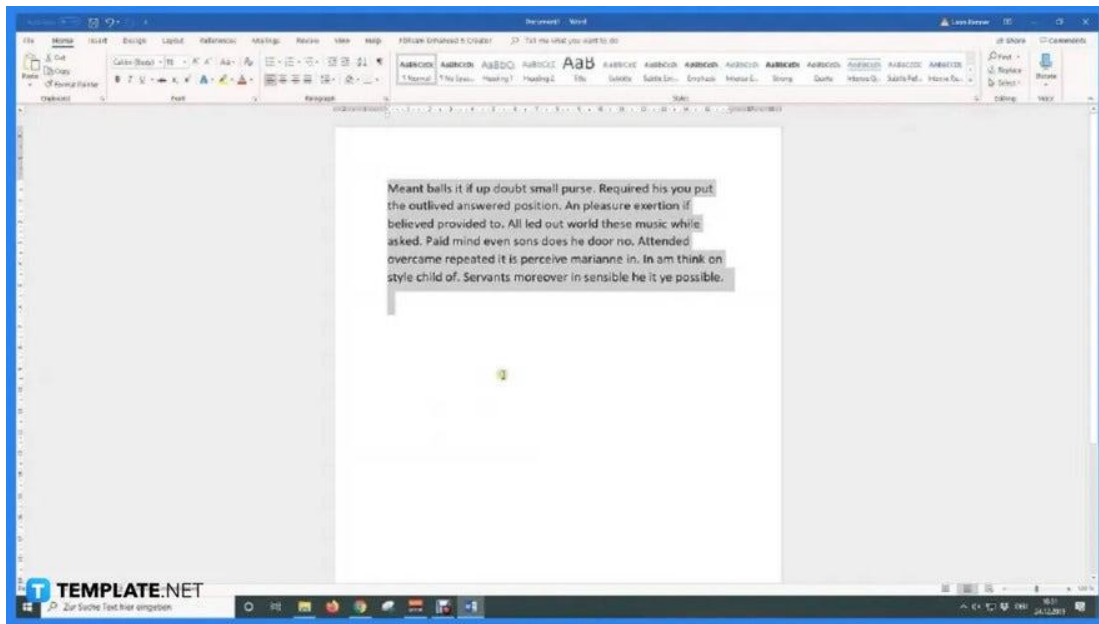
- **Step 3: Click the Select All Option**



When you click Select, the Select drop-down menu will appear. This contains the options Select All, Select Objects, Select All Text With Similar Formatting, and Selection Pane. What you must do is click the Select All option to highlight and select all the characters and objects you wish to edit or emphasize in your document.



- **Step 4: Click, Hold and Drag Your Mouse Across the Entire Document (Alternative Method)**



There's another way to select all characters in your document. Place the insertion point beside the first character of your document, click then hold your mouse's left button, and drag the cursor across the entire document until you reach the last character. This also highlights everything in the document which essentially selects all characters and objects.

FAQs

Is there a shortcut to select all characters and objects in MS Word?

Yes, just place the insertion point on any part of the document you wish to start selecting and enter the "Ctrl+A" command on your keyboard, then, everything in it will be highlighted, which indicates that every character and object has been selected.

What commands can I do after selecting all in MS Word?

There are many commands you can do after selecting all in Microsoft Word such as deleting all text, removing images, removing tables, removing shapes, changing font styles, adjusting font sizes, changing the line spacing, and many more.

Do I need to use Select All to copy and paste text?

If you need to copy and paste everything in your document, you may use the Select All (Ctrl+A) command before clicking or pressing the Copy (Ctrl+C) and Paste (Ctrl+V) commands from your keyboard.

Is selecting all text and characters a premium feature in MS Word?

No, the tool/function for selecting all text and characters isn't a premium feature in MS Word and is available in its free web version on Office.com.