

# Tips to quickly select a sentence in a Word paragraph

To select a sentence in a paragraph, you will usually blacken it with the mouse you want to use and then perform the operation. However, there is a faster way to do it without using a mouse.

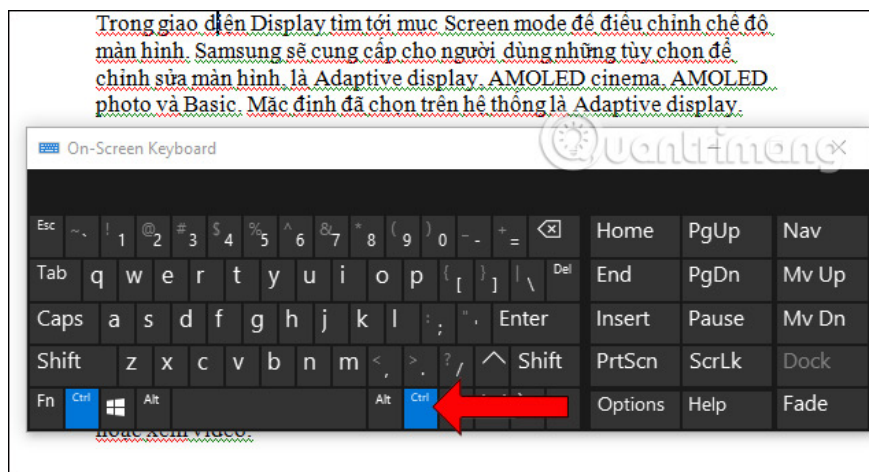
In order to perform copy and delete operations in Word, we must black out that content. If you black out the entire content, use the keyboard shortcut Ctrl + A. If you want to blacken a piece of text, or just one sentence in a paragraph will often use the mouse. Or there is a way to blacken a sentence in a paragraph that is pressing the Shift key and pressing the arrow keys to gradually fade the sentence.

However, there is a way to do a lot faster than using a mouse or Shift key to blacken a single sentence in a paragraph of text. You only need to press 1 key and 1 click to get the blacked content you need. It sounds like a lot of work but it will be really fast. So what is the trick to blacken a single sentence in a Word text?

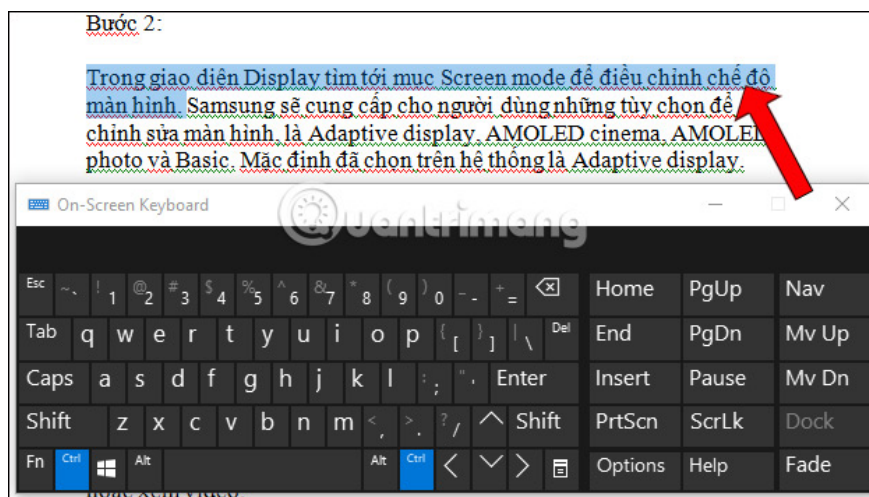
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## How to quickly blacken sentences in text

First you need to select the sentence position you want to black out in a paragraph. Next **hold down the Ctrl key and click on any position of the sentence** to be highlighted as shown below. You can press the left Ctrl key, or right, okay.



Immediately the sentence will be blackened quickly. Then we can leave the Ctrl key in place. Hold down the Ctrl key until the sentence has been blacked out.



In addition, there are some tips to highlight other text, such as to blacken a word from double-click, black out a left-click text 3 times.

Tips for quickly selecting a sentence in a text can be applied on all versions of Word from Word 2003 to Word 2016. It's pretty simple, isn't it? Instead of using a blacked-out mouse, users can now press Ctrl and click on the sentence to blacken.

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