

Select Vertical Rectangular Area

Microsoft Word allows you to make text selection in any rectangular arbitrary block. You can use this technique to select a vertical area.

Microsoft Word is extremely powerful word processing software from Microsoft Corporation. Most of the personal computers around the world have a copy of this software installed and it helps millions of people to do their office work faster.

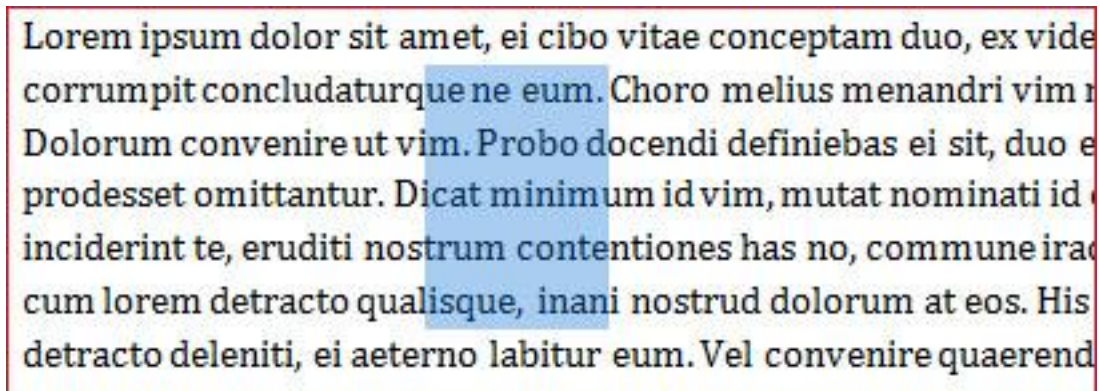
Selection of text is one of the most basic tasks in MS-Word. **You can issue a lot of commands that work only on a selected piece of text.** Such commands range from simple copy or cut to doing calculations among a number of other things.

To select a piece of text in MS-Word, the most common method is to use mouse and drag it while holding its left button down. Alternatively, you can do the same task with the help of keyboard by using left and right arrow keys while holding SHIFT key down.

But how about selecting a vertical and arbitrary area?

Let's say, if you want to select only first few words of ten lines in a document –can you do it?

It is possible to select area of any rectangular size in MS Word. To do this free-form selection, **just hold down ALT key and left button of your mouse.** Now drag the mouse to make arbitrary selection of any area in your document. Here is an example:



Selecting arbitrary rectangular block in MS-Word