Help Compute™

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Windows 10

HOW TO SELECT/HIGHLIGT

Visual Learning™

HOW TO SELECT/HIGHLIGHT
TEXT IS SELECTED WHEN HIGHLIGHTED
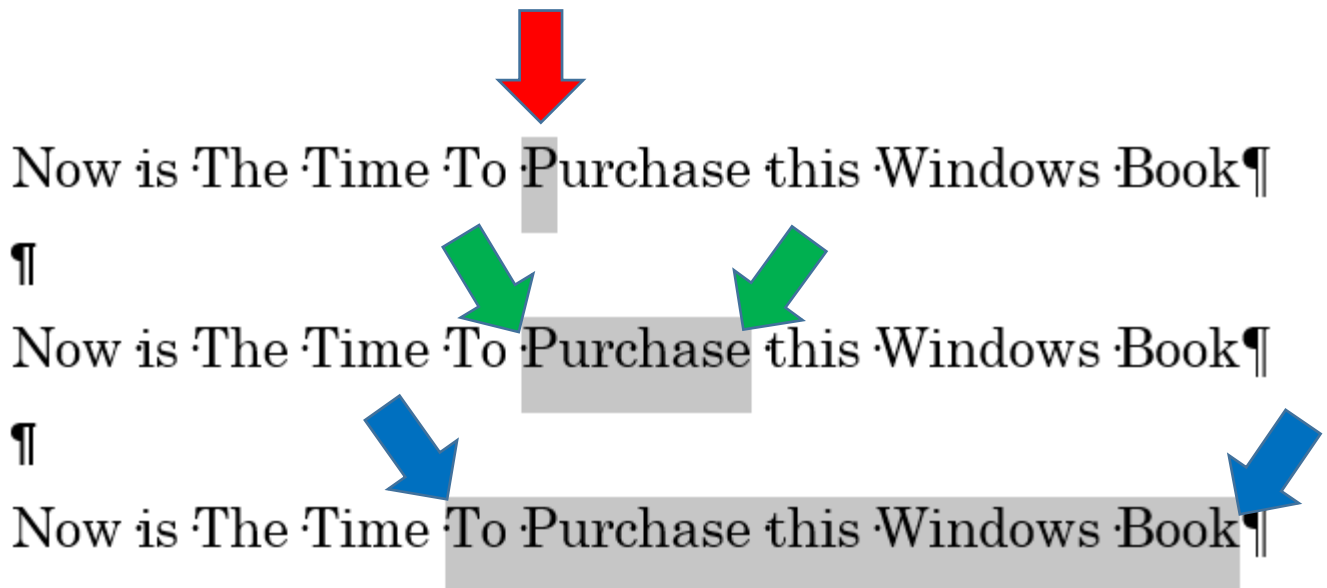
SELECTING ONE CHARACTER:

Place cursor on text to "Select" (**red** arrow below). ***Hold Down Left Click*** and ***Drag*** over text to highlight (**red** arrow below), ***Release Mouse***.

SELECTING ONE WORD:

Place cursor on the beginning or the end of the text to "Select" (**green** arrows below). ***Hold Down Left Click*** and ***Drag*** over word to highlight (**green** arrows below), ***Release Mouse***.
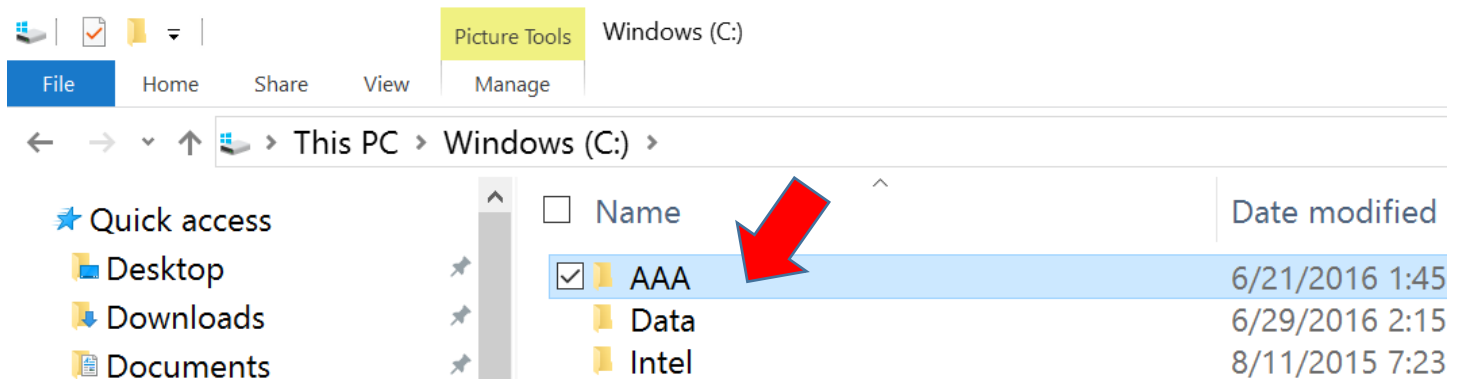
SELECTING A SENTENCE, GROUP OR PARAGRAPH OF TEXT:

Place cursor on the beginning or the end of the text to "Select" (**blue** arrows below). ***Hold Down Left Click*** and ***Drag*** over the text to highlight (**blue** arrows below), ***Release Mouse***.

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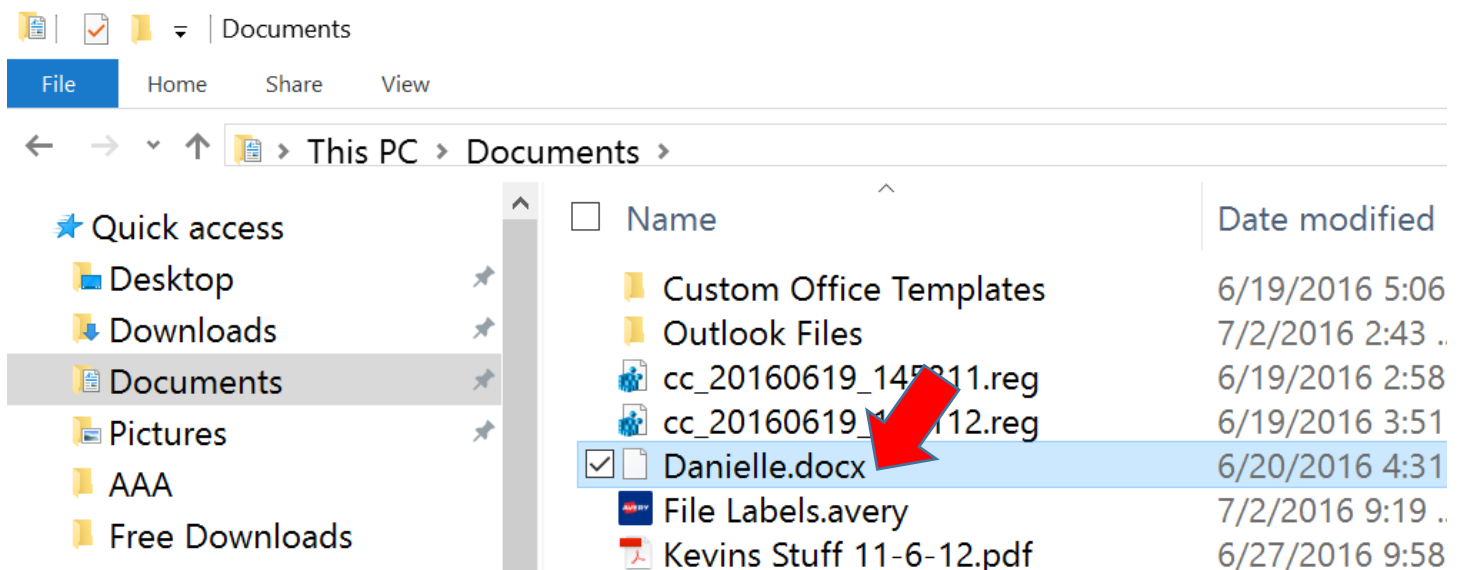
FOLDERS/FILES ARE SELECTED WHEN HIGHLIGHTED

Below "AAA Folder" was *Left Clicked* (red arrow below) to *Highlight.*

Below the file "Danielle.docx" was *Left Clicked* (red arrow below) to *Highlight*.

MULTIPLE FILES/FOLDERS

To Select/Highlight multiples files/folders, select one file or folder *Hold Down* the "Ctrl key" and select another file/folder. Immediately *Release* "Ctrl key". Repeat as needed.