

**I. FILE OPERATIONS (Copy, Move, Delete, Rename, SendTo Desktop)****--- SELECT SOURCE FILE(s) ---**

Drill down to source file in Windows Explorer by locating the source folder in the left panel and then locating the source file in the right panel. Highlight the source file.

- To select **Continuous** files, select first file; move pointer to the last file.  
Hold down **Shift key** and press **left** mouse.
- To select **Discrete** files, hold down **Ctrl key**, and using the mouse, highlight desired individual files. This acts as a toggle to select and unselect files.

**A. COPY**

**Right** Click a selected file → **Copy** .

Locate the receiving folder in the **left** panel → **Right** click → **Paste**.

**B. MOVE**

**Right** Click a selected file → **Cut** .

Locate the receiving folder in the **left** panel → **Right** click → **Paste**.

**C. COPY / MOVE via Dragging**

- Highlight the source files as described above.
- With the **Right** mouse, drag one of the highlighted source files to the **Left** Explorer panel until the receiving folder is highlighted.
- Release the mouse and follow the instructions on a pop-up screen to **Move** or **Copy** the source file(s).

**D. DELETE**

- Highlight the source files as described above.
  1. Send to Recycle Bin - Press **Delete** key.  
or
  2. Remove from Computer - Hold down **Shift + Delete** keys . Respond: **Yes**

**E RENAME FILE / FOLDER**

Highlight Object file or folder → Press **F2**

**F. SEND FILE / FOLDER as a DESKTOP ICON**

- Right Click Object
- In menu, press **SendTo**
- Press **Desktop (Create Shortcut)**

**G. COPY DESKTOP ICON TO TASKBAR QUICK LAUNCH AREA**

The TaskBar, at the bottom of each Window, is always displayed. It consists of 4 sectors. Starting from the left:

- Start button
- Quick Launch area
- Minimized Active Tasks area
- System Tray

With the **Right** mouse, drag a Desktop icon to the QuickLaunch area → Choose either **Copy** or **Move**..

## II. AREA SELECTION

- Select a Visible Area  
Highlight the area **Upper Left Corner** → Move the pointer to the area **Lower Right Corner**  
Hold down the **Shift** key and press the **left** mouse.
- Select a Range of Continuous Columns  
Press the top row letter of the **left** most column → Move pointer to the top row letter of the **right** most column  
Hold down the **Shift** key and press the **left** mouse.
- Select a Range of Continuous Rows  
Press the **first** row number → Move pointer to the **last** row number  
Hold down the **Shift** key and press the **left** mouse.
- Select a Block of Non-Continuous Text  
Highlight the topmost block component → Press **Copy**  
While **holding down** the **Ctrl** key , highlight each additional component → Press **Copy** .  
Release the **Ctrl** key after the entire block has been copied.