

Introduction

Welcome to the ultimate tutorial for mastering essential computer skills on Windows!

In this comprehensive tutorial, we'll walk you through a variety of essential tasks, mastering text highlighting, file movement, and renaming in Windows! Learn essential techniques—from click-and-drag to handy keyboard shortcuts

By the end of this tutorial, you'll have a comprehensive understanding of essential Windows operations, enabling you to navigate your system like a pro.

Download the file from github

From my GitHub If you want to download the file I am using in this tutorial and save it to your local computer using Google Chrome, you follow these steps and You can also use your own file.

1. Press the Windows key + R on your keyboard to open the “Run” dialog. In the text field type explorer https://github.com/jmcrd/Essential_Computer_Skills and hit Enter. It will take you to my github repository.
2. On the repository page, click on In Windows How to Select Or Highlight Text in Different Ways this link will take you to another repository, and on this page you'll find a green “Code” button. Click on it to reveal a dropdown menu.
3. In the dropdown, click on the “Download ZIP” option.
4. Chrome will download a ZIP file containing the entire repository to your default download location on your computer.
5. Once the download is complete, navigate to the folder where the ZIP file was downloaded.
6. Extract the contents of the ZIP file. You can do this by right-clicking on the ZIP file and selecting “Extract All” or using a third-party file archiver like WinRAR or 7-Zip.
7. open the folder by double clicking on it. you should have the entire file, and for more details on how to do this, read the README file or pdf File where I've written out the steps in simple terms.
8. open this file.

Let's dive in!

How to Highlight Text in Windows

In Windows, there are several ways to select or highlight text, Here are some common methods:

1. **Click and Drag:**

- Place your cursor at the beginning of the text you want to select.
- Click and hold the left mouse button.
- Drag the cursor over the text you want to highlight.
- Release the mouse button when you've selected the desired text.
- To Copy the text you select Right-click on the selected content to open the context menu.
- In the context menu, select the "Copy" option. Alternatively, you may see an icon representing copying.
- The selected content is now copied to the clipboard and ready to be pasted elsewhere.
- To paste the text you selected Right-click in the destination area to open the context menu.
- In the context menu, select the "Paste" option. Alternatively, you may see an icon representing pasting (often a clipboard with a document).
- The content from the clipboard is now pasted into the selected location.

You can also use Keyboard Shortcuts

- select the text, and press the "Ctrl" key on your keyboard and, while holding it down, press the "C" key. This action will copy the selected text.
- After copying, you can paste the text into another location. To do this, navigate to the desired location left click on the line. press the "Ctrl" key on your keyboard and, while holding it down, press the "V" key. This action will paste the selected text.

Using Click and Drag to Move Files

- press win + E to Open the file manager on your computer.
- Navigate to the location of the file you want to move.
- Once you've found the file you want to move, left click on it with your mouse. Make sure to click on the file icon itself.
- With the file selected, hold down the left mouse button.
- While holding down the left mouse button, move the mouse pointer to drag the file to the desired location. You'll see the file move with your mouse cursor.

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- Once you've moved the file to the desired location, release the left mouse button. The file will be dropped into its new position.
- Take a moment to verify that the file has been successfully moved to the new location. You can navigate to the destination folder to confirm.

Additional Tips:

- You can also use click and drag to move multiple files at once. Simply select multiple files and then follow the same click and drag process.
- Be careful not to release the mouse button or touch pad button until you've moved the file to the correct location, as releasing prematurely could result in the file being dropped in the wrong place.

Additional Tips:

- Alternatively you can also cut the text or file.
- To cut the text you select Right-click on the selected content to open the context menu.
- In the context menu, select the "Cut" option. You may see an icon representing cutting (often a pair of scissors).
- The selected content is now cut from its original location and copied to the clipboard, ready to be pasted elsewhere.
- You can also use ctrl + x to cut the file or text and paste it as you like.
- With the text or file selected, press the "Ctrl" key on your keyboard and, while holding it down, press the "X" key. This action will cut the selected text or file.
- now you can paste the text or file wherever you want, by right clicking or Ctrl + V Shortcut.

Pro Tips:

- The "Ctrl + C", Ctrl + X, Ctrl + V shortcuts works universally across many applications and Windows operating systems.
- You can use "Ctrl + C" to copy not only text but also files and folders within file managers or explorer windows.
- By using "Ctrl + C," you can quickly and easily copy text or files, saving time and effective when working on your computer.
- By using "Ctrl + X," you can quickly and easily cut text or files from the original area it can be pasted anywhere as you like, main advantage is saving time and effective when working on your computer.
- Pressing "Ctrl + V" is a widely used keyboard shortcut for pasting copied or cut text, files, or other content.

The primary difference between "Ctrl + C" and "Ctrl + X" keyboard shortcuts.

- "Ctrl + C" is used to copy selected text or files without removing them from their original location.

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- When you use “Ctrl + C,” a copy of the selected content is placed in the clipboard, allowing you to paste it elsewhere. The original content remains in its current location after copying.
 - “Ctrl + X” is used to cut selected text or files, effectively removing them from their original location.
 - Similar to “Ctrl + C,” the selected content is placed in the clipboard, but in the case of “Ctrl + X,” it is also removed from its original location. This means that the content is moved to the clipboard and can be pasted elsewhere, but it’s also removed from its original location, essentially “cutting” it from there.
2. **Double Click:**
- Double-clicking a word will select that word.
 - Triple-click on a line or paragraph to select the whole line or paragraph.

Renaming Files by Double-Clicking

- press win + E and navigate to the location of the file you want to rename.
- Once you’ve located the file you want to rename, slowly double-click on its name (not the icon).
- After double-clicking the file name, the name should become editable, typically highlighted or with a cursor blinking at the end. Type in the new name you want for the file.
- Once you’ve typed the new name, press the “Enter” key on your keyboard, or click away from the file name area. This action confirms the new name and saves the changes.
- Take a moment to verify that the file has been successfully renamed with the new name you provided. The file should now be listed with its updated name in the file manager.

Additional Tips:

Ensure you're not double-clicking too quickly, as some systems might interpret this as trying to open the file rather than rename it.

Pro Tip: Renaming Files with F2 Key Shortcut

- press win + E and navigate to the location of the file you want to rename.
- Click once on the file you want to rename to select it. Make sure the file name is highlighted.
- With the file selected, press the “F2” key on your keyboard. This action will typically initiate the file renaming mode, allowing you to edit the file name directly. Sometimes, depending on your keyboard configuration or system settings, the F2 key alone might not trigger the rename function directly. In such cases, you can use the “Fn + F2” key combination.
- Once in renaming mode, you’ll notice the file name becomes editable, often with the text highlighted or a cursor blinking at the end. Type in the new name you want for the file.

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- After typing the new name, press the “Enter” key on your keyboard. This confirms the new name and saves the changes.
- Take a moment to verify that the file has been successfully renamed with the new name you provided.

Additional Tips:

- This method can save time when renaming multiple files sequentially, as you can quickly press F2, type the new name, and press Enter for each file.

By utilizing the F2 key shortcut, you can streamline the process of renaming files in your file manager, improving efficiency and productivity.

3. Ctrl + A:

- Pressing “Ctrl + A” on your keyboard selects all the text or items in a document, folder, or window. It’s a handy shortcut when you want to quickly highlight everything at once.

4. Using the Shift key:

- left Click at the beginning of the text you want to select.
- Hold down the Shift key.
- left Click at the end of the text you want to select.
- This will select the entire range of text between the two clicks.

Using Shift and left click together allows you to select multiple items in a row or sequence.

1. left Click on the first item you want to select.
2. Hold down the Shift key on your keyboard.
3. While holding Shift, left click on the last item you want to select.

This action selects all items between the first and last ones you clicked on. It’s a useful way to quickly select a range of items without having to individually click on each one.

5. Using the Arrow Keys:

- Click at the beginning of the text you want to select.
- Hold down the Shift key.
- Use the arrow keys (up, down, left, right) to expand the selection in the desired direction.

6. Shift + Home/End:

- Holding Shift, press Home to select from cursor to the start of the line.
- Holding Shift, press End to select from cursor to the end of the line.

7. ctrl + left click

Using Ctrl and left click together allows you to select multiple items that aren’t necessarily in a row or sequence.

1. left Click on the first item you want to select.

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2. Hold down the Ctrl key on your keyboard.
3. While holding Ctrl, left click on each additional item you want to select.

This action allows you to select multiple items individually, regardless of their order or proximity to each other. It's handy for selecting non-contiguous items within a list or group.

These methods should cover most scenarios for selecting or highlighting text in Windows. The exact method you use may vary slightly depending on the application you're working with, but these are the general principles.