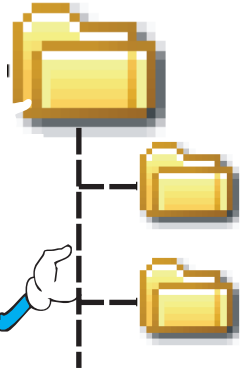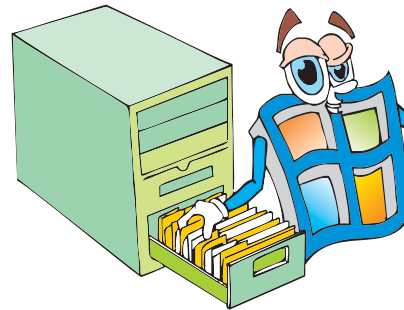# Lesson 23

READY, SET, HIGHLIGHT!
Selecting Files

Before working with files, you must first select the files that you want to work with. The selected files appear highlighted
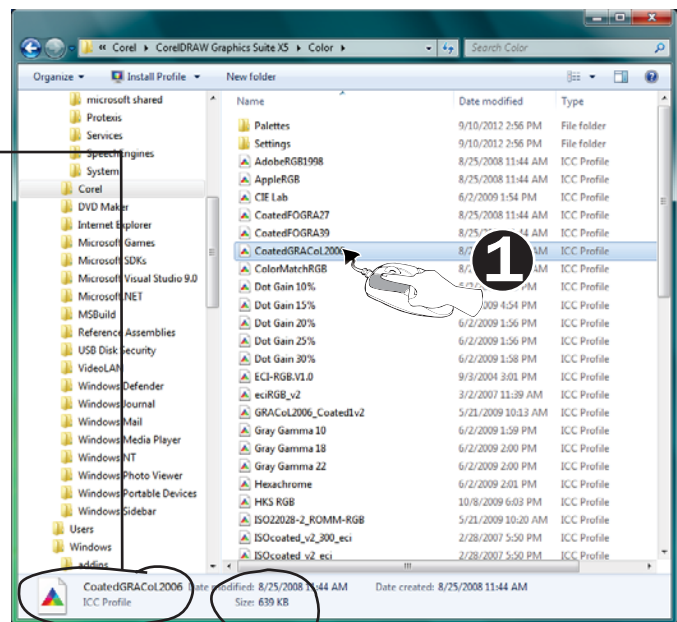
FOR WINDOWS 7 USERS:

Selecting Files

1. Move the mouse ↖ over the file that you want to select and then press the left button.

   This area displays the number of files that you have selected.

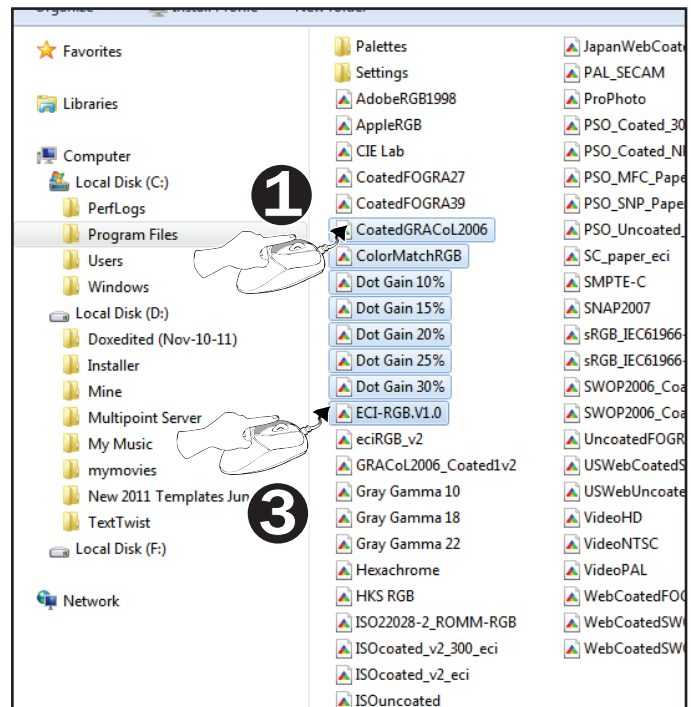   This area displays the total size of the files that you have

   Note:

   One byte is equal to one character. One kilobyte (KB) is equal approximately to one page of a
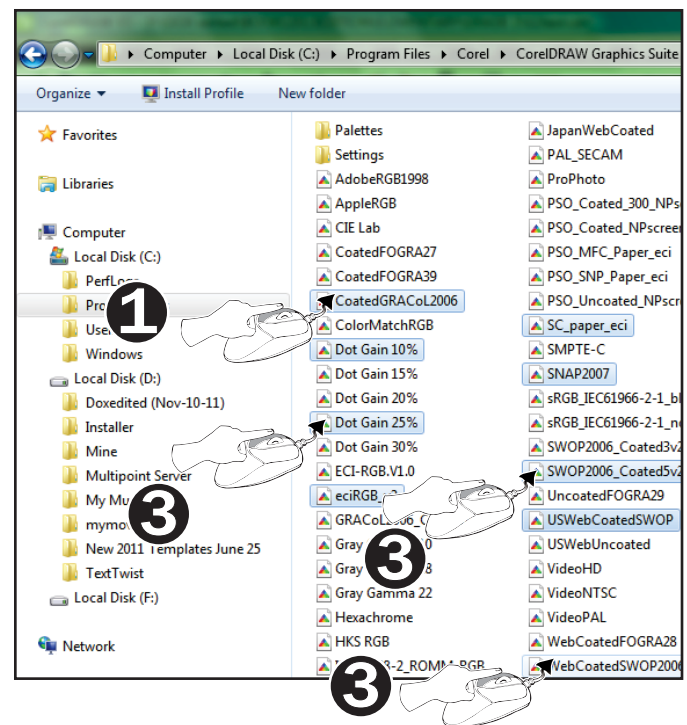
Selecting a Group of Files

1. Move the mouse ➤ over the first file that you want to select and then press the left button.

2. Press and hold down the **Shift** key on your keyboard.

3. Still holding down the **Shift** key, move the mouse ➤ over the last file that you want to select and then press the left button.

Selecting Any Files

1. Move the mouse ➤ over the file that you want to select and then press the left button.

2. Press and hold down the **Ctrl** key on your keyboard.

2. Still holding down the **Ctrl** key, repeat step 1 for each file that you want to
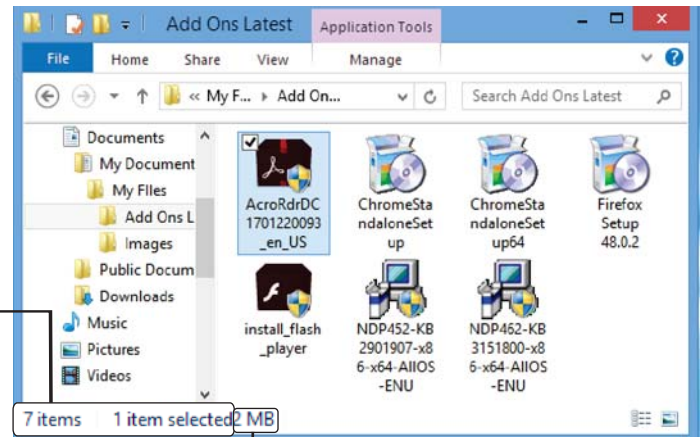
Selecting Files

1. Move the mouse ⬉ over the file that you want to select and then press the left button.

   This area displays the number of files that you have selected.

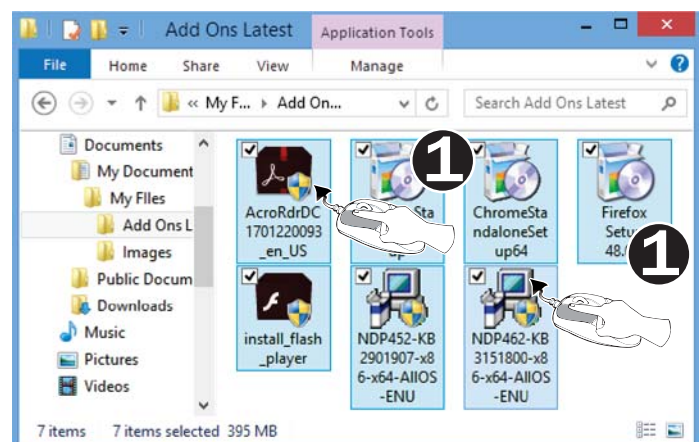   This area displays the total size of the files that you have selected

Note:
One byte is equal to one character. One kilobyte (1 KB) is approximately equal to one page of a double spaced text.

Selecting a Group of Files

1. Move the mouse ⬉ over the first file that you want to select and then press the left button.

2. Press and hold down the **Shift** key on your keyboard.

3. Still holding down the **Shift** key, move the mouse ⬉ over the last file that you want to

Selecting Any Files

1. Move the mouse
over the file that
you want to select
and then press the
left button.

2. Press and hold
down the **Ctrl** key
on your keyboard.

3. Still holding down
the **Ctrl** key, repeat
step 1 for each file
that you want to
select.