

**Tip****Selecting multiple files**

You can also select multiple files at once. In order to select files that are not adjacent to one another:

- Click the first file (or folder)



Ctrl



Keep depressed

- Click the other file (or folder)

In this way you can select a series of files (or folders) that are arranged in a row, one beside the other:

- Click the first file (or folder) of the row



Shift



Keep depressed

- Click the last file (or folder) of the row

This is how you select all the files at once (or all the folders, if you are working with folders):

- Click the Home tab



Home

- Click  Select all

