

## LESSON 92

### BRING IMPORTANT FILES TO THE TOP OF A FILE LIST KEYBOARD SHORTCUT TO FILE & FOLDER PROPERTIES

Sometimes it's convenient to have certain files appear at the top of file lists we see when we view the contents of our hard drive or the files in any folder. Here's an easy way to bring those files to the top of the list.

Windows lists files in alphabetical order. Click once on a folder icon, wait just a second or two, and click again. You can now rename that folder. Folders that start with the letter A will be at the top of the list. You can use a double A (AA) or even a triple A (AAA). Numbers appear before letters, so the file 1filename will appear before a file named A filename. To guarantee top position in the listings, start the file name with an underscore ( \_ ) by pressing the Shift key and the Hyphen key.)

If you favor the keyboard over a mouse or other pointing device, there is an easy way to get to the properties of any file or folder. Highlight the file or folder you are interested in and then press the ALT and Enter keys at the same time. Bingo, the dialog box pops up.

