

## LESSON 99

### EASY WAY TO SELECT FILES - USE TASK BAR TO MINIMIZE

Highlighting files in a folder can be useful for moving, copying or deleting files. Here's a tip for highlighting a group of files when you need most, but not all, of them highlighted.

Highlight the first file that you don't want to move, copy or delete. While holding down the Ctrl key, highlight any other file to be included in that group. Click on Edit and select Invert Selection. Now all of the unhighlighted files will be highlighted while the original files you highlighted will be deselected. I like this one.

You know you can minimize an open window by clicking the Minimize button (⏏) in the upper right-hand corner of the window. You can also minimize the window by right clicking on the button for that window that appears in the Task bar.

Select Minimize from the list. You can also maximize, resize, move or close that window from that same list.

Notice that when you place the mouse pointer on the top, bottom, or either side of any window, the cursor changes from an arrow to a double arrow. When that happens you can click the left mouse button and change the size of that window. Place the mouse cursor on any corner of a window and it changes to a diagonal double arrow. Hold down the left mouse button and drag the window in or out to reduce or enlarge the size of that window.

