This note describes the different ways in which an item or multiple items can be selected, and then copied or moved to another location. In this context an item could be a file, or a folder containing other folders and files.

Remember in everything you do selecting is the precursor to some kind of operation.

The examples below are based on selecting file(s) within Windows Explorer, but as we will see in future sessions, these techniques apply widely throughout Windows and within many programs.

SELECT

To select a single item	• Click
To select a contiguous list of items	• Click on the first item in the list • Hold down the Shift key and click on the last item in the list
To select a dispersed list of items	• Click on the first item • Hold down the Ctrl key and click on another item • Repeat this step for the remainder of the items to be selected • The same technique can be used to de-select an item that has already been selected
To select all items in a folder	• Ctrl A (do not hold down the A key, simply press it once as if wanting to type the single letter A).

Note that these techniques can be combined:
- E.g. use the Shift click method to select a list of items, then use Ctrl click to select one or more items outside the list, and / or to de-select one or more items within the list
- E.g. to select all items except one, use Ctrl A to select all, the use Ctrl click to deselect an item.

It is critical than the next action following selection takes place with the mouse pointing somewhere in the highlighted (i.e. selected) area. If not the selection will be cancelled and it is assumed another operation is being commenced somewhere else. So for example if the intended next step is to right click and choose from the resulting menu, the right click must be done with the mouse pointing somewhere in the highlighted area.

COPY

Copying is a 3 stage process
- Select the file(s), folder(s) to be copied as above
- Select the Copy command
- Navigate to the destination folder & select the Paste command

1. Select the item(s) to be copied using the methods described above
2. Select the Copy command:
   a. From the menus at the top of the screen choose Edit / Copy
   b. Or, right click in the highlighted area and choose Copy from the resulting menu
   c. Or, hold down the Ctrl key and press the letter C
3. Navigate to the destination folder
4. Select the Paste command:
   a. From the menus at the top of the screen choose Edit / Paste

b.   Or, right click somewhere in the folder region (not on a file name), and choose Paste from the resulting menu
c.   Or, hold down the Ctrl key and press the letter V

MOVE

Moving files is identical to copying, except that the initial process is Cut rather than Copy.

1.   Select the item(s) to be moved using the methods described above
2.   Select the Cut command:
     a.   From the menus at the top of the screen choose Edit / Cut
     b.   Or, right click in the highlighted area and choose Cut from the resulting menu
     c.   Or, hold down the Ctrl key and press the letter X
3.   Navigate to the destination folder
4.   Select the Paste command:
     a.   From the menus at the top of the screen choose Edit / Paste
     b.   Or, right click somewhere in the folder region (not on a file name), and choose Paste from the resulting menu
     c.   Or, hold down the Ctrl key and press the letter V

SUMMARY

Select	Prepare	Complete
Click – select single item **Ctrl A** – select all items **Ctrl Click** - select or deselect items **Shift click** – select item to create set of selected items (having used Click to select beginning of set)	Cut (=Move) Menu Edit / Cut *Or* Right Click in selection & choose Cut *Or* Ctrl X Copy Menu Edit / Copy *Or* Right Click in selection & choose Copy *Or* Ctrl C	Paste Menu Edit / Paste *Or* Right Click in destination folder and choose Paste *Or* Ctrl V

DRAG AND DROP

There is a 4th method for carrying out these operations, probably better attempted once some experience has been built up using one of the above methods, and once you are confident using the mouse.

This method is Drag and Drop, and is essentially the same technique as is used when playing the computer games, e.g. Solitaire. Use with care, because if the mouse button is released before it is positioned in the intended destination, the files will be moved (if on the same hard drive), or copied (if on a different hard drive) to the wrong destination. This is not a fatal error – the unintended move or copy can be recovered - but it can be fiddly. If not confident with this method, use the right click cut / copy / paste menu method.

To move a single item	- Click and hold the left mouse button on the item - Drag the mouse to point to the new location - Release the mouse button
To copy a single item	- Hold down the Ctrl key - Click and hold the left mouse button on the item - Drag the mouse to point to the new location - Release the mouse button then Ctrl key Note that if copying folders and files from your computer hard drive to e.g. a memory stick or CD, do not hold down the control key. In this situation (where 2 different storage media are involved) it is assumed that the intended operation is Copy
To move multiple items	- Select the items using one of the methods set out in the above section - Click and hold somewhere in the highlighted region - Drag the mouse to point to the new location - Release the mouse button
To copy multiple items	- Select the items using one of the methods set out in the above section - Hold down the Ctrl key - Click and hold somewhere in the highlighted region - Drag the mouse to point to the new location - Release the mouse button then Ctrl key As before note that if copying from your computer hard drive to e.g. a memory stick or CD, do not hold down the control key. In this situation (where 2 different storage media are involved) it is assumed that the intended operation is Copy

WHAT IS A FILE?

1. A file is the smallest entity on your computer that can be referenced by the computer

2. A file is the smallest entity on your computer that you can reference or modify

3. There is nothing on your computer which is not a file, or a folder which contains files

4. Your computer and any program on your computer can only deal with files

5. Files always have names

6. Files are of many different types

7. The type of file indicates which program or programs created it and which can modify it.

8. By default, a user file is associated with one particular program. It is this program which opens when you double click on the filename.

9. Files can be given names by you, or by the operating system which runs the computer, or by a program (application) such as Microsoft Word.

10. Programs can only exist on your computer as files

11. Each photo on your computer exists as an individual file

12. Every song or piece of music on your computer exists as an individual file

13. Files physically exist only on storage devices such as hard disk, DVD, memory stick, CD

14. Files have to be opened to be worked on

15. Files can contain all kinds of content – words, images, tables, music etc. but the computer can only access this information by referencing the file.

16. Files always exist in a folder, folders never exist in files

17. A folder can contain files and other folders

18. Some folders are created and managed by the system; some are created and managed by the user.

19. The folder This PC (Windows 8), The Computer (Win7, Vista), My Computer (Win XP) shows the internal & external disk drives, media (e.g. DVD) and networked devices connected to the computer.