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Subject: Computer Tip of the Week -- Select multiple consecutive things
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To: DOPM All Users DOPMAllUsers@uabmc.edu

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How to select multiple consecutive things

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and Computer Tech, currently working from home

This Tip of the Week was suggested by one of your co-workers (a non-IT person who works here at DOPM).

Do **YOU** have an idea for a future Tip of the Week, that others might benefit from?

(If so, please let us know at dopmHelp@uabmc.edu or 205-934-7662.)

SITUATION/QUESTION:

I need to select multiple consecutive things and then do something to all of them.

Here are a few examples:
- I need to bold multiple consecutive rows in Excel
- I need to select multiple consecutive emails and move them all to a different folder
- I need to select multiple consecutive paragraphs in Word and put them in a smaller font.

SOLUTION/ANSWER:

1. **Click** the first one (the beginning of it)
2. Then hold down **shift** and **click** the last one (the end of it)
3. This will highlight all of them, then you can do whatever you need to do to all of them at once

A few notes:
- The examples above are not all the cases this will apply to. It is a general technique for selecting a group of things.
- One way to remember this is: *Shift* and *Shovel* both start with "*Sh*"; so if you need to *shovel* a whole bunch at once (instead of one item at a time), use *shift*.
- See related earlier TOTW here: https://www.uab.edu/medicine/dopm/images/TOTW/totw2018-03-29.pdf

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw