How to select multiple things

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and
Computer Tech in MT-403
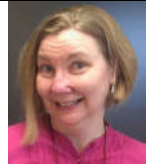
SITUATION:
How can I easily select multiple things that aren't right next to each other?
… for example:
- multiple phrases in a Word document, or
- multiple columns in an Excel worksheet, or
- multiple files in Windows Explorer

SOLUTION:
1. Select the first thing you want
2. Then go to the next thing you want. Hold down the [Ctrl] key and select it
   Note: On Macs, it is the "Command ⌘" key
3. Repeat the above step as many times as needed.

Then, of course, you can then do whatever you need (such as format, delete, copy).

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