

Select Multiple Files or Folders in File Explorer

When you are working with files and folders in File Explorer, sometimes you may want to select more than one item. For example, you may want to select a group of files and delete them or select multiple folders and move them to another folder.

Here's the quickest way to select items in File Explorer:

1. Click the first file or folder that you want to select.
2. Press and hold the Ctrl key on your keyboard.
3. With the Ctrl key still pressed, click each file and folder that you want to select.
4. Release the Ctrl key after you select the items. Each of the selected items is highlighted with a blue bar in File Explorer. Now you can apply commands like Cut, Copy, or Delete to all selected items.

Another way to select files or folders in File Explorer is to use the Ribbon. Click the Home tab for access to the Selection section. Several options in the Selection section of the Home tab let you select and deselect groups of files:

- ❖ **Invert Selection:** Selects the currently unselected files and folders, and deselects the currently selected files and folders. Every time you click Invert Selection, the selected and deselected files and folders switch.
- ❖ **Select All:** Selects every file and folder.
- ❖ **Select None:** Deselects every file and folder. The keyboard shortcut for the Select All command is Ctrl+A.