



Mouse Tips and Tricks

Double Click

If you want to highlight a word in a paragraph of a document, you can do so by double-clicking on that word.

Triple Click

If you want to select a paragraph then you can highlight that entire paragraph by triple clicking on that paragraph 3 times.

Vertical selection

To make a vertical selection, hold down the Alt key and drag down through the text you want to highlight.

**Shift key
and mouse
click**

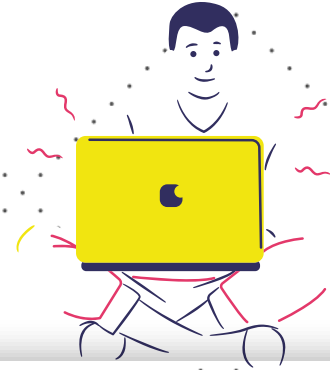
You put the cursor where you start the selecting and then by pressing the SHIFT button on the keyboard and clicking on the last of the paragraph, then the paragraph will be selected.

**Multiple
Selection**

While holding down the Ctrl, you can select multiple objects or highlight multiple sections of text.

**Right
click**

If you press the right click on a selected word, then you get shortcut menu like cut copy paste, font paragraph, bullets and numbering all these options.



**Take full advantage
of the scroll
wheel...**

If you are **surfing in your web browser** and you want to open a link in a **new tab**, then move the mouse cursor on that link and **click with the scroll wheel**. The link clicked by you will **open in a new tab**.

If you want to **close any open tab**, then **click on the mouse wheel** on that tab, that tab will be **closed**.

A Word document or web page **can be zoomed in or zoomed out** with the mouse scroll wheel. For this, **hold down the Ctrl button** and then mouse **scroll up to zoom in** and **scroll down to zoom out**.



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