

1. Open **MY COMPUTER**
2. Upper me **VIEW** Button hoga uspe click kijiye
3. Fir Right Side me **Options** button hoga uspe click kijiye
4. Fir ek dialogue box open hoga usme **View** tab pe click kijiye
5. Then Scroll down karne pe ek option aayega (**Use check boxes to select items**) use tick laga dijiye uske baad aap mouse se without control button press kiye kaam kar sakte hai kisi file ko select karne me

