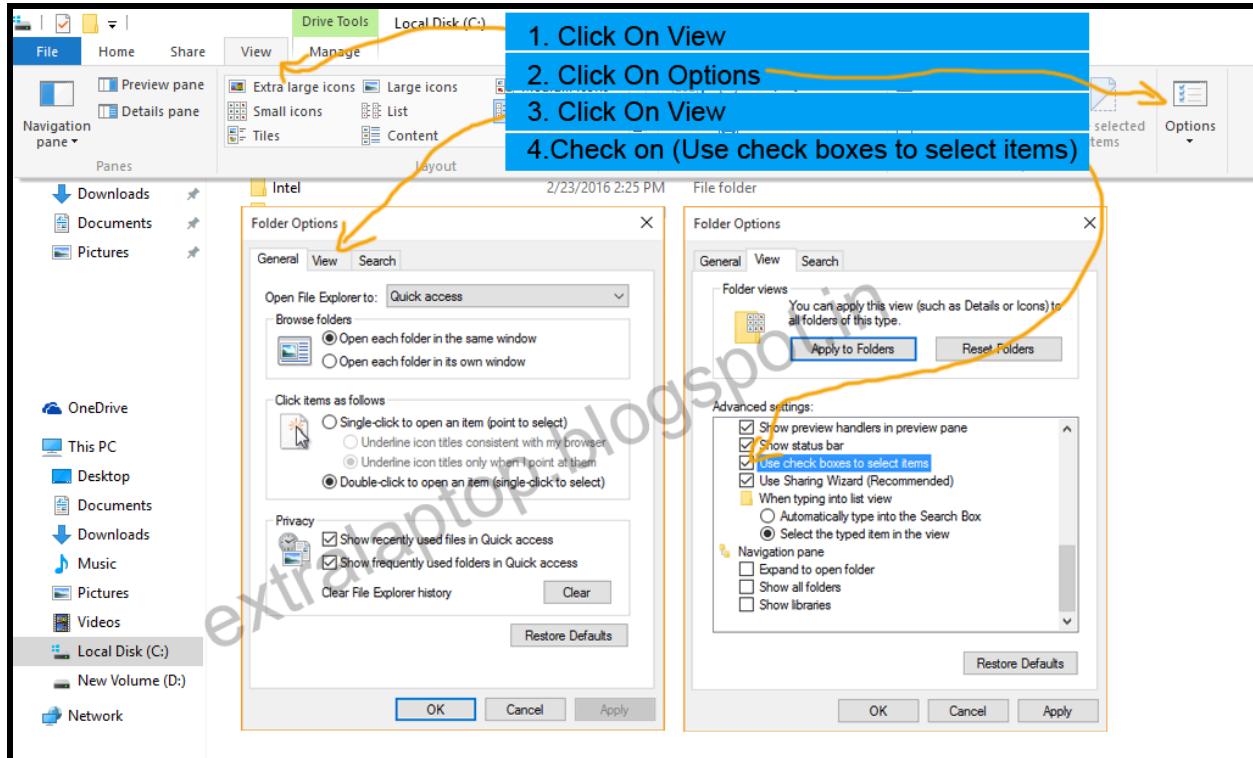


1. Open **MY COMPUTER**
2. Upper me **VIEW** Button hogा uspe click kijiye
3. Fir Right Side me **Options** button hogा uspe click kijiye
4. Fir ek dialogue box open hogा usme **View** tab pe click kijiye
5. Then Scroll down karne pe ek option aayega (**Use check boxes to select items**) use tick laga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



The screenshot shows a file list in Windows File Explorer. The 'View' tab is selected. The 'Details' view is applied. A column of checkboxes is visible to the left of the file names. Several files are selected, with their checkboxes checked. The file list includes:

Name	Date modified	Type	Size
addin	7/10/2015 1:28 AM	File folder	
AppCompat	2/25/2016 12:25 PM	File folder	
apppatch	7/10/2015 3:42 AM	File folder	
AppReadiness	2/23/2016 3:00 PM	File folder	
assembly	2/23/2016 2:33 PM	File folder	
Boot	7/10/2015 1:28 AM	File folder	
Branding	7/10/2015 1:28 AM	File folder	
CbsTemp	7/10/2015 3:50 AM	File folder	
CSC	2/22/2016 1:28 PM	File folder	
Cursors	7/10/2015 1:28 AM	File folder	