

Selecting and Moving Icons

You select an icon by pointing to that icon with the mouse pointer and then clicking the mouse button. When an icon is selected, it is highlighted. That is, its color darkens to indicate that it is selected. You can also move icons from one place on the desktop to another simply by dragging the icons to the desired new position. When you drag icons on the desktop, you cannot move them off the Windows NT desktop or place them on top of each other.

METHOD

To select an icon with the mouse:

1. Point to the icon with the mouse pointer.
2. Click the left mouse button.

To move an icon on the desktop:

1. Point to the icon you want to move.
2. Drag the icon to a new position.

EXERCISE

In the following exercise, you will select and move icons.

1. Point to the My Computer icon
2. Click the left mouse button *The My Computer icon is highlighted, indicating that it is selected.*
3. Point to the Recycle Bin icon and click the left mouse button *The Recycle Bin icon is selected.*
4. Point to the My Computer icon
5. Drag the My Computer icon below the Recycle Bin icon *A dimmed copy of the icon moves as you drag the mouse.*