

File changes using CTRL & Rightclick

Right-click dropdown list

Normally, when you right-click a file in Windows Explorer, a Dropdown menu appears with options to open, view, cut, copy, rename files and so forth. But if you hold the CTRL key while you right-click a file, you'll see an entirely different dropdown menu.

CTRL dropdown

The CTRL right-click menu allows you to alter the file view (so you can see small or large icons, details, and so on), rearrange the icons, or create a new folder or file.

Try this:

1. Go to Explore. (In XP you would rightclick the Start button and select EXPLORE.)
2. Doubleclick My Documents (It should be at the top of the left column)
3. Place the cursor on any file listed, then right click it? Note the dropdown options.
4. Move the cursor to a blank area and click to remove the dropdown list.
5. Now, again place the cursor over the same file again but this time, hold down the CTRL key and rightclick. Note the options given.

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