

### 1.1.1 A Faster Way of Opening Files and Folders in the computer



This method is meant for those that are already used to the computer. Even, as a beginner, you may choose to open your computer with this method as well, provided you get used to it and also, know how to configure and start using it on other computers. It is called “**Point-to-Select**” and “**Click-to-Open**”.

To select an item (File or Folder), just point your mouse to it and wait a few seconds – it will be highlighted.

If you want to open the File or Folder:

Click on the item once  Opens the File or Folder

To deselect, click on an empty space that contains no File/Folder.

To configure “**Click-to-open**”:

**Step 1:** Press  + 

**Step 2:** While in Windows Explorer, right-click on **Quick Access** (Located at the top left corner of the screen)