

Copy and Paste v Drag and Drop

There are a couple of techniques you can use to Copy data on a PC. The most common is Copy and Paste but Drag and Drop works equally as well. Its all down to personal preference and usually is dependent on your 'mouse control' If you find the mouse or touch pad difficult to use then use the keyboard.

Here is a link to a free, handy Windows 'keyboard shortcuts' booklet ..

<http://www.scribd.com/doc/24955550/Windows-XP-Keyboard-Shortcuts-Trifold>

Once you have mastered the 'usual' keyboard shortcuts like ..

Select Control + a
Copy Control + c
Paste Control + v
Delete Control + x

You will find the operations very easy to do. Master the art of using one hand to operate 2 keys. The [CTRL] keys usually live on both sides of the keyboard.

So, what is Drag and Drop and is it better?

Drag and drop is the use of the mouse or touchpad to select and move items around. With a mouse, you HOLD the left button down and run the pointer over an item to select it. A right click will pop-up a menu of options including Copy and Paste.

Here is a link to a handy tutorial ...

<http://library.gnome.org/devel/hig-book/stable/input-mouse.html.en>



And don't forget the Windows key. Use of this key gives access to a host of other useful functions.

Have a look here ..

<http://www.seoconsultants.com/windows/key/>