

## How to Create a Shortcut on Your Desktop or Taskbar

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[Create a Desktop Shortcut to a Webpage](#)

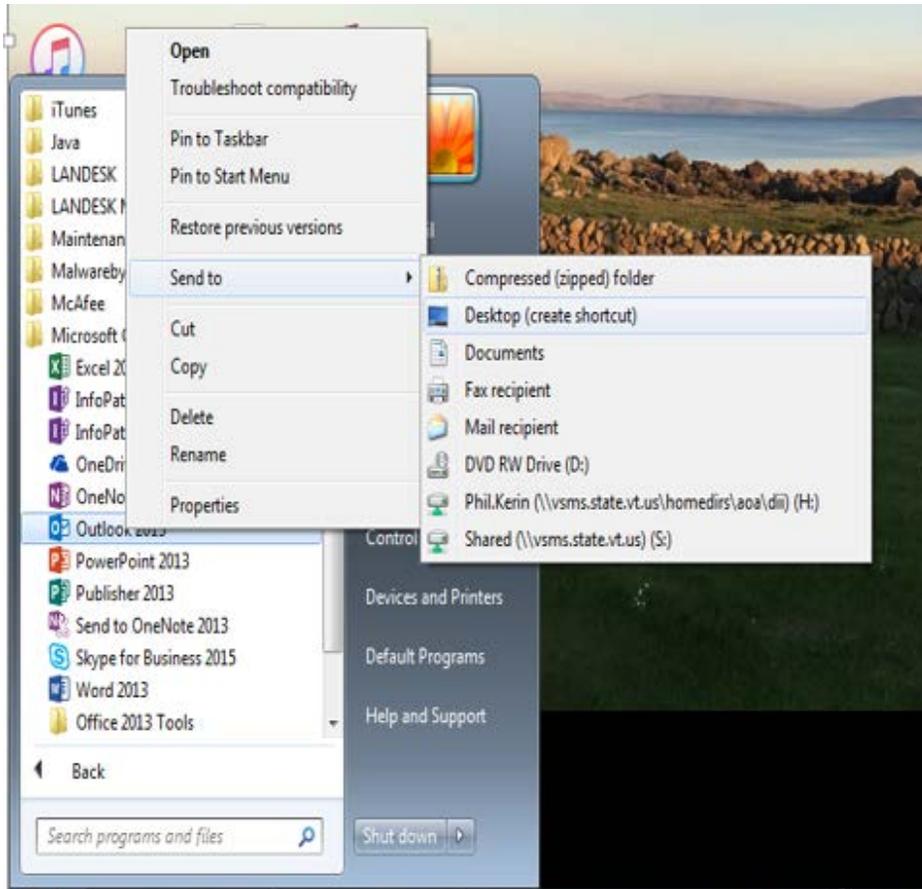
[Create a Shortcut on Your Task Bar](#)

### Create Shortcut on Your Desktop

A **desktop shortcut**, usually represented by an icon, is a small file that points to a program, folder, document, or Internet location. Clicking on a shortcut icon takes you directly to the object to which the shortcut points. Shortcut icons contain a small arrow in their lower left corner.

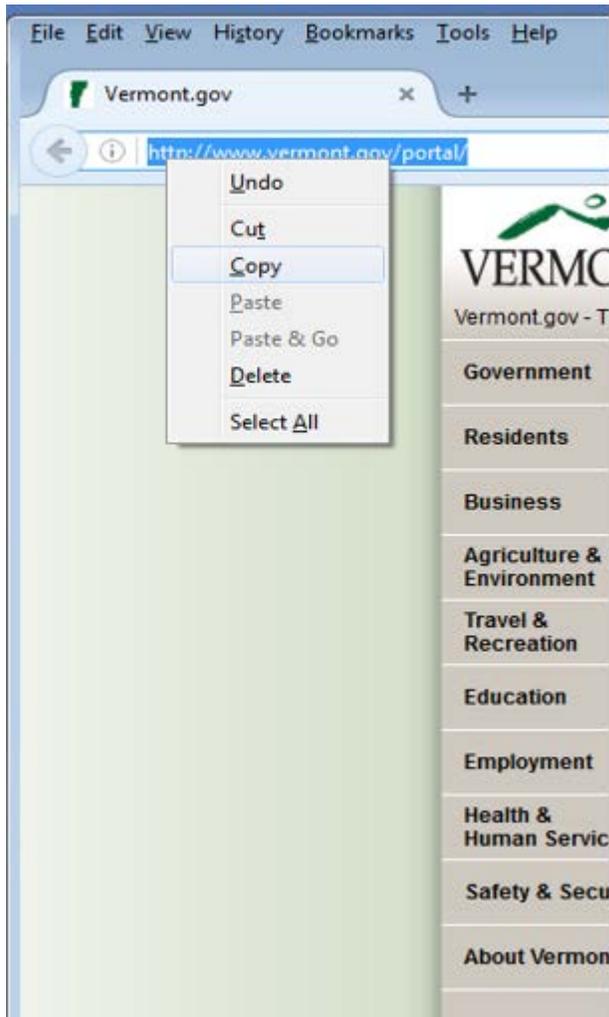
How to create a desktop

1. Find the application, file, or folder you wish to make a shortcut to.
2. For applications such as Outlook, word, excel, etc., click on the start menu, hover over all programs, **right click** on the item, hover over “Send to” and then select Desktop (create shortcut)
3. A new shortcut icon for that application or file will be placed on your desktop and you will be able to double click on it to access. To delete the shortcut, simply **right click** on the icon and select the delete option. This will only remove the shortcut icon; the application or file will remain on your PC where it was previously saved.

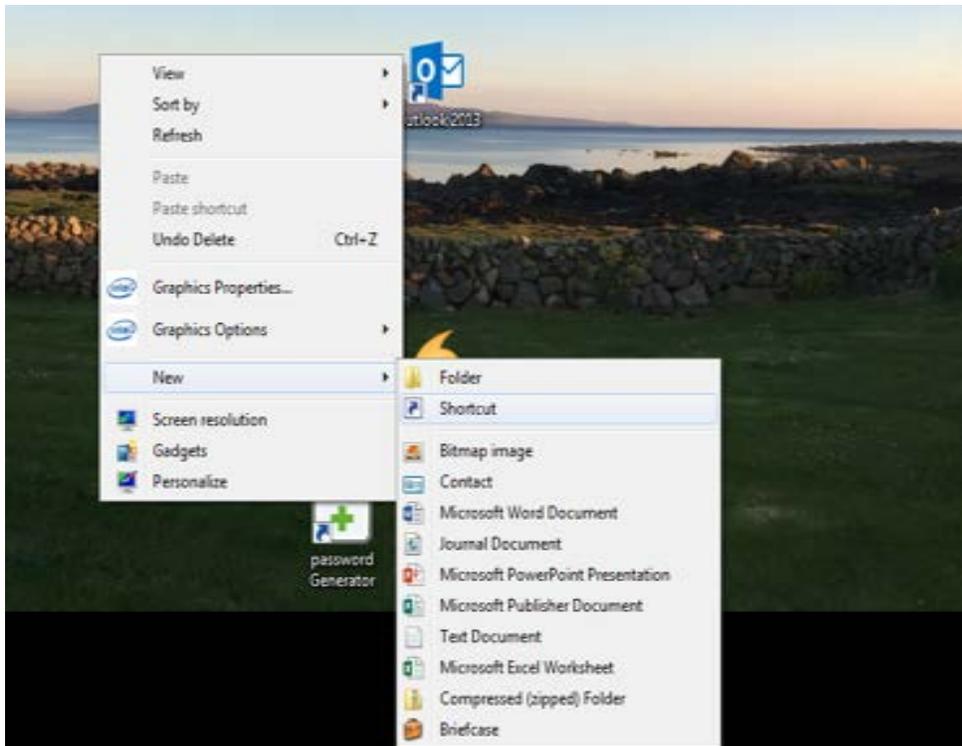


## Create a Desktop Shortcut to a Webpage

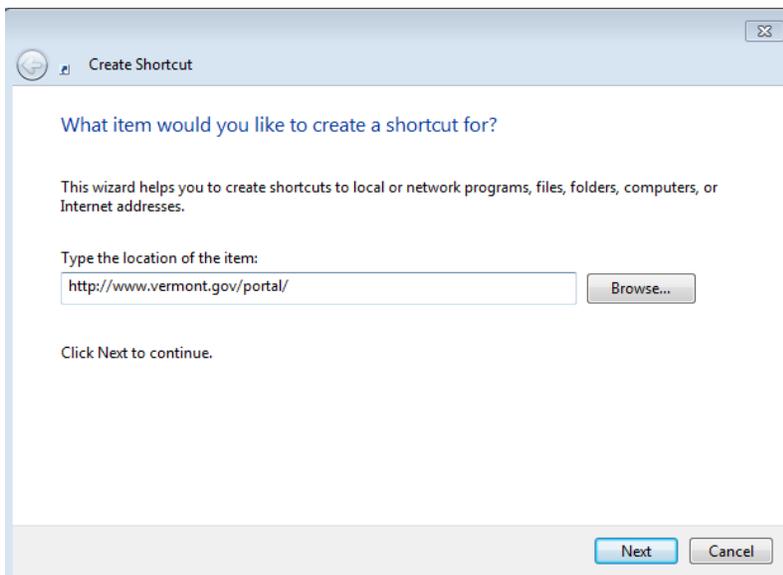
1. Click and drag on the web address to highlight it. **right click** and select copy



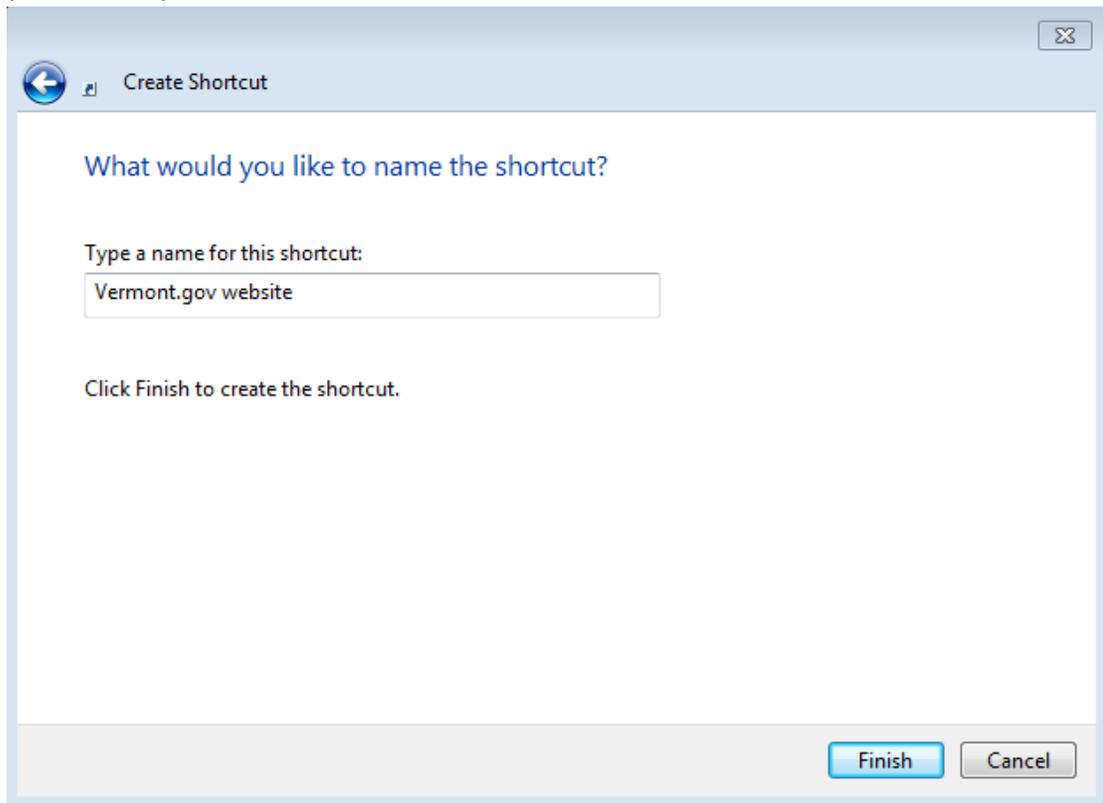
2. **Right click** anywhere on the desktop and hover over New, then select Shortcut



3. Paste the web address in the required field, and hit next.



4. Type a name for your new shortcut, select finish and you will have a new icon appear on your desktop.



## Create a Shortcut on Your Task Bar

You can pin a program directly to the taskbar so you can open it quickly and conveniently, rather than looking for the program in the Start menu.

Click Start, find the program, **right-click**, and then click Pin to Taskbar.



You will now have an easily accessible icon pinned to your taskbar

