


Taste of Tech

Adding a Shortcut to Your Desktop

1. Go to Windows Explorer by selecting from your keyboard ( + E).
2. Right-click the file or folder; then select Create Shortcut.
3. Right-click on the shortcut icon and select Cut.
4. On your desktop, right-click a blank area and select Paste.

Arrow indicates that an icon is a shortcut



Notes: Shortcuts are so easy to create, you may end up with too many on your Desktop. If you do, just click the shortcut icon and press Delete. This deletes the icon, not the file it points to.

You can find  button near the space bar on the bottom of your keyboard.