

## How to create a desktop shortcut

Right click on the desktop

Click on new

Click on Shortcut

In the datawell next to Browse

type in the URL of the webpage you are making the shortcut for

Click Next

Name your shortcut

Click Finish

If want to create a shortcut for a program that is installed on your computer

Right click on the desktop

Click on new

Click on Shortcut

Click on Browse

Navigate to the program you want

Click on the program

Click OK

Click Next

Name your shortcut

Click Finish