How to create a desktop shortcut

Right click on the desktop
Click on new
Click on Shortcut
I 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