

Computer Lesson 4 – Create shortcuts Rev. 1

Create shortcut on the desktop:

- 1) Click on **Start**.
- 2) Click on **All Programs**
- 3) Look for **Internet Explorer** and right click on it. You will see a small menu window.
- 4) Click on **Send To**. You will see another small menu window.
- 5) Look for **Desktop (create shortcut)** and click on it.
- 6) You will see an Internet Explorer Shortcut icon on the desktop. A program shortcut icon always has a turning arrowhead attached to it.
- 7) If you choose different program at step 3 and follow the same process, you can create shortcut on desktop for the program you chose at step 3.
- 8) You can even create more than one shortcut for the same program on the desktop as you like.
- 9) Repeat step 1 ~ 5 to create another Internet Explorer Shortcut.

Delete a shortcut on the desktop:

- 1) Find the second Internet Explorer Shortcut icon on the desktop.
- 2) Right click on it. You will see a menu window. Look for **Delete**. Click on **Delete**.
- 3) You will see a **Delete Shortcut** dialogue window. Click on the radio button **Yes**.
- 4) You will see the icon disappears from the desktop.

Create Computer icon on the desktop:

- 1) Click on **Start**.
- 2) Look for **Computer** and right click on it.
- 3) Look for **Show on Desktop** and find out if it is checked or not.

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- 4) If it is checked, leave it alone. If not, check it by clicking on it.
- 5) You should see the Computer icon on desktop. If it is not located at the most upper and the most left corner, drag and drop it there.
- 6) If the location is already occupied, move this icon away by drag and drop. Then repeat step 5.
- 7) This Computer Icon stands for a very important program called Windows Explorer that is very important program in your computer.
- 8) **Note:** This Computer icon works like a shortcut in some way but it is NOT a shortcut. **Never** use delete feature to delete or remove it.

Create an icon in Quick Launch Bar:

- 1) Click on **Start**.
- 2) Click on **All Programs**.
- 3) Look for **Internet Explorer** and right click on it. You will see a small menu window.
- 4) Look for **Add to Quick Launch**, Click on it.
- 5) You will see the Internet Explorer Shortcut icon in the Quick Launch Bar.
- 6) At this point, you may not want to keep the shortcut on the desktop. If so, you can delete it.

Delete a shortcut from Quick Launch Bar:

- 1) Right click the shortcut icon in the Quick Launch Bar.
- 2) You will see a small menu window.
- 3) Look for **Delete** and click on it.
- 4) You will see a **Delete Shortcut** dialogue window. Click on the radio button Yes.
- 5) You will see the icon disappears from the Quick Launch Bar.

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What are the shortcuts for?

A shortcut is used to activate a program much quicker than without using it. Activate means start running.

What is the difference between the icon being put in the Quick Launch Bar and on the desktop?

Not very much different in terms of function. However, since the Quick Launch Bar has very limited space and easy to locate the icons, you should only put the most frequently used programs, like Internet Explorer and Word, in the Quick Launch Bar.

If I delete a shortcut, do I delete the related program?

No, you only delete the icon. The program the icon points to is intact. You can create another icon as you like or as many icons as you like.