

Exercises for Creating Short Cuts

Exercise A: Creating Shortcut on the Desktop to the Calculator

1. Right Click in a blank section of the desktop
2. Move the mouse over the word "New" (another menu opens)
3. Move the mouse over to that menu and Click once with the left mouse button on the word "shortcut" (a window will open)
4. Click once with the left button on the word "Browse"
5. Find the calculator program by browsing the computer (C:\Windows\System32\calc.exe)
6. Select "calc" by clicking once with the left mouse button then click the "next" button
7. Name the shortcut Calculator by typing in the box
8. Click finish and notice your new shortcut on the desktop for the calculator

Exercise B: Creating a Desktop Shortcut for a New Folder

1. Right Click in a blank section of the desktop
2. Move the mouse over the word "New" (another menu opens)
3. Move the mouse over to that menu and Click once with the left mouse button on the word "folder" (a folder will appear on the desktop)
4. Name the folder (If you forget to name the folder the default name is "new folder"
 - a. Right click on the folder
 - b. Select "Rename"
 - c. Give the folder a name by typing in the text area of the folder icon.

Exercise C: Creating a Desktop Shortcut to an existing Folder "Documents"

1. Click on the Start Button to open up the Start Menu
2. Find the Folder then left click on the Folder (a menu will open)
3. Move the mouse over the words "Send to" (another menu opens)
4. Move the mouse to this menu and right click once on the option "desktop (create shortcut)
5. Windows Help & How to.