

Creating a Short Cut

Let's create a short cut for the game "SOLITAIRE" and put it on your desktop because you use this program often. Click "START" click "ALL PROGRAMS" click "GAMES" right click "SOLITAIRE." A Menu will pop open with a number of options. Bring your mouse pointer up to the "Pin to Start Menu" option and click. Now when you click the start button, Solitaire is always available on the left side of the Start menu.

If you want Solitaire to be a shortcut on your desktop Right click and hold the right button, and drag the Solitaire icon to the desktop. When you release the right button windows asks whether you want to move or copy the shortcut. Select copy, and the shortcut will now appear on your desktop. Take notice this icon has an arrow on the bottom left corner. The arrow means you that you have just put a shortcut to the program on your desktop not the actual program. So, if you delete this icon you are only deleting the shortcut. The program is still on your computer and can be accessed through the Start menu.