



Creating Icons (shortcuts) on the desktop

- ❑ Locate the shortcut to be created on the programs menu by clicking on **Start > Programs (or All programs)**
- ❑ Move the mouse so that the cursor hovers above the shortcut which is to be created on the desktop
- ❑ Hold down the CTRL key on the bottom left of the keyboard. **Keep this held down for the next 3 steps**



Hold down the CTRL key

- ❑ With the cursor hovering over the shortcut, Hold down the left mouse button
- ❑ Drag the shortcut over onto a blank area of the desktop
- ❑ Release the left mouse button to drop the shortcut on the desktop
- ❑ Release the CTRL key
- ❑ To move the shortcut to a different location on the desktop, drag it by holding down the left mouse button (but NOT the CTRL key this time)