

How to Create a Desktop Shortcut to a Program

1. Right-click on an empty area of your desktop.
2. On the short-cut menu, click **New**.
3. Click on **Shortcut**.
4. The Create Shortcut Wizard appears. Click the **Browse button**.
5. Open the Program Files folder, then the *Microsoft Office* folder, and finally the *Office* folder.
6. Click on to select a program icon and then click **Open**.
7. Click **Next** on the Shortcut Wizard and follow the Wizard's directions.