

## **PIN WEATHER AND NEWS ICONS ON YOUR DESKTOP OR TASKBAR**

Most of us like to make sure that anything we use frequently is easily accessible. That's why people place telephone numbers on speed dial.

Desktop or Taskbar shortcuts in Windows are like these real-life shortcuts because they are excellent timesavers. By placing shortcuts to your frequently used files, folders, and applications on your Desktop or Taskbar, you avoid having to hunt around for them in the vast recesses of your computer.

You can find the target item listed after clicking the **Start** button. All the applications stored on your computer will be listed here in alphabetical order. Once you find the target application (it may be hidden in a file folder), right-click on it, then click on **More**, then **Pin to Taskbar**. This action will place a shortcut icon on your Taskbar.

Practice by executing one or more of these examples.

### **PLACE A SHORTCUT FOR THE WEATHER APP ON THE TASKBAR**

- a) Click on the **START** button (or press the Windows key).
- b) Find the **Weather** application.
- c) Right-click on **Weather**.
- d) Click on **More**.
- e) Click on **Pin to Taskbar**.
- f) Press the **ESC (ESCAPE)** key in the upper left corner of your keyboard to close the menus. (As an alternative click on the part of the Desktop that shows in the background behind the open menus.)
- g) A shortcut for **Weather** now appears on your Taskbar.

### **PLACE A SHORTCUT FOR THE NEWS APP ON THE DESKTOP**

- a) Click on the Start button (or press the Windows key).
- b) Find the **News** application.
- c) Drag the News application across to the Desktop and drop it.