

PIN A FAVORITE APP TO YOUR DESKTOP FOR EASY ACCESS

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 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), drag it across to the Desktop and drop it.