

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Creating Shortcuts

Date: 24-03-20

Shortcuts:

- A shortcut is a small file that is linked to a program, document, folder or an Internet address. The file is represented by an icon with an arrow in its lower left corner as shown in the figure.



- Shortcut is linked to a file or folder, which can be located anywhere on a local hard disk or external drive or disk.
- Thus, a shortcut is a pointer to an object and the object itself. This means that we can create and delete shortcuts without affecting the object it is linked to a file.

Creating a Shortcut:

A shortcut can be created by following two ways.

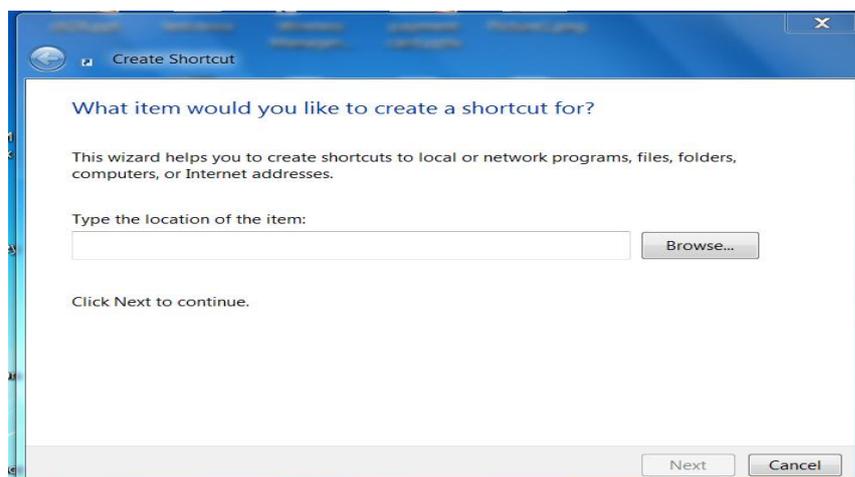
- By using cut and paste or
- By using create shortcut wizard.

To create a shortcut using copy and paste, do the following:

- 1) Right click the items for which you want to create a shortcut.
- 2) From the context menu, choose *Copy*.
- 3) Now right click on the desktop and choose *Paste* from the context menu.

To create a shortcut using the create shortcut wizard, do the following:

- 1) Right Click the desktop, from the context menu choose *New*, and then choose *Shortcut*.
- 2) The wizard for create shortcut appears, as shown in the figure.



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- 3) Click the *Browse...* button. In the Browse for Files or Folders dialog box, locate the item for which we want to create a shortcut.
- 4) Click the *OK* button. After we click OK, the wizard returns us to its initial dialog box, with the Type the location of the item: filled in.
- 5) Click *Next >* button to type a name for our shortcut, click *finish*, and our shortcut will appear.

Renaming a Shortcut:

When we create a shortcut, Windows gives it a default name based on the underlying object.

To change the shortcut name do this:

- 1) Right click the shortcut icon.
- 2) From the context menu, choose *Rename*.
- 3) Type the name that we want to use.

Deleting a shortcut:

- 1) Select the icon and press the *Delete* key. Alternatively, right click the shortcut to be deleted and choose *Delete* from the context menu.
- 2) Windows asks for conformation before deletion.

Assignments:

- **What do you understand by shortcut for files and folders? How is it helpful for users?**
- **What are the ways to create shortcut. Write any one of them.**