

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Taskbar icons and shortcuts[continued]

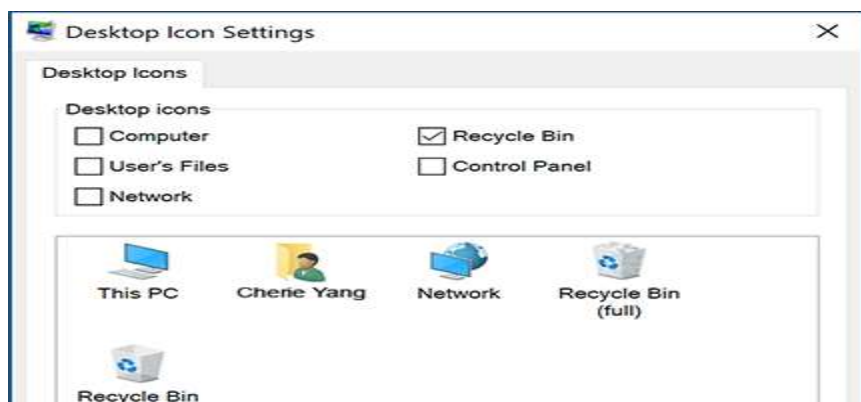
Date: 08-04-20

Icon:- An icon is a small graphical representation of a program or file. When you double-click an icon, the associated file or program will be opened. For example, if you were to double-click on the My Computer icon, it would open Windows Explorer. Icons are a component of GUI operating systems, including Apple macOS X and Microsoft Windows. Icons help users quickly identify the type of file represented by the icon.

Show Different icons in window 10:-

Our desktop icons may be hidden. To view them, right-click the desktop, select View, and then select Show desktop icons. To add icons to your desktop .

- Select the Start button, and then select Settings > Personalization > Themes.
- Under Themes > Related Settings, select Desktop icon settings.
- Choose the icons you would like to have on your desktop, then select Apply and OK



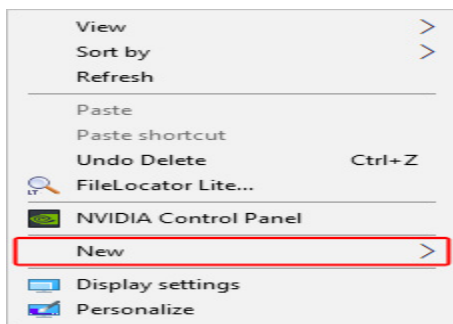
Shortcut:- A shortcut is a link that points to a program on the computer. Shortcuts allow us to create links to programs in any folder, Start bar, Taskbar, desktop or other locations on the computer. A shortcut in Windows has a small arrow in the bottom left

corner of the icon. A shortcut is useful for accessing software programs or files more easily. Having a shortcut on the Windows desktop eliminates the need for users to look through the Start menu Programs list to find a specific software program. A shortcut also makes it quicker to open a file and not have to dig through folders on the computer to find a file.

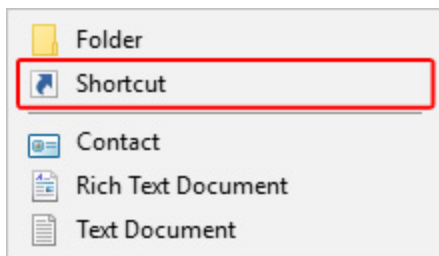
How to create a windows shortcut:-

This method allows users to create shortcuts on the Windows desktop or in a folder.

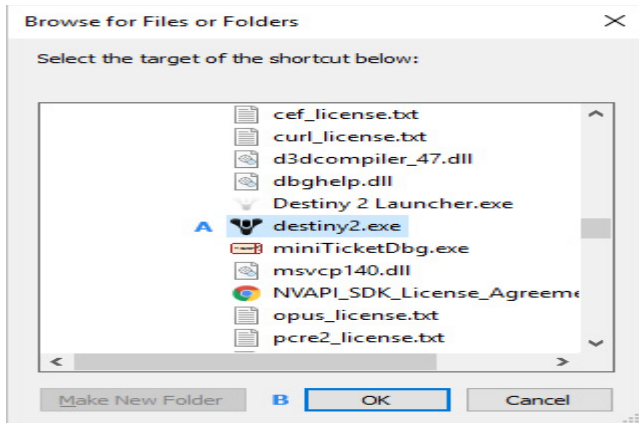
1. Right-click a blank space on the Windows desktop, a folder, or in a directory.
2. Move your mouse cursor over New in the drop-down menu that appears.



Then select Shortcut.



4. On the Create Shortcut window, click the button.
5. Locate the program for which you'd like to create a shortcut (A), and then click OK (B).



6. Click the Next button.
7. **Type in a name** for the shortcut, then click the Finish button.