


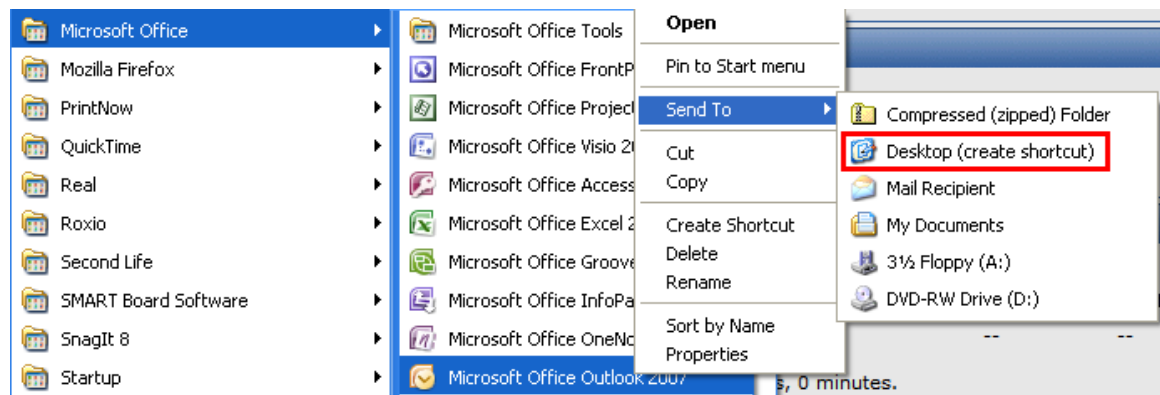
Tuesday TechTip:

Take a shortcut:

With gas prices today, you may find yourself often looking for a shortcut to where you are going. Similarly, computer shortcuts offer a quicker, shorter, way for accessing applications.

How to Create a Shortcut on the Desktop:

1. Click the  button.
2. Click **All Programs**.
3. Right click on the application to which you would like to create a shortcut.
 - a. For example, find Microsoft Office in the *Programs* list.
 - b. Right click on *Microsoft Office Outlook 2007*



4. Select **Send To**
5. Click **Desktop (create shortcut)**. This will send a shortcut on your Desktop to the specified application.

[Click here to check out archives of all TechTips](#)

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>