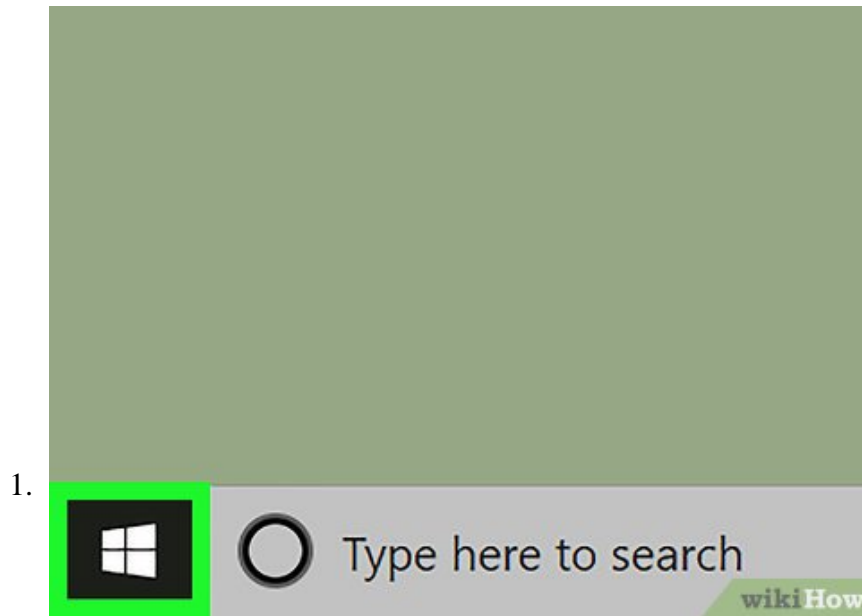


# How to Create Desktop Shortcuts for Office Programs on PC or Mac

This wikiHow teaches you how to create a new shortcut icon for a Microsoft Office app on your computer, and save it to your computer's desktop. Open the Start menu on your computer. Click the Start icon in the lower-left corner of your...

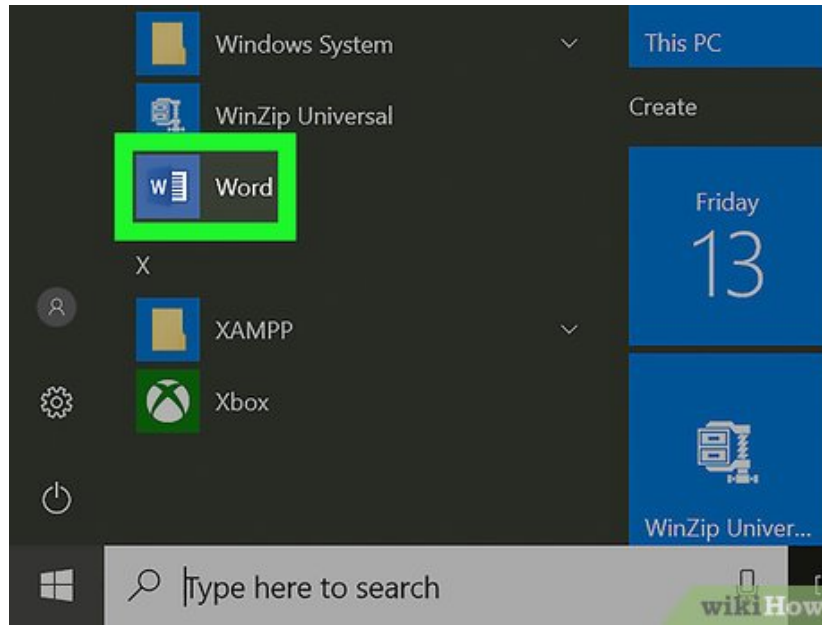
Method 1 of 2:

## Windows



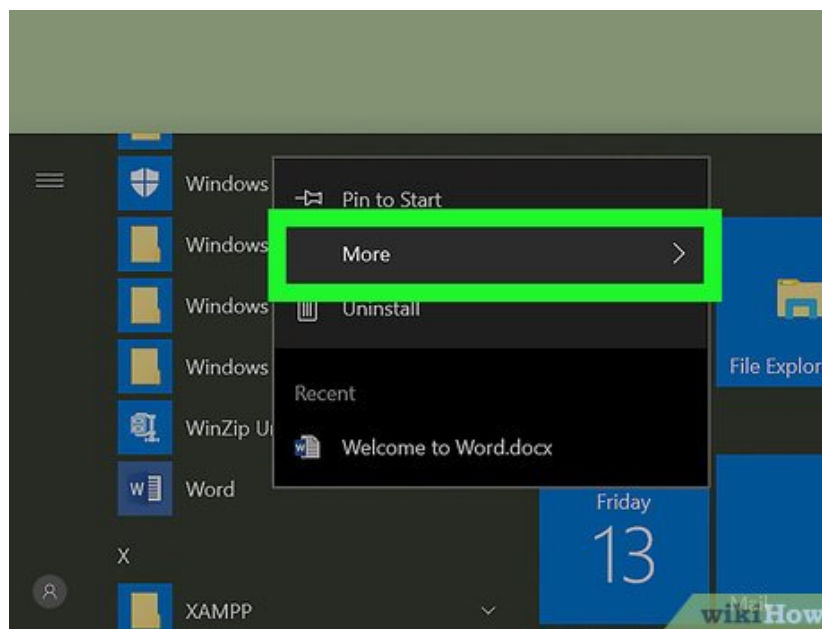
**Open the Start menu on your computer.** Click the Start icon in the lower-left corner of your desktop to open the Start menu.

2.

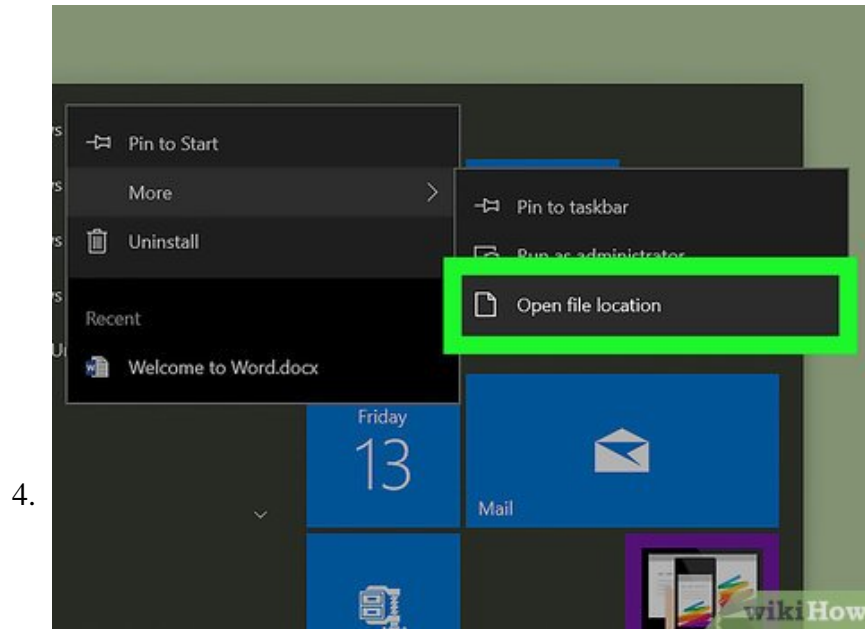


**Right-click the Office program you want to create a shortcut for.** Find the Office program you want to shortcut, and right-click on its name or icon. This will open your options on a pop-up menu.

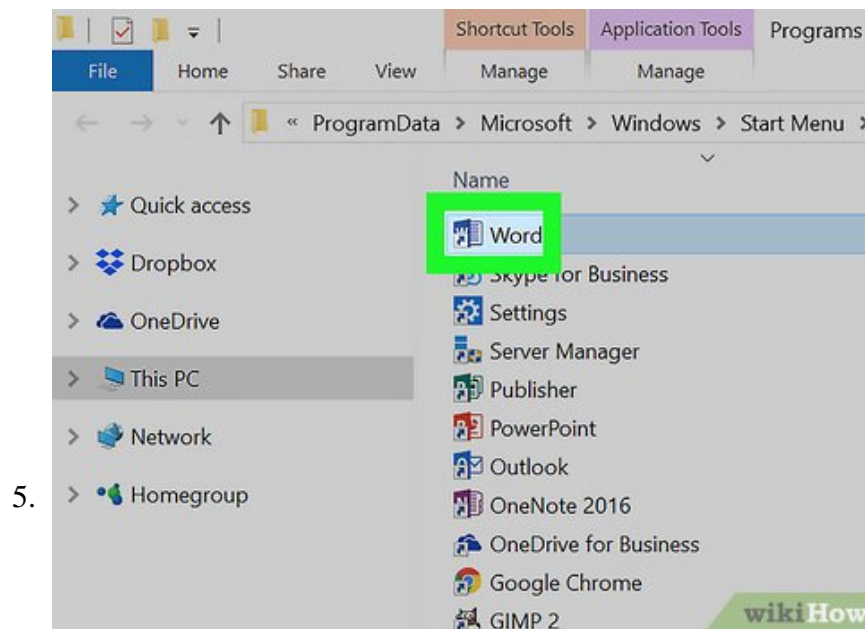
3.



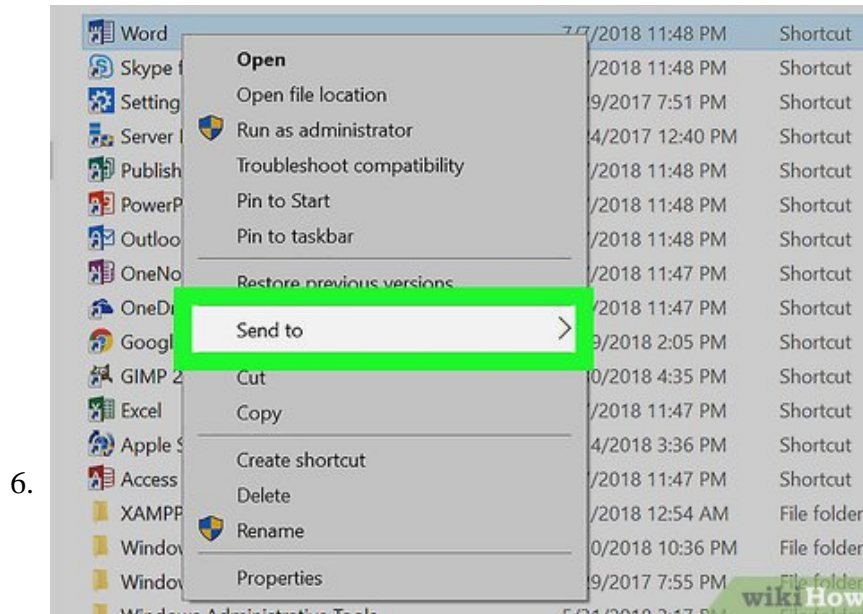
**Hover over**  on the right-click menu. A sub-menu will pop up with more options.



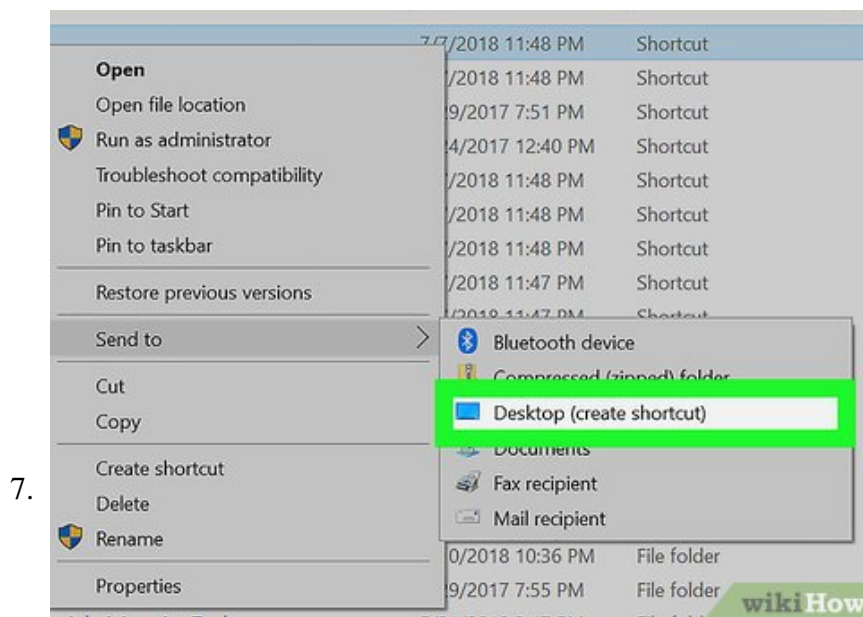
Click **Open file location** on the **More** menu. This will open a new file explorer window, and locate the selected program's original EXE file.



Right-click the EXE file in the file explorer window. Your right-click options will pop up.



**Hover over Send to on the right-click menu.** This will show the available options you can use to send this file to another device or location.



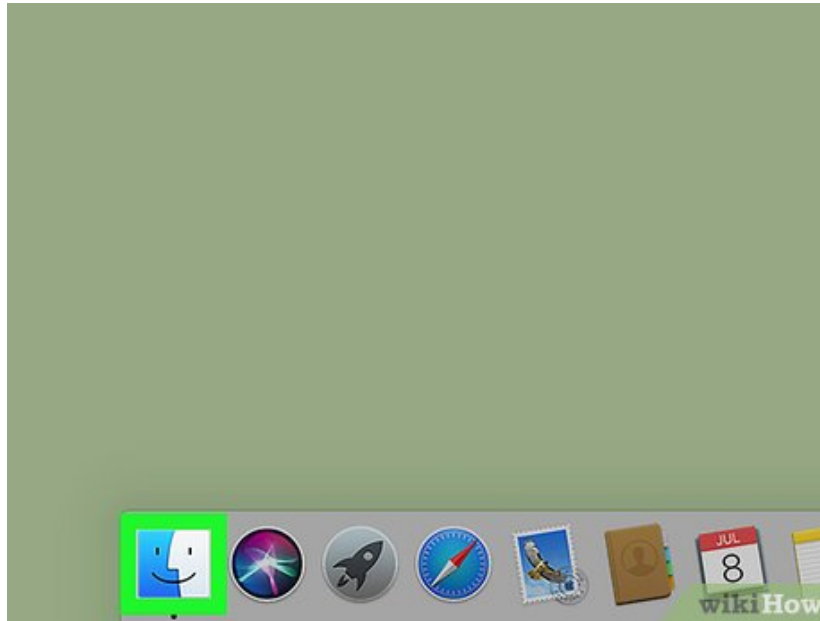
**Select Desktop (create shortcut) on the Send to menu.** This will create a shortcut to the selected program, and save it on your desktop.

1. Alternatively, you can select **Create shortcut** on the right-click menu. This will create a shortcut in the same folder. You can then drag this shortcut to your desktop manually.

Method 2 of 2:

**Mac**

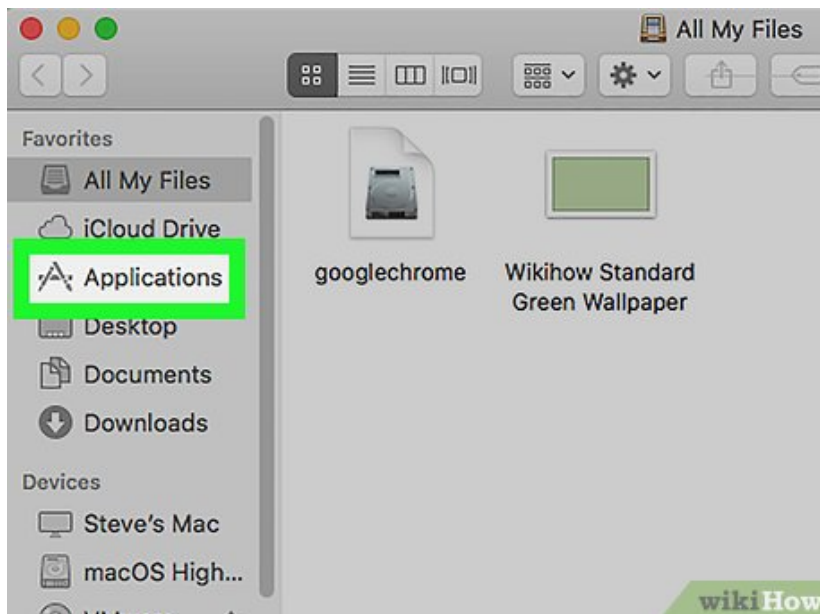
1.



**Open a new Finder window.** Click the blue-and-white smiley face icon on the far-left of your Mac's Dock at the bottom of your screen. This will open a new Finder window.

1. If you already have a Finder window open, clicking the Finder icon will only switch you to the open window. In this case, press **Command + N** to open a new Finder window without closing the other one.

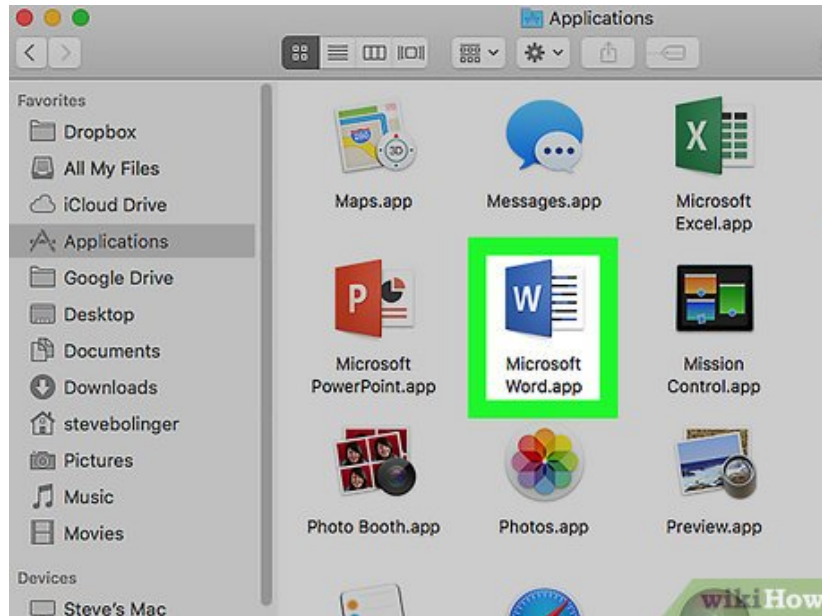
2.



**Click Applications on the left sidebar.** This will open your Mac's Applications folder in your current Finder window.

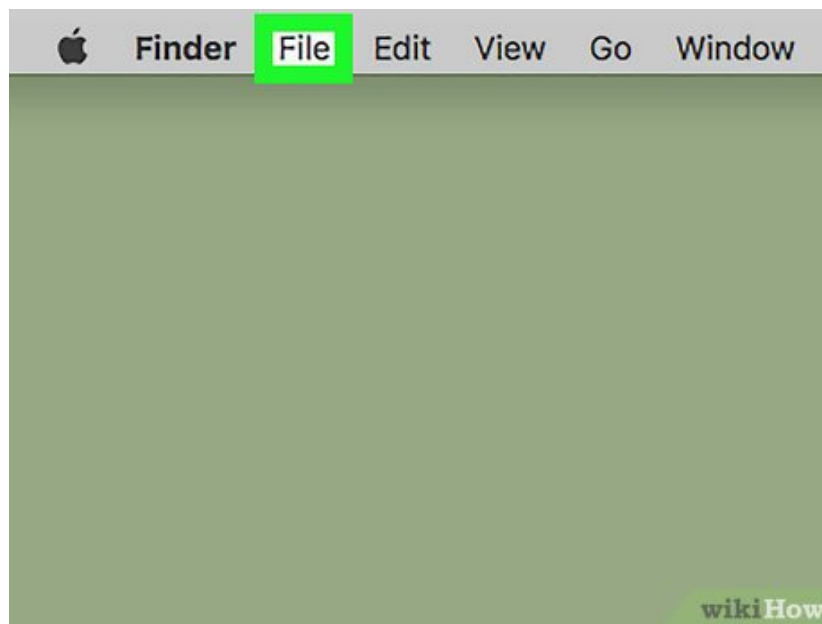
1. If you don't see a sidebar on the left-hand side, press **Option + Command + S** on your keyboard. The sidebar will show up on the left of your current window.

3.

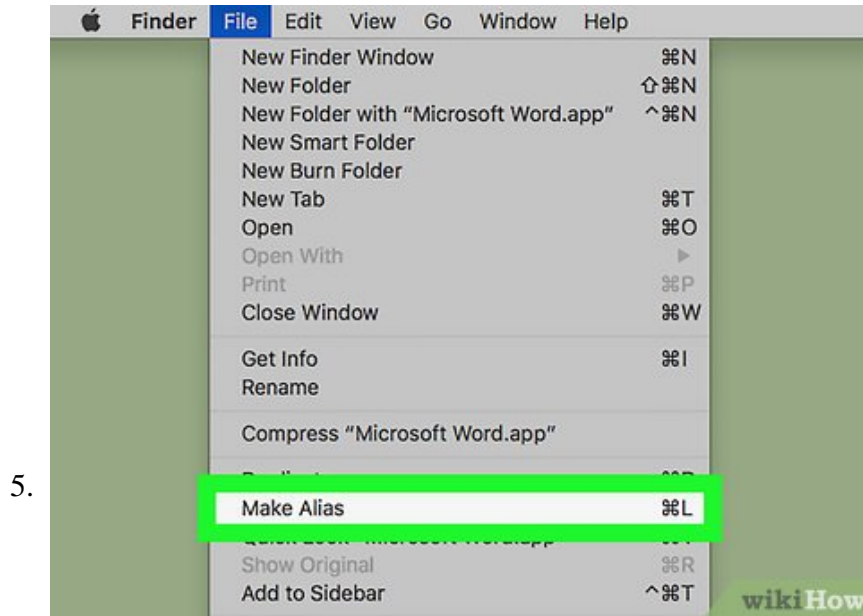


**Select the Office app you want to create a shortcut for.** Find the Office app you want to use, and click on its name to select and highlight the program.

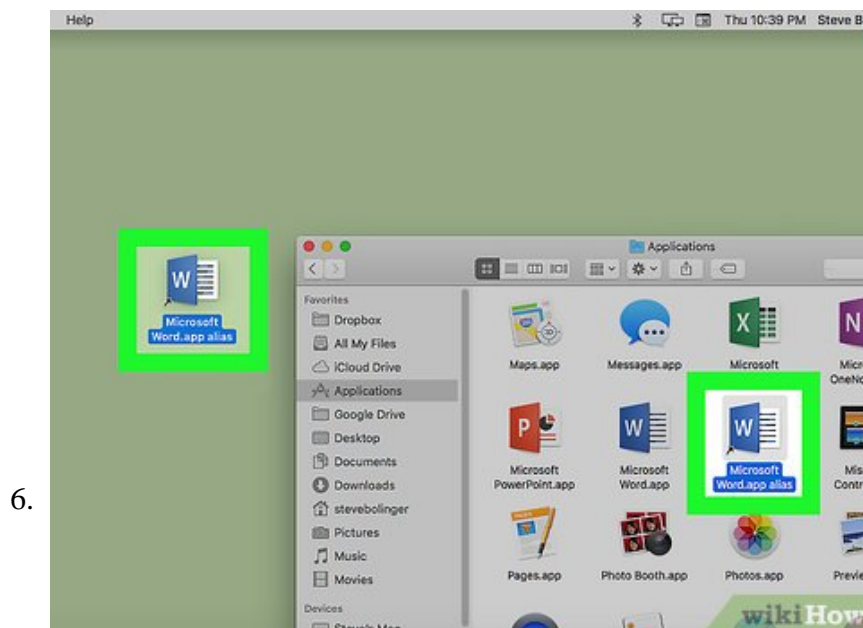
4.



**Click the File tab on the top-left.** This button is on the menu bar in the upper-left corner of your screen. It will open a drop-down menu.



Click **Make Alias** on the File menu. This will create a shortcut to the selected program, and save it next to the original app in the Applications folder.



**Drag the shortcut to the desktop.** You can simply click and drag the app shortcut (alias), and move it from the Applications folder to your Mac's desktop.

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