

Instructions on how to create shortcuts to open applications and folders in Windows

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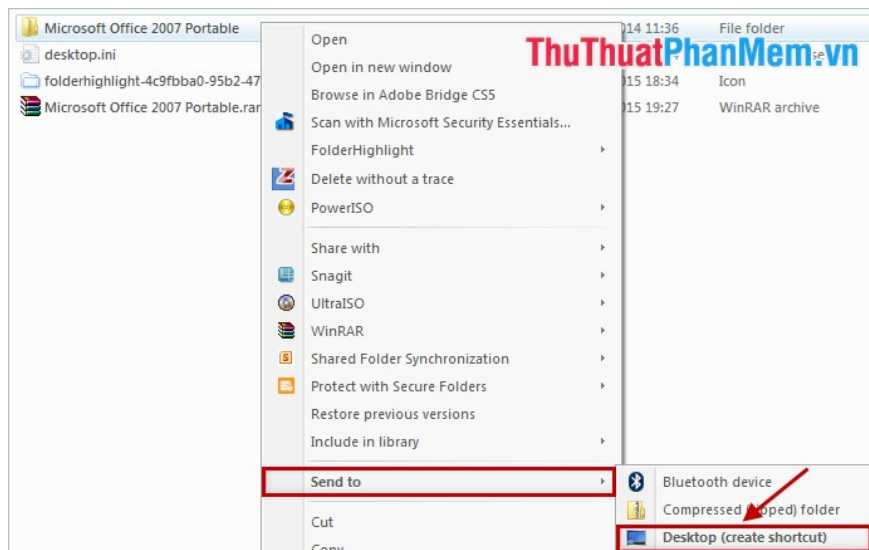
Many of you have a habit of using keyboard shortcuts when working on Windows, using keyboard shortcuts to help you work more efficiently and save time.

You often have to use some applications on your computer, you can use the keyboard shortcut to open those applications instead of using the mouse cursor.

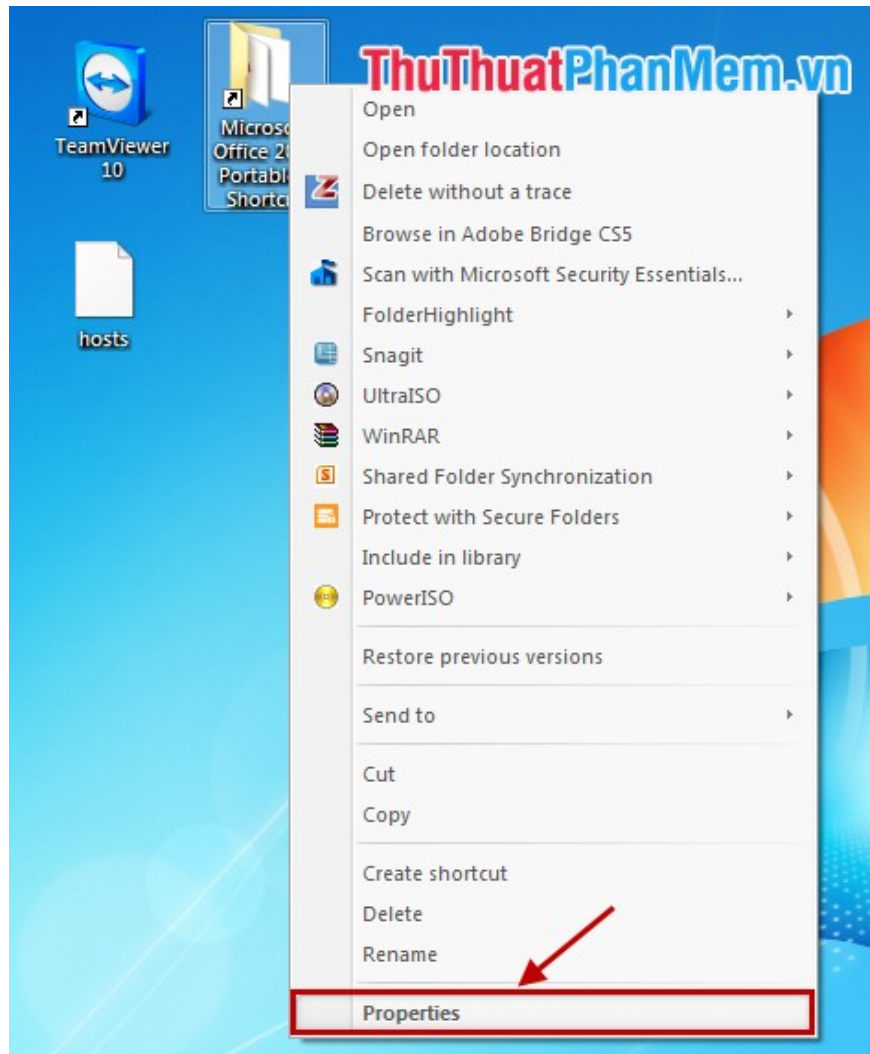
If you do not know how to create shortcuts to open Windows applications, you refer to the article below.

1. Create shortcuts for folders in Windows.

Step 1: You want to create a shortcut for any folder first you need to create a shortcut for that folder on the Desktop. Right-click on the folder and select **Send To -> Desktop** .

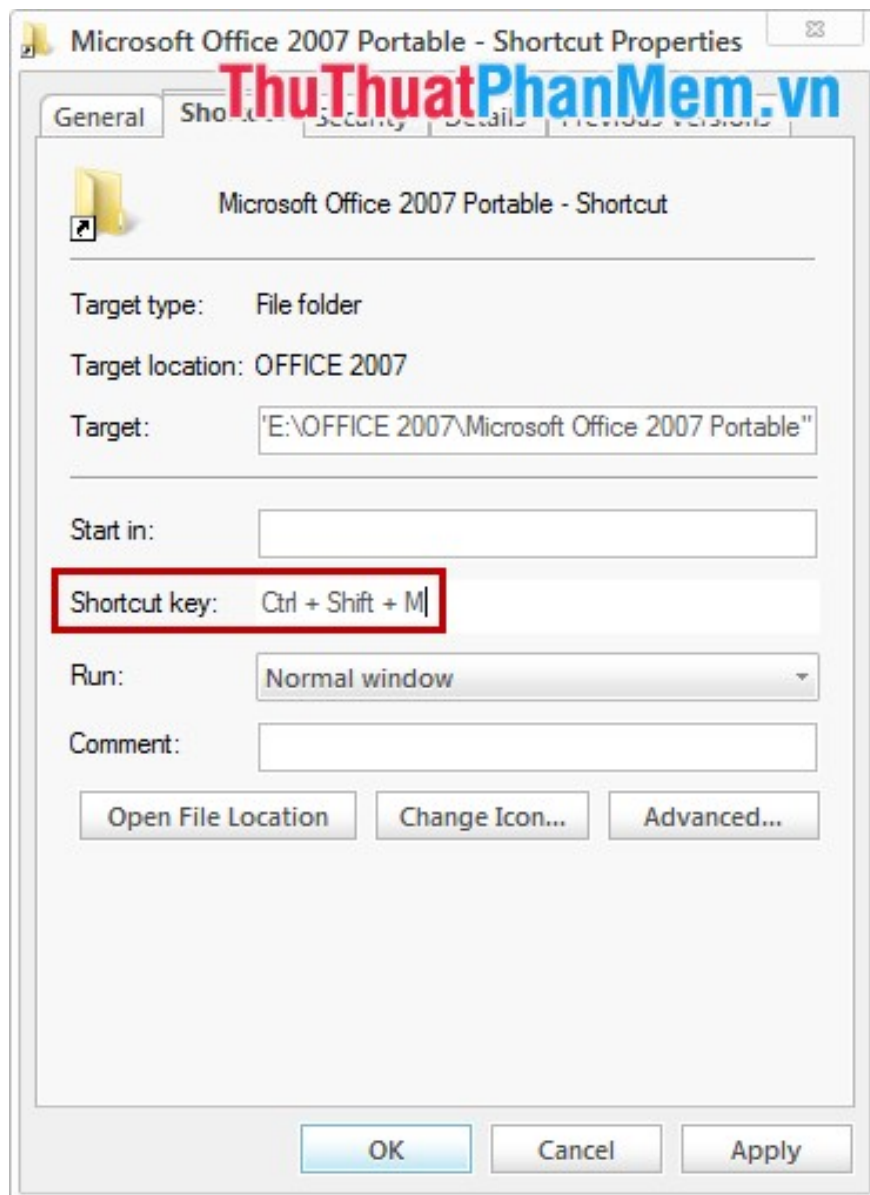


Step 2: On the Desktop, right-click the shortcut of the newly created folder and select **Properties** .



Step 3: The **Shortcut Properties** dialog box appears, in the **Shortcut key** section you can use two types of shortcuts: **Ctrl + Alt + Character** (24 letters) and **Ctrl + Shift + Character** (24 letters).

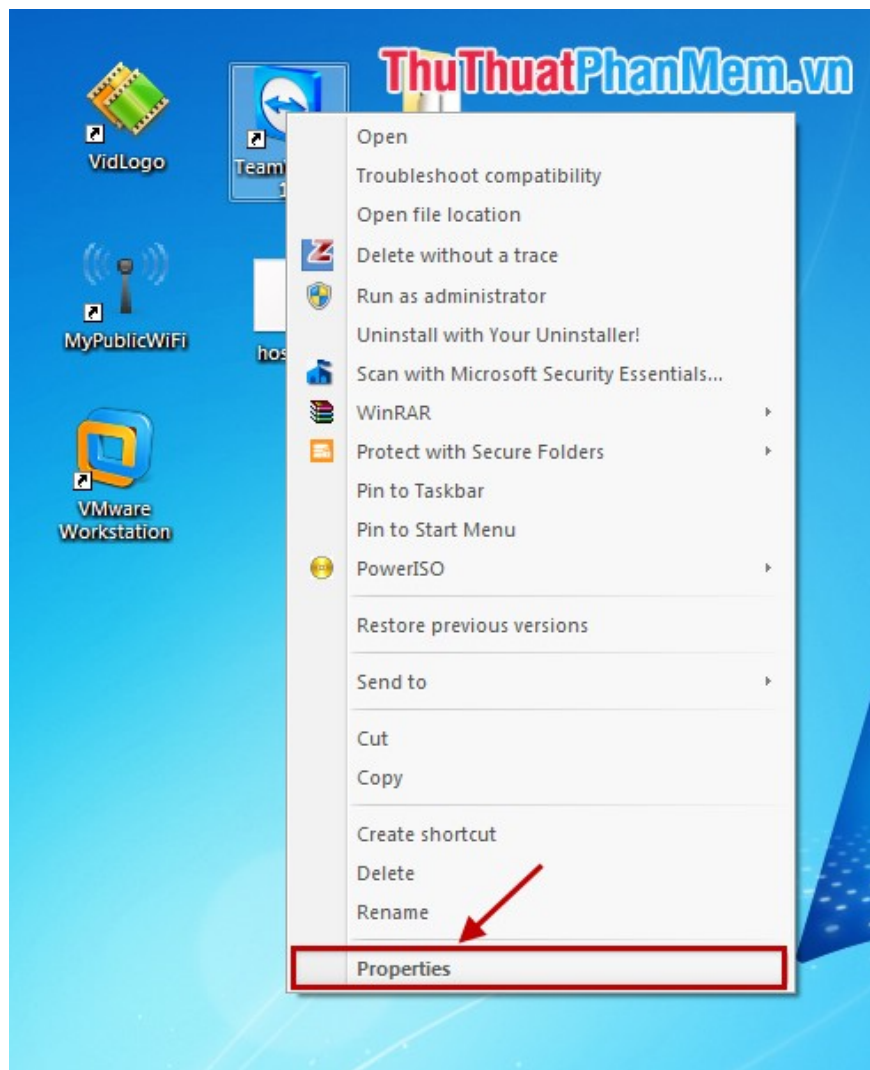
Just place your cursor in the **Shortcut key** section and press **Ctrl** or **Shift** and select the letters you want to create. That shortcut combination will be displayed in the **Shortcut key** .



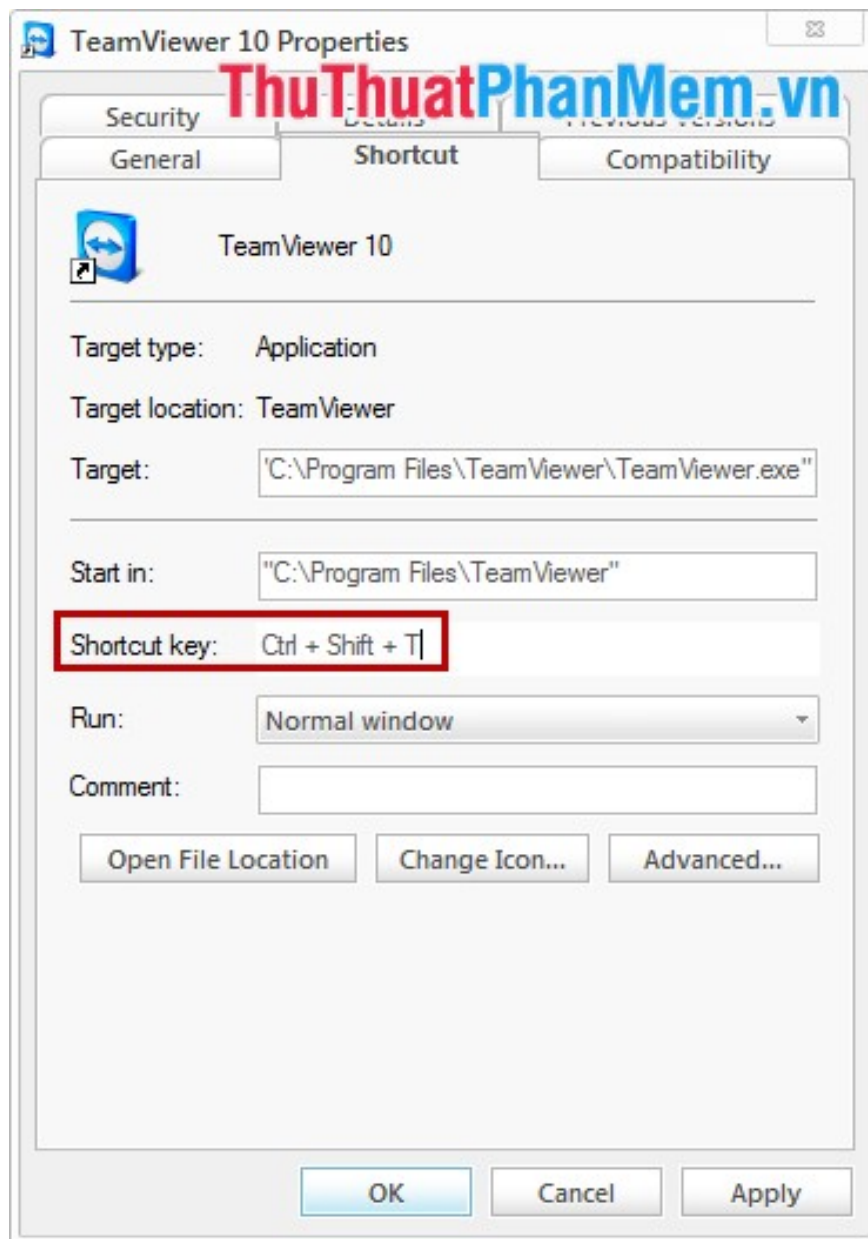
2. Create shortcut to open the application.

You skip step 1 of creating shortcuts to open the folder and do the same from step 2 above.

Step 1: Right-click the application -> **Properties** .



Step 2: Enter the shortcut to open the application at the **Shortcut key** .



You need to remember the set of shortcut keys so that when you need to open an application, simply press the shortcut on the desktop to open the application. You should put the letters in the shortcut combination according to the first letter of the application, and should only put shortcuts for the applications you use most. Good luck!

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