

Instructions on how to create shortcuts to open Windows applications

Shortcuts make things quick and easy, but there are ways to do things even faster. Did you know that you can set up keyboard shortcuts for any program in Windows?

Next, the article will show you how to assign a keyboard shortcut to a shortcut on the desktop, Start menu and Taskbar.

1. How to assign keyboard shortcuts to shortcuts on the desktop

The best way to improve productivity is to navigate using as few keystrokes as possible. One way to do that is to set up keyboard shortcuts.

If you're interested, check out TipsMake.com.com's guide to Windows keyboard shortcuts. And launch your most-used programs with a combination of easy-to-access keys that help you get work done faster.

Once it has been decided which program you want to assign a keyboard shortcut to, do the following.

1. Right-click the program shortcut and select **Properties**.
2. In the **Properties** tab , in the **Properties key** field , simply enter the shortcut you want to assign to the program and click the **OK button**.

Picture 1 of Instructions on how to create shortcuts to open Windows applications

Now, when you press the shortcut, the program will launch.

2. How to assign keyboard shortcuts to shortcuts in the Start menu

The process is similar to above, with a few additional steps.

1. Open the **Start menu**.
2. Find the item to which you want to assign a keyboard shortcut.
3. Right click on it and go to **More > Open file location**.

Picture 2 of Instructions on how to create shortcuts to open Windows applications

4. Right click on the shortcut and select **Properties**.
5. In the **Properties key** field , add the shortcut you want to assign to the program.

3. How to set up shortcuts for shortcuts on the Taskbar

Creating a shortcut to a taskbar item is easy. Here's how to do it.

1. Right-click an item that appears on the Taskbar.
2. Right-click the program and click **Properties**.

Picture 3 of Instructions on how to create shortcuts to open Windows applications

3. Add a shortcut key to the **Shortcut key field**.

4. How to delete previously assigned shortcuts

To remove a shortcut, navigate to the program shortcut's properties and delete the entry in the **Shortcut key field**. This will reset it to **None** and remove the associated shortcut.

Now that you have successfully set up your keyboard shortcuts, navigating your apps will be a breeze. It doesn't matter whether it's a shortcut or on the taskbar or not, you can launch it with a keystroke and get your work done faster.

5. How to add keyboard shortcuts to any program in Windows using Microsoft PowerToys

There's a lot you can do with PowerToys - it's a powerful tool. The latest version of PowerToys - version 0.79 - includes the ability to create keyboard shortcuts for almost anything. This makes setting up keyboard shortcuts in Windows much easier.

To download and install PowerToys, you need to visit Microsoft's official site to find the utility and follow some simple steps.

You can get it from the Microsoft PowerToys GitHub release page or the Microsoft Store, and you can also install it using Windows Package Manager.

Here's how to set up keyboard shortcuts in Windows using Microsoft PowerToys:

1. After installation, open PowerToys.
2. In the left pane, scroll down to **Keyboard Manager** .
3. Make sure the checkbox labeled **Enable Keyboard Manager** is enabled.
4. Click **Remap a shortcut** .

Picture 4 of Instructions on how to create shortcuts to open Windows applications

5. Then click the **Add shortcut mapping** button .

Picture 5 of Instructions on how to create shortcuts to open Windows applications

6. In **Shortcut** , click the button with the pen icon. Then press the shortcut key combination you want to set.

Picture 6 of Instructions on how to create shortcuts to open Windows applications

7. In **Action** , click the drop-down menu and select **Run Program** .

Picture 7 of Instructions on how to create shortcuts to open Windows applications

8. In **App** , enter the path of the program you want to add to this shortcut or click the **Select program** button to browse and select an application.

Picture 8 of Instructions on how to create shortcuts to open Windows applications

9. If you leave the **Start in** field blank , the shortcut will work in all Windows environments. If you select a path here, the shortcut will only work when you're in that environment or program.

10. The **If running** field tells Windows how to handle the command if the program is open and running. You can set this option to one of several options: Show open windows; open another instance of the program (if possible); close the program; do nothing; or end the entire program mission.

To delete a shortcut set up with PowerToys, simply open the utility, navigate to **Keyboard Manager** , select **Remap a shortcut** , and click the **Delete** button to the right of the specific shortcut you want to remove.

With Windows keyboard shortcuts set up, your work will be much more efficient. Microsoft PowerToys can help you achieve this easily, but there's so much more you can do with this utility for power users, all in one place.

You finished reading the article "**Instructions on how to create shortcuts to open Windows applications**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.