

What is a shortcut? How to create a Shortcut on Windows

What is a shortcut? How to create a Shortcut on Windows. When you first use the computer will have some unique terms that make you not know what it means? Today, Software Tips will help you define what is ShortCut? And will show you how

When you first use the computer will have some unique terms that make you not know what it means? Today, Software Tips will help you define what is ShortCut? And will guide you how to create Shortcut on Windows.



1. What is ShortCut?

Shortcuts are simply icons that contain quick links to a certain folder, which is the fastest on the home screen. When you click on Shortcut will automatically open to the file that it defaults (For example, launch the software) or a Folder, it will open the Folder on the main screen instead of through opening each drive

For example: You have 1 folder named Thuthuatphanmem located in: ThisPC / C: /Users/Thuthuatphanmem.vn

So when you want to open Thuthuatphanmem you have to go to ThisPC -> drive C -> Users -> Thuthuatphanmem.vn -> Thuthuatphanmem. That will take a lot of time and a lot of manipulation, right? If you create the Shortcut of Thuthuatphanmem, then you just need to click open that the entire document inside will be opened, not through many operations as above.

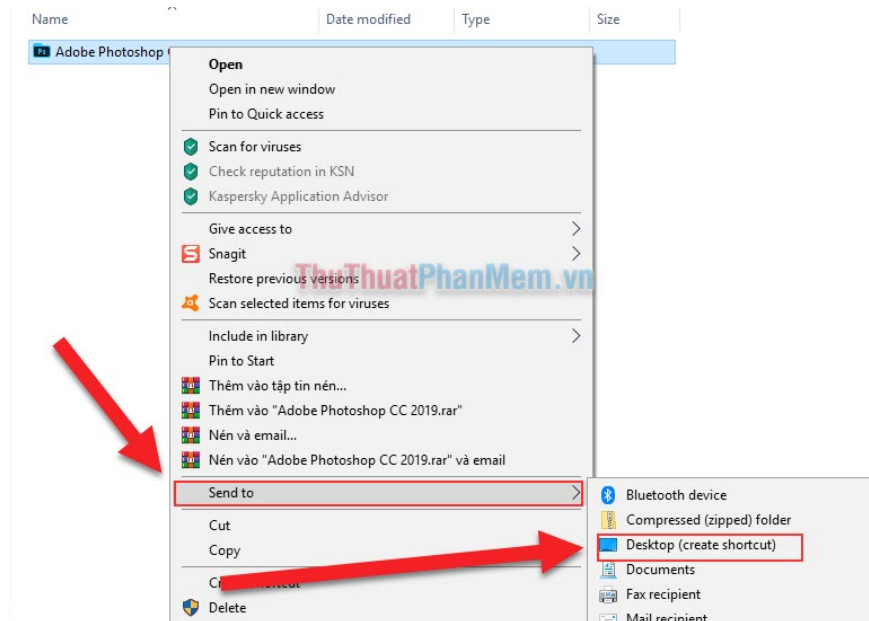
2. How to create Shortcut

2.1: Create a Shortcut with Send to.

Step 1: First, you find the file, folder, . that you want to create Shortcut.

Step 2: Right-click and select **Send to -> Desktop (Create shortcut)**.

Step 3: So you have created Shortcut (quick path icon) outside the computer screen.

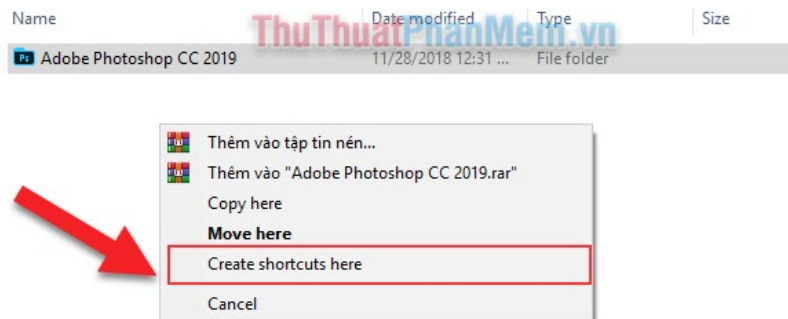


2.2: Create Shortcut by hover.

Step 1: Go to the file, folder, . that you want to create Shortcut.

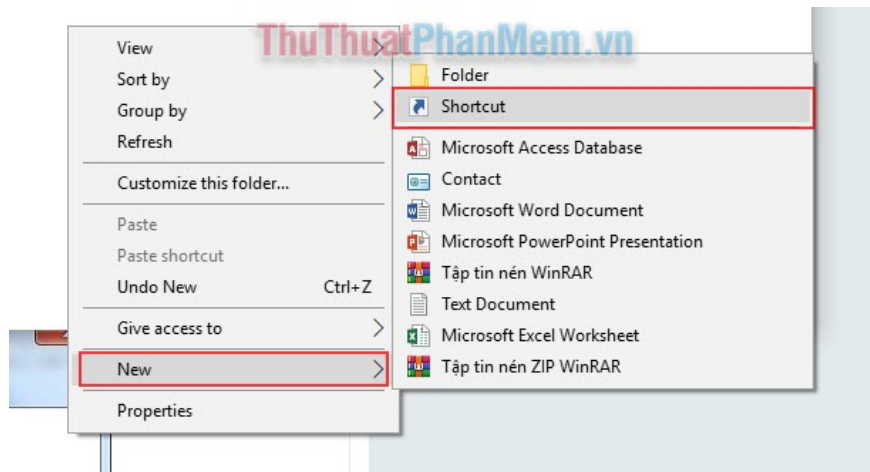
Step 2: You **press and hold the** right mouse button on the file, directory, . and pulled a piece of the custom table will be displayed.

Step 3: Select **Create shortcuts here** as a Shortcut icon will appear on the Desktop

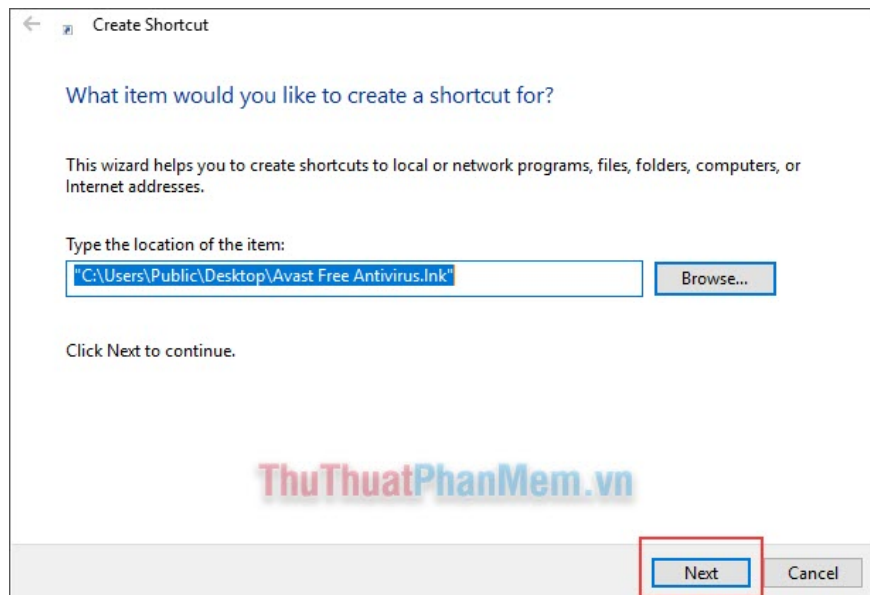


2.3: Use the path to create a Shortcut.

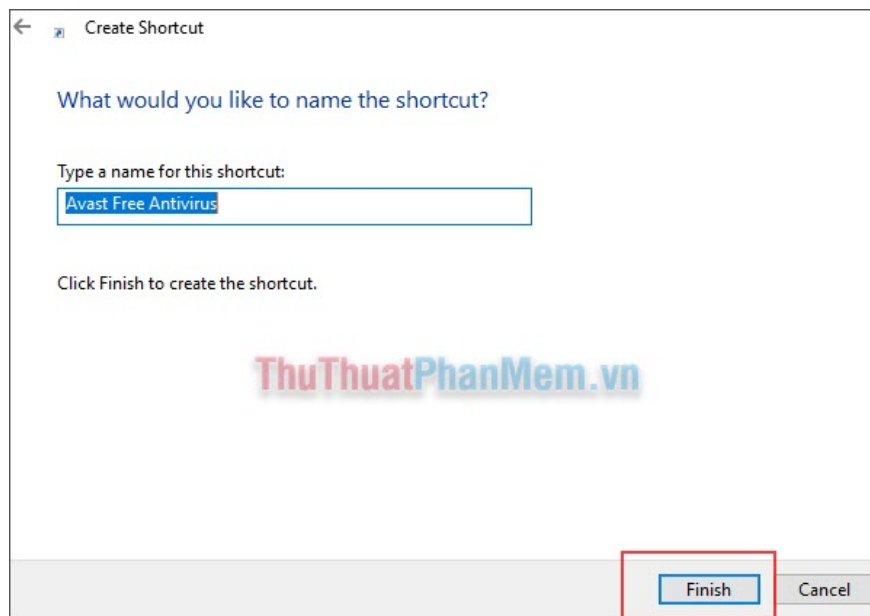
Step 1: You right-click in any folder, your desktop is fine. Next select **New -> Shortcut**.



Step 2: A **Create Shortcut** panel will appear. Click **Browse** . and select the file, folder, . you want to create Shortcut



Step 3: Next, you name your **Shortcut** and click Finish to complete.



Thus, Software Tips helped you understand more about Shortcut and how to create Shortcut on Windows. Hopefully, after this article, you will have faster operation on your computer. Good luck!

You finished reading the article "**What is a shortcut? How to create a Shortcut on Windows**" 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.