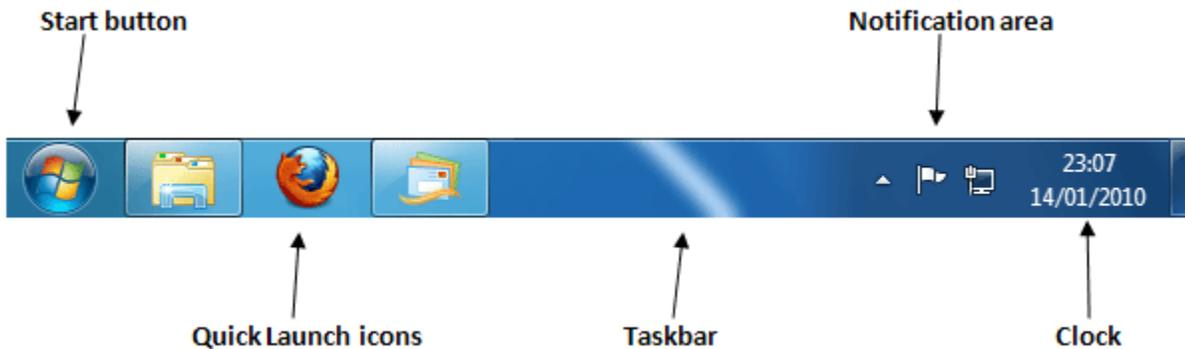


How to create desktop shortcut in Windows 10/8/7 and pin the shortcut on your taskbar

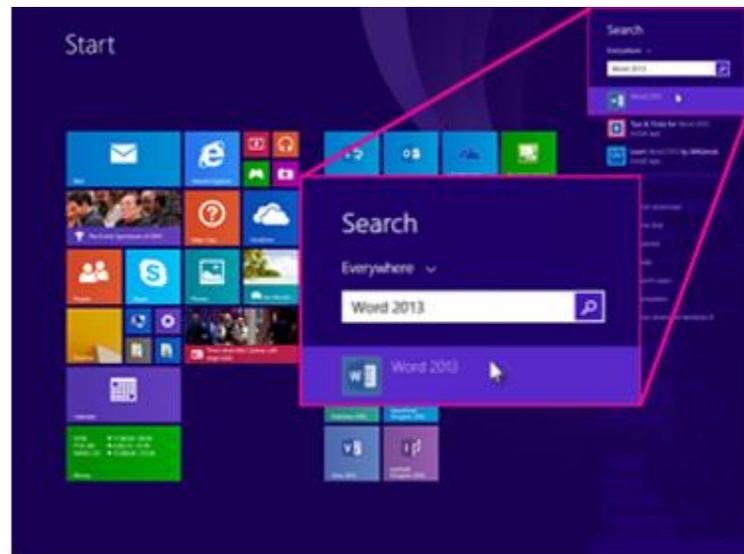
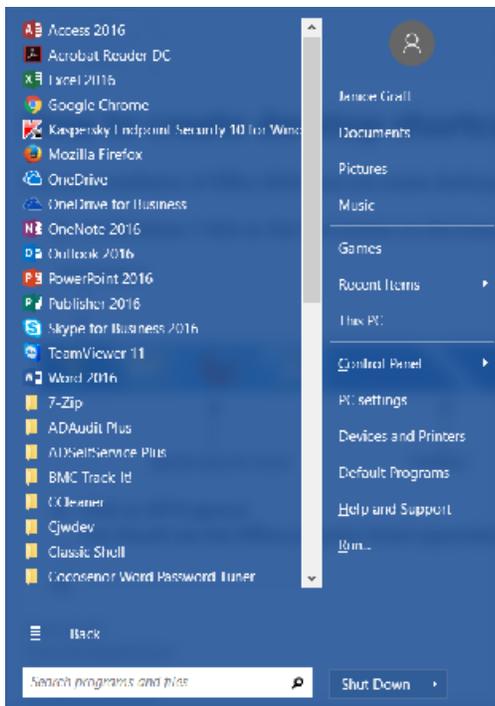
The new installation of Office 2016 does not create desktop shortcuts . There are a few ways to create a shortcut for your Office programs like Outlook, Word, Excel and others included in Office.

- 1) For Windows 7 click on the Start button on the lower left.

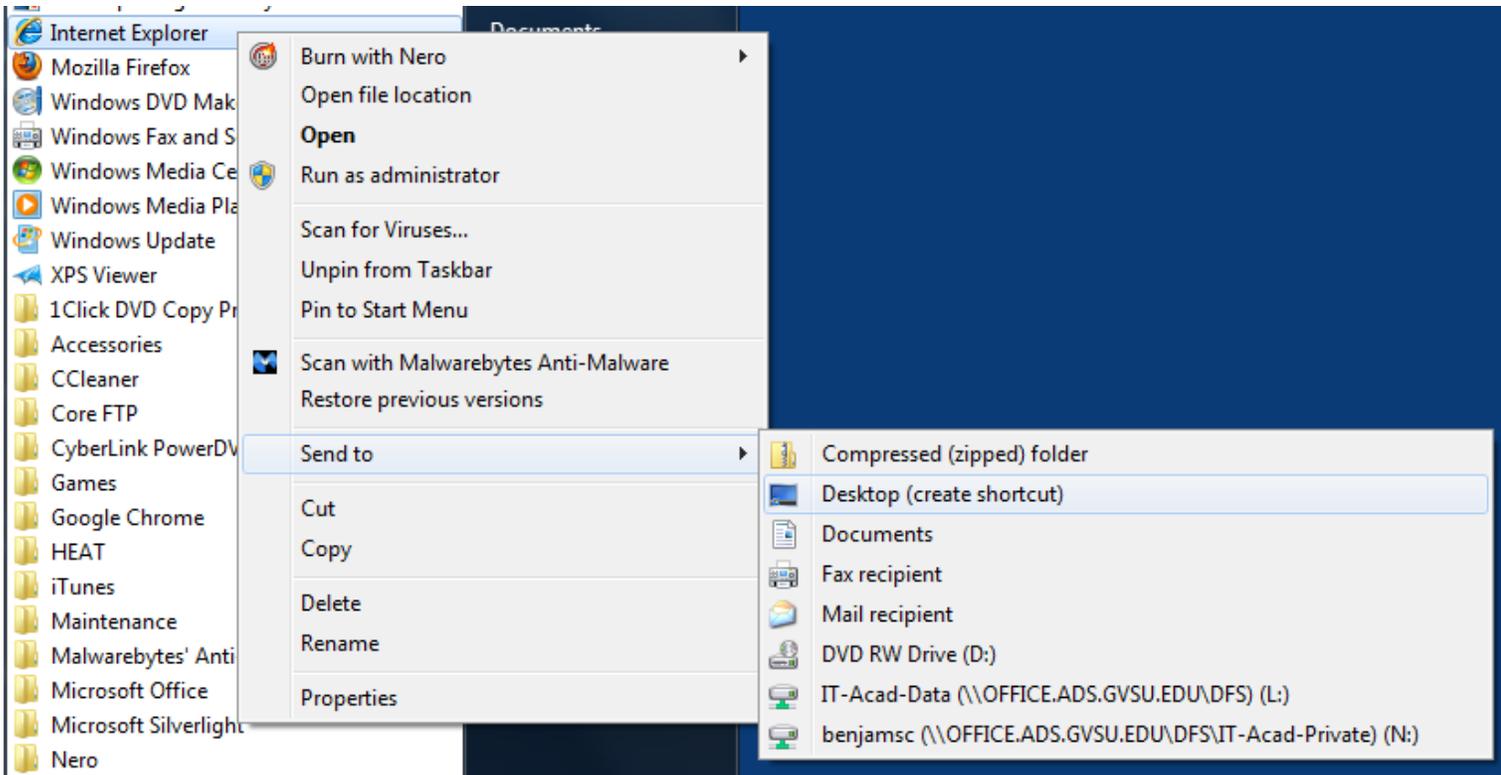


- 2) Click on All Programs

You should see the Office programs listed separately. Look for Word, Outlook, and any others you would like to create a shortcut for. You can also type the name of the application (like Word) into the search bar.



- 3) After locating the program in the list, right click the name of the program, click on Send To, Click on Desktop (create a shortcut) as seen below . You can also click on Pin to Taskbar in the menu to place the icon in the taskbar on the bottom of your PC screen (the below screen shot shows the option of unpin to taskbar since I already have it pinned).



- 4) Do this for each Office icon you would like on the desktop.