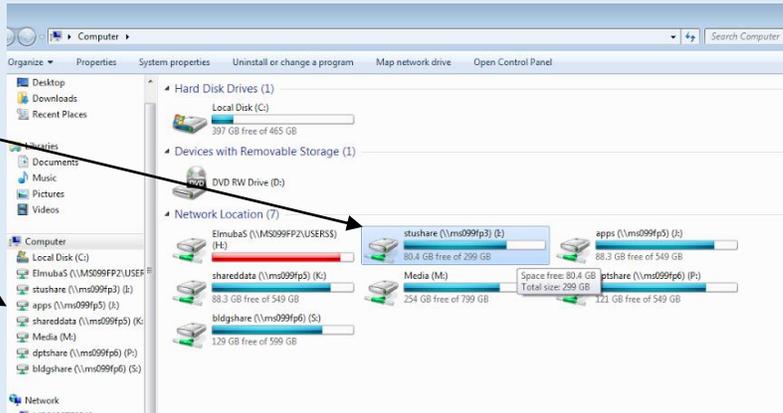


How to Create Shortcuts on Your Desktop

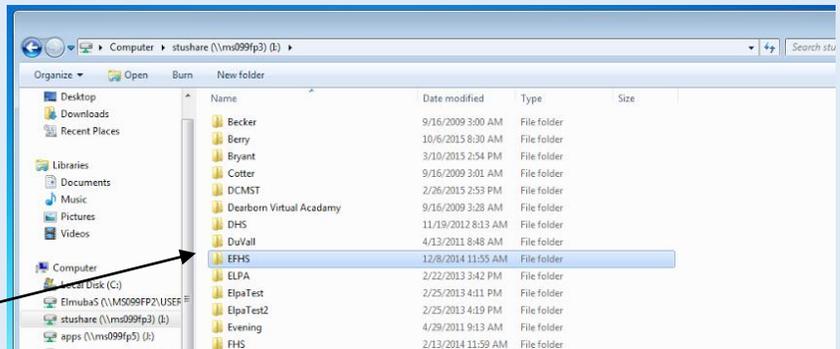
Double click on the **Computer** Icon on the top left of you Screen.



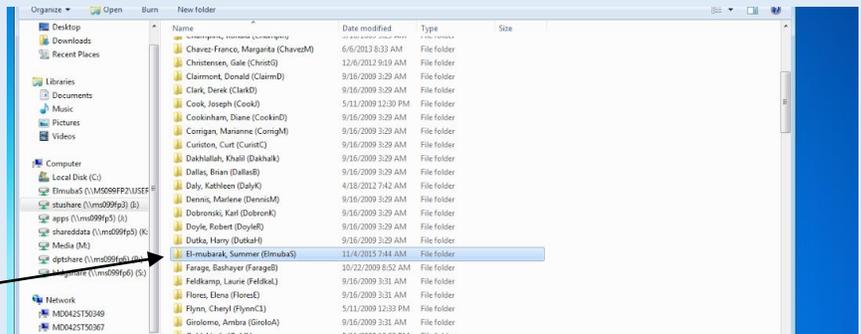
Find the **stushare** the I:Drive



Double Click on it to open it



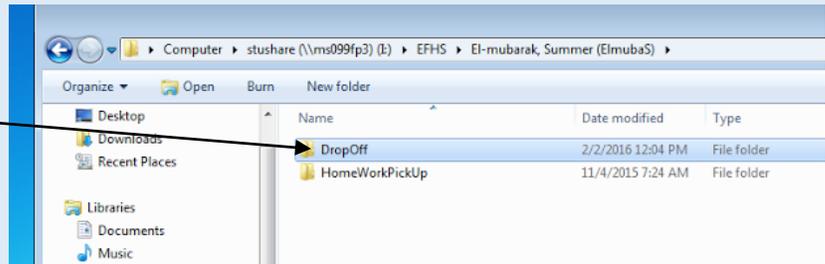
Double Click on **EFHS**



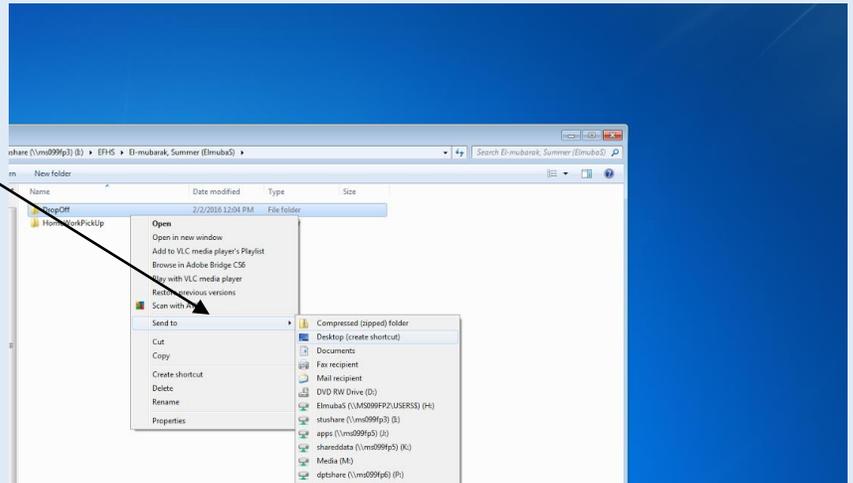
Find my name **El-Mubarak, Summer** and double click to open it

Right click on the word

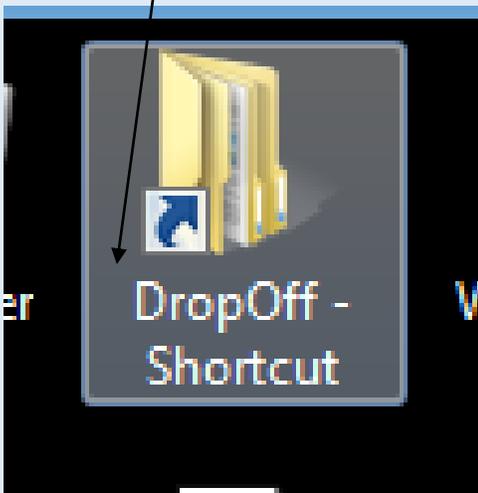
Dropoff



Scroll down to where it says
Send and then click **Desktop**



You should have an icon on
your desktop now that looks
like this:



It MUST say DropOff-Shortcut

If it does not, you have the wrong folder
on your desktop and I will not receive
your work.

Now create a shortcut on your desktop
for your H:drive. This is where you will
be saving all of your work.

Now go to today's assignment and get
started. When you are finished, save
and drop it off.