How do I create a shortcut in Windows?

In Windows, a shortcut is an icon used to represent a document, folder, or program file. You can open a file or launch an application by clicking the icon. Shortcuts are particularly useful because you can put them on your desktop or in the Start menu without having to make a copy of the actual file itself. This saves space by allowing you to keep a single copy of a large program file, while placing one or more shortcuts to the file wherever they are convenient.

To create a shortcut:

1. Right-click the location where you want the new shortcut to appear.
2. From the menu that appears, select New and then Shortcut.
   Enter the path of the file, folder, or application for which you want to make a shortcut, or click the Browse… button to locate it.
3. Click Next, then Finish.
4. If you are prompted to select an icon, pick one from the choices displayed in the window, and then click Finish.

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