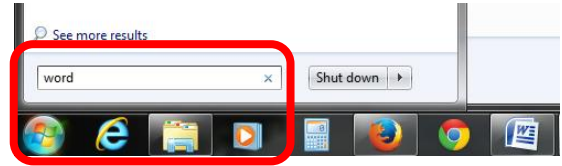


Adding Microsoft Office Icons on the Desktop

OPTION 1

- 1 - Click the START button
- 2 - Enter the name of the program you need to add to your desktop.

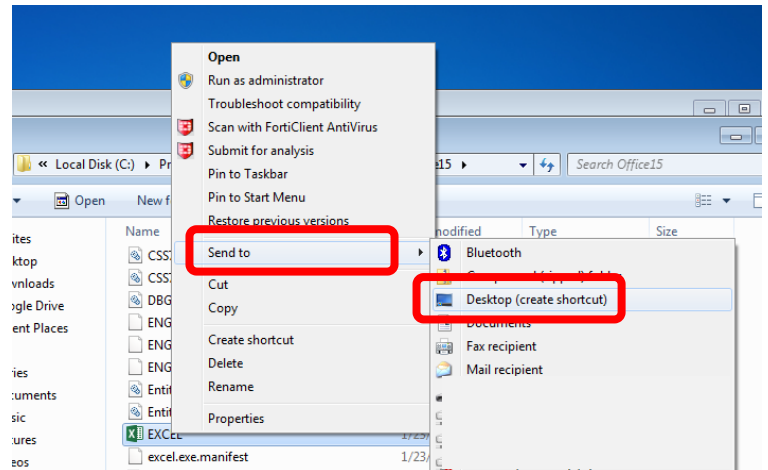


Ex: Word, PowerPoint, Excel

- 3 - Click and hold the mouse button on the program you want to add and then drag it to the desktop area.

OPTION 2

- 1 - Double-click COMPUTER.
- 2 - Double-click Local Disk (C:)
- 3 - Double-click Programs (x86)
- 4 - Double-click Microsoft Office
- 5 - Double-click Office 15



- 6 - Scroll down the list to find the program you want to add to your desktop and then right-click on its name.

- 7 - Choose SEND TO → DESKTOP (CREATE SHORTCUT). An icon should now be visible on your desktop.