



# Coffee Break

Question on Software or Operating system.

## Stopping or Closing a Program.

Stopping a program quickly if you suspect it might harm your data or other programs we regularly use the Close button on the upper-right side of our screen.



This quick Close option is most frequently used by users of Windows programs.

A very quick program close is from the Windows Short Cut Keys, [Alt + F4].

The closing program will notify the user if there is a change in the programs contents and a save is recommended.

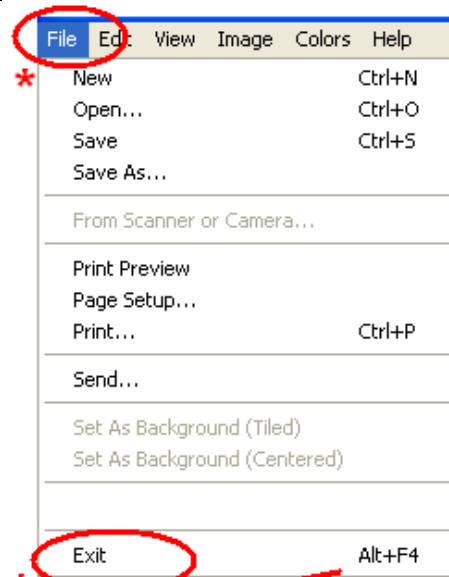


**The recommended method to close a program is from the menu bar in the File menu options.**

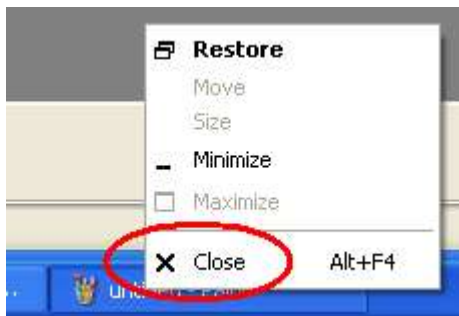
**Left click [File] and left click the mouse button on [Exit].**

**Note the [Alt + F4] shortcut keys combination.**

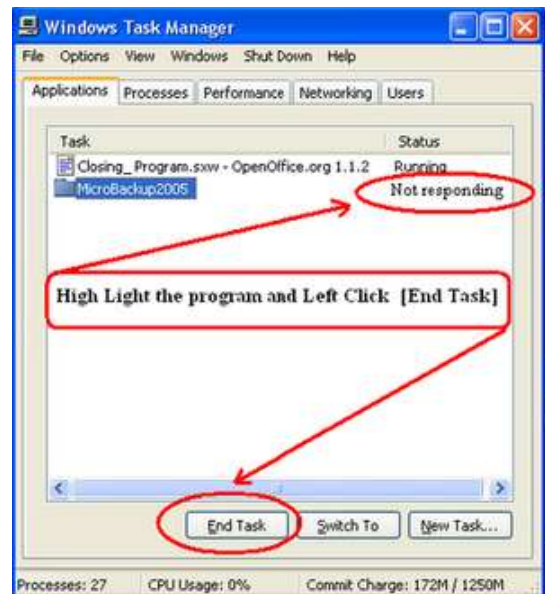
**Some programs save your preferred display preference when closed from the [Exit] command. Good example is Windows Explorer.**



**Note the Alt+F4 option shortcut**



If you find a program hard to close, place the mouse arrow cursor on the active program on the task bar at the bottom of your desktop screen. **Right click** the mouse button and left click [X Close].



If you have a program that won't respond to normal close functions then press .....



to bring up Windows Task Manager.

High- Light the program and left click [End Task]. **Close Task Manager.**