



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.



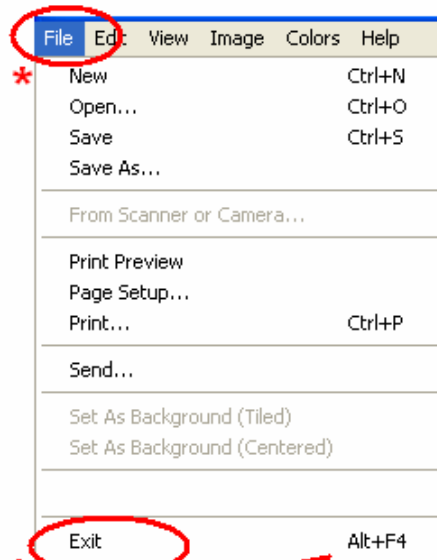
This quick Close option is most frequently used by users of Windows programs.

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

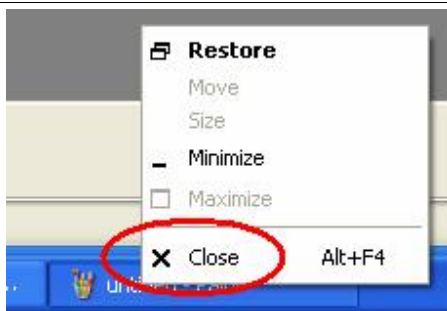
The closing program will notify the user if there is a change in the programs contents and a save is recommended.



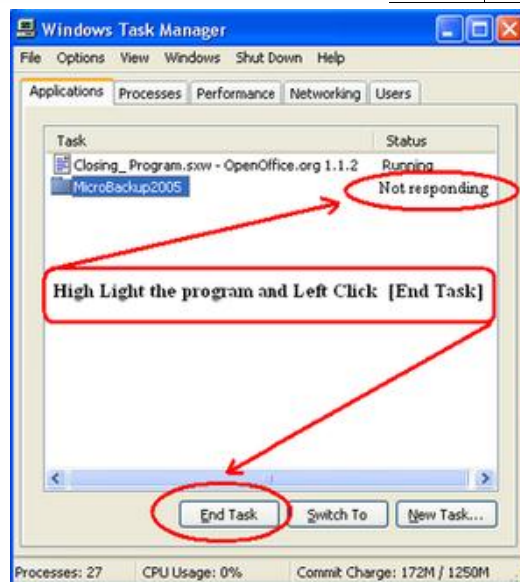
The recommended method to close a program is from the menu bar in the File menu options. Left click [File] and left click the mouse button on [Exit]. Note the [Alt + F4] shortcut keys combination. Some programs save your preferred display preference when closed from the [Exit] command. Good example is 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.

