

Ways To End Programs

You say you, know how to close programs? Well, then why is this chapter included? Like so many things in Windows, there is more than one way to get the job done.

Sometimes the standard methods of clicking on File and selecting Close or Exit is not available. For instance, when a program is not responding. Too often, the operator resorts to turning off the power.

Perhaps getting a faster response from the computer is your goal. Each time you click with the mouse, the operating system must 'look' through a lengthy set of instructions to properly interpret your actions and apply an appropriate response. Keyboard shortcuts allow the operating system to make decisions more directly and quickly.

Ending programs using a keyboard shortcut: To practice, we will use the calculator program. If this program is not available, any other program will work.

Click Start | Run and enter `CALC` in the text box - click OK. It might also be available from the Start | Accessories * Calculator

Use the key combination ALT+F4 to close the program. To start the same thing again the long way: the '+' is an instruction to press and hold down the ALT key and tap the F4 function key. (Warning: *Tap F4 only once.*)

Open the calculator again. This time we will use a different method to close the program.

This is a three key operation. CTRL+ALT+DEL brings you to the "shut down menu". Click on Calculator, then click on the End Task command button.

System halts – if a program shows the hour glass for an extended period of time you may be able to shut down a misbehaving program by pressing the following key's at the same time: CTRL+ALT+DEL (Press and hold the CTRL and ALT keys then just tap the DEL key once.) You will come to a screen which gives you three choices

End Task – Shut Down – Cancel

The misbehaving program will show (Not Responding). You can close all programs in this list except Explorer. DON'T close Explorer or you will re-boot the computer

The *last resort* when a computer has not responded for a *very* long time, is to press the "Big Red Button" . This will force the computer to turn off. The "Big Red Button" refers back to older generations of PCs which all had a red power switch. Today it just refers to the main power switch.

Most newer computers require holding the power button for 10 seconds before the computer will shut down. These computers use ATX power supplies and the shut down process is controlled through the motherboard rather than a direct connection to the power supply as was the case with the older AT systems.

