

WINDOWS TASK MANAGER: A.K.A. "WHAT'S RUNNING?"



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If your computer is running too slowly or it is not responding, there is a quick way to find out what programs are running. It's called the Windows Task Manager.

Here's how to use it.

1. To display the Windows Task Manager, hold down the **Ctrl** and the **Alt** keys, on the keyboard, with your left hand; touch the **Delete** key with your right hand, and release all keys quickly .



Figure 1

{three suggestions}

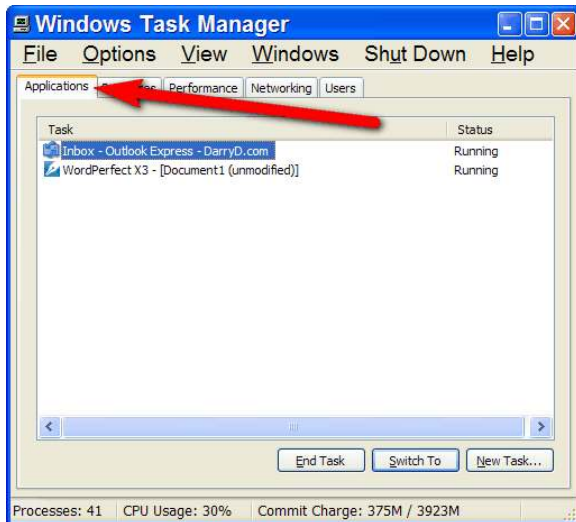


Figure 2

2. Left-click on the Applications tab (Figure 2).

In this case, Outlook Express and WordPerfect are running without any problems.

You will see a list of all programs (applications) that are running. It does *not* include programs that automatically "loaded" (began running) when Windows started. To see all running programs, click on the Processes tab.

3. In **Figure 3**, there are three programs running:

- Adobe Photoshop which is not responding.
- Juno — The email address has been blacked out.
- A photo, called “Short Boys,” in Adobe Bridge.

If a program is not responding:

- ❶ Left-click on the program.
- ❷ Left-click on the “End Task” button.

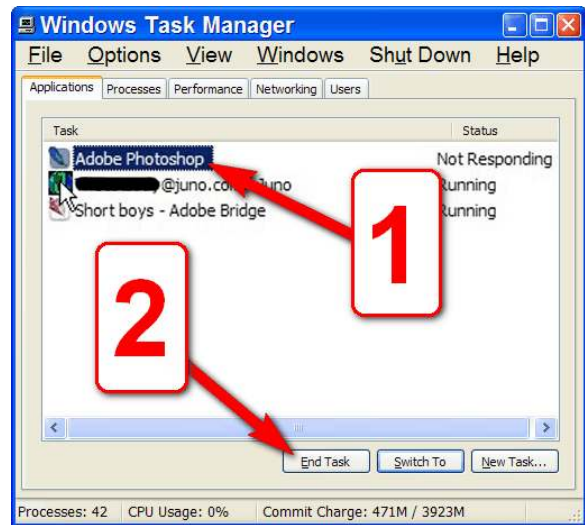


Figure 3