

Why Use Task Manager

(for Windows XP)

Uses:

- 1) You try to open a program and it jams the computer and you can't get the mouse or keyboard to react to your input.
- 2) Everything freezes on your computer and you can't enter anything.
- 3) You try to reboot the computer and it says that there are programs still running and it won't reboot but you can't see anything open.

...*Task Manager can help.*

How to get to use Task Manager

Here are the steps:

- 1) Select the *Alt*, and the *Ctrl* and the *Delete* keys at the same time (just like when you are logging in on your computer).
- 2) The "Windows Security" screen will come up. Select the "Task Manager".
- 3) There are four tabs:
 - a. "Applications" – this is the one you want - Select it.
 - b. "Processes"
 - c. "Performance"
 - d. "Networking"

There will be a window with all of the programs that are running listed. Select the program you wish to stop and left click it with your mouse. Then select "End Task" button. **NOTE: It is likely to take a minute or so to bring up the next screen.** The "End Task" screen will open and select "End Now".

If you need to close other applications you will need to start at Step #1 again for each application you want to stop.

Now you are ready to try your programs again.