Basic Keyboard Techniques

Closing window/Application

3 ways to force quit apps or programs on a Windows PC

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- To quickly force quit on Windows, use the keyboard shortcut Alt + F4.
- Make sure the app or program window is open when you click Alt + F4.

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- You can also force quit on Windows by using the Task Manager or Command Prompt.

When things go wrong, it can feel like time slows down. And when it comes to technology, unexpected issues, like an application freezing up, can bring your day to a halt.

After all, if the problem app won't close, you have no choice but to deal with it right away. If you have a <u>Windows</u> computer, the force-quit option is a useful tool in that circumstance.

Here are three common methods to force quit on a Windows computer.

# How to force quit on Windows using a keyboard shortcut

Be aware that if you don't complete step one of this method, your computer - rather than the app - will shut down.

1. Click to select the application that has stopped working.
2. Press Alt + F4.
Note: If your laptop doesn't have function keys, or this shortcut doesn't work for you, try the Task Manager method instead.

# How to force quit on Windows using Task Manager
1. Press Control + Alt + Delete. You'll then see a Preparing security settings window, along with a list of available options.

2. Choose Task Manager.

3. Select the application that you want to force quit.

4. Click End task.

Quick tip: If you don't have a delete key on your keyboard, Control + Shift + Esc may work.

## How to force quit on Windows using Command Prompt

1. Press Windows key + R.

2. Type cmd into the search box and press Enter.

3. Type tasklist into the Command Prompt. You'll then see a list of tasks and programs running on your computer.

4. Enter taskkill/im [name_of_program].exe. For example, if you want to quit Spotify, you'd enter taskkill/im spotify.exe.

5. Press Enter.

Selecting a Application

Opening a program from the Start menu

To start, you can access the Microsoft Windows Start menu by pressing the Windows key on the keyboard or by pressing Ctrl and Esc simultaneously.

Note

Because Windows 8 does not have a Start menu, pressing the Windows key or Ctrl+Esc shows the Windows Start screen or goes to the Windows desktop.

In the Start menu, you can use the arrow keys on the keyboard to move up, down, left, or right in the Start menu. Once you've located the program you want to run, press the Enter key.

Tip

You can quickly open a program by pressing the Windows key, typing the program's name, and then pressing Enter.

Opening a program from File Explorer

To start, press Windows key+E on the keyboard to open Windows File Explorer.

In File Explorer, you can use a combination of the Tab key and the arrow keys to navigate. Tab moves you between sections of File Explorer, and the arrow

keys move up, down, left, or right in each section. Once you've located and selected the program you want to run, press the Enter key.

Tip

You can quickly open a program by pressing the Windows key, typing the program's name, and then pressing Enter.

Opening a program on the desktop

To run a program with an icon (shortcut) on the desktop, you can move to the desktop by pressing the Tab key on your keyboard. Pressing Tab while on the desktop switches between the desktop, Start, and each item on the taskbar. You can determine what area you're currently at by looking for an item that is selected. A selected item is highlighted or has a border of dots.

In some cases, you may have to press Tab several times before getting to the desktop icons. Once one of the desktop icons is selected, you can move to other icons using your arrow keys.

Once the icon on the desktop you want to run is selected, press Enter to open that program.

## Closing, minimizing, maximizing, or moving a window

Closing a window

Press Ctrl and F4 simultaneously to close the current open program or window.

You can also press Alt and spacebar simultaneously, then arrow down to the Close or Exit option in the menu and press Enter.

Minimizing or shrinking a window

To minimize a window, press the Windows key and down arrow simultaneously (sometimes twice).

Maximizing a window

To maximize a window, press the Windows key and up arrow at the same time.

Moving a window

Before you can move any window, it must not be maximized. To make the window appear in windowed mode, press Alt and spacebar simultaneously,

move to the Restore option using the arrow keys, and press Enter. In windowed mode, you can move a window if you press Alt+spacebar, select Move from the menu, then use the arrow keys to move the window.

## Closing or changing tabs

Closing a tab

In most programs, pressing Ctrl and F4 at the same time closes a tab.

Switching tabs

To move left to right between tabs in the currently selected window, press Ctrl and Tab simultaneously.

To move right to left between tabs in the currently selected window, press Ctrl, Shift, and Tab simultaneously.

Moving between open windows and applications

To move between any open programs on your computer, press and hold Alt, then press the Tab. If this is done successfully, a window appears that displays each of the open programs on your computer. Repeatedly pressing Tab while continuing to hold Alt moves between each of the open programs. When the program you want to switch to is selected, let go of both keys to make it your current window.

Navigating between fields and buttons on a window

To move your cursor between objects or fields in a window (such as a dialog box), use Tab, spacebar, arrow, and Enter. Tab is usually the default, but if it does not work, try using the arrow keys. If you need to press a button, such as OK or Cancel, press spacebar or Enter.

Manipulating and moving through text

Below are the different methods of moving through text in a document without the aid of a mouse. Not only does this help users without a mouse, but it can also save you a great deal of time when working with text documents.

## Computer keyboard overview

Arrow keys - Using the arrow keys on the keyboard, move the cursor up, down, left, or right in the document.

Ctrl and Arrow keys - Holding down Ctrl while pressing the left or right arrow keys moves the cursor one word at a time. Using this shortcut is much faster than only using the arrow keys. olding Ctrl while pressing up or down moves through each of the paragraphs in the document.

End and Home keys - Pressing End takes you to the end of a line or document while pressing Home moves you to the beginning.

Shift key - Using Shift lets you highlight text. For example, holding down the Shift key while using the right or left arrow keys highlights the text to the left or right. If you hold down Shift while pressing the down arrow keys, you highlight one line at a time in that direction.

You can also use Shift in combination with the other recommendations above. For example, pressing and holding Shift and Ctrl and using the arrows highlights one word at a time. Holding down Shift and pressing End highlights from the current cursor position to the end of the line or document.