WINDOWS TASK MANAGER

Have you ever been working with a program when it simply stopped working and would not respond to you? Does your computer seem to be getting slower and slower? Windows Task Manager, which gives you a live view of every program that is currently in RAM, is designed to help with these and many other operational problems.
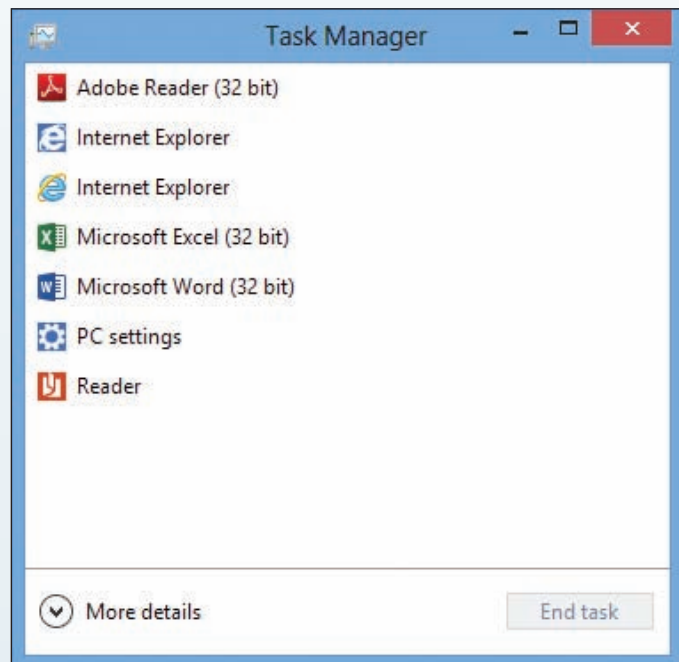
Starting Task Manager   You can open Task Manager from anywhere by following these steps:

1 ● **Press and momentarily hold the Ctrl + Alt + Del keys.**

2 ● **Select the *Start Task Manager* option.**

As you can see, the Task Manager window provides a list of active programs; more information can be seen by clicking on the *More details* button; and you can return to the compact view by clicking the *Fewer details* button. Please note that it may look slightly different in your version of Windows.

Closing an Application   Use Task Manager when a program you are using becomes stuck and stops responding.

1 ● **If you are not currently in the compact view of Task Manager, click the *Fewer details* button.**

2 ● **Find the program that is stuck. Next to the program name there should read, "Not Responding."**

3 ● **Select it and click the *End task* button.**

The program that was not responding has been closed, and you can now continue using Windows normally.

Viewing Processes   This is the most powerful area of Task Manager. Here, you will see a list of every process (running program) that is currently residing in your computer's RAM.

1 ● **If you are not currently in the expanded view of Task Manager, click the *More details* button. Go to the *Processes* tab of Task Manager.**

2 ● **Click the *Memory* heading. All the processes will be sorted from highest (occupying the most RAM) to the lowest.**

3 ● **Click the *CPU* heading. This will show any processes that the CPU is currently working on.**

It is normal for the numbers to fluctuate for running programs, especially those for the CPU. Also note that a very high number on "System Idle Process" is normal.

Ending a Process Some problematic processes could be spyware, while others represent background services you don't need. Other processes are crucial for your system and should never be ended. *Warning:* Before ending a process, you must