

LESSON 46

HOT KEY TO TASK MANAGER

THE MAGIC SQUARE

While running several programs at the same time in Windows, you may find it convenient or necessary to close a program that is running. Normally you would press the Control, Alt and Delete keys at the same time. Here's how to bring up the Close Program box.

Right-click on a blank spot on your Desktop and select New. Now select Shortcut. Click on Browse and navigate to the c:\Windows directory. Click on the right side of the scroll bar that appears under the list of files and look for Taskman or Taskman.exe. Double-click on the Taskman folder, click on Next, and then of Finish.

Now right-click on the new Taskman shortcut and select Properties. Click on the Shortcut tab and click inside the Shortcut Key box. Press a function key (I use F5) and click on OK.

Now you can bring up Task Manager by pressing the hot key you assigned to it. Task Manager will bring up a list of all programs currently running. Use the up or down arrow to select the program you wish to close and then click on Windows. Select End Task. That program will be closed. If you want to use your mouse to select a program to close, click on Options in the Task Manager and then uncheck Minimize On Use. Task Manager will also let you tile or cascade open program windows or shut Windows down. Remember that Task Manager only lets you shut down application programs that you are running while CTL + ALT + DEL give you access to the programs you are running and system programs that the computer uses to run Windows and driver files.

Have you ever heard of a "magic square"? Magic squares contain numbers that produce the same total when added up, down or on the diagonal. Here is a nine-cell magic square

8	1	6
3	5	7
4	9	2

See if you can make your own magic square.
It's not easy but it can be done.

