

Chapter 12

Opening and Moving Between Running Programs

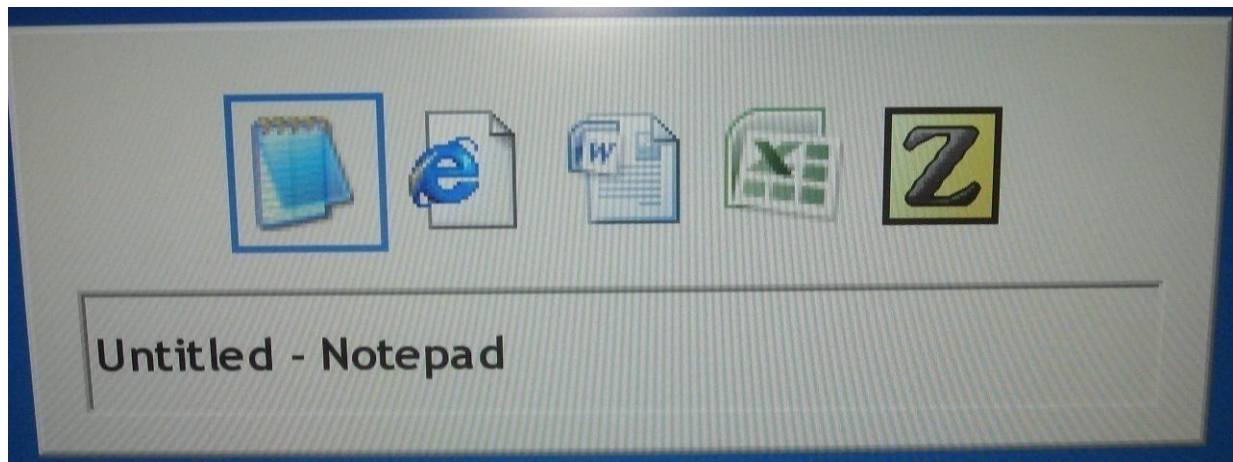
Key Terms

Windows Key and the letter r: Press and hold down the Windows (or Start) key and tap the letter r. Release both keys and the Windows command line comes up. Type the name of a program or a web page you want to go to, and then tap the Enter key one time to go there.

Windows Key m: Press and hold down the Windows key and tap the letter m, then release both keys to minimize all running programs to the bottom of the computer screen (the Task Manager area). You will be placed on the Windows Desktop.

Windows Key d: This key command does the same thing as Windows Key m.

Task Manager (Alt Tab): Press and hold down the Alt key and tap the Tab key repeatedly to move through the programs that you have started. When you hear or see a program that you want to be maximized (opened) release the Alt Tab keys.



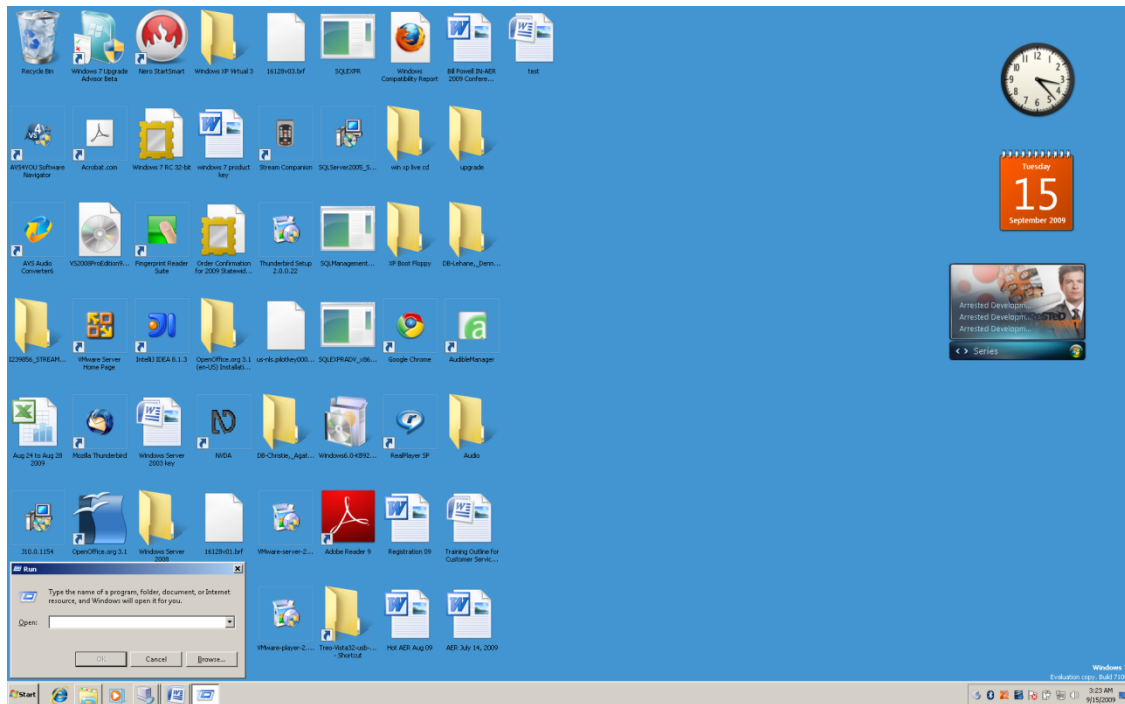
Alt F4: Press and hold down the Alt key and tap the F4 key one time to close a running program. If there is a file not saved Windows will ask if you want to save it. Tap enter and the file will be saved and the program closed.

In the previous chapter you learned to create Windows Desktop icons, pin programs to the start menu, and how to create shortcut (hot) keys. You learned that tapping the

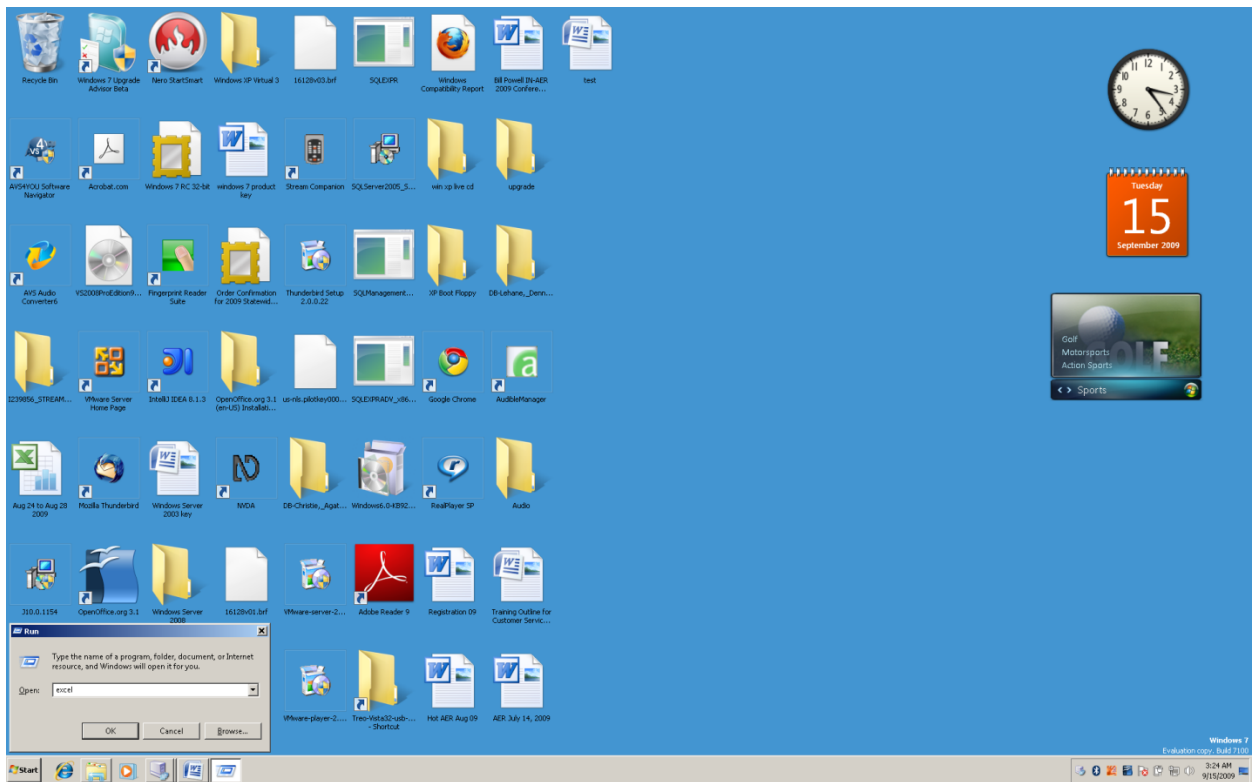
Enter Key on a menu item or an icon would open that program or file. You also learned that if you created a shortcut (hot) key you could press that key combination to open a program. There is a fourth way to open Windows programs and web pages. It is called Windows Key r, and means “Windows Run Command.”

Windows Run Command (Windows Key and the letter r)

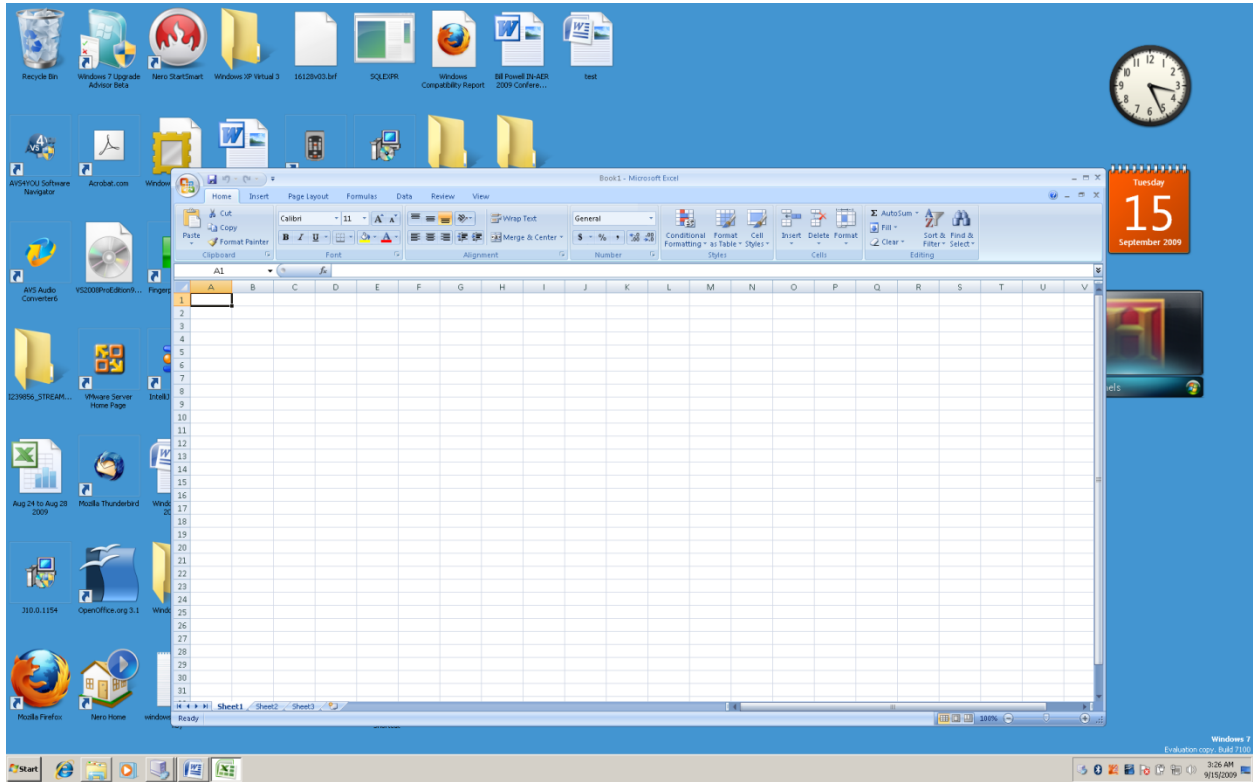
Press and hold down the Windows key and tap the letter r. Release both keys. A rectangular box will appear.



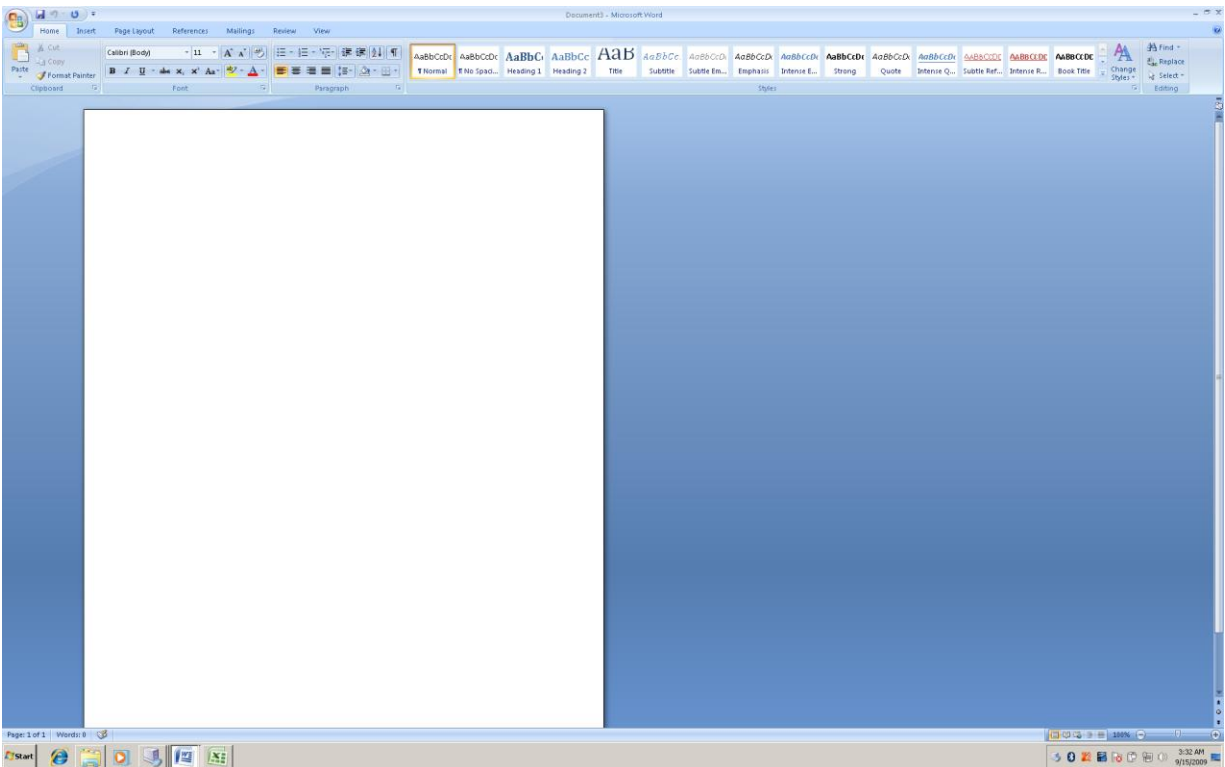
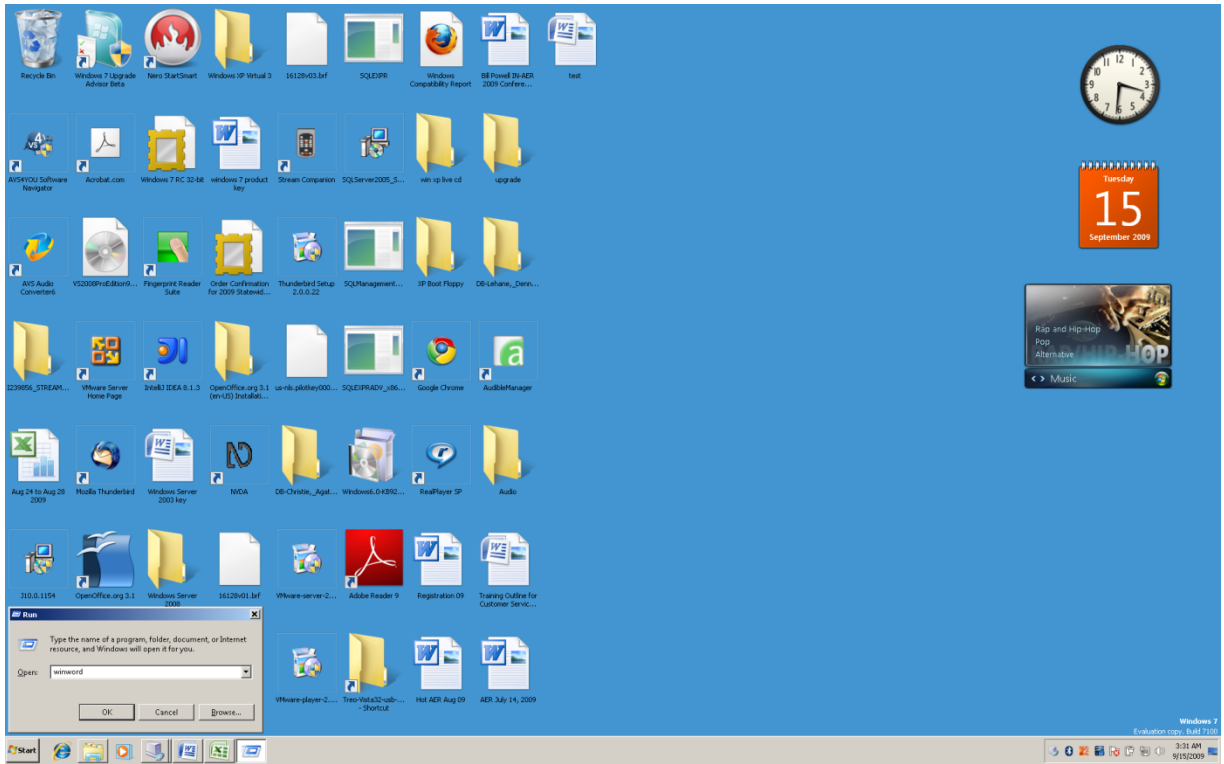
In this box you can type the name of a program or a web page that you want to open. After typing in the item you want to open, tap the Enter Key one time and that program or web page will open.



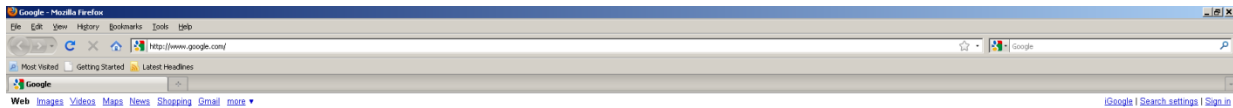
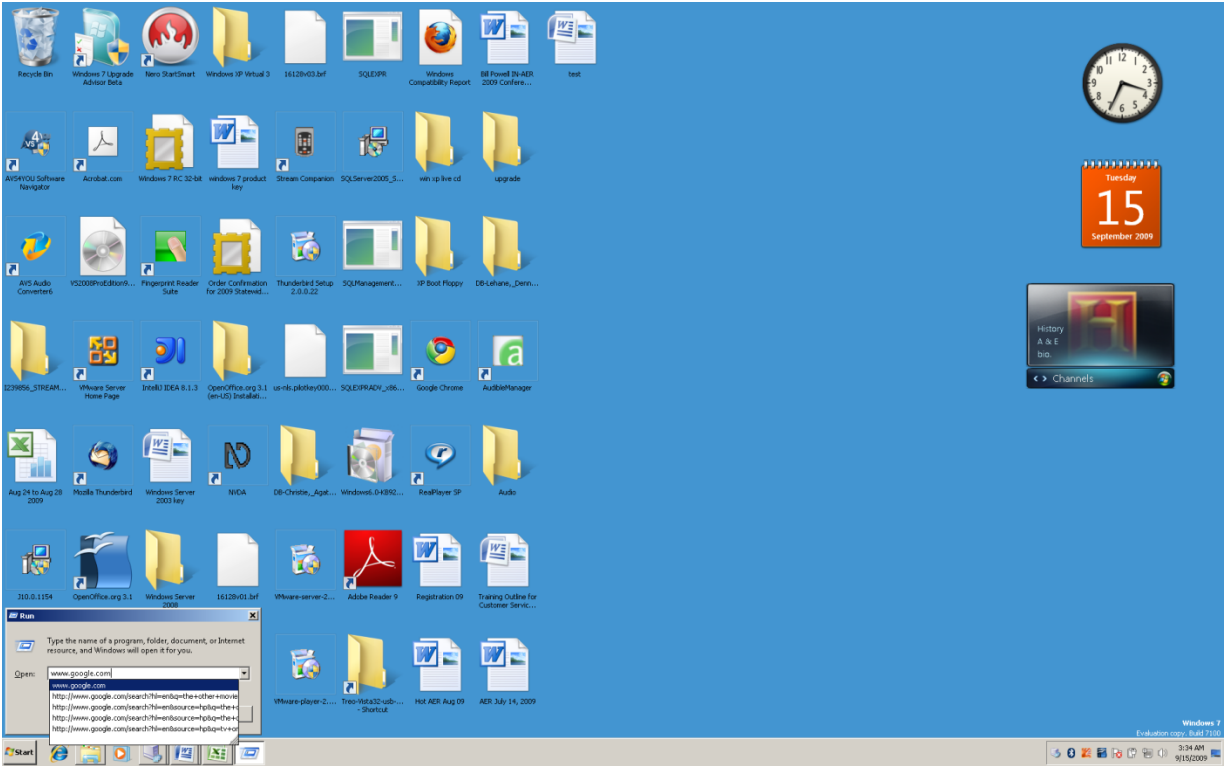
Excel was typed in the “Run” box, enter was tapped, and Excel opened.



Press and hold down the Windows Key and tap the letter r. Release both keys. Type winword and tap the Enter Key one time. Microsoft Word will open.



Press and hold down the Windows Key and tap the letter r. Release these keys. Type www.google.com and tap the Enter Key one time. The Google web page will open.

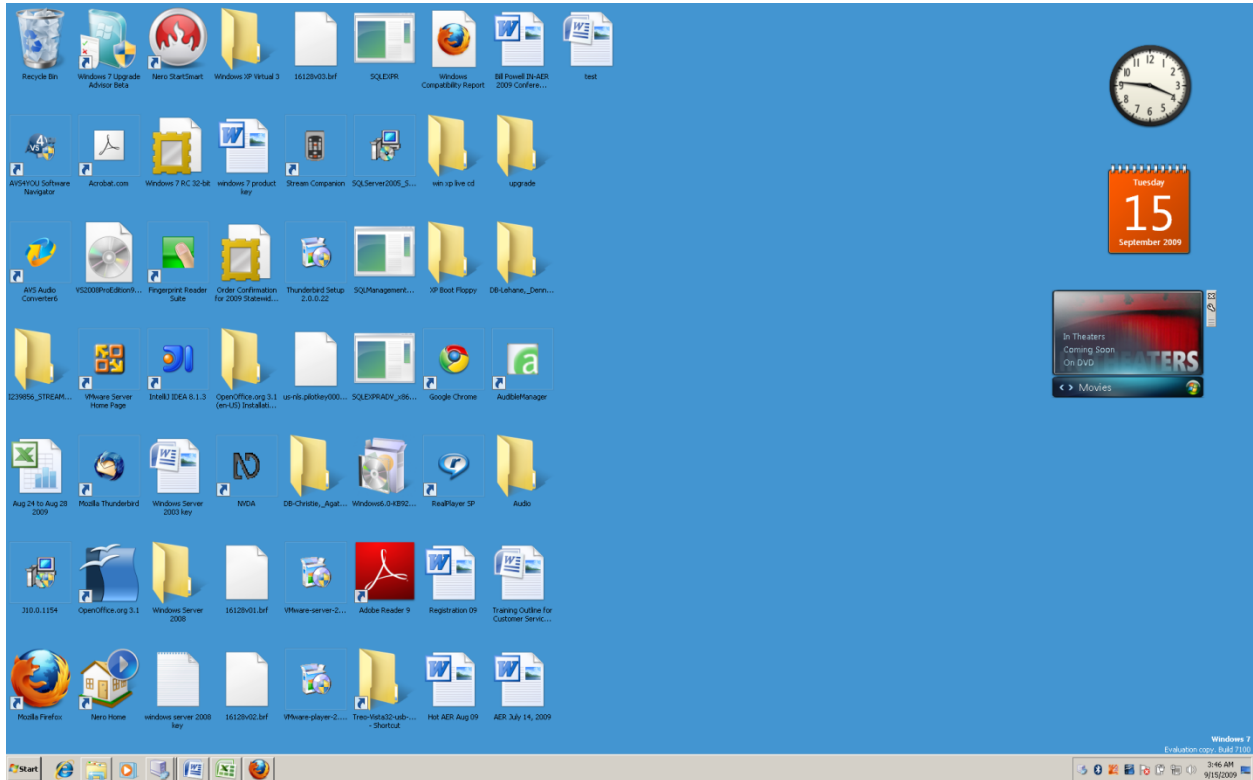


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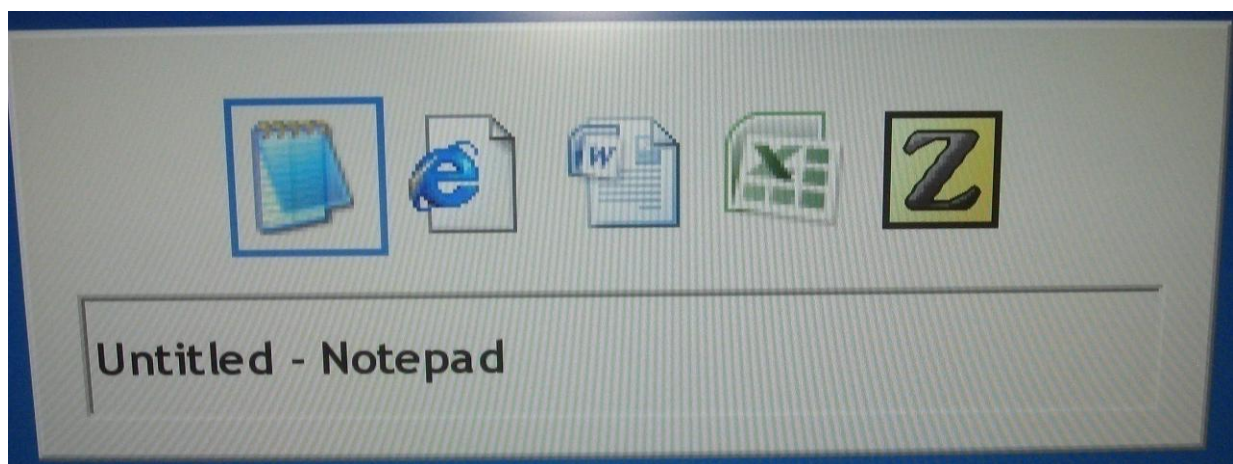
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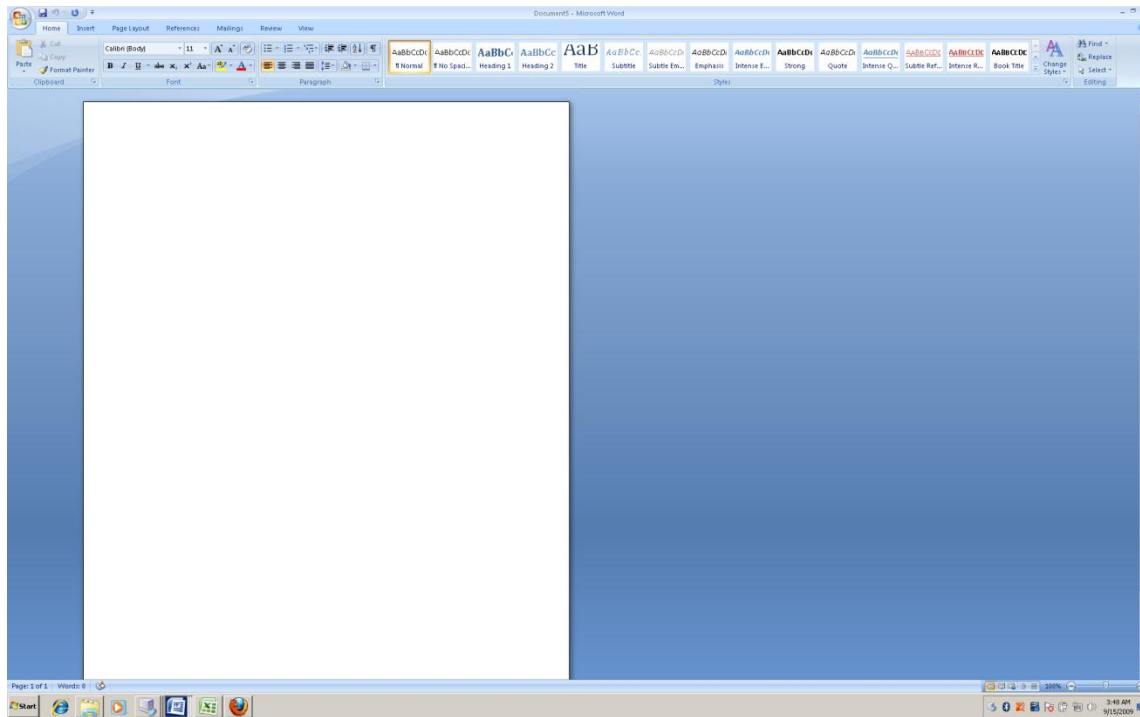
Press and hold down the Windows Key and tap either the letter d (for Windows Desktop) or the letter m (minimize all running programs and go to the Windows Desktop). Either way you do this, all running programs are minimized and you are placed on the Windows Desktop.



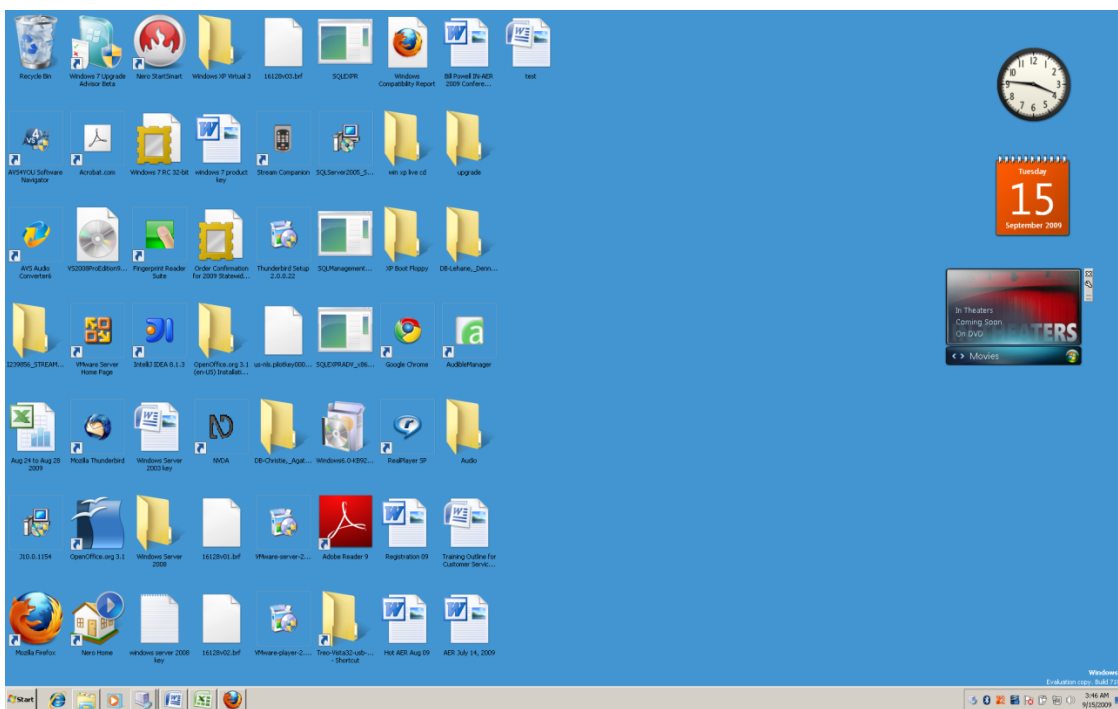
Press and hold down the Alt Key and tap the Tab Key until you hear or see something like “Document... Microsoft Word.”



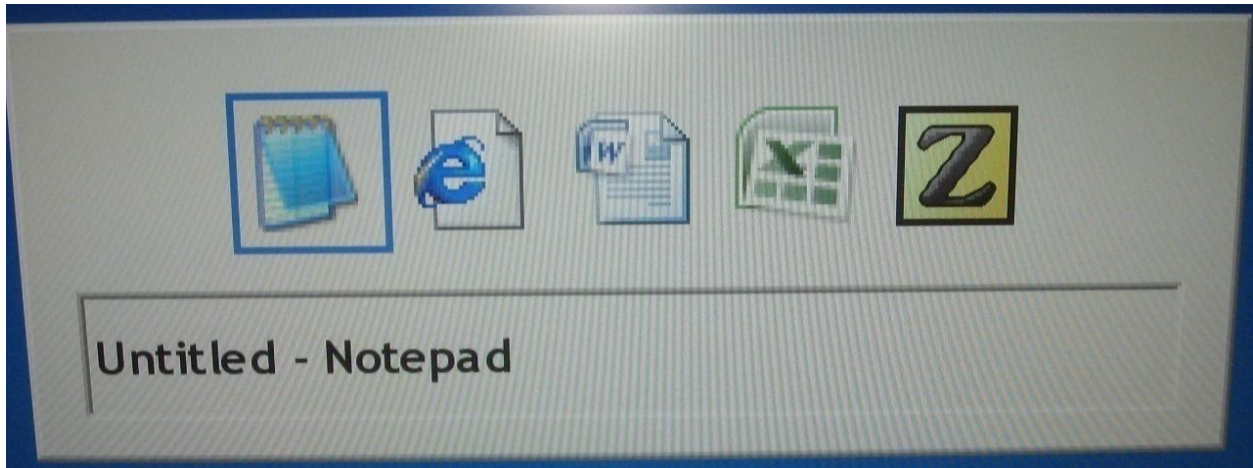
Release both keys and Word will open.



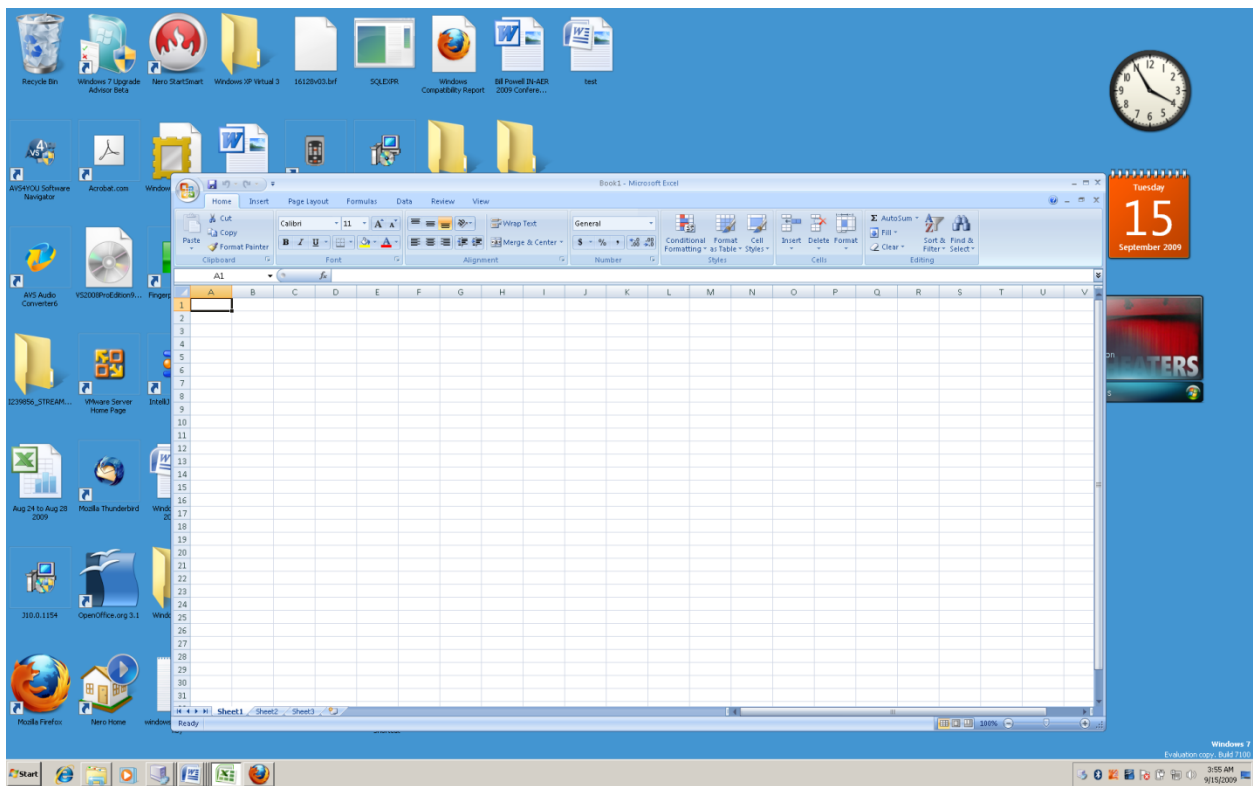
Press and hold down the Alt Key and tap the F4 (function key) one time and Word will close.



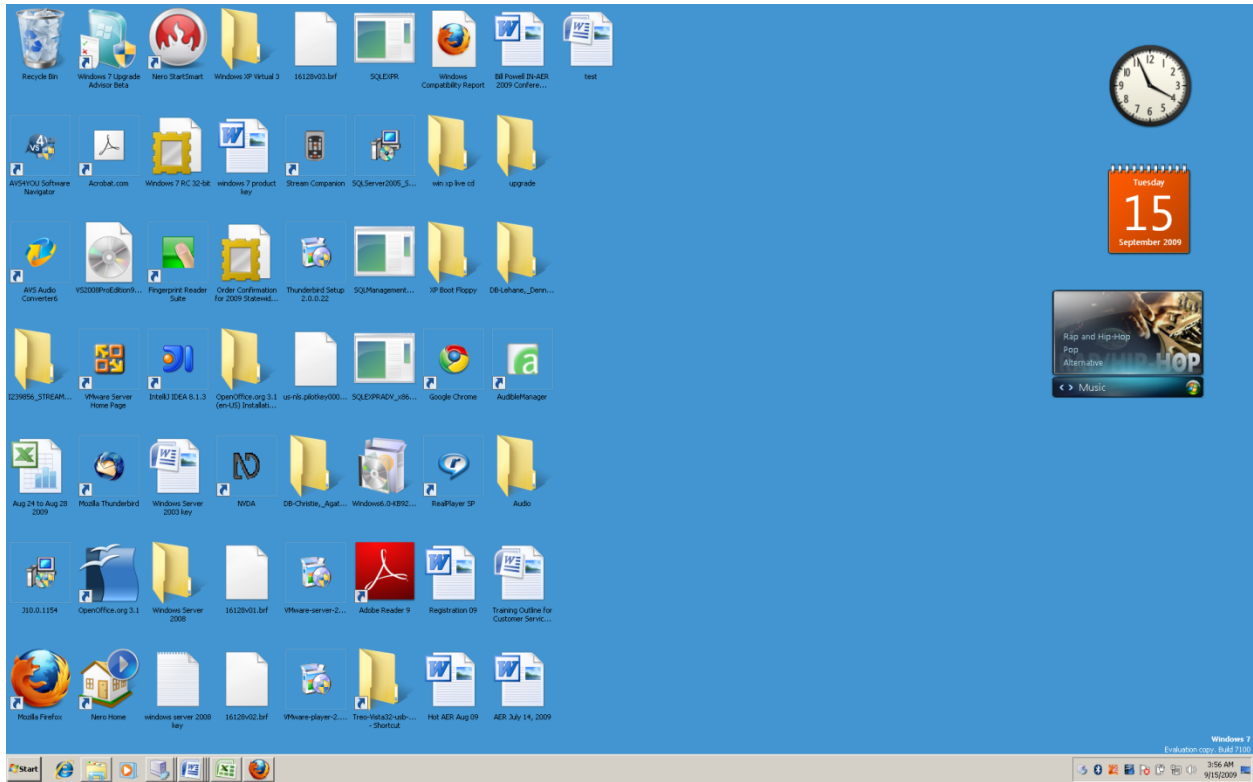
Press and hold down the Alt key and tap the Tab Key until you hear or see something like “Microsoft Excel Book1.”



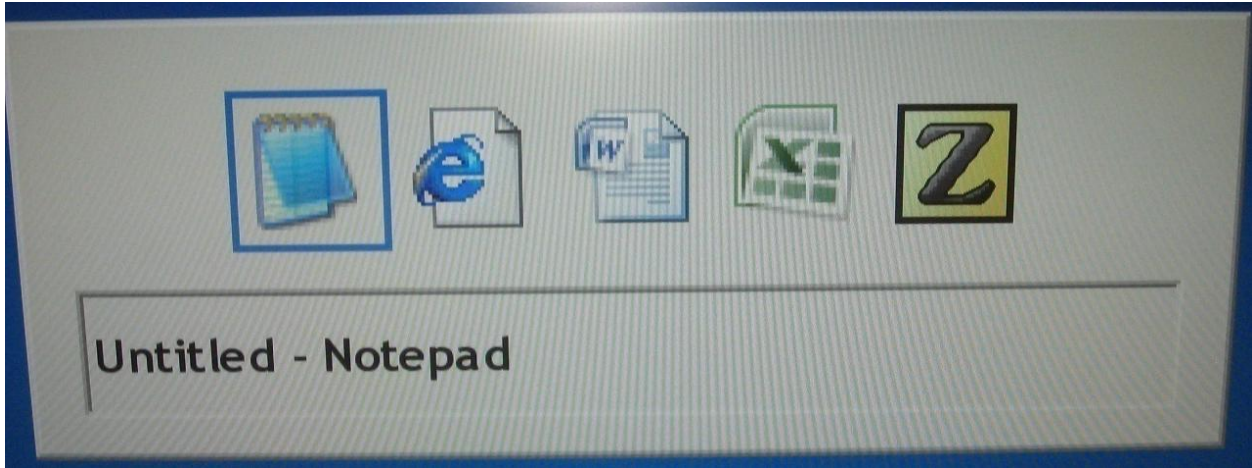
Release both keys and Excel will open.



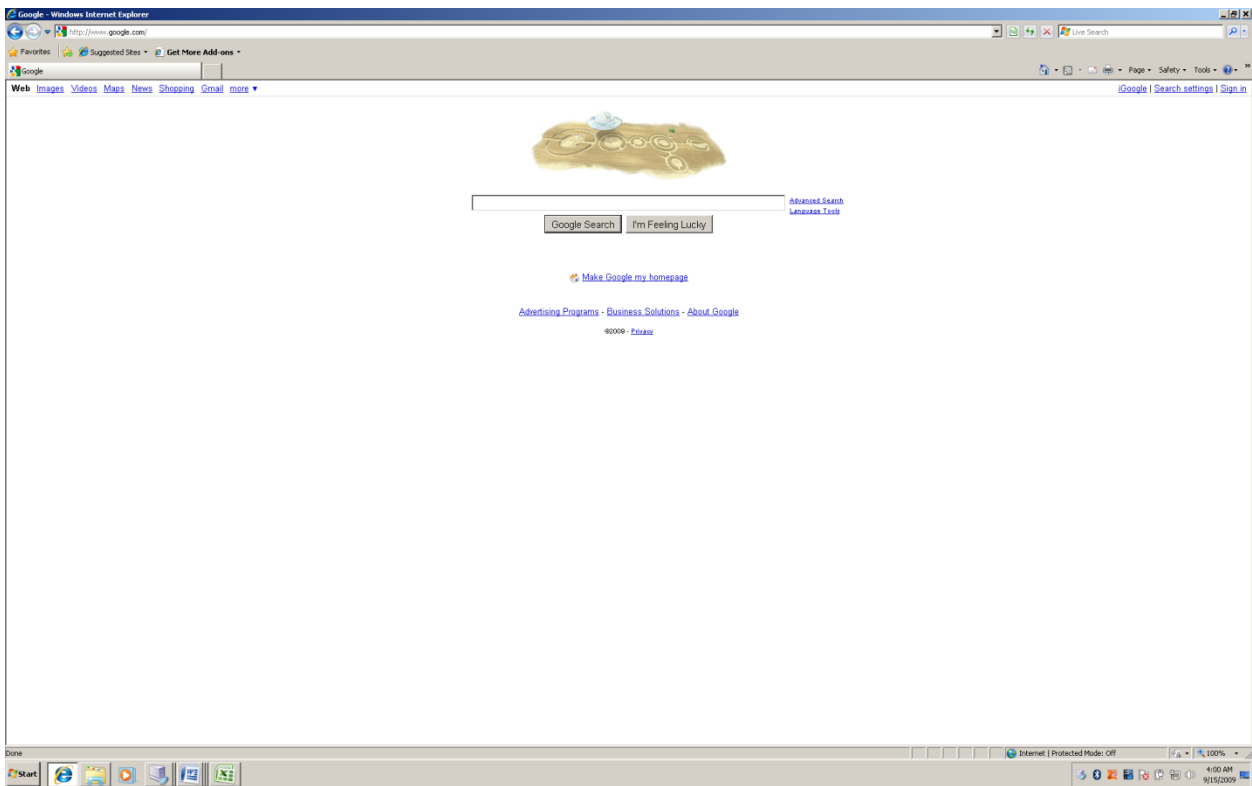
Press and hold down the Alt Key and tap the F4 Key one time and Excel will close.



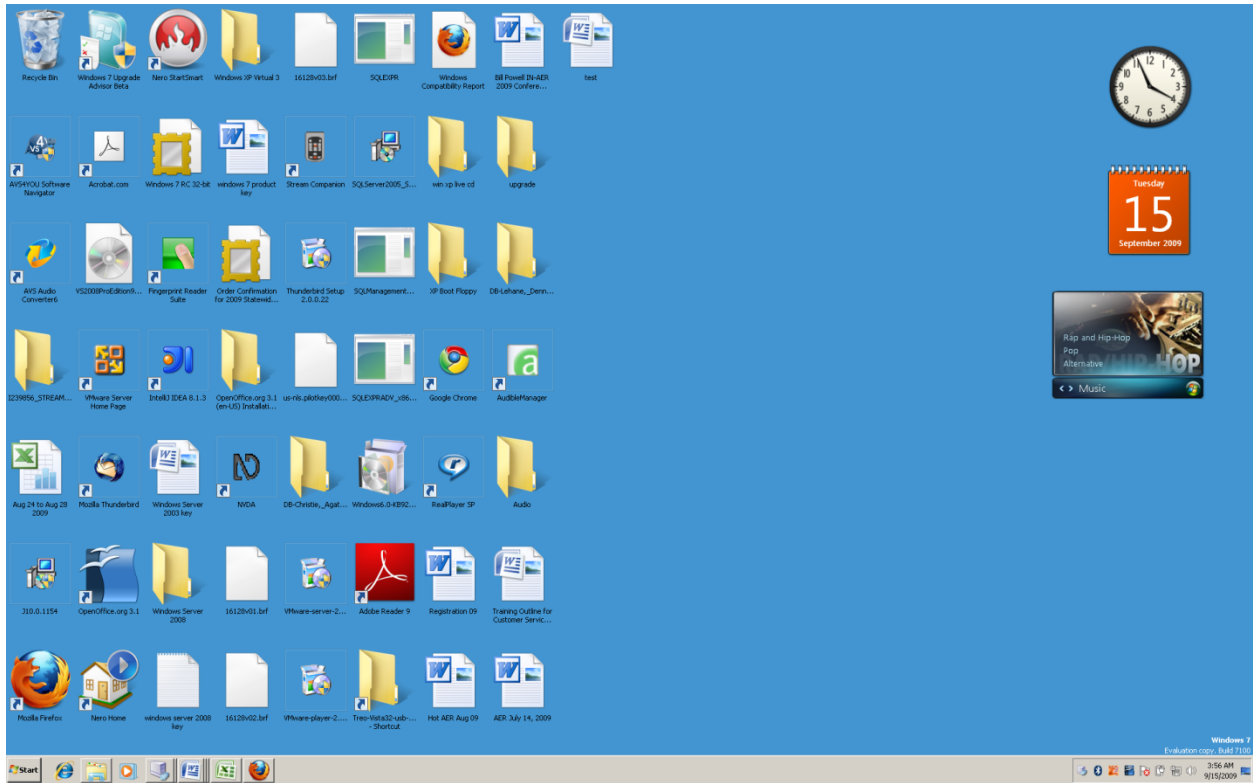
Press and hold down the Alt key and tap the Tab Key until you hear or see something like “Google Windows Internet Explorer.”



Release both keys and the Google web page will appear.



Press and hold down the Alt Key and tap the F4 key one time and the Google web page will close.



Chapter 12 Review

Test Your Knowledge

1. Which of the following is not a way to open Microsoft Word.
 - a. Tap the Enter Key on the Word icon on the Windows Desktop.
 - b. Tap the Enter Key on the Microsoft Office Word menu item.
 - c. Press the Control Alt w shortcut (hot key) combination you created.
 - d. Type word on the Windows Desktop and tap enter.
 - e. Press Windows Key r, type winword and tap the Enter Key one time.
2. Which of the following is not the way to open Microsoft Excel.
 - a. Press Windows Key r, type excel and tap the Enter Key one time.
 - b. Type the word Excel on the Windows Desktop and tap the Enter Key.
 - c. Tap the Enter Key on the Excel icon on the Windows Desktop.
 - d. Tap the Enter Key on the Excel menu item.
 - e. Press the Control Alt e shortcut (hot key) combination you created.
3. What key combination closes an open program?
4. What key combination minimizes all running programs and places you on the Windows Desktop?
5. What key combination lets you move through the running programs?