

## **ALTERNATIVE WAYS TO CLOSE YOUR OPEN WINDOWS ON THE FLY**

Normally you click the resizing tool at the extreme upper right side of the active window to close it. If you have a number of windows open this needs to be repeated for each open window. Here are some alternatives:

### **Option 1:**

Hold down on the ALT key and then tap the F4 key. This action will close down each open window, one at a time, and will finally bring you back to your Desktop. One more tap of the F4 key while still depressing the ALT key will take you to the “Turn Off Computer” dialogue box.

### **Option 2:**

If you have your system configured to open separate windows for every folder you open, and you've just opened a number of separate, related windows (a folder inside a folder, and so on), there's an easy, fast way to close them all at once. To do this, hold down the SHIFT key as you click the close tool in the upper-right corner of the last window you opened. Doing so closes that window and all of windows that came before it.

### **Option 3:**

Right clicking on any of the open window buttons that appear in the Taskbar will present you with a menu. Click the X Close to close the window. If more than one window in the same group is open, you can click on Close Group to close all windows in that group.

*Note: If you have made changes to an open file—a word processing document or spreadsheet file, for example—you will be given the opportunity to save the changes prior to closing it. This safeguard prevents you from inadvertently closing an “unsaved” file and losing your work.*