

Lesson 8: Closing Programs; Lesson 9: Creating Shortcuts; Creating A Shortcut To The Calculator - Toshiba P25-S509 User Manual

P25-s509 user's guide

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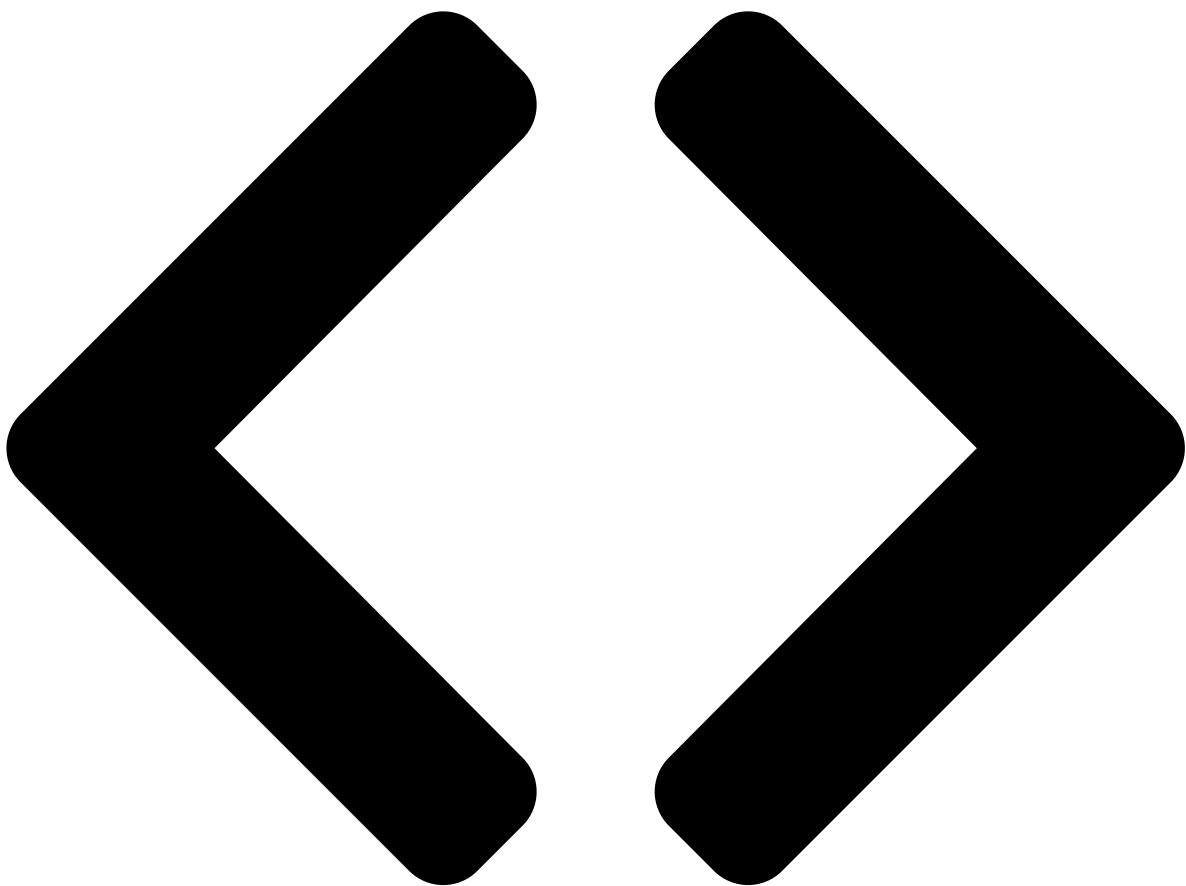
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Getting to Know the Windows ® XP Operating System

Lesson 8: Closing programs

Lesson 8: Closing programs

Once you are finished working with a document or program,

it is a good idea to close it. While you can run several programs at the same time, having a large number of programs and documents open simultaneously can slow down your computer.

This lesson teaches you how to close the programs you opened earlier in this tutorial.

To close the programs:

1

Click the Close button at the top-right of the Explorer window.

Windows Explorer closes, removing the Explorer button from the taskbar as well.

2

Close Paint and the My Computer window (assuming it is still open) by clicking the Close buttons for each program.



Lesson 9: Creating shortcuts

By adding shortcuts to your desktop, you can open programs

or files with the click of a button. You will probably want to

create shortcuts for the programs you use most frequently.

This lesson explains how to create shortcuts using two



examples.

Creating a shortcut to the Calculator

Use this method when you know the name and location of the

program file to which you would like to create a shortcut.

HINT: Always save your work before you close a program.

®

accessories, Calculator and Character Map, as

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