

A Fast Way to Close All Your Windows

Normally, to close a window, you click the X resizing tool in the extreme upper right corner of a window to close it. If you have a number of windows open, this needs to be repeated for each open window.

Fortunately, there is an alternative that will make the process go much faster.

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.

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.