Task Manager

February 6, 2012

Start the Task Manager

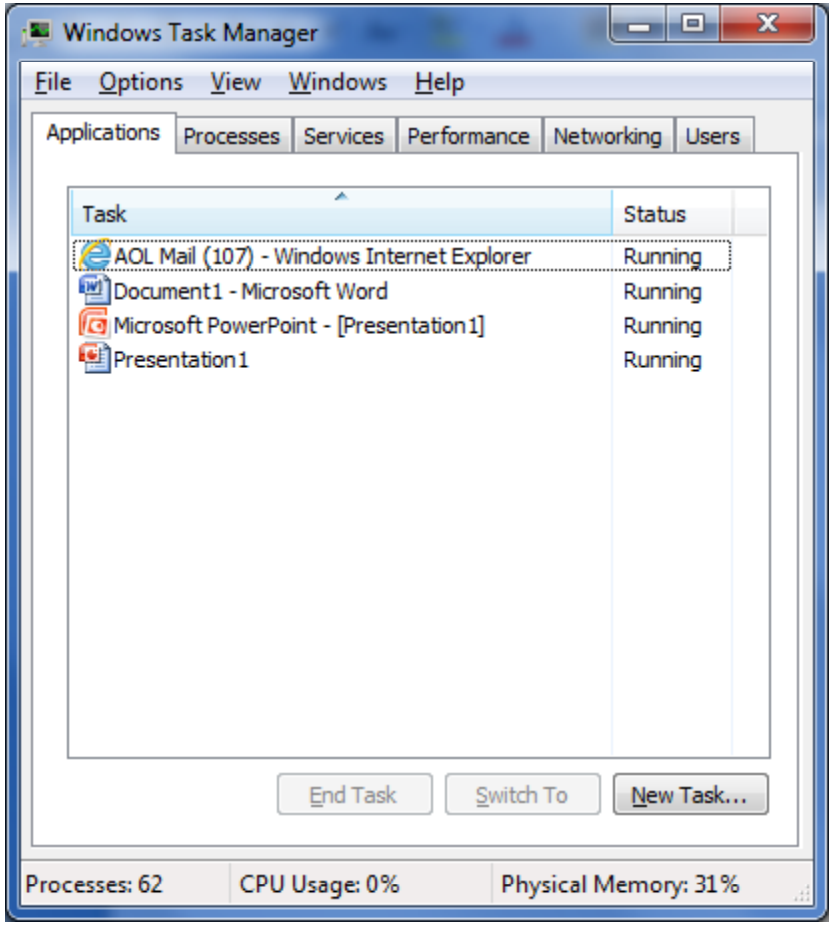
To open the Task Manager, we can press Ctrl - Alt – Del and the desktop will turn blue and there will be five choices.

- Lock this Computer
- Switch User
- Log Off
- Change a Password
- Start Task Manager

We need to click on the Start Task Manager hyperlink to open the dialogue box. There is a Cancel button if we wish to return to the desktop.

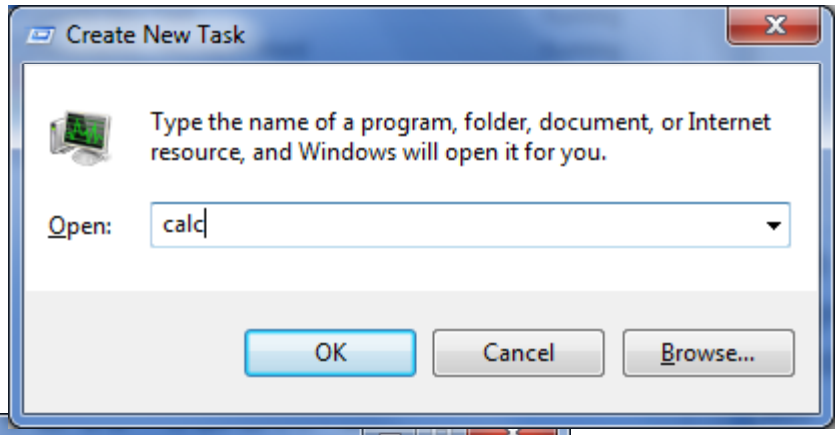
Application Tab

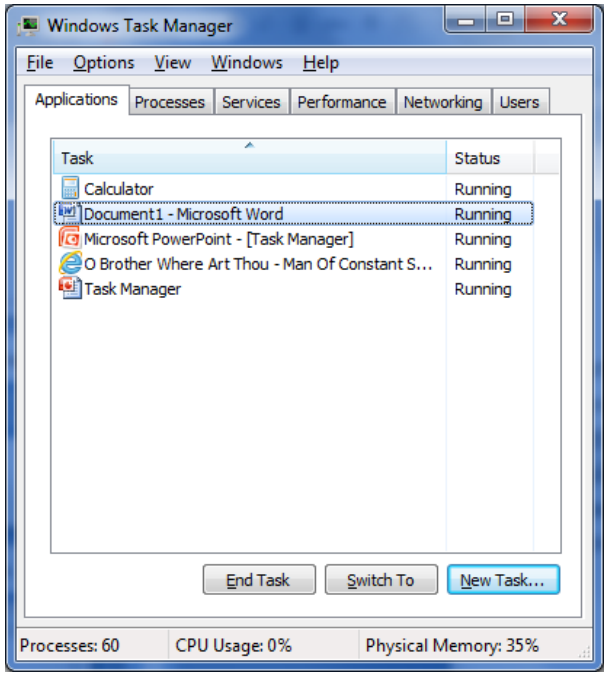
The first tab we will see on the Windows Task Manager is the Applications Tab. All software applications that are running will be in the list. If a program is not functioning, it will state “not responding” instead of running. If we wish to stop a program, we highlight the task and push the End Task button. To switch to a different application, we select the program task and press the Switch To button.

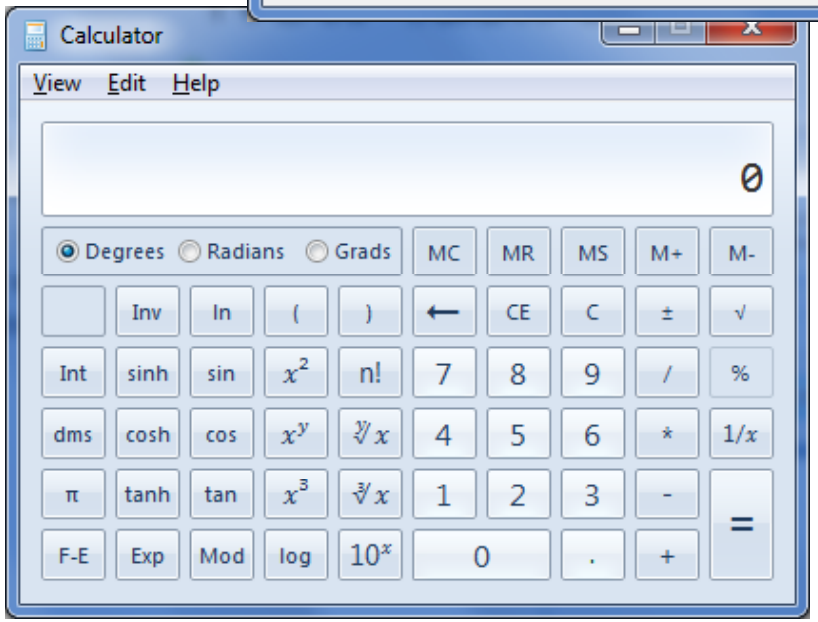


New Task Button

To start a new application task, we select the New Task command button and we can type the name of the program. In our example, we will input “calc” on the Open textbox and push the OK button. The Windows Calculator will open.

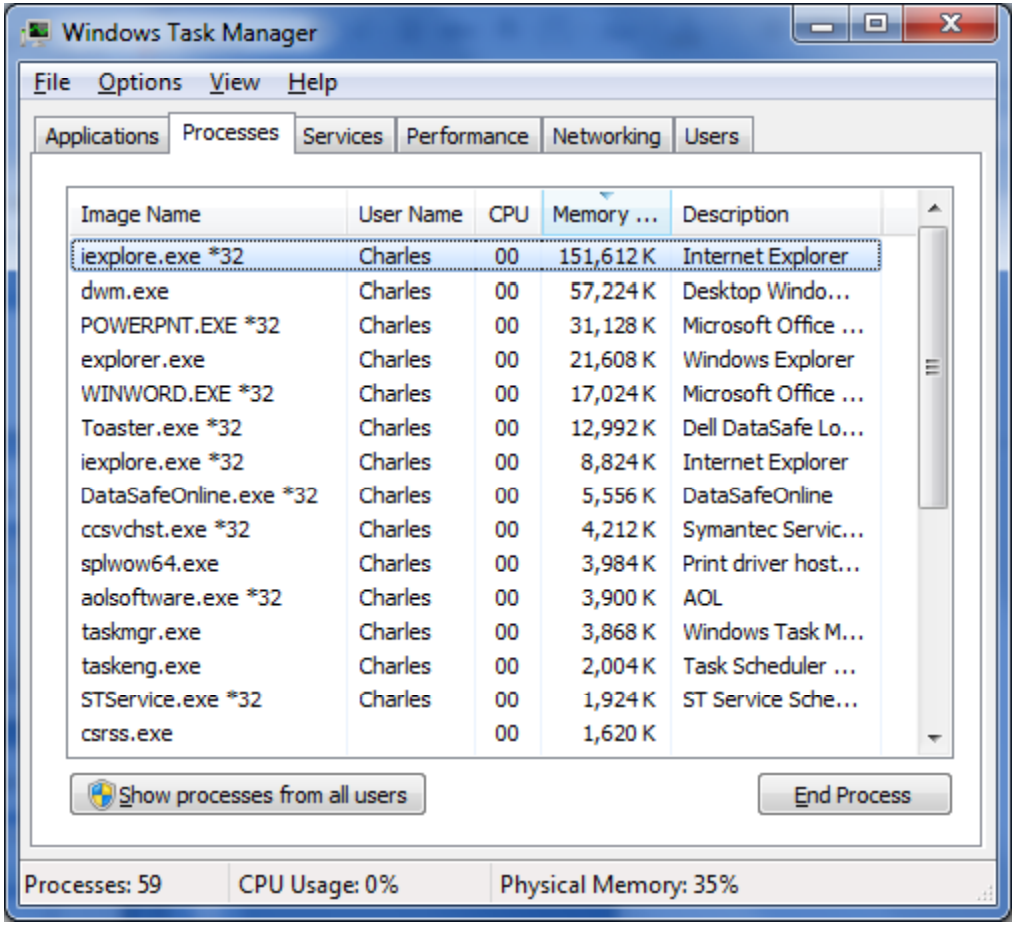






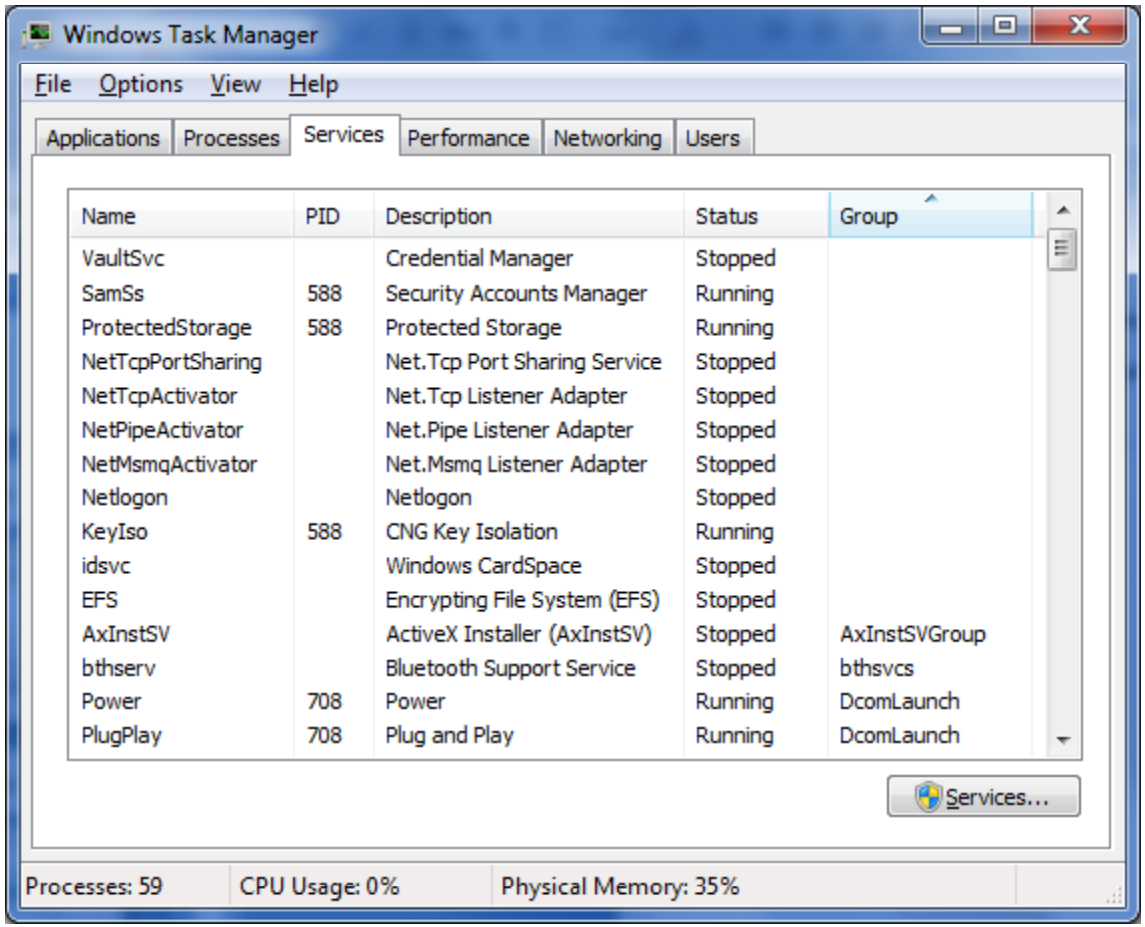
Processes Tab

The second tab shows a list of processes, the user running them, CPU, memory allocation and the description of the ones running. At the bottom of the window, we can see the total number of processes running, and CPU and physical memory usage by percentage. If we end a process, we choose the item and then we pick the End Process button. The process will stop immediately so we could lose the data if we did not save before stopping it.



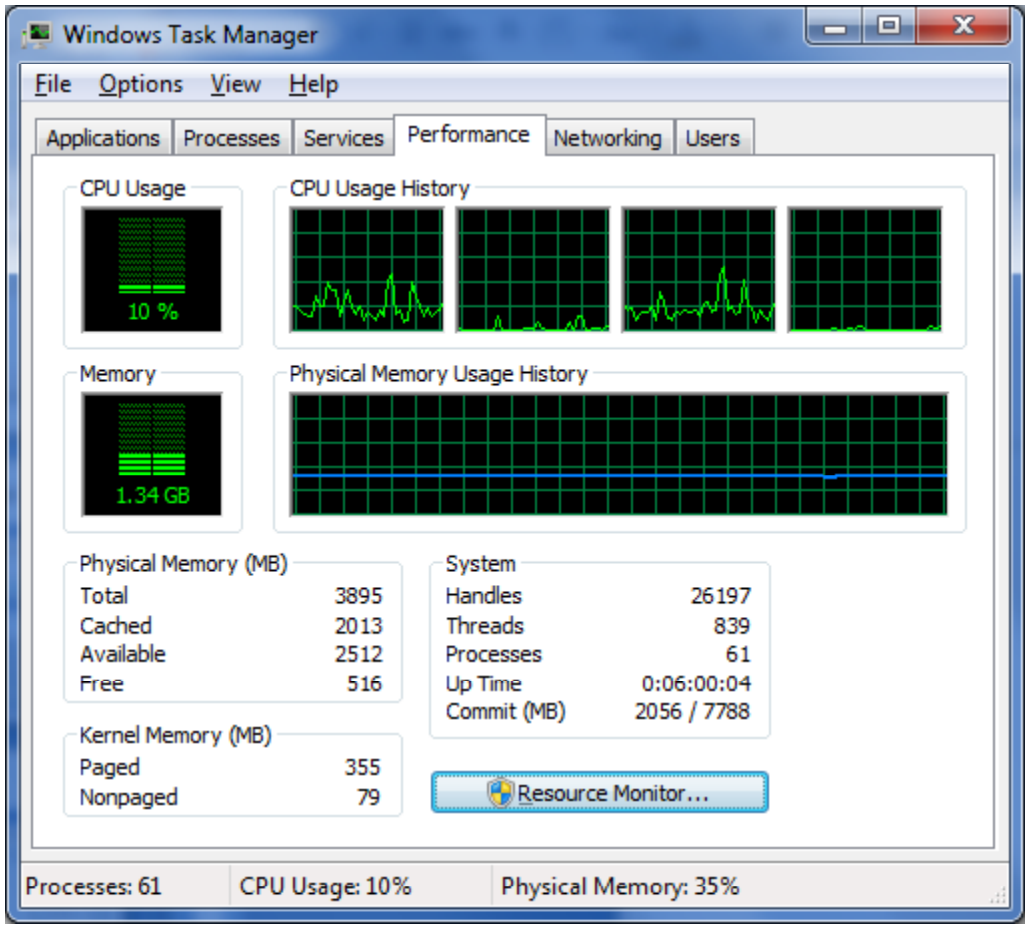
Services Tab

Computers also are running services such as W32time. These tasks are providing functionality to the overall computer system such as keeping time with a server. We can see what services are running or stopped. We should only start or stop a service generally if we are following directions when adding or removing a program. The instructions asking for this level of management are usually written by Microsoft.



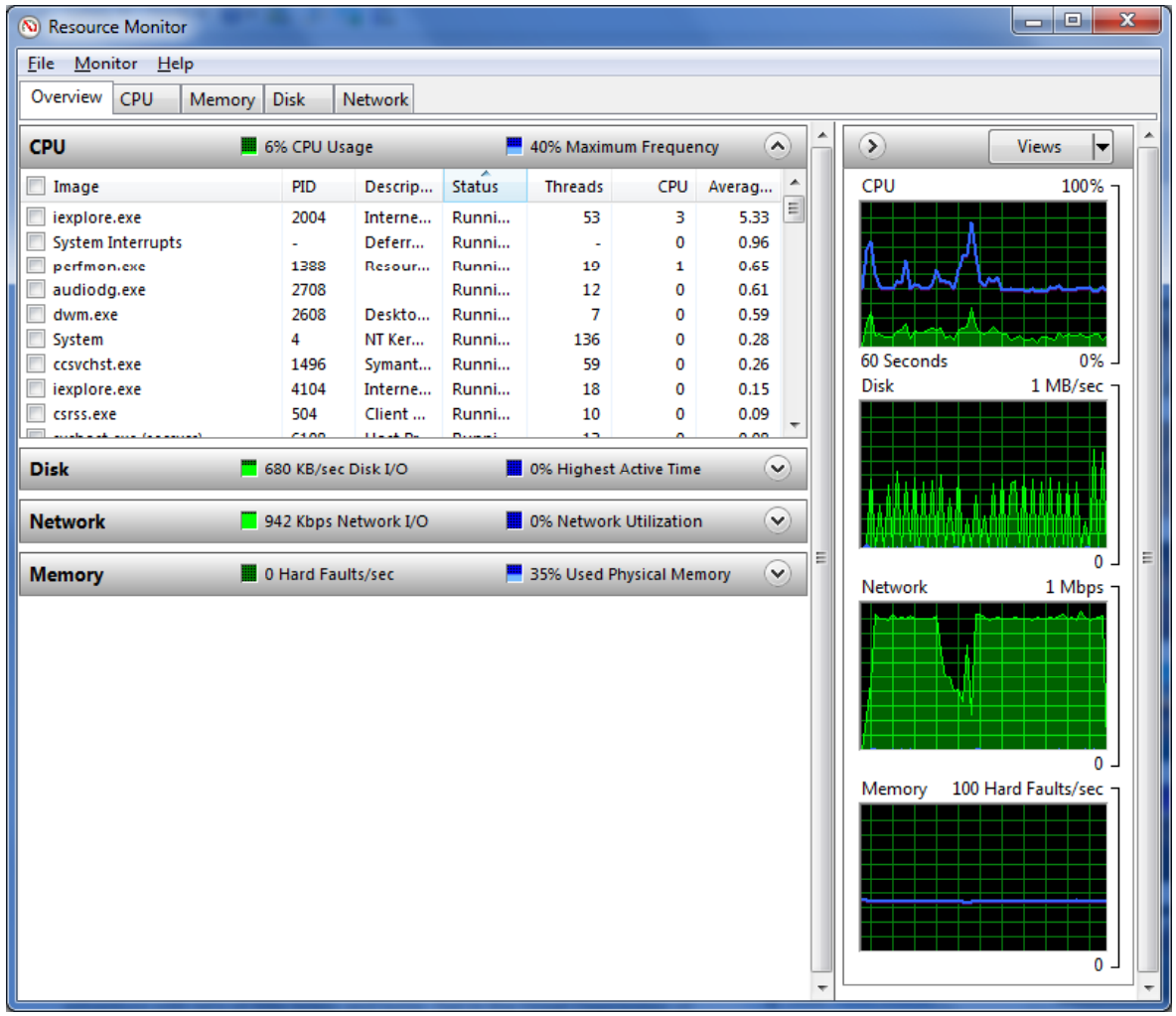
Performance Tab

The next tab is Performance. Here we see the CPU and memory usage.



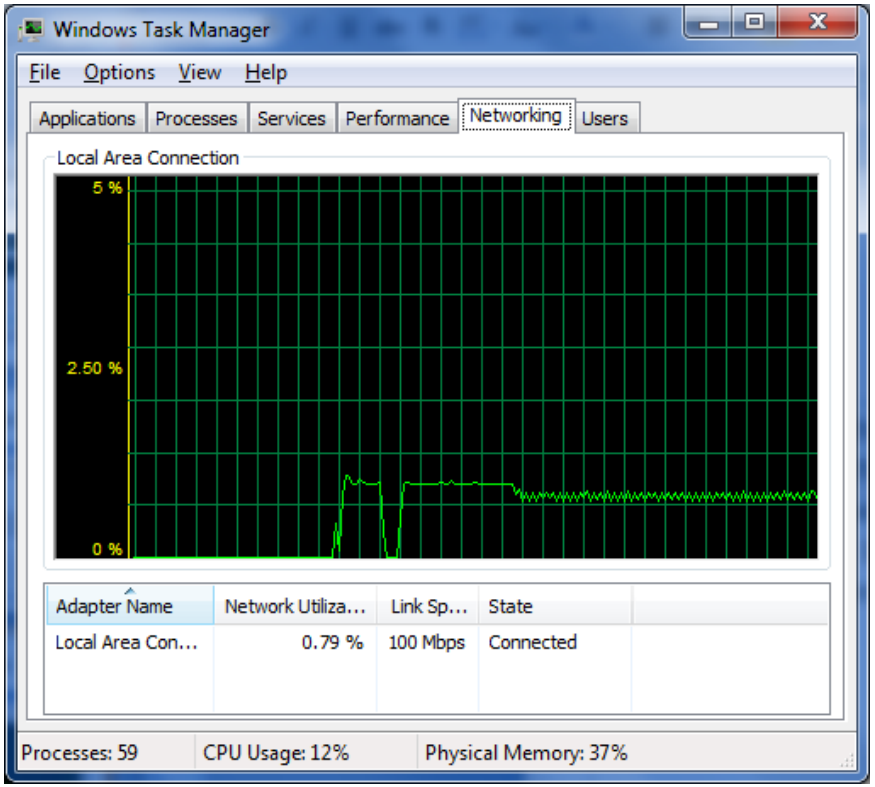
Resource Monitor

We select the Resource Monitor button and we can see the four graphs showing the CPU usage, Disk I/O, Network I/O and Memory Faults per second.



Networking Tab

Next, we choose the Networking tab. We can see that we have a 100 megabit per second network connection. The bump in the graph rises to about 1% of the data transfer capability.



Users Tab

The final label is designed for Users. Presently we only have one user named Charles. The user is Active. If we highlight a user and disconnect them or log them off our system, they could lose data.

When we are done with viewing and working in the Windows Task Manager, we select File and Exit the Task Manager.