

## Using Ctrl-Alt-Del in Windows Version 1.00

Windows NT 4.0, 2000, XP and 2003 all allow the ability to use the keyboard sequence *Ctl-Alt-Del* to display Logon information and advanced control options.

1. When logged onto one of the above Windows systems press the *Ctl*, *Alt* and *Del* keys simultaneously. After this you should see a screen like so :



2. In the middle of the screen you will see your Logon information. It will tell you who you are logged onto the machine as and what time the occurred. The lower portion of the screen displays a number of different buttons which include :

- *Lock Computer* – Locks the computer keyboard so only the current user can access it after entering their password.
- *Log off* – Logs the current user off the machine but doesn't shut the machine down.
- *Shut Down* – Logs the current user off the machine and shuts the machine down.

- *Change Password* – Allows changing of login password for the current user.
- *Task Manager* – Used to view the status of the machine and the programs running on it.
- *Cancel* – Close the Windows Security screen and return user to desktop.

Each of these options will now be explored in detail.

### 3. *Lock Computer*

If a user wished to leave their computer on but doesn't want to log the system off then the easiest thing to do is to use *Ctrl-Alt-Del* and the *Lock Computer* option. The major difference between *Lock* and *Logout* is that *Lock* will leave all programs running while *Logout* will close them. So if you are doing a large file download from the Internet and you wish to go away from the workstation, simply lock the screen to allow the download to continue to run while not allowing anyone else to access the machine.

Once you have locked the screen it should appear like so :

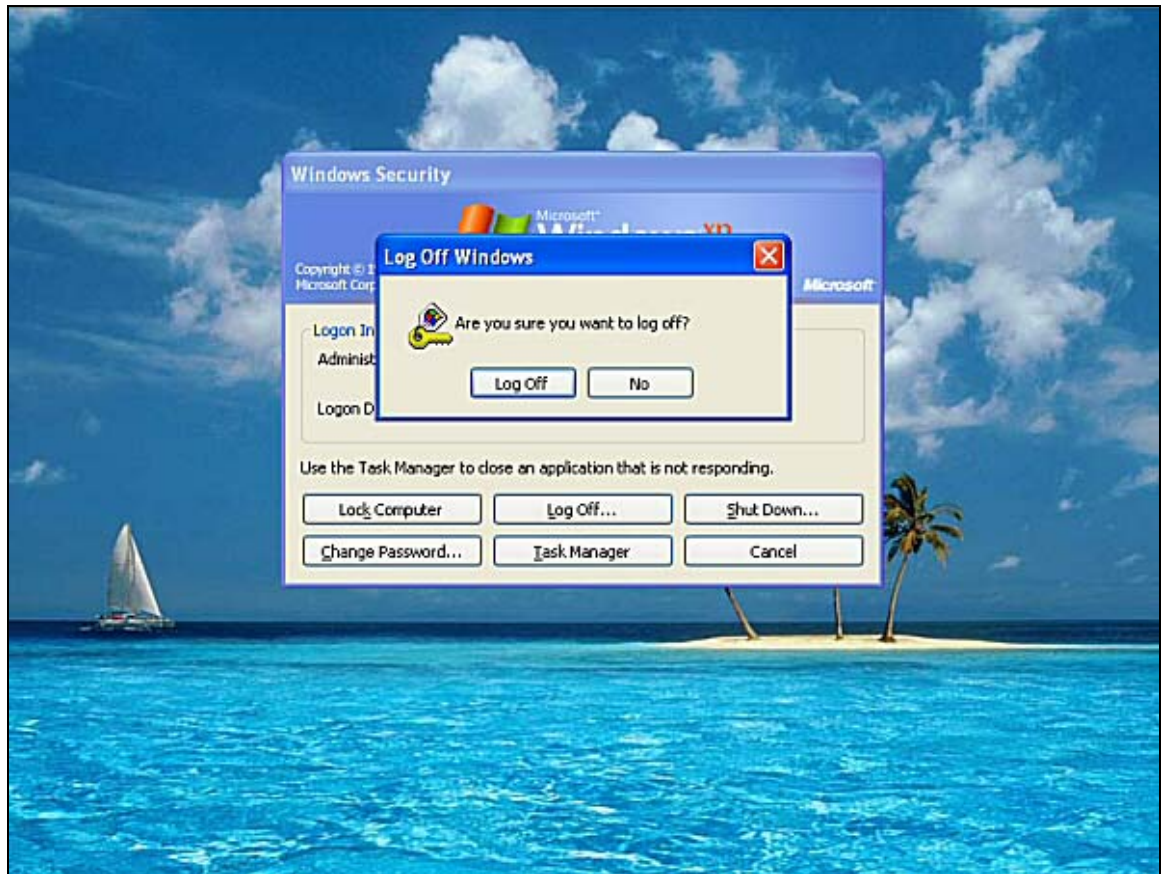


Now the only people who can unlock the machine for use are the currently logged on user ( who locked the screen ) or the administrator.

#### 4. *Log Off*

Logging off a computer will close all currently running applications and end the user session. It will not however power the machine down but instead return the screen to the normal logon console.

Once you have pressed the *Log Off* button you will see a screen confirming your desire to log off. Press the *Log Off* button to continue to log off process.



Once the computer has logged off you should see the familiar login screen like so  
:



## 5. *Shutdown*

Shutting down a computer will close all open programs, end the user session and power the workstation off. Once you select the *Shutdown* button you will be presented with the normal shutdown menu like so :





## 6. *Change Password*

Pressing this button allows the currently logged on user to change their network password. This is the password used when you first logon to the workstation. Once you have pressed the Change Password button you should be present with a screen that looks like :



To change your password you need to enter your *Old Password* then a *New Password*, then enter the new password again in the *Confirm New Password* box. When you have completed this press the *OK* button to have the changes saved. Remember that network policies may require a password to be of a certain length or complexity and may not be accepted.

Once your new password has been successfully accepted you should see a screen like :

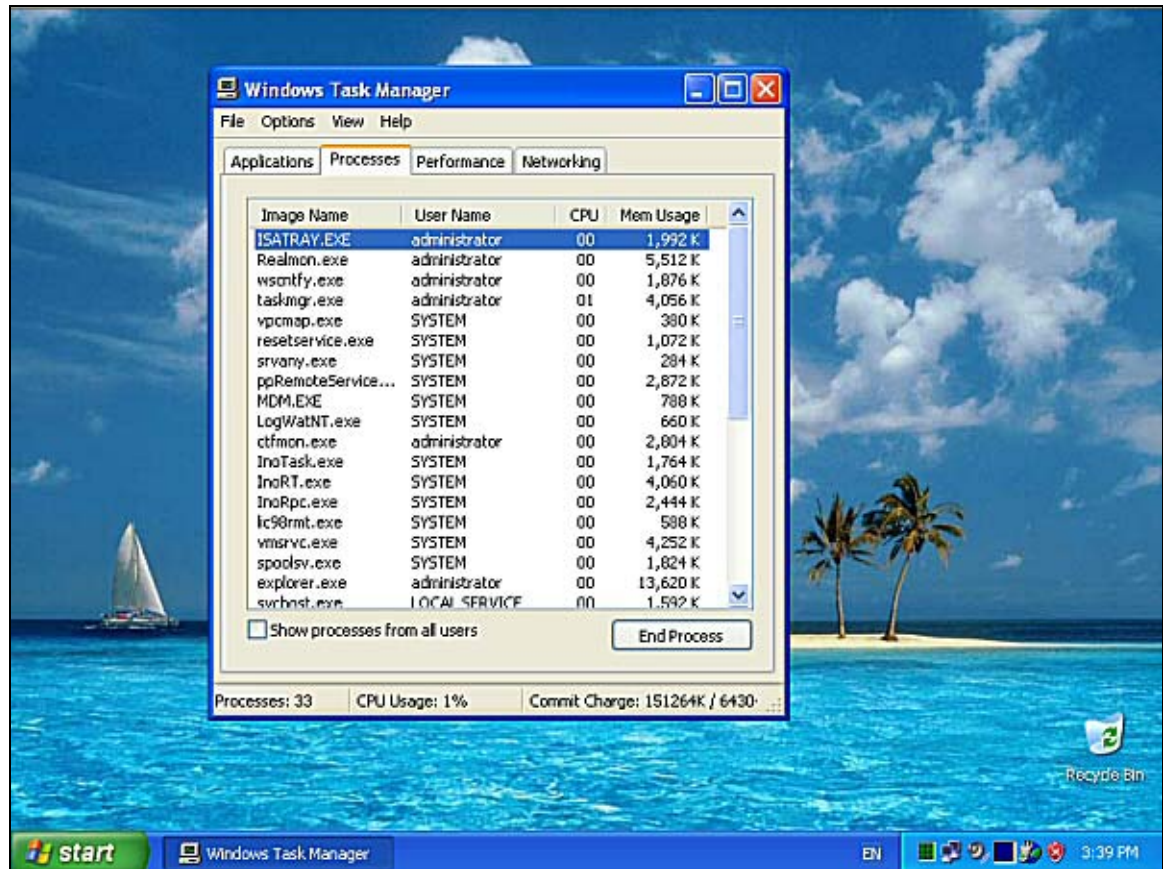


Press the *OK* to complete the process.

## 7. *Task Manager*

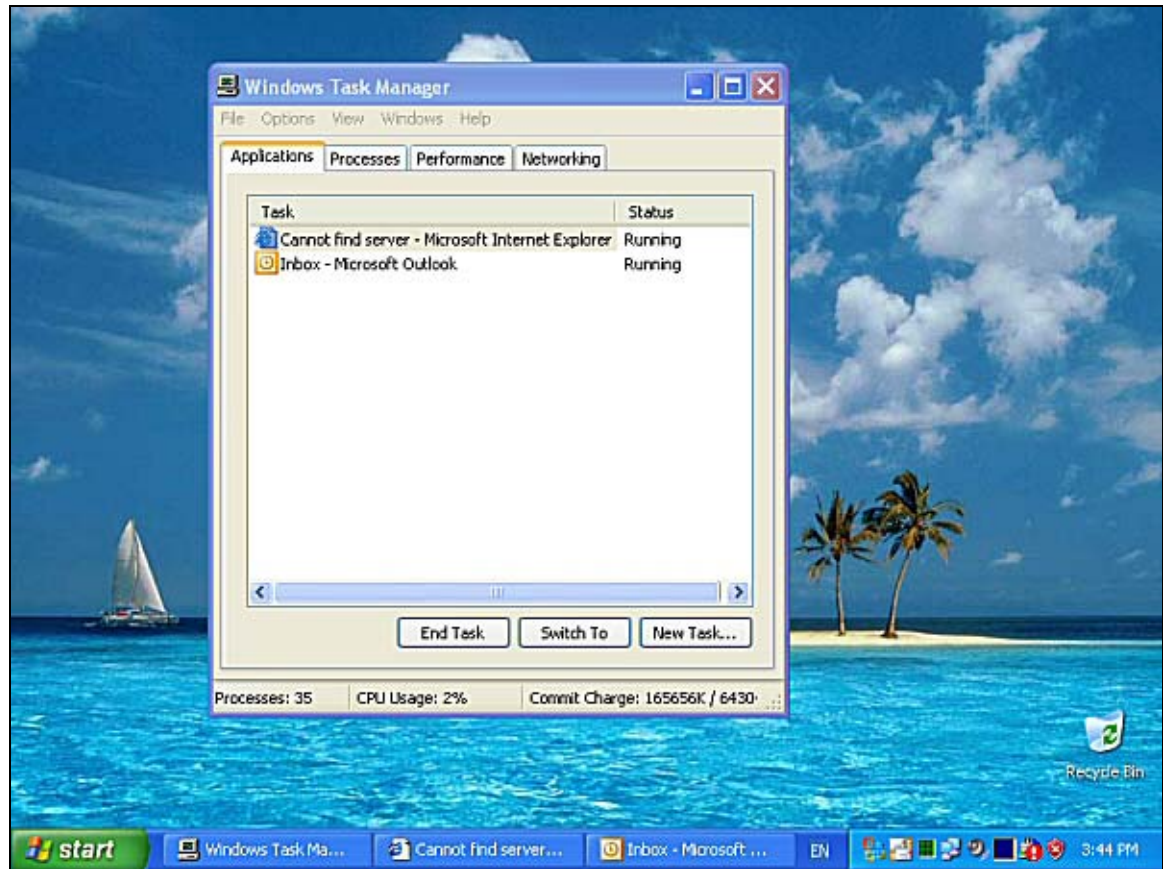
Task manager allows you to perform a range of actions on software that is running on your Windows machine. These operations can be seen in the tabs that are displayed across the top of the *Windows Task Manager* when it is opened like so :





Select the *Applications* tab to show all the software programs that are currently running on the system. A typical screen would appear like so :



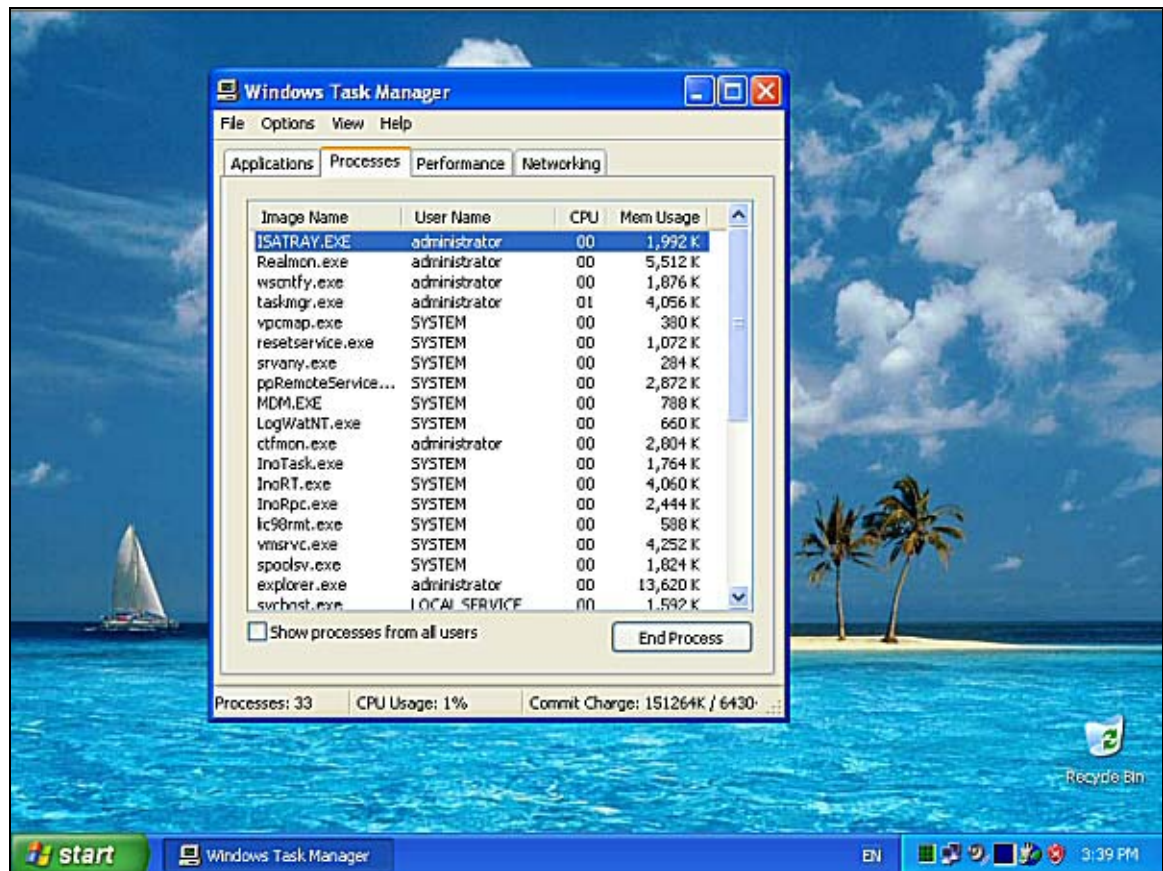


From this screen you can see that Microsoft Internet Explorer and Microsoft Outlook are running. To the right of each application you can see the *Status* column. In both of these cases they say *Running*, which indicates that the applications are performing normally.

There are times when some applications hang and can not be terminated via normal means. In this case the best option is to use the Task Manager ( via *Ctl-Alt-Del* ) to close the badly behaving application. When an application hangs or has a problem its status in Task Manager usually shows as *Not Responding*.

To end an application using Task Manager simply select the task in the applications windows and then press the *End Task* button. The application should disappear from the list. You may also be prompted as to whether you wish to close the task. If so prompted simply accept the option to end the process.

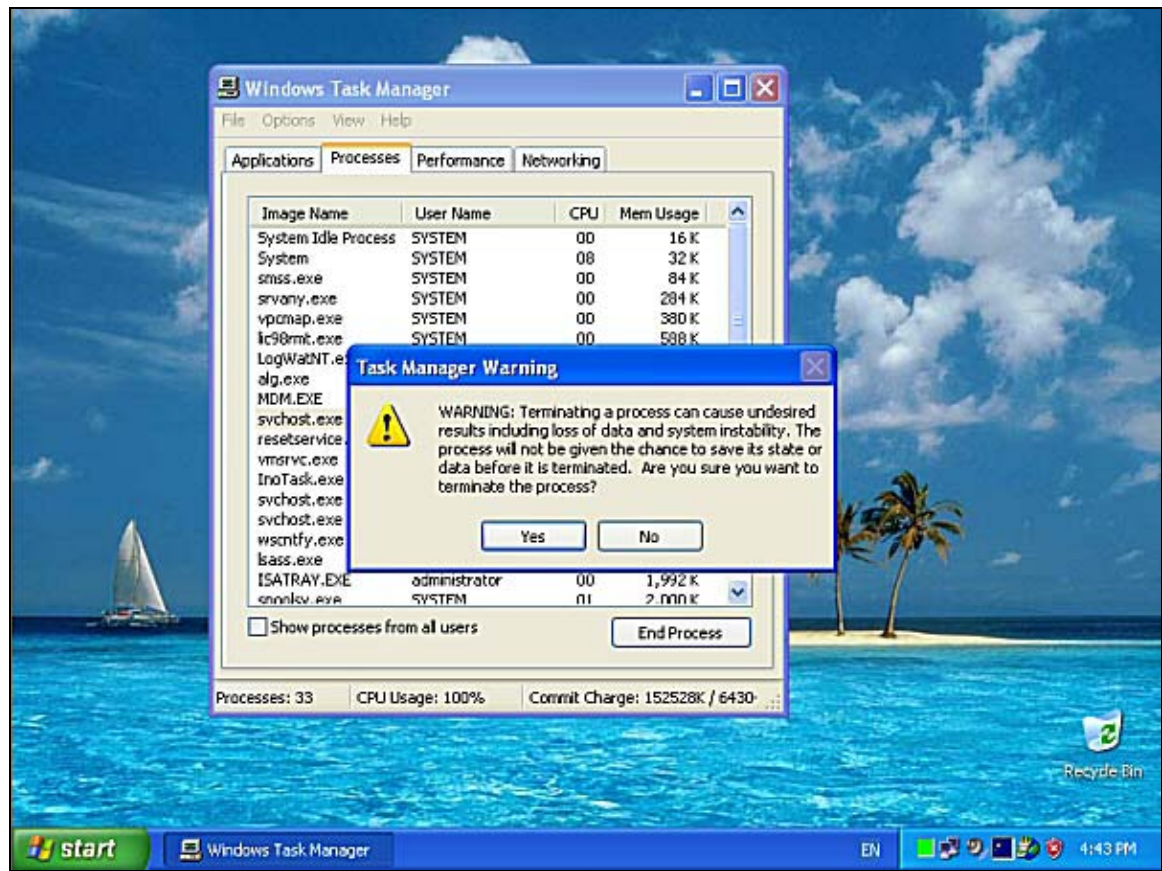
Select the *Processes* tab to view all the processes ( ie programs ) that are running on your system. The difference between the *Applications* Tab and the *Processes* tab is that the *Processes* tab shows all programs, including those that form part of the operating system. Also information in the *Processes* tab is not as straightforward as what is displayed in the *Applications* Tab.



The *Processes* tab lists each process that is running on the system. It also gives you the owner or *User Name* of the process, its *CPU* usage value ( in percent ) as well as its *Memory usage*. You can order the display at any time by clicking on the column headings. Pressing that heading again will sort the entries in the opposite direction. So if you wanted to display the process that is using the most memory you would click the *Mem Usage* column once ( which would order it from the lowest to the highest ) and then again ( which would order it from the highest to the lowest ).

When there are problems with the system normally it will be because a process has taken over the CPU or Memory usage. To locate such a process simply sort via the *CPU* or *Mem Usage* columns. Once you have located the bad process you can close it by selecting its name in the *Image Name* column and then pressing the *End Process* button at the bottom of the screen.

When you press the *End Process* button you will see the following warning like so :



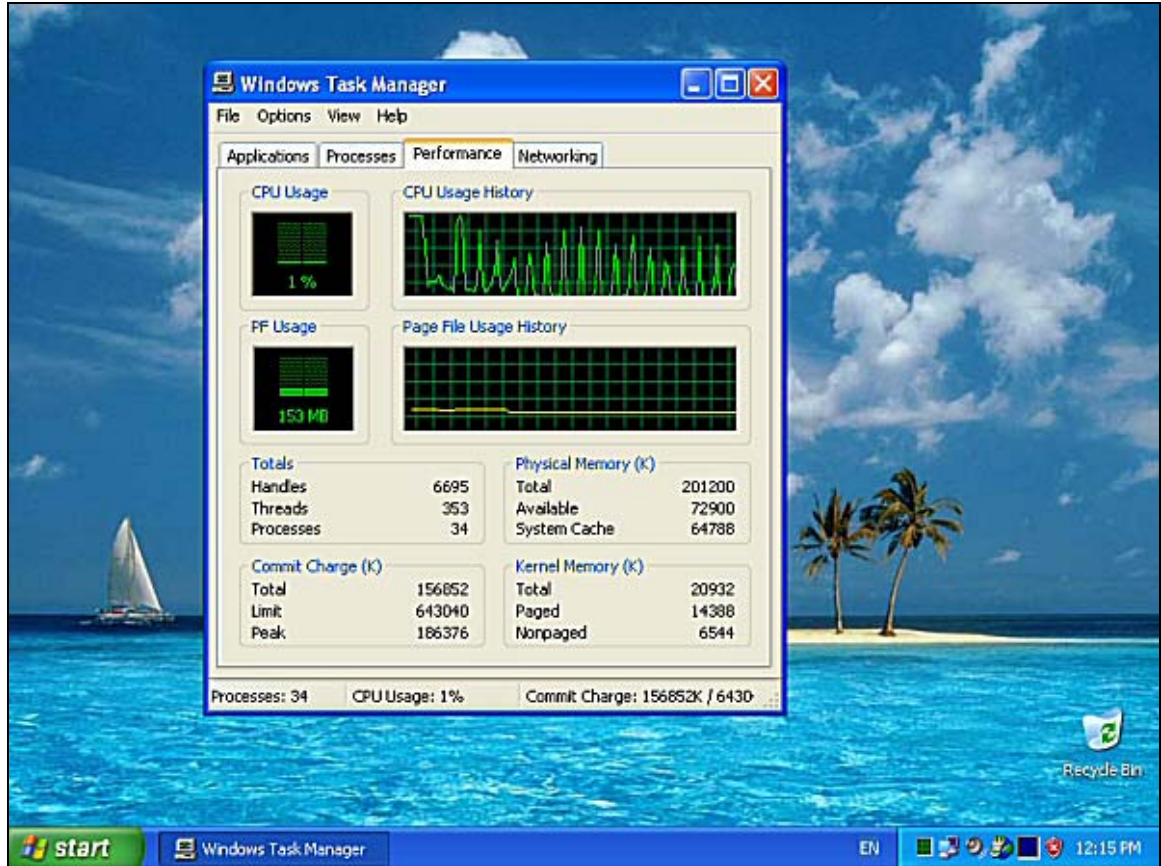
If you press the *Yes* button the process you selected will be terminated. The warning informs that terminating a process may cause the system to become unstable. This is especially the case if you terminate a process that is required by the operating system. You need to be especially careful if you are terminating programs from the *Processes* tab.

## 8. Performance

The *Performance* tab provides you with resource information about your system. The top part of the screen presents the CPU and Page File ( Memory ) usage graphically. The more loaded your CPU is the higher the usage will be and the same with the memory. If your system shows significant CPU or Memory usage it is a good idea to reboot the system to see if some can be freed up. If the usage of either resources continues to remain high then additional steps need to be taken to allow your system to perform efficiently.

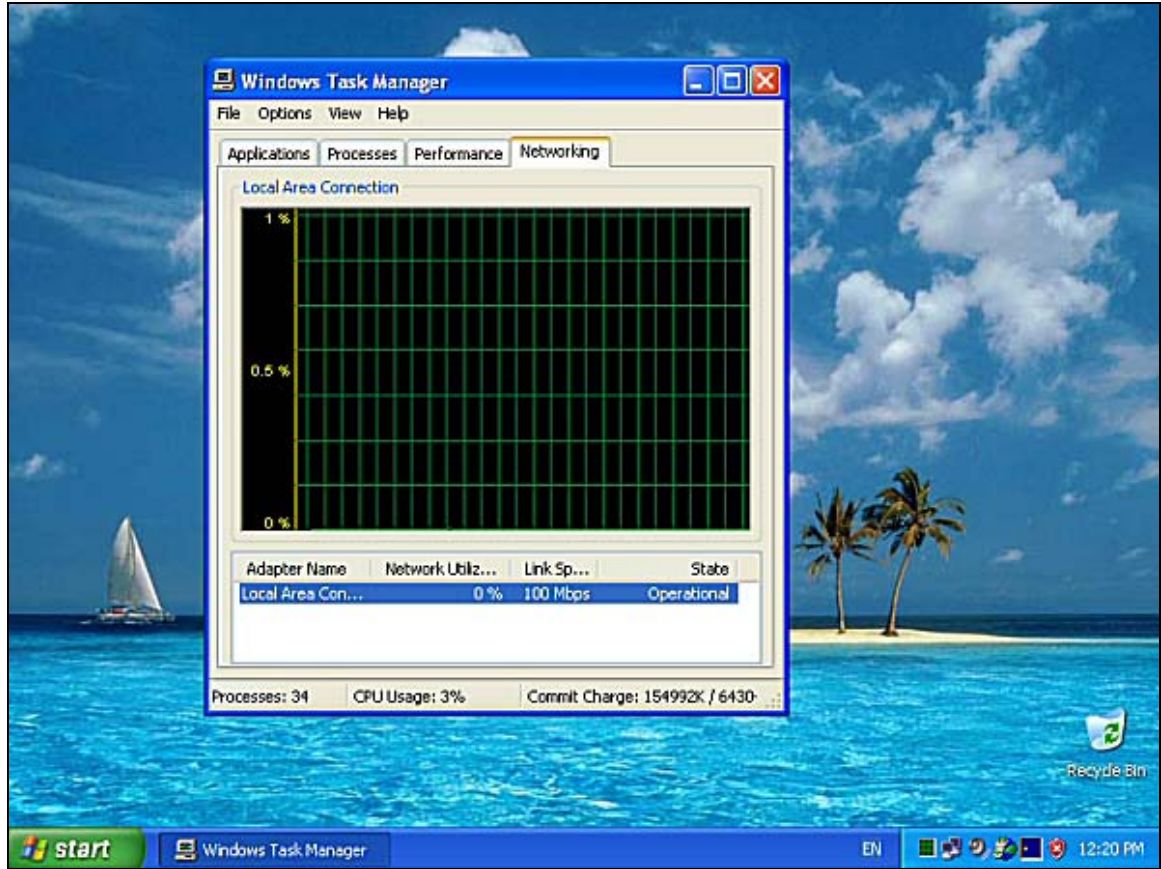
The lower part of the screen provides numerical information about memory usage of your system. The most important value here is to ensure that the *Commit Charge (K) Total* value remain below *Physical Memory (K) Total*. If the *Commit Charge (K) Total* value remains above the *Physical Memory (K) Total* it usually indicates that your system requires more memory.



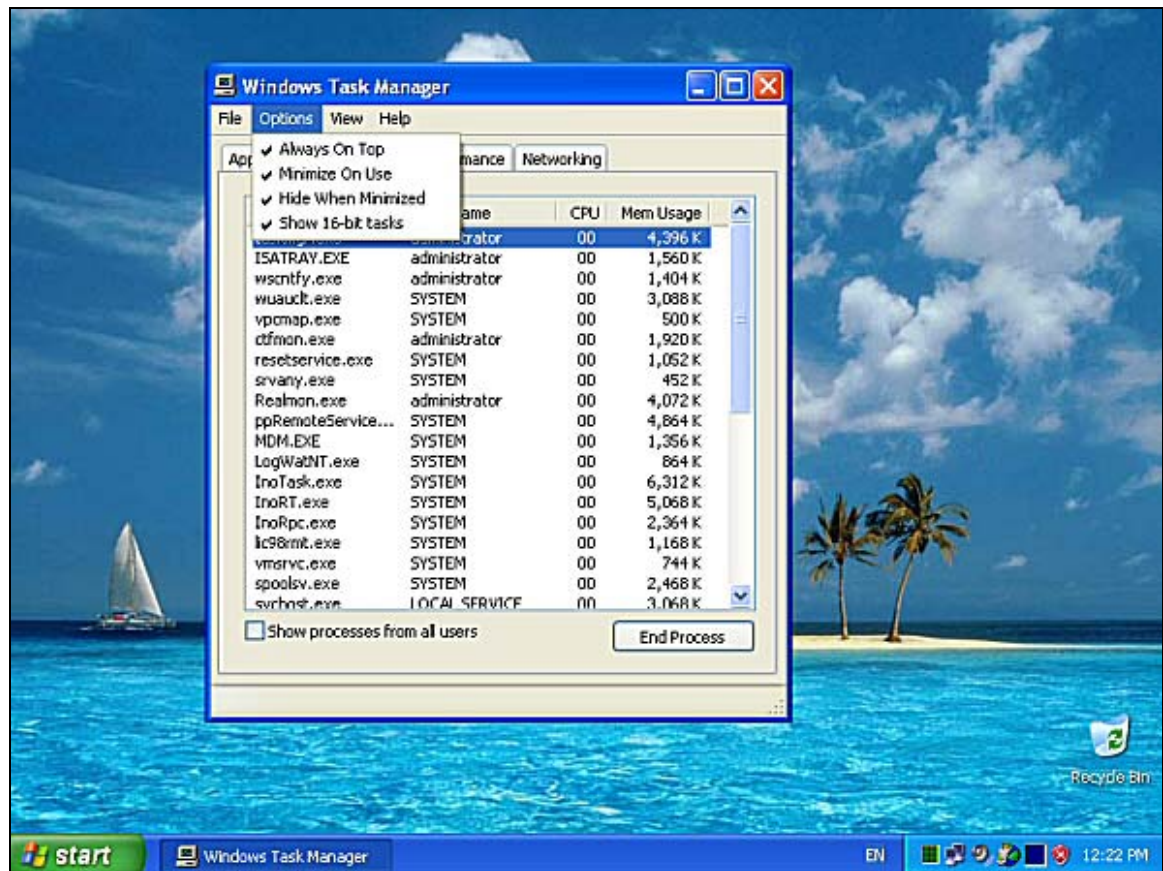


## 9. Networking

The Networking Tab will give you performance data on how well your Local Area Network (LAN) connection is performing. Once again the information is presented graphically like so :



10. A number of additional settings for *Task Manager* are available from the *Options* menu. The most significant of these are *Always on Top* and *Hide when Minimized*.



*Always On Top* – if this option is selected, which it is by default, the Task Manager window will always remain on the top of any other loaded applications. This makes it easier to see the values in task manager if you are performing any sort of monitoring.

*Minimize on use* – Normally if you minimize task manager it will appear in the task bar. However if this option is set, when task manager is minimized it will appear as an icon on the system tray in the lower right hand side of the screen like so :



With *Task Manager* minimized in the system tray it will continue to show you a bar graph of the CPU performance of your system. If you place your mouse over this icon you will also see the current numerical value of the CPU usage. If you double click on the *Task Manager* icon in the system tray *Task Manager* will be launched and displayed on the screen. This will save you having to use the *Ctl-Alt-Del* sequence of keys.

11. To close task manager simply select *File* then *Exit Task Manager*.