

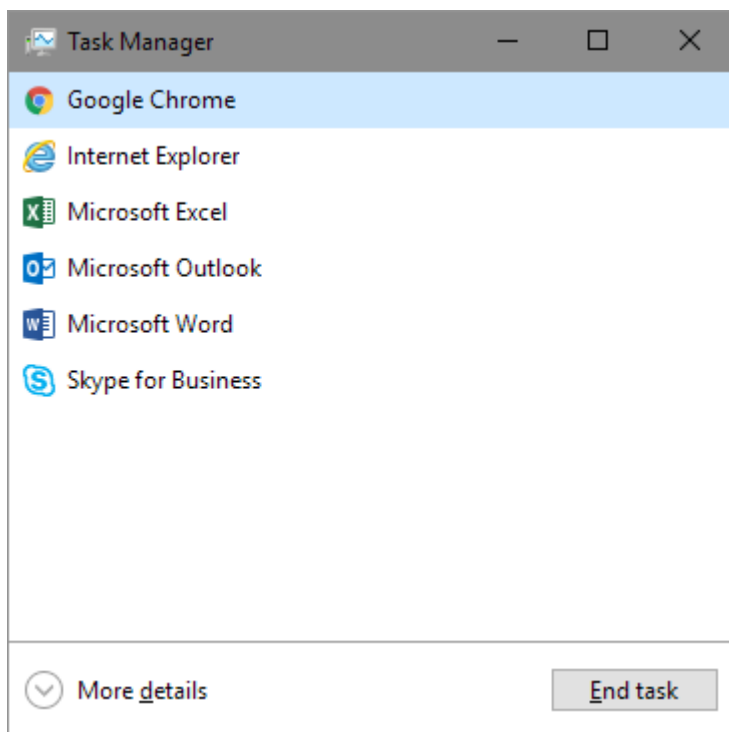
Windows 10 Task Manager

Microsoft Windows has a built-in tool for users that allows them to manage processes or programs running on a computer at any given time. By getting to know how to use this tool, users will be able to perform basic troubleshooting steps to help resolve common issues found while using a computer. Task Manager can be used to see which applications are currently running, close freezing programs that cannot be closed by traditional means, and modify which applications automatically startup when you sign into your computer.

DISCLAIMER: While Task Manager is a very handy tool to help troubleshoot issues with programs, it should not be the main method used to close windows or applications. Disabling certain apps or services could potentially cause issues with booting or lead to data loss, so please remember to save any work you might have opened before proceeding.

There are numerous ways to access and open the Task Manager, but there are three that are easier than most.

1. Right-click in open space on the task bar at the bottom of your desktop to open an options menu and click “Task Manager” from the window.
2. Hit the key combination of CTRL + ALT + DEL on your keyboard to switch to the lock screen and click the “Task Manager” option.
3. Hit the key combination of CTRL + SHIFT + ESC on the left side of your keyboard to bring up Task Manager immediately.



The first time you open Task Manager in Windows 10, it may look similar to this. If you get a more detailed window immediately, do not worry, it just means that Task Manager was accessed previously on the computer.

From this initial screen, you can highlight a program and choose the “End Task” button to shut down the application. Just remember to save your work in that program before closing.

If you would like to use Task Manager in a more robust manner, click the “More details” arrow to expand the window.

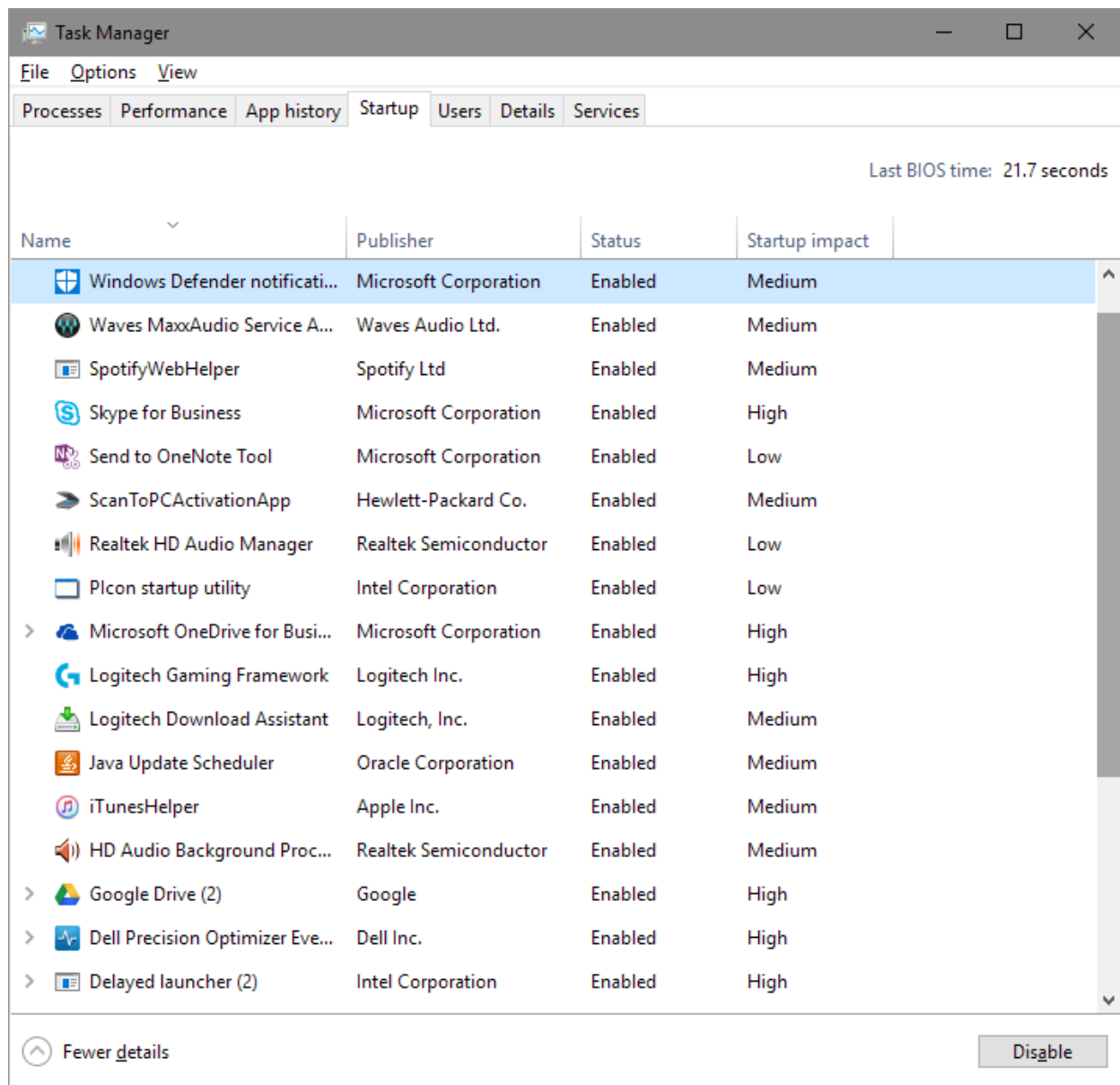
The screenshot shows the Windows Task Manager window with the 'Processes' tab selected. The window title is 'Task Manager'. The menu bar includes 'File', 'Options', and 'View'. Below the menu bar are tabs for 'Processes', 'Performance', 'App history', 'Startup', 'Users', 'Details', and 'Services'. The main area displays a table of running processes, categorized into 'Apps (7)' and 'Background processes (112)'. The table has five columns: Name, CPU, Memory, Disk, and Network. The 'Google Chrome' process is highlighted in blue. At the bottom, there is a 'Fewer details' button and an 'End task' button.

Name	CPU	Memory	Disk	Network
Apps (7)				
> Google Chrome	0.1%	62.3 MB	0 MB/s	0 Mbps
> Internet Explorer	10.4%	103.4 MB	0 MB/s	0 Mbps
> Microsoft Excel	0%	33.8 MB	0 MB/s	0 Mbps
> Microsoft Outlook	0.1%	132.5 MB	0 MB/s	0.1 Mbps
> Microsoft Word	0%	56.1 MB	0 MB/s	0 Mbps
> Skype for Business (3)	0%	110.9 MB	0 MB/s	0 Mbps
> Task Manager	0.1%	23.1 MB	0 MB/s	0 Mbps
Background processes (112)				
AcroTray (32 bit)	0%	2.6 MB	0 MB/s	0 Mbps
> Adobe Acrobat Update Service (...)	0%	0.9 MB	0 MB/s	0 Mbps
> Adobe Genuine Software Integri...	0%	2.9 MB	0 MB/s	0 Mbps
Alps Pointing-device Driver	0%	1.0 MB	0 MB/s	0 Mbps
Alps Pointing-device Driver	0%	3.1 MB	0 MB/s	0 Mbps
Alps Pointing-device Driver for ...	0%	1.3 MB	0 MB/s	0 Mbps

This view of Task Manager is more detailed and allows you to manage your computer more efficiently. From the first tab called Processes, you can see which applications (Apps) are open, which processes are running in the background, as well as which core Windows processes are running further down the list. For the most part, you will be concerned about the first two sections, as core Windows processes are necessary to run the majority of systems working on your computer. Like the previous view, you can highlight an application or process and click the “End Task” button to close it. Just remember to save any work you may have open in an application before attempting to close.

Name	PID	Status	User name	CPU	Memory (p...	Description
dwm.exe	1400	Running	DWM-1	00	176,112 K	Desktop Win...
OUTLOOK.EXE	12908	Running	bronsol	00	135,692 K	Microsoft O...
lync.exe	960	Running	bronsol	00	113,576 K	Skype for Bu...
ieexplore.exe	1064	Running	bronsol	08	102,004 K	Internet Expl...
MsMpEng.exe	4404	Running	SYSTEM	00	82,228 K	Antimalware...
WINWORD.EXE	10884	Running	bronsol	00	80,808 K	Microsoft W...
googledrivesync.exe	9792	Running	bronsol	00	78,036 K	Google Drive
chrome.exe	12372	Running	bronsol	00	67,524 K	Google Chro...
chrome.exe	4896	Running	bronsol	00	64,108 K	Google Chro...
SearchUI.exe	7580	Suspended	bronsol	00	41,600 K	Search and ...
chrome.exe	2148	Running	bronsol	00	39,700 K	Google Chro...
svchost.exe	1228	Running	SYSTEM	00	36,356 K	Host Process...
EXCEL.EXE	6316	Running	bronsol	00	35,048 K	Microsoft Ex...
explorer.exe	7180	Running	bronsol	00	27,416 K	Windows Ex...
ShellExperienceHost...	7900	Suspended	bronsol	00	27,044 K	Windows Sh...
GROOVE.EXE	10012	Running	bronsol	00	26,316 K	Microsoft O...
WUDFHost.exe	2184	Running	LOCAL SE...	00	25,136 K	Windows Dri...
svchost.exe	1616	Running	LOCAL SE...	00	24,952 K	Host Process...
SearchIndexer.exe	6820	Running	SYSTEM	00	24,472 K	Microsoft Wi...
LCore.exe	8680	Running	bronsol	00	23,956 K	Logitech Ga...
Taskmgr.exe	8292	Running	bronsol	00	23,876 K	Task Manager
DFSSvc.exe	13272	Running	SYSTEM	00	23,204 K	DFS.Agent....
IAStorDataMgrSvc.exe	8912	Running	SYSTEM	00	19,848 K	IAStorDataSvc
SurSvc.exe	4212	Running	SYSTEM	00	19,624 K	Intel(R) Syste...

The details tab is another view that will give you information on the programs currently running on your computer. This view is handy because it provides a description of the process, located in the last column on the right, to help you better understand what a program does and who made it.



The last helpful tab is the Startup tab. This view will list all of the programs and processes that run whenever you boot up your computer and sign in. This view will tell you what the process is, who published the software, whether it's enabled or disabled, and it's approximate impact on startup speed. If you find your computer is starting to take too long to boot, this may be a place to start troubleshooting, as some of these programs can be unnecessary when booting and do not need to be running at all times. For example in this picture, you could disable SpotifyWebHelper and iTunesHelper to potentially save some time while booting, as most people don't open these applications first thing when booting. Some things you do not want to disable include anti-malware applications such as Windows Defender, and updaters that address common security concerns, such as Java and Adobe products. If you have any questions about which processes you can safely disable for startup, do not hesitate to ask your IT Support Specialist.