The Close button is the button with the X icon at the far right of the Title bar. Clicking the Close button is the quickest way to close a window.

Remember to save your documents before closing an application. You will get a warning message if you forget.

In addition to the Close button, the following methods can be used to close a window:

• Double-click the System Menu button on the left-hand side of
the Title bar.

• Choose the File, Exit command to close down an application, or
the File, Close command to close down a document window.

• Right-click on the item displayed on the Taskbar and select
Close from the shortcut menu.

• Press Ctrl+F4 or Alt+F4.