Windows tip of the week

Memorize the universal shutdown shortcut

By Ed Bott

Some of the best Windows shortcuts are those that have been around since the very early days.

A case in point is Alt+F4, the universal shortcut for "Close the current app or window." It works with the oldest Windows desktop programs, and it works with apps you get from the Windows Store for Windows 8.1 and Windows 10.

It also works when you want to shut down Windows itself. Click on the desktop or tap the Start button on the keyboard and then press Alt+F4 to open a Shut Down Windows dialog box with all the same choices you would see on the Start menu, including options to restart, sleep, and hibernate.