

## Windows Basics: Shut Down - Closing Down the Computer

Newer versions of Windows help you to avoid losing your work more than previous versions however it is still quite possible to destroy your hard work without much effort. The easiest way is to switch off the computer using the power switch without saving your work and closing down your programs.

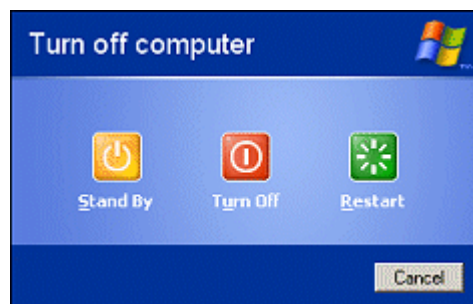
### Firstly – Using the Mouse

Point your mouse pointer at the Start button on your task bar and click once with the left mouse button. The Start Menu will appear with the Turn Off Computer button located in one of the following positions.



Point your mouse pointer at the Turn Off Computer button and click once with the left hand mouse button.

The Shut Down Windows dialog box appears, which list some choices.



If you have finished working for now then select the Turn Off button.

If you want to shut down the computer, but need to start it again immediately then use the Restart button.

If you like to leave your computer on in case you may want to use it then send it to sleep using the Stand By button or in some cases the Log Out button.

Once you have decided which option you wish to use then point your mouse pointer at the button and press the left mouse button once.

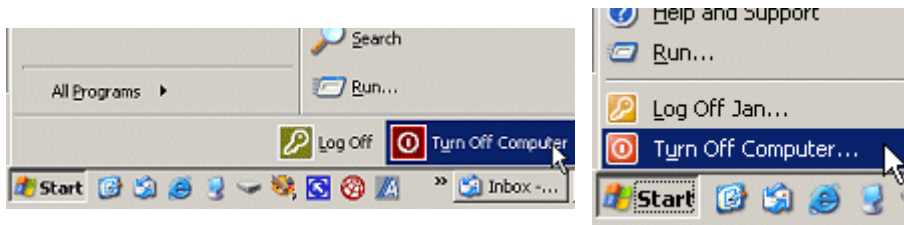
Your computer will shut down while you wait and then switch the power off by itself. **Do not press the power button to switch off your computer!!**

If you have changed your mind and need to turn the computer back on then wait 30 seconds to allow all the disks to stop spinning and the fan to shut down.

### Secondly – Using the Keyboard.

While holding down the CTRL key on the bottom left of your keyboard press the ESC key at the top left of the keyboard.

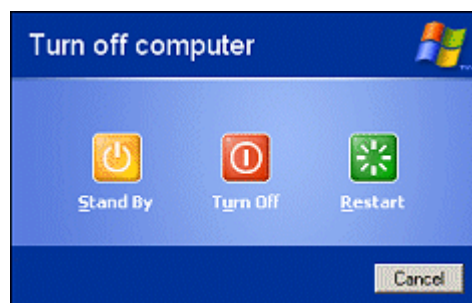
The Start menu pops up.



Press the u key on the keyboard. You know which one to press as Windows shows you by putting an underline beneath the letter. For some menus you must hold the ALT key on the left hand bottom of your keyboard down when you press the letter key.

In Windows XP the underscores do not show on the Start menu if you click on Start with the mouse. The keyboard shortcuts still work, however.

The Shut Down Windows dialog box appears, which list some choices.



You will see that the option letters are underlined. Press u to switch off the computer, r to restart the computer or s to stand by.

Your computer will shut down while you wait and then switch the power off by itself. **Do not press the power button to switch off your computer!!**