

SHUTTING DOWN WINDOWS

When you are ready to shut down the computer for the day, you need to complete the following steps. With Windows XP, it is not a good idea to just turn the computer off. You need to go through the Shut Down process.

- ❖ Click the **Start** button on the **Taskbar**.
- ❖ Choose **Shut Down**.
- ❖ Click the **option** button for the operation you wish to perform. These options are described in the **Shut Down Options** table below. The options that are available are dependent on the configuration of the computer.
- ❖ Click **OK**.
 - When choosing **Shut Down**, your computer will probably shut itself off.
 - If that doesn't happen, wait for the message that tells you it is safe to turn off the computer.
 - After the message appears, turn off the computer.



Shut Down Options

| Item | Description |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Log off [username] | To end a session and leave the computer running on full power, click this option. |
| Shut Down | To end the session, close all the programs so the computer can be shut down safely, choose this option. |
| Restart | This option is used to end a session, shut down the computer, and restart the computer again. |
| Stand by | This option is used to maintain the session, keeping the computer running on low power with data still in memory. |
| Hibernate | To save the session to disk so that power can safely be turned off, use this option. The session is restored the next time Windows is started. |

If you wish to leave the computer on, but exit from a **Network**, use the **Logoff** option on the **Start** menu.