

## Shutting Down a Computer

### Option 1

1. Click on the Green “start” button on the lower left-hand corner of your screen.
2. Choose Shut Down.



3. Choose Shut Down (if it does not already appear) from the dropdown list under “What do you want the computer to do?”
4. Hit Enter or click the OK button.
5. Turn off the monitor.



### Option 2

1. Click Alt+F4 (after all applications have been closed from the desktop).
2. Hit Enter after making sure it says Shut down under “What do you want the computer to do?”
3. Turn off monitor.