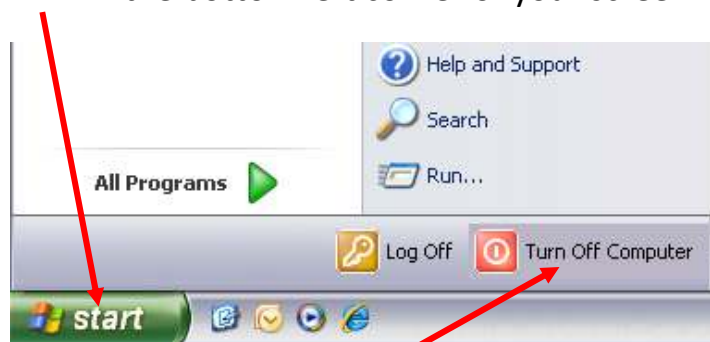


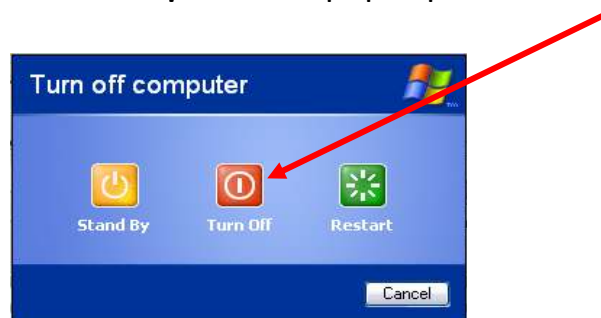
## How to Shut Down a Computer Correctly in Windows XP

FREE Sample Handout

1. Close all running applications by clicking on the cross in the top right corner of your screen.
2. Click on **Start** in the bottom left corner of your screen.



3. Move your mouse to **Turn Off Computer** and click.
4. When the **Turn off computer** box pops up click on **Turn Off**



5. Your computer will now shut down automatically.

### Note:

Shutting down a computer correctly is **important** to avoid damage to the computer's hard drive.