## **Turn Off the Computer**

- 1. **Remove** the floppy disk, if there is one.
- 2. **Close** all programs.
- 3. **Click** on the **START** menu in the lower left corner.
- 4. Click on SHUT DOWN...



- 5. Be sure the drop-down menu shows **SHUT DOWN**.
- 6. Click on OK.



- 7. **Wait!** The computer will turn off automatically.
- 8. **Turn off** the monitor.