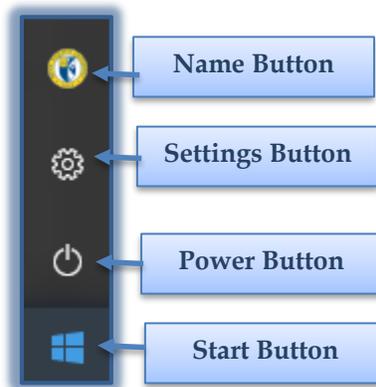


## Exit or Sign Off from Windows

When you are ready to shut down the computer for the day, you need to complete the following steps. With Windows, 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.
- ✦ Click the **Power** or the **Name** button



- ✦ Choose one of the options from the list.
  - ✦ These options are described in the table below.
  - ✦ The options that are available are dependent on the configuration of the computer.

### Shut Down Options

| Item                        | Description   |
|-----------------------------|---|
| <b>Power Button Options</b> |   |
| <b>Sleep</b>                | This option saves any open files, records their state and the state of any running programs in memory, and then puts the computer into a power-saving mode. To wake the computer, press the Power button. The sign on screen will appear. |
| <b>Shut Down</b>            | This option ends the session and closes all the programs so the computer can be shut down safely.   |
| <b>Restart</b>              | This option is used to end a session, shut down the computer, and restart it again.   |
| <b>Name Button Options</b>  |   |
| <b>Lock</b>                 | This option will make the current computing session unavailable to other people. This is most effective when your user account is protected by a password.  |
| <b>Sign Out</b>             | This option is used to end a session, leaving the computer running on full power. All running programs must be shut down and all files must be saved before you sign out.   |
| <b>Switch Account</b>       | This option can be used when more than one person needs to log on to a computer or when you have more than one user account. It is not necessary to log off one account in order to access a second account.                              |