

## Exit From Windows

### Shut Down 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 **Shut Down** button or choose one of the options from the list.
  - ✦ 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
<b>Shut Down</b>	This option ends the session and closes all the programs so the computer can be shut down safely.
<b>Switch user</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.
<b>Log off</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 log off.
<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>Restart</b>	This option is used to end a session, shut down the computer, and restart it again.
<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. When you want to use the computer just move the mouse or press the Enter key. The computer will restart in a few seconds.
<b>Hibernate</b>	Use this option to save the current session and shut down the computer. When the computer is turned back on, the Windows session will be restored.