



Windows: *Turning it Off*



By the way, now would be a really good time to watch the video about using the mouse. Turn on your PC, put the CD in the drive and when the menu appears point the mouse arrow at "Videos" and press the left mouse button. Then do the same to "Video 2".

"Click" means use the mouse to point the arrow on top of the button or icon or whatever, then press the left hand button. If you need to press the right hand button, I'll say "right-click".

A menu is a list of options. Clicking on one of them makes the computer do something.

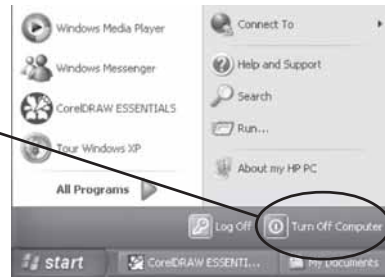
How to turn it off

Once you've successfully started up your PC, the other thing you need to know how to do is... turn it off. Before you do this, make sure all your work is saved and all programs are shut down.

- 1 First, click the start button in the bottom left hand corner of the screen (I know, I know... to turn it off, you click **start**? These computers...)



- 2 A menu a bit like this one should pop up. Click on "Turn Off Computer" (This makes a bit more sense)



- 3 Then click on "Turn Off" in the box that appears. Easy.



- 4 Wait until you hear the PC fan stop before you turn it off at the mains, just to make sure it's finished putting itself in order.

What about the other buttons? Well:

Cancel is for if you suddenly realise you haven't finished after all.

Restart is like turning your PC off then on again to start a fresh session.

Stand By is a bit like stand by mode on a television. It puts the PC into a power-saving mode, but leaves it ready to start again straight away at the touch of a key. Especially useful for battery-hungry laptops.

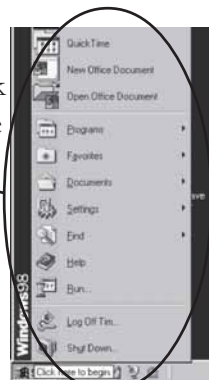
Mine doesn't look like that!

The above pictures are for if you're running the most recent version of Windows. If you've got an older PC running Windows 98 or 95, it'll look slightly different, though it works the same.

- 1 Your start button will look like this



- 2 Your start menu will look something like this



- 3 And instead of the window with buttons on it, you'll get a list like this.



- 4 Select (ie click on) "Shut Down" from the list, then press (ie click) OK.