

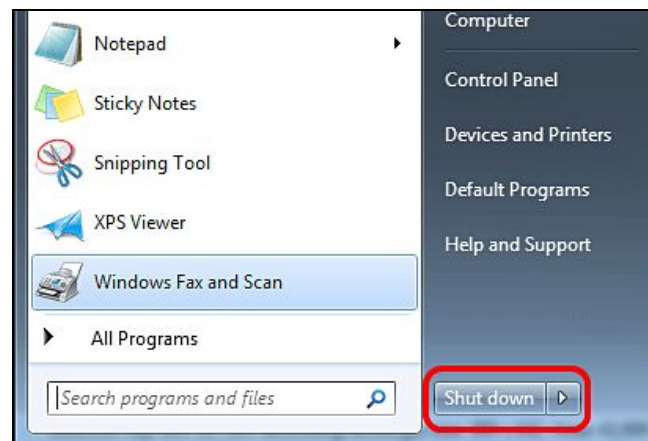
# Procedures on Shutting Down a Computer

1.0 Shutting down a computer safely closes all the programs that are open and exits the Operation System in order to keep the hardware from damage and to prevent the computer from corrupted systems.

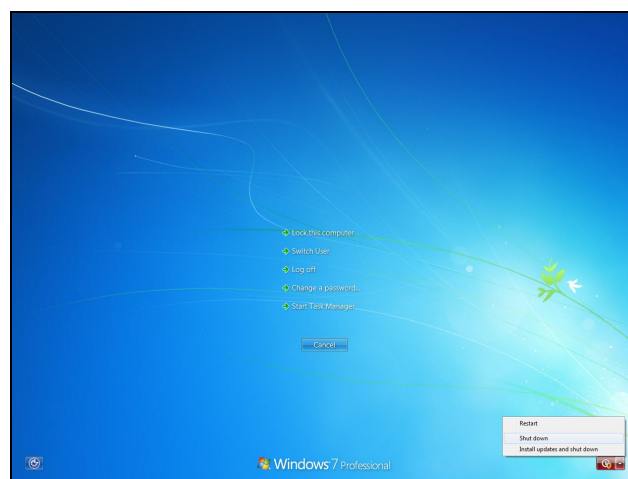
1.1 Shutting down a computer using Windows 7:

1.1.1 Click the **Windows Icon**  at the lower left side of the screen.

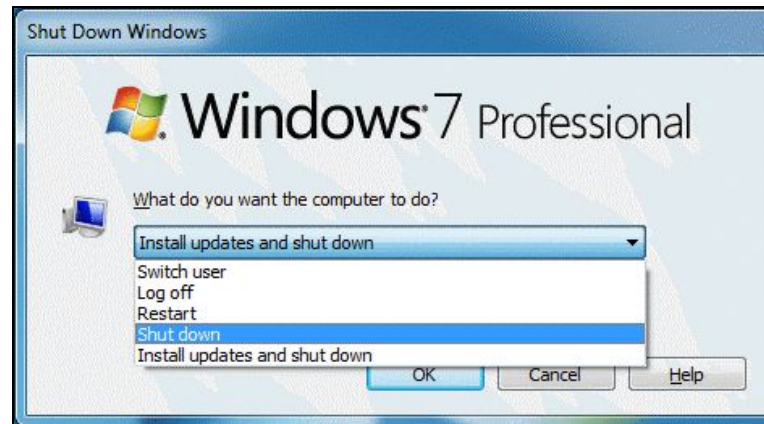
1.1.2 Click the **Shutdown** button.



or Press **Ctrl+Alt+Del** and click the power button in the bottom-right corner of the screen.

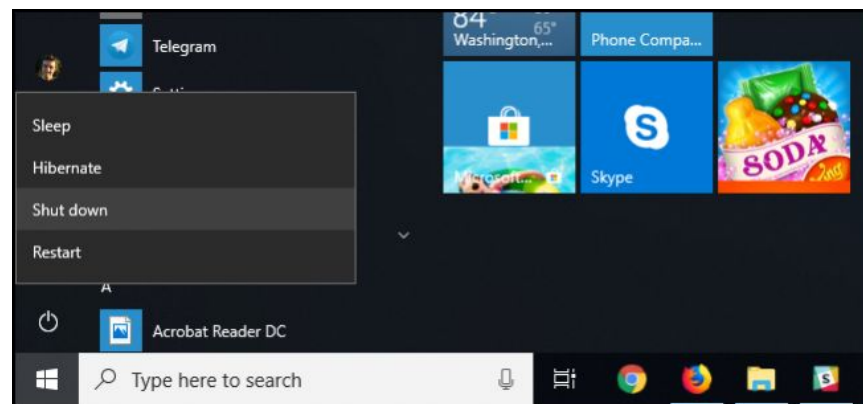


- 1.1.3 From the Windows desktop, press **Alt+F4** to get the *Shut down Windows* screen and select **Shut down**.

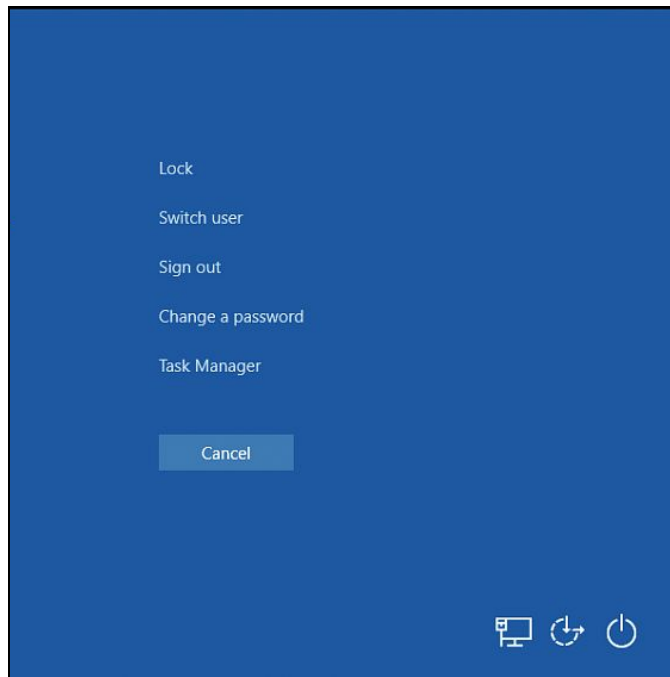


## 1.2 Shutting down a computer using Windows 10:

- 1.2.1 Click the **Windows Icon**  at the lower left side of the screen.
- 1.2.2 Click the **Shutdown** button to properly shutdown a computer.



or Press **Ctrl+Alt+Del** and click the power button in the bottom-right corner of the screen.



1.2.3 From the Windows desktop, press **Alt+F4** to get the *Shut down Windows* screen and select **Shut down**.

