

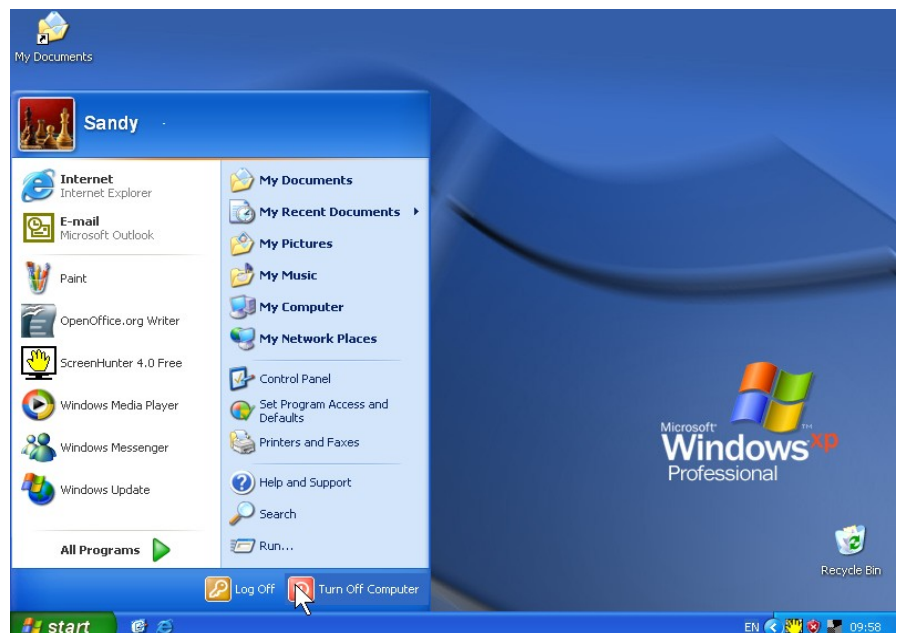
# Turn Off the Computer using the Mouse (Windows XP)

1. Left-click on the **Start button** in the bottom left hand corner.



This will bring up the **Start Bar**

2. Left-click on "**Turn Off Computer**"

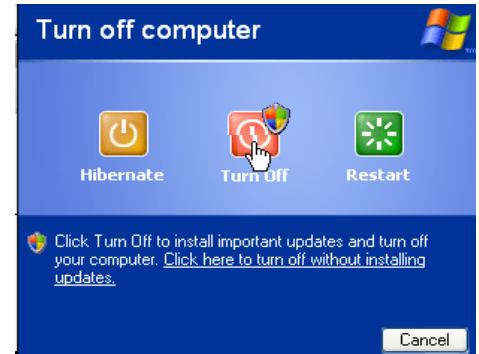


**PTO**

### 3. Left-click on "**Turn Off**"



You may have an alternative shown (this allows any updates to be installed before it turns off)  
If you do not require this then click on "**Click here to turn off without installing updates**"



4. Your computer will now turn itself off.  
If there are programs still open, these will close first with a Window opening to ask if changes are to be saved, if this is relevant.