

Turn Off the Computer using the Keyboard (Windows 7)

1. Press the **Windows key**.



“Press” means for an instant.

This will bring up the **Start Menu**



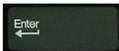
Start Menu



2. Press the **Right Arrow key** once to highlight the **Shut down button**.



3. Press **Return/Enter** to shut down the computer.



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. Depending on your settings you may find that there will be updates to be installed before the computer closes. In this case a message will tell you not to switch off the computer whilst the updating happens. After this the computer will shut down itself. You will also need to manually switch off the monitor and any other peripherals (printer, scanner etc).