

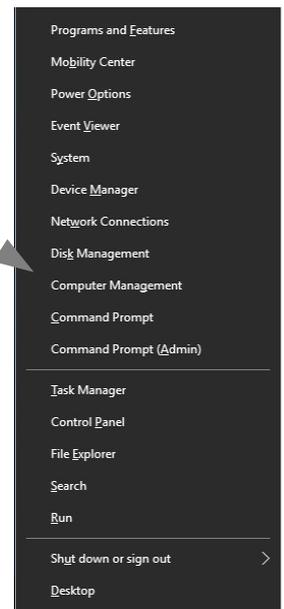
Turn Off the Computer using the Keyboard (Windows 10)

1. Hold down the **Windows key** and Press the X key.

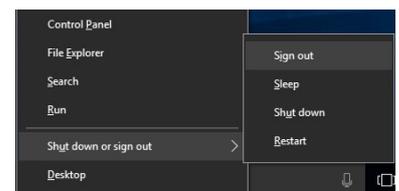


“Press” means for an instant.

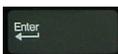
This will bring up a Menu called **Power User Menu**, also known as the **WinX Menu**



2. Press the **Up Arrow key** twice to highlight the **Shut down or sign out** selection, then press the **Right Arrow key** to bring up the **Shut down** menu. Press the **Down Arrow key** twice to select **Shut down**.



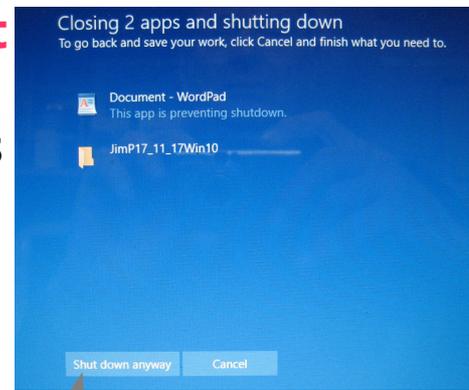
3. Press **Return/Enter** to shut down the computer.



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.

PTO

5. If there are Programs preventing **Shut down** then another screen will appear, after a short delay, listing open Programs and those which are preventing **Shut down**, perhaps because you haven't saved your work. This also gives the opportunity to **Shut down anyway**.



Keep pressing the Tab key  to select what you want until the **"Shut down anyway"** tab is highlighted if you wish to bypass the possibility of saving your work e.g. if the computer has hung up.

6. 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 this is happening. You will also need to manually switch off the monitor and any other peripherals (printer, scanner etc). The computer will now shut down.