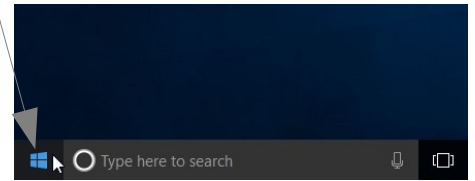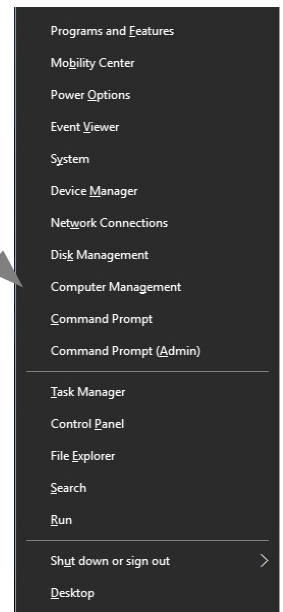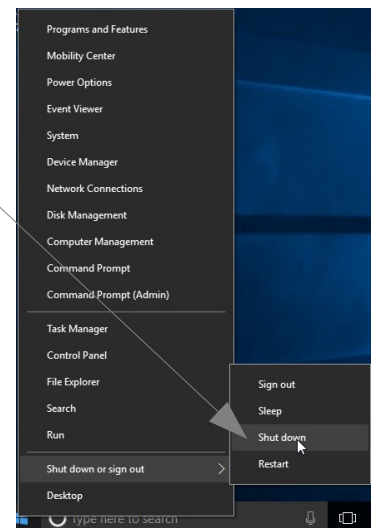# Turn Off the Computer using the Mouse (Windows 10)

1. Right-click on the **Windows Start button** in the bottom left hand corner of the desktop screen.

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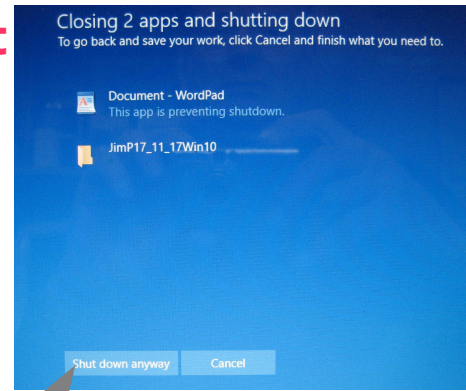

2. Left-click on **Shut down or sign out** and slide the mouse along to the right hand box and then up to **Shut down** and left-click

3. Your computer will now turn itself off. However if there are Programs still open which need something saved before closing then these will be highlighted in a new window and you will be given the opportunity to do so first.

PTO

4. 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**. Left-click on "**Shut down anyway**" if you wish to bypass the possibility of saving your work e.g. if the computer has hung up.

5. 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.