**Turn Off the Computer**

1. **Remove** the floppy disk, if there is one.
2. **Close** all programs.
3. **Click** on the **START** menu in the lower left corner.
4. **Click** on **SHUT DOWN…**
   
   ![Windows 2000 Professional]

5. Be sure the drop-down menu shows **SHUT DOWN**.
6. **Click** on **OK**.
   
   ![Shut Down Windows]

7. **Wait!** The computer will turn off automatically.
8. **Turn off** the monitor.