

Starting & Shutting Down a Windows XP PC



When you use a computer at your local library, the computer is most likely already going to be turned on and ready to go. When you are using a computer at home, though, it is important to turn it on and off correctly.



Turning on a computer is usually just a matter of finding the power button, usually marked with the universal power symbol shown to the right. The computer may take a few minutes to start up as it goes through all the necessary processes of loading Windows, the operating system. You will know the computer is ready to use when you see the desktop.

Shutting down a computer properly is a bit more complicated than just pressing a button. Computers require a specific shutdown procedure to avoid the loss of data.



To shut down, you should first close any programs you have been using. Then, click on the start button in the lower left-hand corner of the screen. This should bring up a menu with several options, including one at the bottom marked Shut Down. Depending on your settings and the version of Windows that your running, your start button may not look just like the image to the right, but it should be close. Click on Shut Down and wait for a confirmation box to appear. That box will look a little like the one of the two images below.



The box should give you a drop-down menu with several options, including Shut Down, Restart, and Stand By. Select Shut Down or Turn Off and click OK. The computer will then go through the process of shutting itself down; this may take several minutes, so be patient.