

## **Steps to Start and Shut Down a Computer**

### **Start** a Computer:

Step 1: Press the **start button** on the CPU tower.

Step 2: Wait while the computer **boots**. When the computer has finished booting, it will show a **dialogue box** that will ask for a **user name** and **password**.

Step 3: Enter your user name and password, then **click**  
"OK."

Step 4: Your computer is now ready to use.

### Shut Down a Computer:

Step 1: To **shut down** your computer, click "Start" on the  
main menu.

Step 2: **Highlight** and click on "Shut Down."

Step 3: You will see a gray dialogue box. Click "Shut  
Down," then click "OK."

Step 4: Please wait while your computer shuts down.