



How to properly Shutdown a computer

Step 1: Save Your Work

To save your work, simply click on the "File" menu in your program and select "Save," or use the keyboard shortcut Ctrl + S (Windows) or Command + S (Mac).

Step 2: Close Programs

Close programs by clicking on the "X" button in the top-right corner of each program window, or choose "Close" or "Exit" from the program's menu.

Step 3: Disconnect Peripherals

Safely eject USB drives by clicking on the eject icon next to the drive in your file explorer (Windows) or dragging the drive icon to the trash (Mac). For other devices like printers, follow the (1) _____ for safe disconnection.

Step 4: Start Shutdown

Access the Start menu on Windows by (2) _____ on the Windows Start (3) _____ in the bottom-left corner, or on a Mac, click on the Apple menu in the top-left corner. Then, select "Shut down" or "Shutdown" from the (4) _____ provided.

Step 5: Wait

Once the shutdown process begins, your computer will close all programs and processes. Simply wait for this process to complete before moving on to the next step.

Step 6: Power Off

After the shutdown is complete, press the power button on your computer's case or tower until it turns off completely. On a laptop, press and hold the power button until the device powers down. Ensure the computer is fully powered off before (5) _____ it or performing maintenance tasks.

Options

Button

Clicking

Unplugging

Instructions





WORD PUZZLE

F	T	H	E	N
I	A	E	B	E
R	E	N	G	X
S	S	C	G	T
T	O	E	D	A

***FIND 3
TRANSITION
WORDS***

