

## Windows 7 Log off

The most pleasant thing you do with Win 7 all day could very well be to STOP using it. You stop using Win 7 the same way you started it.

1. Click the START (globe) button at the bottom left end of the Taskbar. If you don't see it, press CTRL and the ESC keys to bring it into view.

2. Press the little arrow on the right side of the SHUTDOWN button to get a drop down menu.

a. Switch User - if another user of this computer wants to use it before it being shutdown.

b. Log Off - If you're finished and someone else wants to use it, choose log off instead of Switch User. Then windows will save your settings and log you off and bring back the Welcome screen for the other user to log on.

c. Lock - if you need to go away from the computer but want to leave it protected from other hands and eyes. This places your logon on the screen. When you return put in your password and bingo you're back to the page where you left off.

d. Restart - Windows turns off and reloads itself. Installing some programs requires a Restart.

e. Sleep - This saves your work on the PC's memory and on its hard drive, then the PC enters a low-power state. When you move the mouse or click Enter or spacebar, windows returns to the page where you left it.

f. Hibernate - copies your work to the hard drive and turns off the PC. Hibernate is slower than Sleep to redisplay your work where you left off.

NOTE: Do Not just press the Power button to turn off the PC as windows is not able to prepare your computer to shutdown and this could lead to problems.

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