## **Quick Shutdown for Windows XP**

1. Create shortcut to Shut Down:

Right click a blank area on desktop. (menu appears). Click "Shortcut". "Create Shortcut" dialog box appears. Type "shutdown -s -t 00" (to have Windows count down for a specific # of secs. before shutting down, type the # of Secs instead of 00) Click "Next"

2 Create shortcut to Restart: same steps as above except type "shutdown -r -t 00"

## Windows Quick Shutdown

Press the [Alt][F4] keyboard combination.
Whichever application is active will close. If there are no programs open and your desktop is active, then the Shut Down Windows dialog box will appear, so you can then choose to shut down your system or restart it

And Another Quick Shutdown for XP

Regardless of how many applications I have running, I always shut down with a simple WIN-U-U. I use one index finger for the WIN and the other index finger for the U-U. Nothing could be more simple using XP.

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