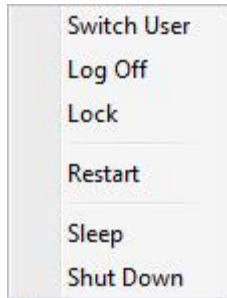

Shutting Windows Vista down

1. Click on the Start button
2. Click on the arrow on the far right

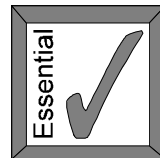


3. Select the shut Down option you want from the list




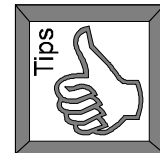
Always Shut-Down before you Turn the Computer

Always shut-down Windows Vista before you turn off your computer. If you don't do that then you may lose files that you haven't saved. If you follow the shutdown procedure, Windows Vista will always warn you if you need to save anything.



Need to leave your desk for a few minutes?

Don't forget to "lock" your computer. Do this by simply clicking on the start button and then click on the lock icon . To unlock Ctrl+Alt+Delete and enter your password.

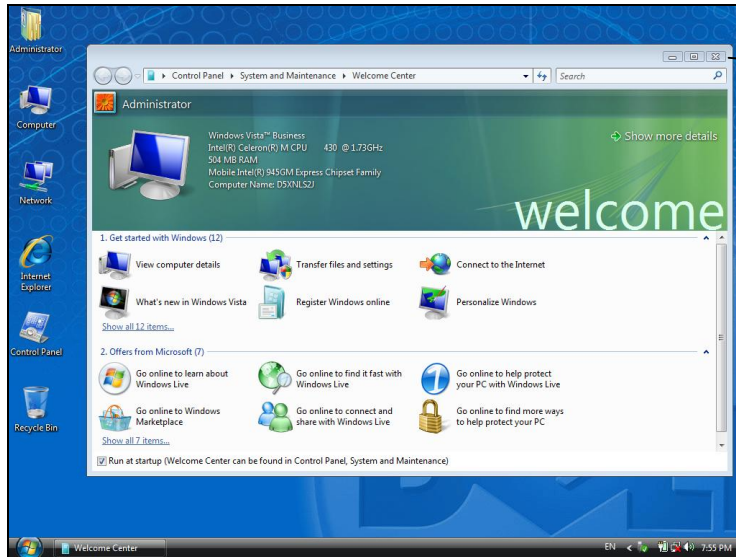


The Windows Vista Environment

The Windows Vista environment is made up of many parts.

The Main Vista Screen

After logging into the computer you will see the Windows Vista desktop and Welcome Center window which will look something like this:






Click here to close the Welcome Center

Note: The Desktop can be customised to look how you want, which can make it easier for you to do your work. Therefore, from computer to computer each desktop and the features under the Start button will look a little different.

The Welcome Center displays lots of useful information and tutorials to help you better understand the Windows Vista environment. To close the Welcome Center, click on the cross in the far right corner of the Welcome Center screen.

What is each part for?

The table below explains what the parts of the screen are for...

Part of the Screen	What Does It Do?
<p><i>Icons</i></p>  <p>e.g.</p>	<p>Little pictures on the computer screen that represent documents, folders and software applications.</p>
<p><i>Background</i></p> 	<p>This can be customised to be anything you like – a picture of your pet for instance.</p>
<p><i>Start button</i></p> 	<p>It will take you to all of the programs and features on your computer.</p>