


Closing All Open Windows and Shutting Down Windows

1. Click on the appropriate button on the taskbar for each window. Then click the **Close**  button in the upper-right corner of that window or click **File** on the menu bar, then click **Exit**. Repeat this task until all the open windows are closed (i.e. the taskbar does not have any more buttons listed).
2. If you see a message asking you to save changes to the document, click on the appropriate response.
3. Click the **Start** button on the taskbar, and then click **Shut Down**.
4. From the drop-down list, choose **Shut down**. Click **OK**.