

Easy Shutdown handout

**To create the Shutdown shortcut
right click the Desktop
select New
select Shortcut
in create Shortcut dialog box browse to
C:\WINDOWS\SYSTEM32\Shutdown.exe
click on Shutdown.exe
type a space after the .exe then type -s
click Next
either accept entered Shortcut name or type a different name
click Finish
double click the Shutdown icon to shutdown your computer**