

Two Fast Ways to Close All Your Windows Before Shutdown

Option 1

Normally you click the X resizing tool in the extreme upper right corner of a window to close it. If you have a number of windows open, this needs to be repeated for each open window. Here is an alternative that will make the process go much faster.

Hold down on the ALT key and then tap the F4 key. This action will close down each open window, one at a time, and will finally bring you back to your Desktop. One more ALT/F4 combination will take you to a shutdown box.

Option 2

Follow these steps to create a shortcut icon for Shutdown on your Desktop. This procedure starts from the Desktop (Windows key plus D)

1. Right-click on an open area of the Desktop.
2. Go to New, then Shortcut.
3. Enter **shutdown /p** as the location of the item and press Next. (important: note the space between the n and the slash)
4. Now name the shortcut *Shutdown* and press Finish.
5. Right-click the shortcut that now appears on your Desktop and navigate to Properties.
6. Choose Change Icon in the Shortcut tab and then OK to leave the warning box.
7. Choose (click) an icon of your choice from the list.
8. Finally, click OK, then OK again.

Note: If you have made changes to an open file—a word processing document or spreadsheet file, for example—you will be given the opportunity to save the changes prior to closing it. This safeguard prevents you from inadvertently closing an “unsaved” file and losing your work.