

To shut down Windows NT:

1. From the Start menu, choose Shut Down.
2. Make sure the *Shut down the computer?* option button is selected.
3. Choose Yes.

To move a window:

1. In the window you want to move, point to the title bar.
2. Drag the title bar to a new location on the desktop.

To maximize a window:

1. Click the Maximize button.

To restore a maximized window to its previous size:

1. Click the Restore button.

To minimize a window:

1. Click the Minimize button.

To restore a minimized window to its previous size:

1. Click the desired button on the taskbar.

To resize a window:

1. Point to the window border you want to size.
2. When the mouse pointer changes to a double arrow, drag the border to the desired position.

To scroll the contents of a window by using scroll arrows:

1. Point to a scroll arrow.
2. Click the mouse button to move line by line.
or
2. Press and hold the mouse button until you see the desired section of the window.