Locking your computer screen prevents unauthorized individuals from accessing your data. It is a good idea to get in the habit of locking your screen any time you step away from your workstation, even if only for a few moments.

**Ctrl + Alt + Del**

One of the common keyboard shortcuts, you can easily lock your computer screen but pressing the Ctrl, Alt and Delete button at the same time. The Ctrl and Alt buttons appear on the keyboard twice – to the left of the spacebar, and to the right of the spacebar. The images below show where keys are located.

Once you press the Ctrl, Alt and Delete buttons, your computer will display a task manager dialog. On the dialog screen, hover over “Lock this computer”. A box will appear around the words. Click the box and your computer will lock.

When you return to your computer, you will see the familiar log on screen. Just log on as normal.