

Computers I Lesson 2

1.6 The System

The OS you are most likely to work with is currently Windows 7 and thus, we will spend our time focused on Windows 7.

When working with windows, it is important to note that the Internet is the best place for more information. Windows is such a widely used system that the probability that your question has already been asked and answered by others is very high. If you encounter error messages, or just can't find how to do something Google it! Not only will you learn a lot, but also your problem will be most likely resolved. However, sometimes it takes a while to find exactly what you are looking for so be patient.

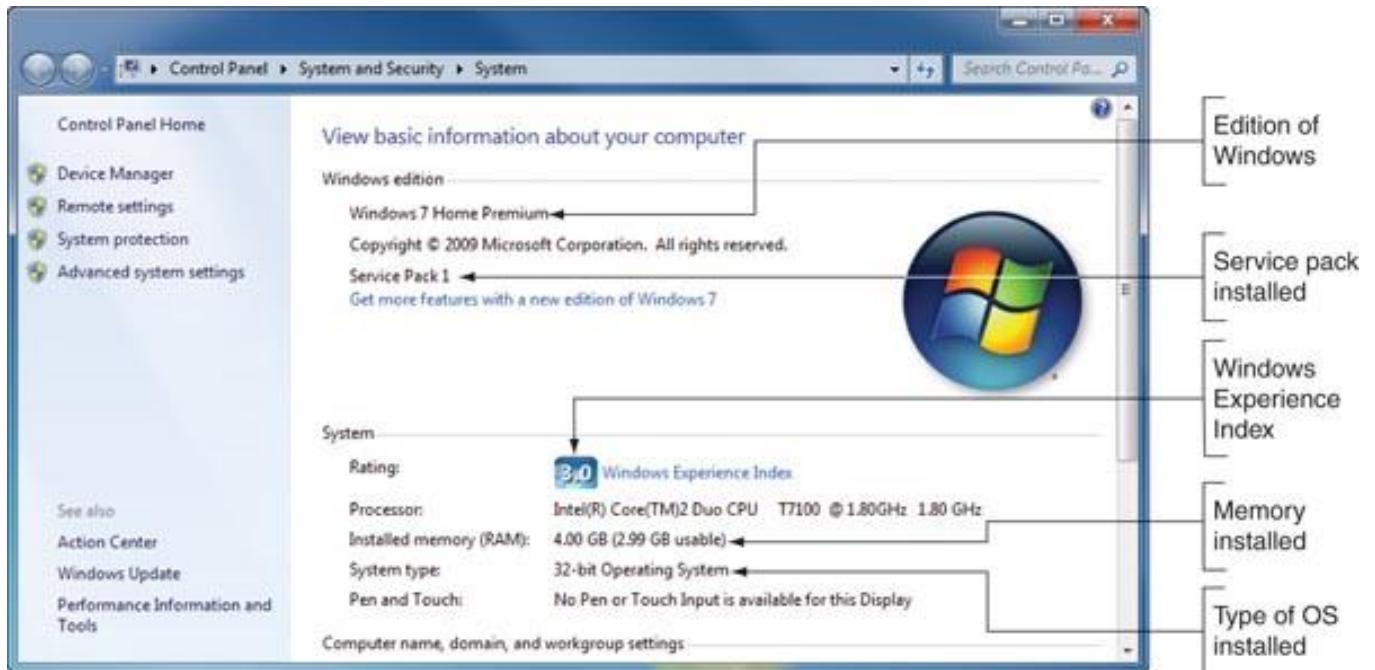
1.6.1 Utilization

Windows 7 requires 1 GB of RAM and a video card that supports DirectX 9 graphics standard and has at least 128 MB of graphics memory to function properly.

The above requirements are the absolute minimum and it is important to note that you want more than these numbers in your computer as overtime your computer will require more than this as you begin to install software, music, photos, games, and other files that take up memory. A good processor extremely important and you should aim to have a processor that is 2.5GHz or greater.

To see information about your computer such as the hardware and software that is installed you need to access the **System Window**.

To open the System window: Click **Start** then Right-click **Computer** then click on **Properties**.



As discussed in lesson 1, the Desktop is the initial screen that is displayed

Windows Desktop provides a **graphical user interface (GUI)**.

On the desktop you will find the **Start menu**.

The Start Menu shows the

- Username shown at the top right
- Applications used often are listed in the white left column (can change from time to time)
- User libraries, files and OS utilities are listed in the dark right column

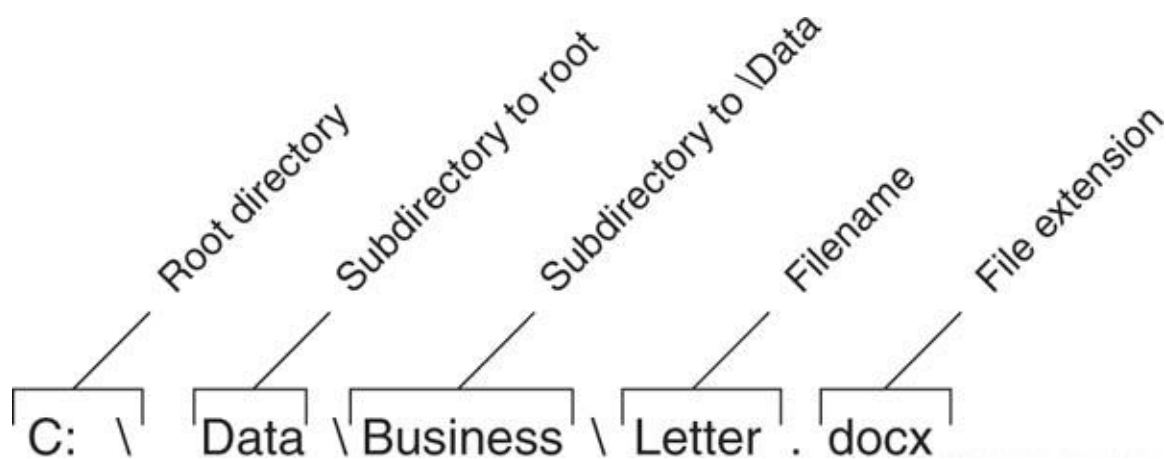


Windows Explorer and the Computer Window are two of the most useful tools to explore files and folders.

To Open the Computer Window in Windows, click **Start**, and select **Computer**

To Open Windows Explorer Click the yellow Windows Explorer icon in the taskbar Right-click **Start** and select **Open Windows Explorer** from the menu.

Files on a computer all have a path, which has information regarding the location of the file just like your address indicates the location of your house.



When dealing with folders and files it is very important to know how to zip files.

Zipped folders compress all the information tightly to take up less space, on your computer, USB, or email attachment.

You **cannot** send folders through email but you **can** send zipped folders.

1. Right click on the white area of your documents section or on your desktop
2. Select the option that says folder
3. Drag all the files that you want into that folder.
4. Right click the folder that you created and click on “compressed (zipped) folder.”
5. A new folder will be created with a zipper over it.

1.6.2 Maintenance

To get your Windows 7 System running smoothly, it is best to configure some very important aspects of it.

Most Windows problems stem from poor maintenance. In order to avoid this we must properly configure the maintenance aspect of the system. These tips and steps will ensure that your operating system is operating, as it should be.

Critical Windows settings you need to verify:

1. Windows Updates. Install any important Windows updates or service packs that are waiting to be installed and verify that Windows Updates is configured to automatically allow updating.
2. Antivirus software. To protect a system against malicious attack, you also need to verify that antivirus software is configured to scan the system regularly and that it is up to date.
3. Network location setting. To secure the computer against attack from the network, check that the Windows network location is set correctly.

Tips

For best performance, Windows needs about 15 percent free space on the hard drive that it uses.

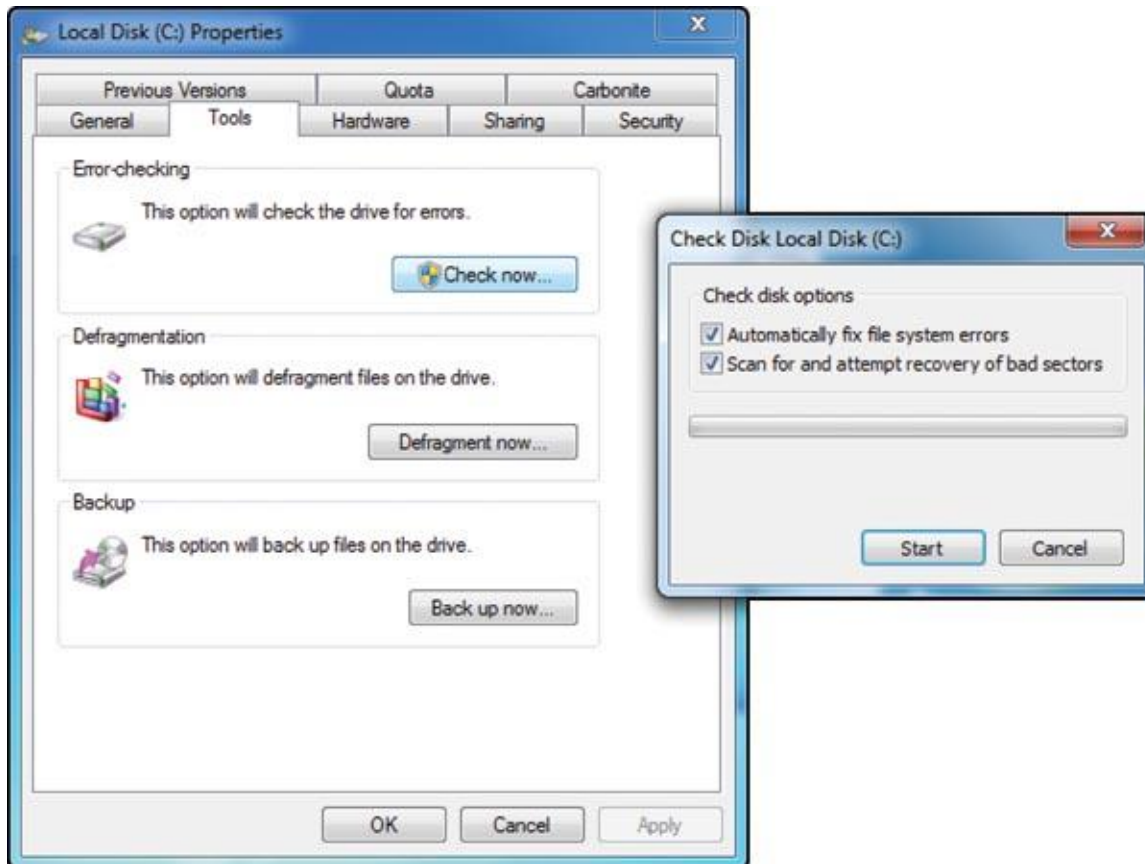
Set up a good maintenance plan for your computer

Use the Windows Disk Cleanup utility to delete temporary files on the drive.

Use the Defragment tool

Defragment: to rearrange fragments or parts of files so each file is stored in contiguous clusters.

Defragmenting a solid-state drive can reduce the life of the drive and is not recommended.

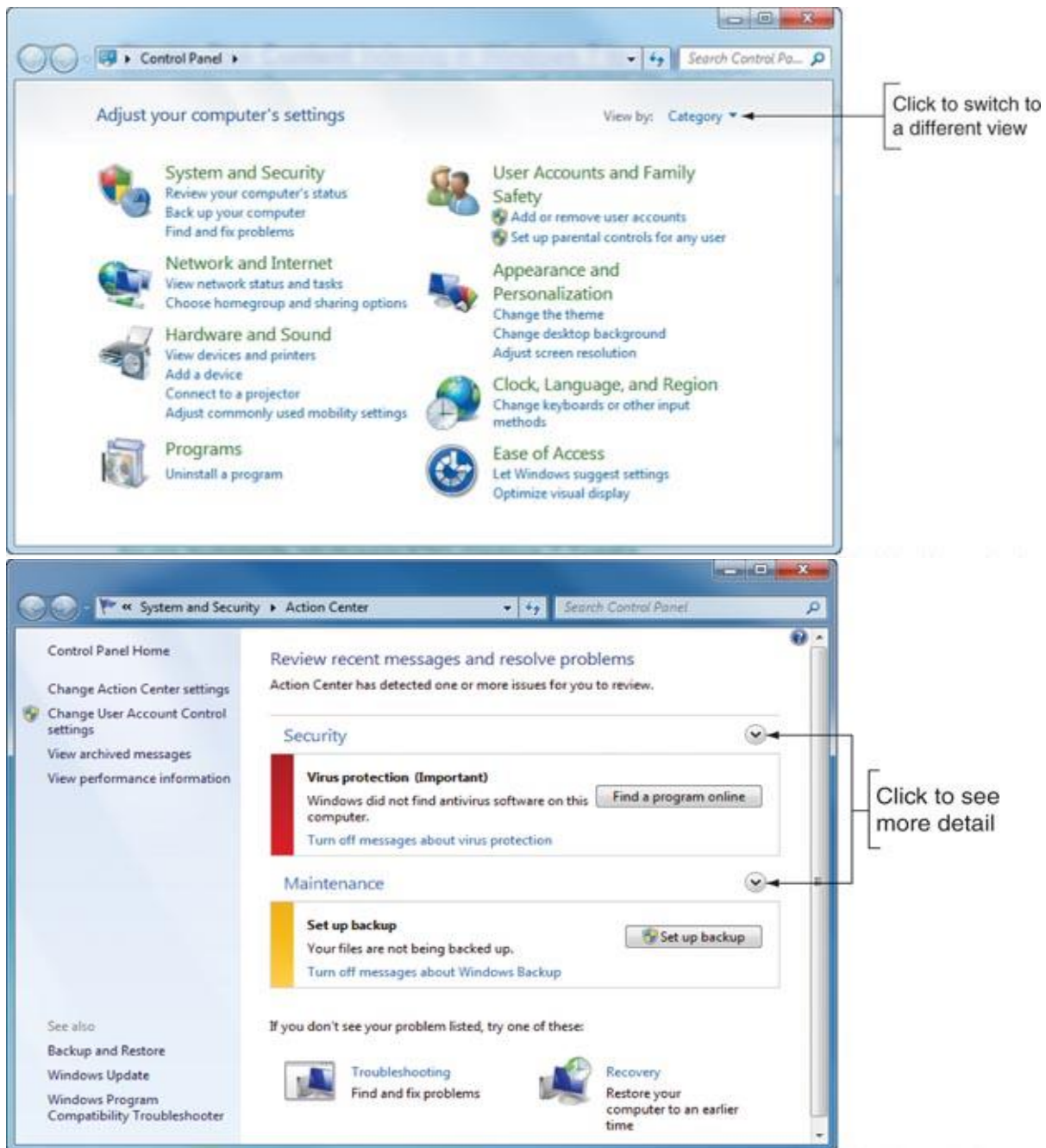


Uninstall software you no longer use

An Important part of maintaining windows is backing up the files you need. Recommended to try a backup process before it is actually needed and also setting up backup schedules.

This can be done through the **control panel**. The Control Panel contains applets used to manage the system.

To access the control panel simply Click **Start** and then click **Control Panel**.



A very important aspect of maintaining your computer so that your windows 7 will run efficiently is reducing dust.

Remember your computer is an electrical machine!

Dust:

- Insulates PC parts like a blanket causing overheating

- Can jam fans which may also cause overheating
- Dust can be blown out of the case using a can of compressed air or by using a antistatic vacuum
- Should be part of a regular maintenance program (at least twice a year)
- Good idea to blow or vacuum keyboard as well

1.6.3 Personalization

Windows 7 has many features for personalizing your system.

Right-click anywhere on the desktop and then choose **Personalize** from the shortcut menu.

The same can also be done via the control panel.

