**INSTALLING OPERATING SYSTEM.**

7.1 Select the new assembled PC, boot up disk or start up CD with operating

system.

7.2 Insert the start up disk or CD into the respective drive.

7.3 Turn on the PC.

7.4 Take action according to the messages of POST routine and on-

screenmessage.

7.5 Make the partitions into the hard disk. Using fdisk and modem windows

Operating system.

7.6 Format the hard disk and transfer the system file.

7.7 Run the setup file and follow the on-screen message(s) to complete the

installation procedures.

**PARTITIONING & FORMATING HDD (USING DOS & THIRD PARTY SOFTWARE)**

5.1 Connect a new HDD to PC

5.2 Format the HDD

5.3 Partitioned (Primary & Secondary) the HDD

5.4 Create more partition of Secondary partition

5.4 Make a report

**Disassemble the old working PC.**

2.1 Select the required tools and equipment.

2.2 Turn off the power.

2.3 Unplug the power cord and disconnect the electrical connections among

different units.

2.4 Unscrew and remove the cover of the system unit

2.5 Disconnect the cables and other connections with special paper pencil

note of the connections.

2.6 Seek and remove the attached screw of the drives.

2.7 Seek and remove all the attached screws of different units connected

with chassis.

2.8 Remove the individual units and put them in safe place.

2.9 Make a report.

**3 Assemble a new PC.**

3.1 Select the tools, manuals and individual hardware units for a new PC.

3.2 Unscrew the cover of the casing.

3.3 Set the assemble main board into the casing.

3.4 Fit the display card into the respective slot of the MB.

3.5 Connect the power connector into the MB.

3.6 Connect the monitor into the video terminal.

3.7 Connect the power cord(s) to the main line.

3.8 Check the display.

3.9 Place all other devices into the respective location of the casing.

3.10 Connect all the cables, power terminals, ports and other LED wires

among the different units.

3.11 Check the display again.

3.12 Mount the cover and make a report.

**Perform the tasks to locate the faulty parts/components of a Laser**

**printer and replace/repair the faulty parts/components.**

13.1 Select the required tools, equipment and manuals.

13.2 Open/Disassemble the printer using appropriate tools.

13.3 Name the parts and components

13.4 Locate the mechanical assembly and its parts, power supply section, main

circuit board and their components.

13.5 Check the condition of the scanning assembly, drum, fuser unit, head

assembly, toner, gears etc.

13.6 Detach the mechanical assembly and its parts, power supply section and main

circuit board.

13.7 Locate the faulty parts/components

13.8 Replace the faulty parts/components

13.9 Reassemble the parts and components using appropriate tools.

**14 Perform the tasks to apply setup and optimization the PC**

**performance.**

14.1 List the name of the files that runs during booting.

14.2 List the common device drivers that loaded at boot time.

14.3 Partition the hard disk for best performance.

14.4 Run the defragmenter to speed up the disk access.

14.5 Solve the most common configuration problems.

14.6 List the symptoms of virus affected machine.

14.7 List the name of virus detection software.

14.8 Load the anti-virus software into the machine.

14.9 Run the anti-virus to remove the virus.

14.10 List the preventive cares from virus infection.

14.11 Update the anti-virus software using offline/Online process.