

# Lab - Managing System Files in Windows

## Introduction

In this lab, you will use Windows utilities to gather information about the computer.

## Recommended Equipment

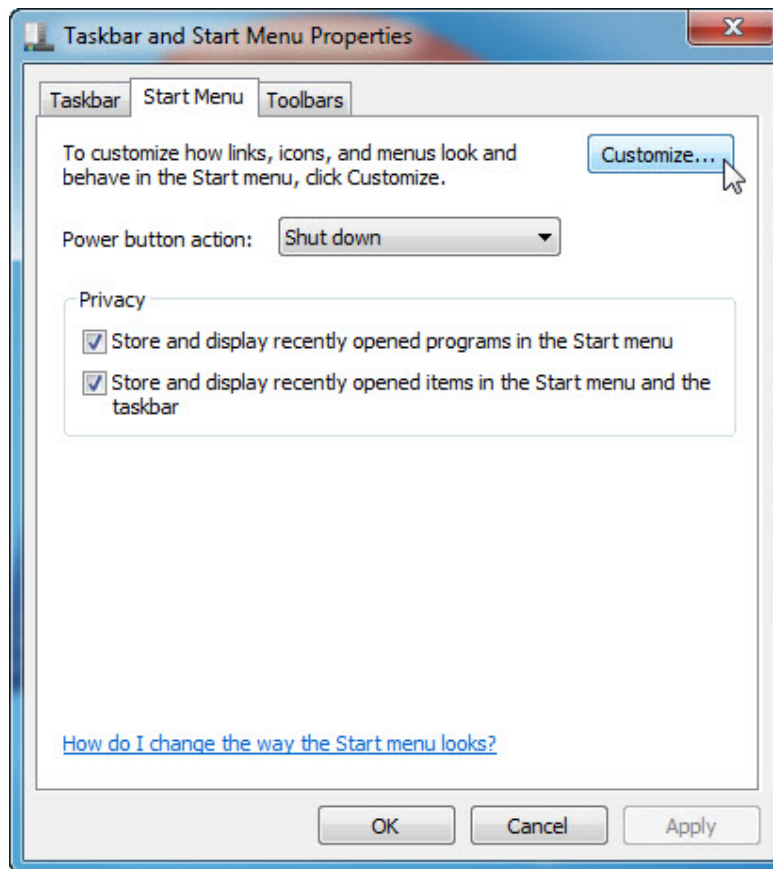
- A computer running Windows

## Step 1: Customize the Start Menu in Windows.

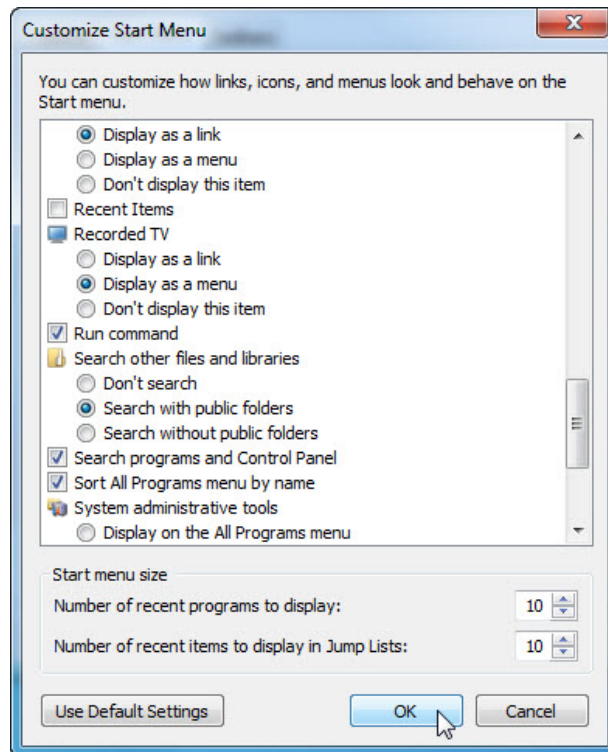
- Log on to the computer as an administrator.

**Note:** If you are using Windows 8, skip to **Step 2**.

- To add **Run** to the Start menu, right-click **Start** and select **Properties > Start Menu** tab > **Customize...**



- c. Scroll down until you see the **Run** command. Click in the box next to select the **Run command** and click **OK**.



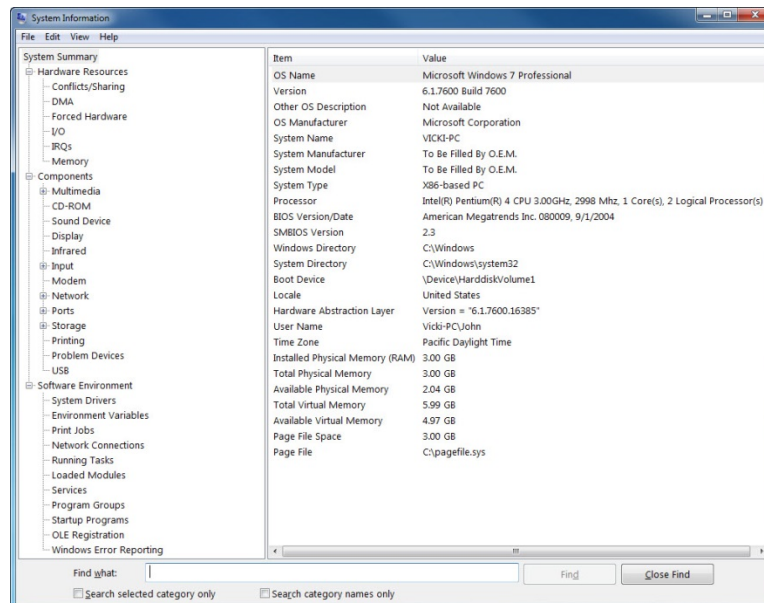
- d. Click **Apply** > **OK** to close the **Taskbar and Start Menu Properties** window.

### Step 2: Review the System Information.

- a. Open **System Information** by clicking **Start > Run** and type **msinfo32**. Click **OK**.

**Note:** In Windows 8, search for **msinfo32** by using the **Search Charm**.

- b. Click the **plus sign** next to **Hardware Resources**, **Components**, and **Software Environment**. Expand the window so you can see all the content.

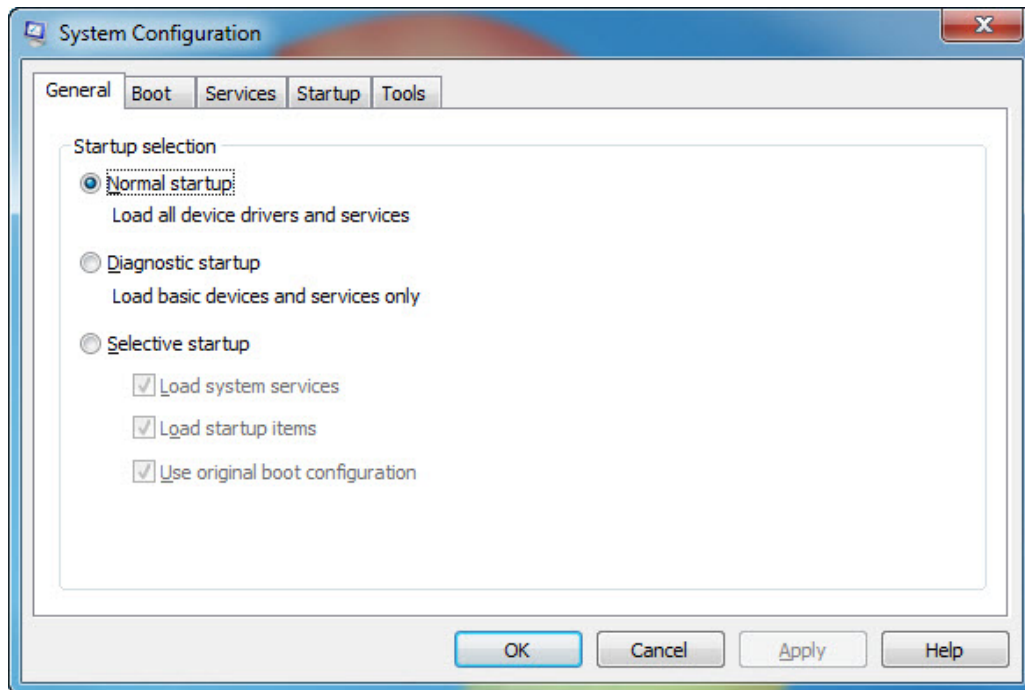


- c. Under the **System Summary** heading locate and list the following:
- Processor:
  - BIOS Version/Date:
  - Total Physical Memory:
- d. Under the **Hardware Resources** heading, locate and list the following:
- DMA channels and the device using the resources.
- e. Under the **Components** heading and **Software** heading look around to see what information is provided in these areas.
- f. Close the **System Information** window.

### Step 3: Review the System Configuration.

- a. Open **System Configuration** by clicking **Start > Run**, and type **msconfig**. Click **OK**.

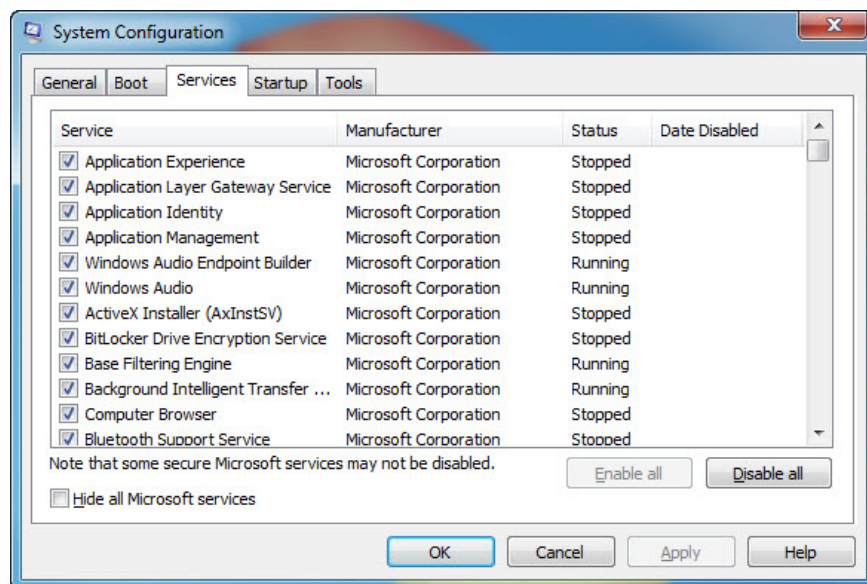
**Note:** In Windows 8, search for **msconfig** by using the **Search Charm**.



**Note:** Do not make any changes in this utility without instructor permission.

- b. Click the **General** tab.  
What are the startup options?
- c. Click the **Boot** tab. This tab is for modifying boot options.

- d. Click the **Services** tab. This tab lists the computers services and status.

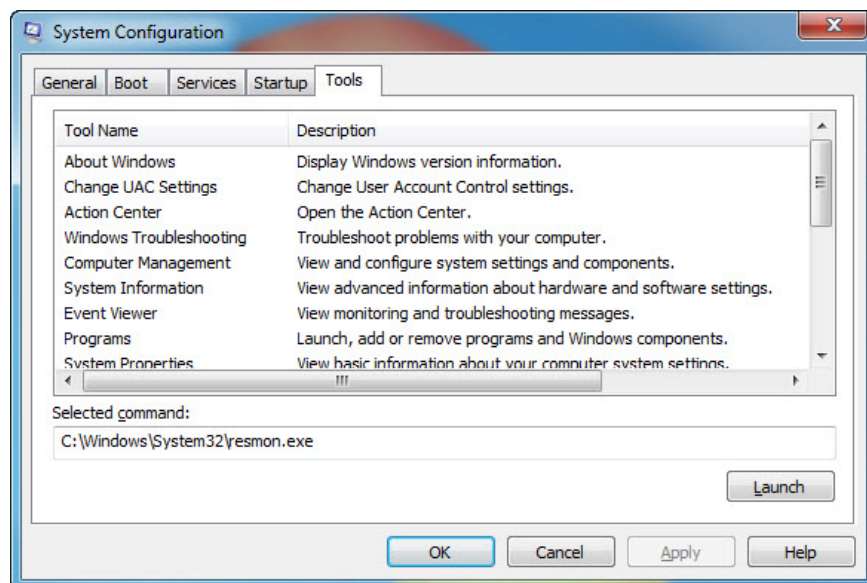


Can you enable and disable services at this tab?

- e. Click the **Startup** tab. This tab lists the programs that are automatically loaded every time you turn on your computer.

**Note:** In Windows 8, the **Startup** tab indicates that the **Task Manager** is used to manage startup items. There is also a link to **Startup** tab of the **Task Manager** on this tab.

- f. Click the **Tools** tab.



What can you do in this tab?

- g. Click **Cancel** to close the **System Configuration** window.

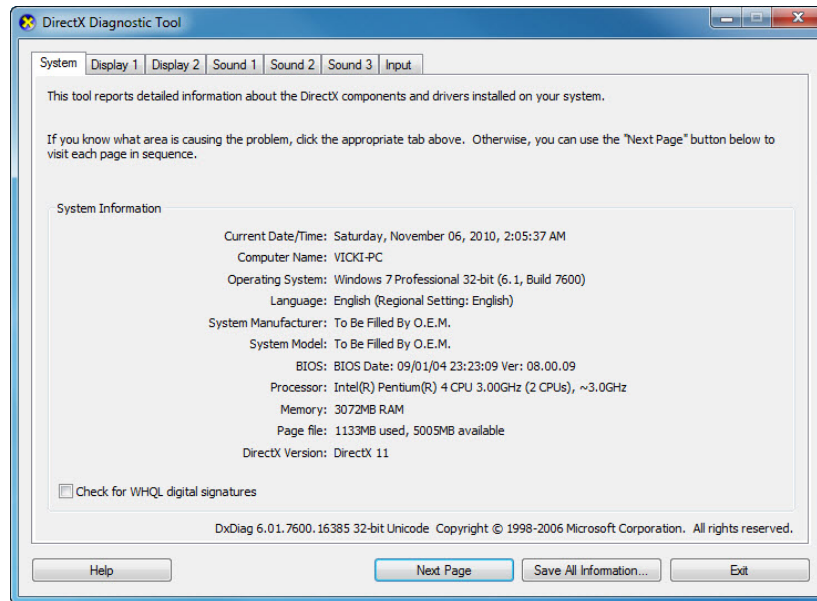
### Step 4: Review DirectX Diagnostics.

- a. Open the **DirectX Diagnostic Tool** by clicking **Start > Run**, and type **dxdiag**. Click **OK**.

**Note:** In Windows 8, search for **dxdiag** by using the **Search Charm**.

- b. If you are asked to have DirectX check driver signatures, click **No**.

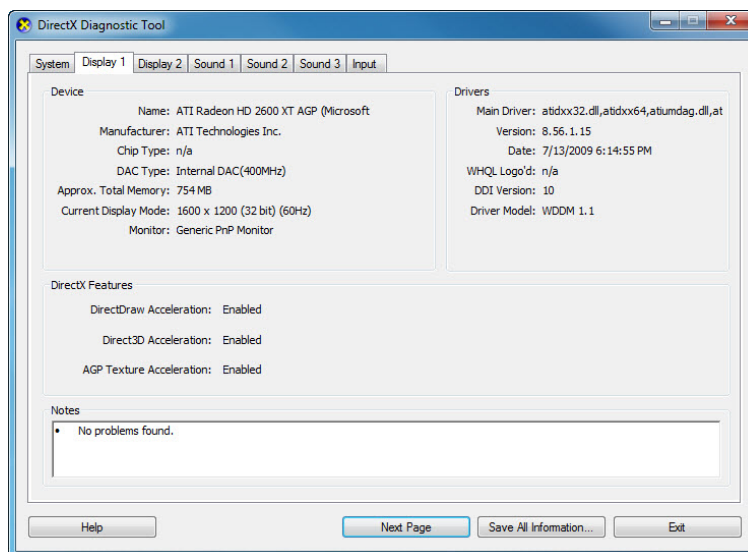
**Note:** When the **DirectX Diagnostic Tool** first opens, it may take a minute to load all information. Your **DirectX Diagnostic Tool** may not appear exactly as shown in this lab.



- c. Make sure the **System** tab is active.

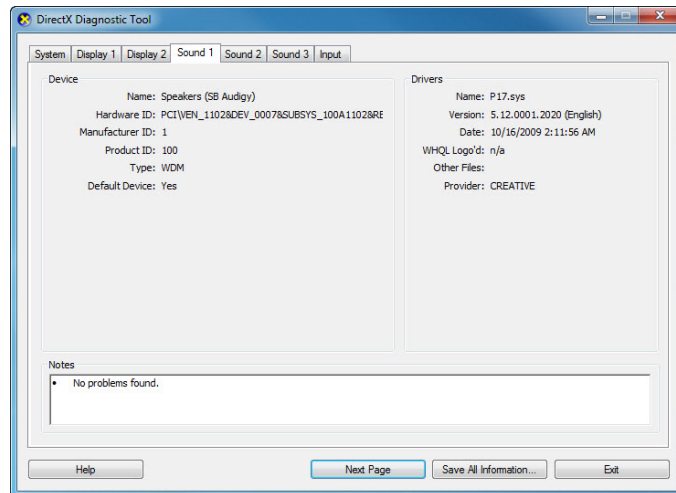
What does this tool report?

- d. Click **Next Page** until you are at the **Display** tab.



What information is listed on this page?

- e. Click **Next Page** until you are at the **Sound** tab.



What information is listed on this page?

- f. Click **Next Page** until you are on the **Input** tab.

What information is listed on this page?

- g. Click **Exit**.

## Reflection

1. Why would it be beneficial to turn off a service in the system configuration?
2. When would you use the startup tab of the system configuration tool?