

CORE MODULE 1

Computer Hardware

PRACTICAL

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Course	: -	ADIT (IBM)
Date	: -	18-10-2024
Module	: -	Core Module 1
Practical	: -	Computer Hardware
Requirements/tools	: -	

- i) Hardware: -
 - i. Working PC with Hard disk installed
- ii) Software: -
 - i. Disk Cleanup
 - ii. Defragmentation Tool

Question 2). Perform Disk Defragmentation & Disk cleanup for all the drives, you have on your computer.

Solution: -

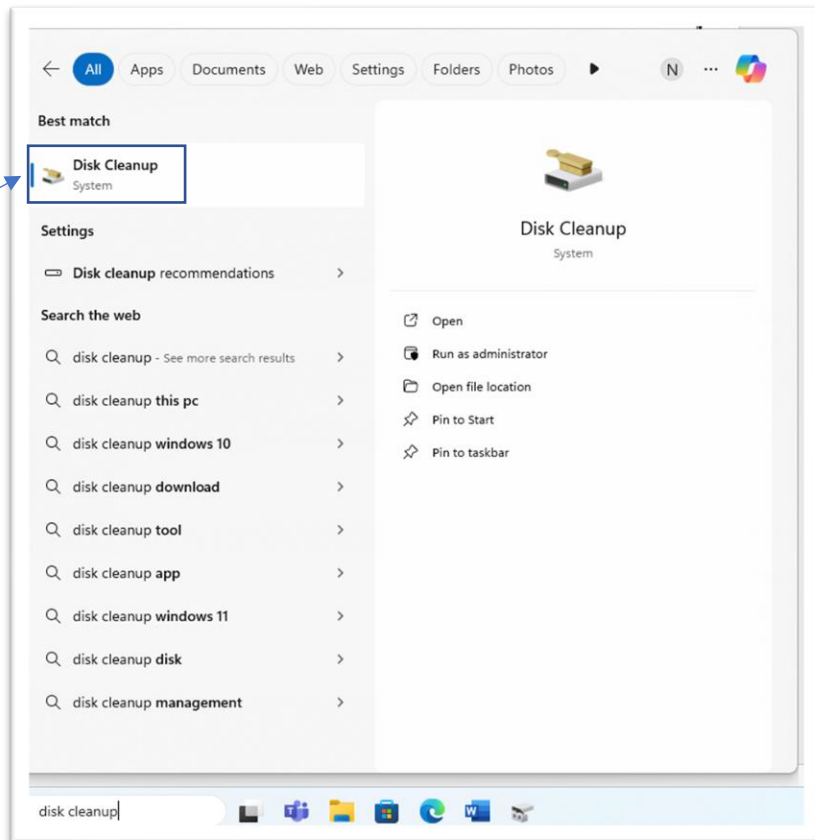
To perform Disk Defragmentation and Disk Cleanup on all drives, these are the steps we can follow:

i) Disk Cleanup:

This tool helps remove unnecessary files (like temporary files, system cache, and Recycle Bin contents) to free up space on your drives.

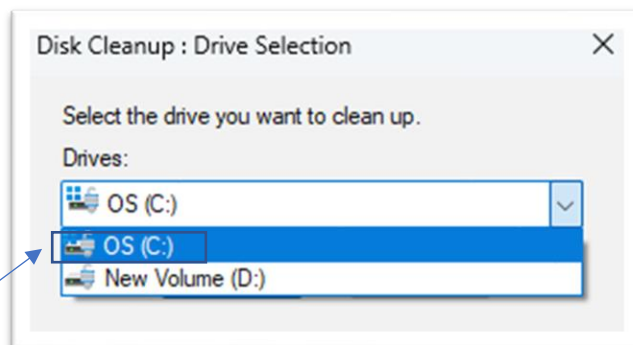
1). Open Disk Cleanup:

Press **Windows Key + S** or Press on the **Search icon**, type "**Disk Cleanup**" and select it from the list.



2. Select the Drive:

A window will appear asking you to select the drive you want to clean up (typically `C:` for the system drive). Select the drive and click **“OK”**.



3. Choose Files to Delete:

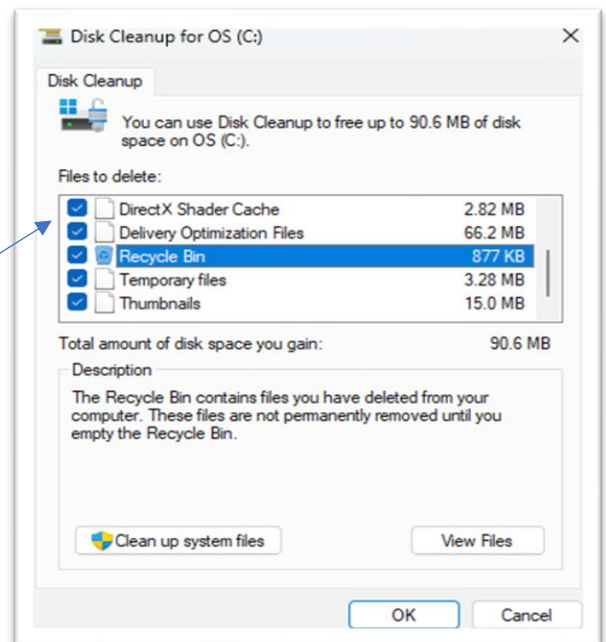
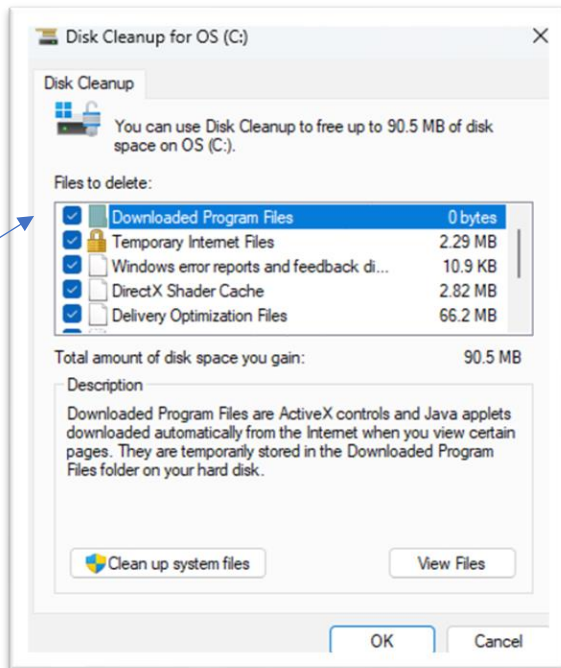
Disk Cleanup will scan the selected drive and show a list of file types that can be deleted. Common options include:

Temporary files

Recycle Bin contents

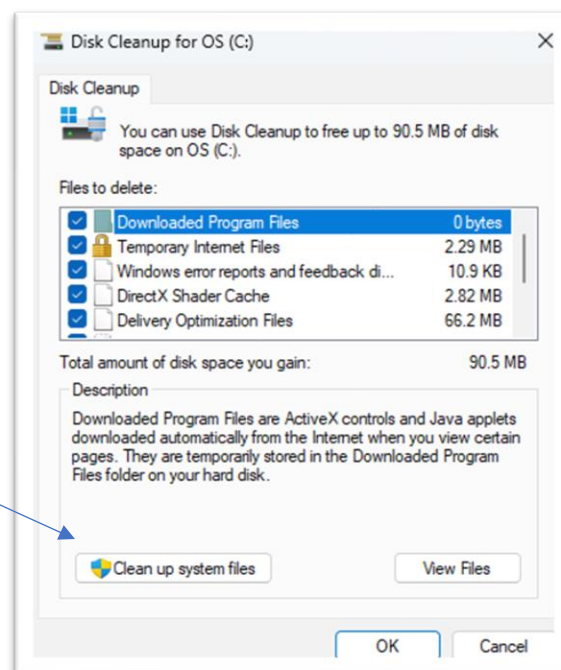
System cache

Check the boxes next to the file types you want to delete and click **“OK”**.



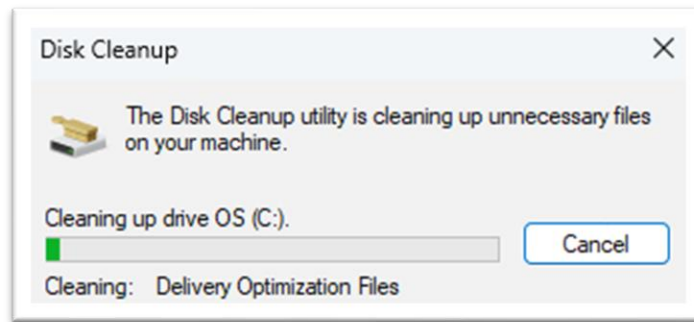
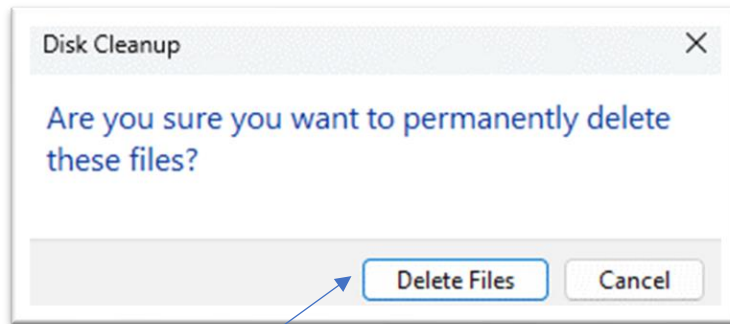
4. Clean up System Files (optional):

You can also click Clean up system files to remove unnecessary system files like old Windows installations, which may require administrator permission.



5. Confirm Deletion:

Click Delete Files when prompted to confirm that you want to permanently remove the selected files.

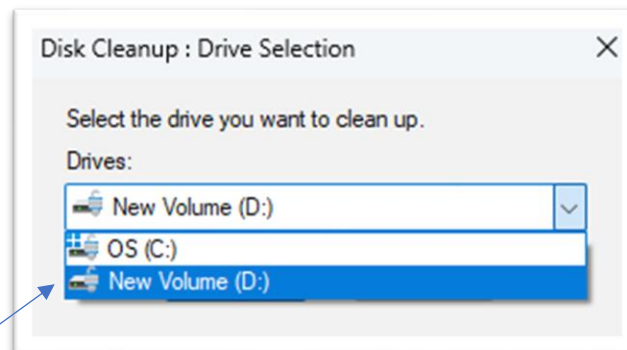


Now Our C drive is cleaned.

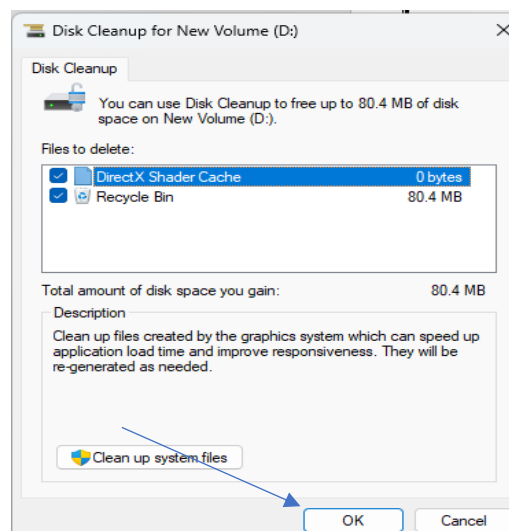
6. Repeat for Other Drives:

Now let us repeat for D drive

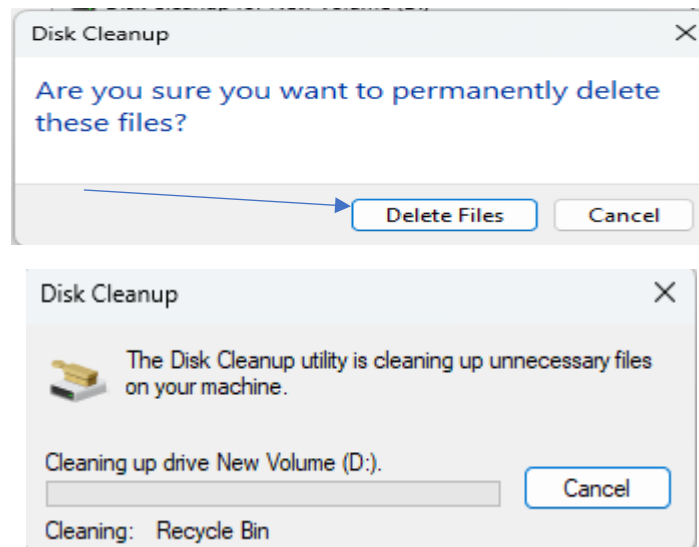
This time select D drive in disk Cleanup



7. Now, Select the files we want to clean and click on ok



8. Again, Click Delete Files when prompted to confirm that you want to permanently remove the selected files



Now all the drives in our system are Cleaned.

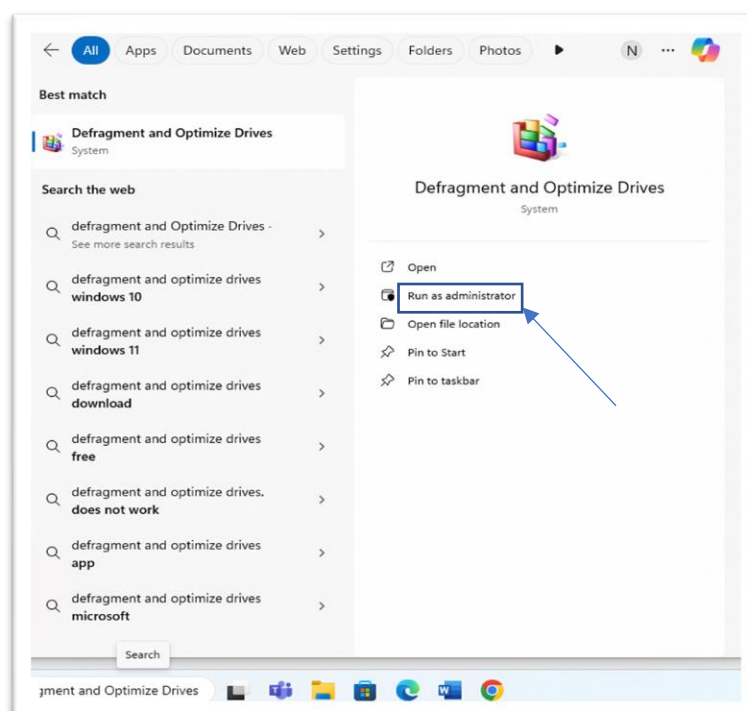
ii). Disk Defragmentation:

This process rearranges fragmented data so your drives can work more efficiently. It's more relevant for hard disk drives (HDDs) and not needed for solid-state drives (SSDs).

Steps:

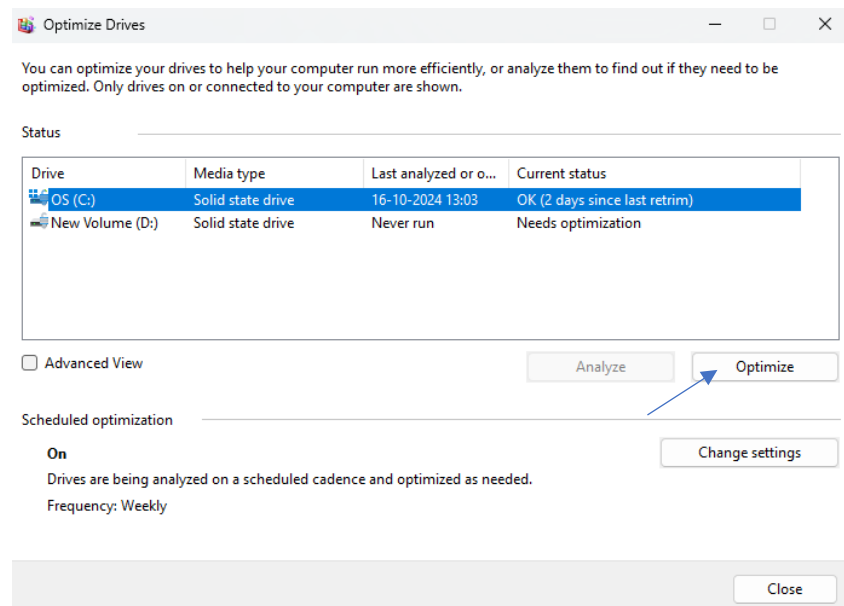
1. Open Defragmentation Tool:

Press Windows Key + S or click on search icon, type Defragment and Optimize Drives and open it as administrator.



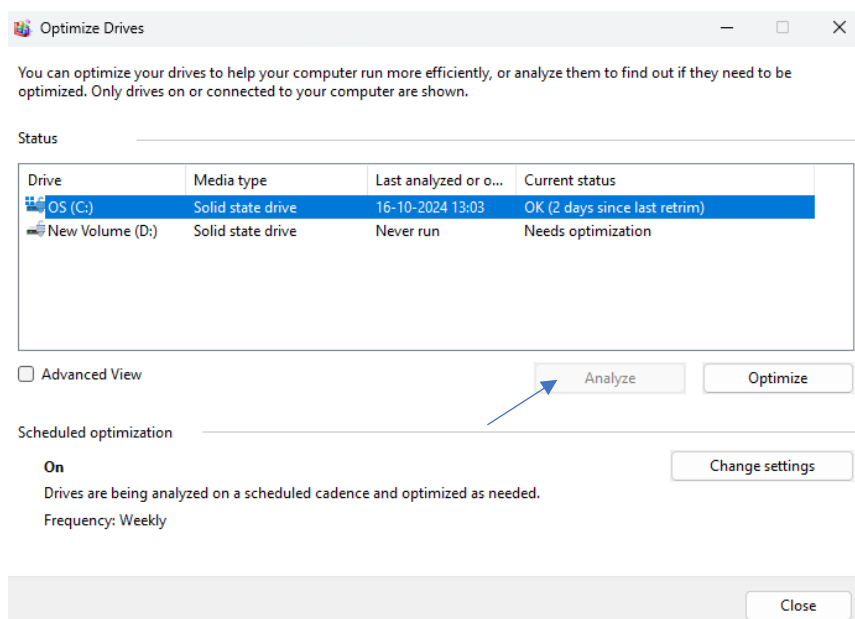
2. Select the Drive:

The tool will show a list of all drives. Select the drive you want to defragment.



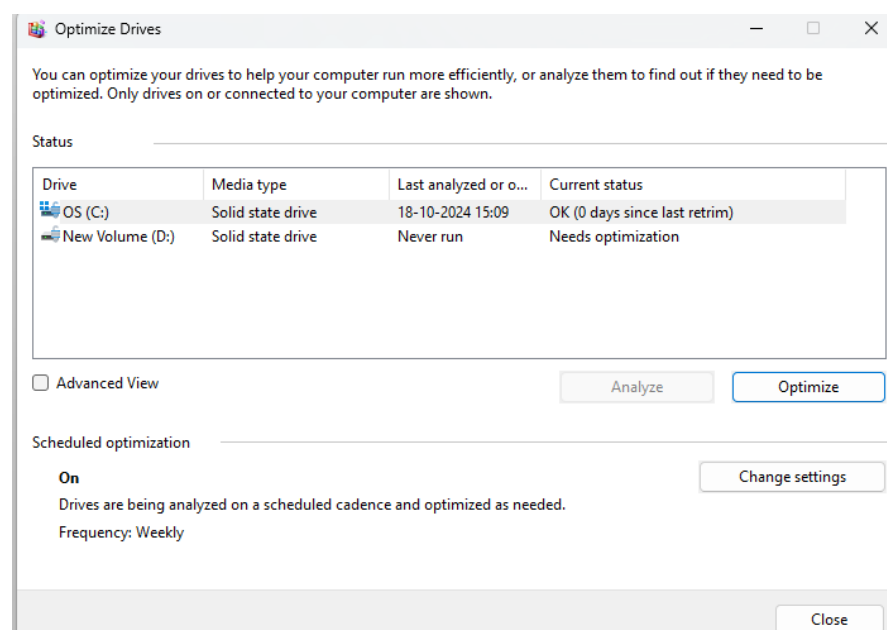
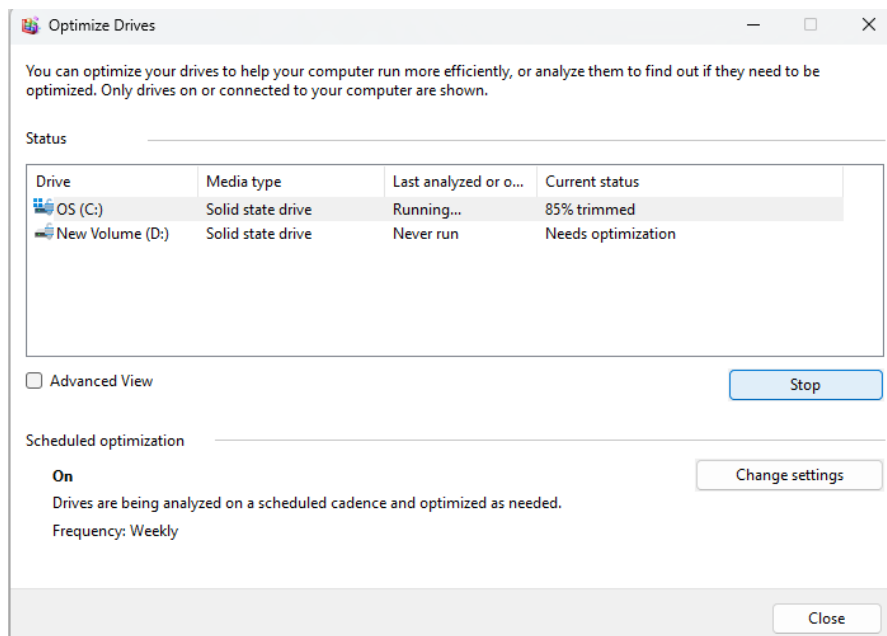
3. Analyze the Drive (Optional):

You can click Analyze to check if the drive needs defragmenting. This is optional, but it helps determine if the drive is fragmented enough to require defragmentation.



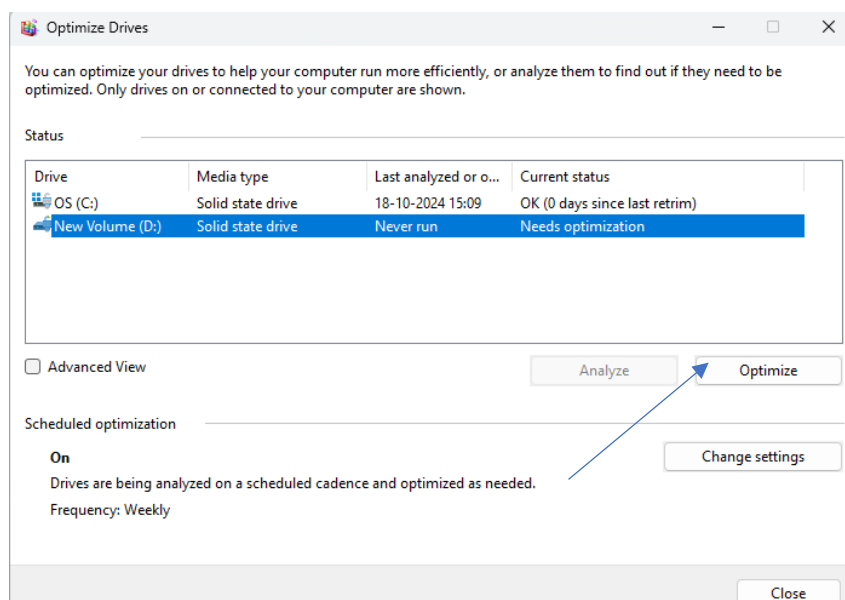
4. Defragment the Drive:

Click Optimize to start the defragmentation process for the selected drive.



5. Repeat for Other Drives:

Now let us Repeat the process for other drives



Now click on optimize

Optimize Drives

You can optimize your drives to help your computer run more efficiently, or analyze them to find out if they need to be optimized. Only drives on or connected to your computer are shown.

Status

Drive	Media type	Last analyzed or o...	Current status
OS (C:)	Solid state drive	18-10-2024 15:09	OK (0 days since last retrim)
New Volume (D:)	Solid state drive	18-10-2024 15:13	OK (0 days since last retrim)

☐ Advanced View

Analyze

Optimize

Scheduled optimization

On

Change settings

Drives are being analyzed on a scheduled cadence and optimized as needed.

Frequency: Weekly

Close

All the Drives in our pc are successfully Defragmented

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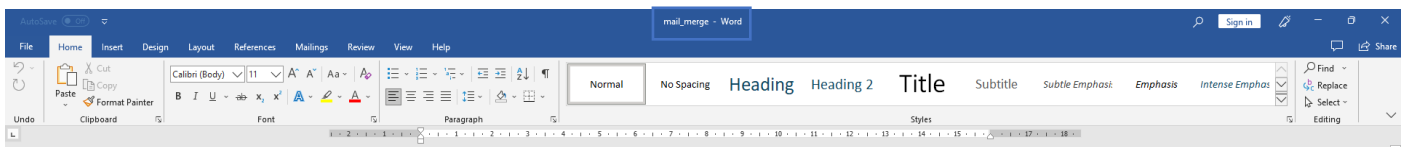
Name	: -	Prateek Kumar
Registration No	: -	ADIT22AP00152
NSTI Name	: -	NSTI Noida
Course	: -	ADIT (IBM)
Date	: -	18-10-2024
Module	: -	Core Module 1
Practical	: -	Computer Hardware
Requirements/tools	: -	

- i) Hardware: -
 - i. PC with 8 GB ram and minimum 512 gb storage
- ii) Software: -
 - i. Ms word

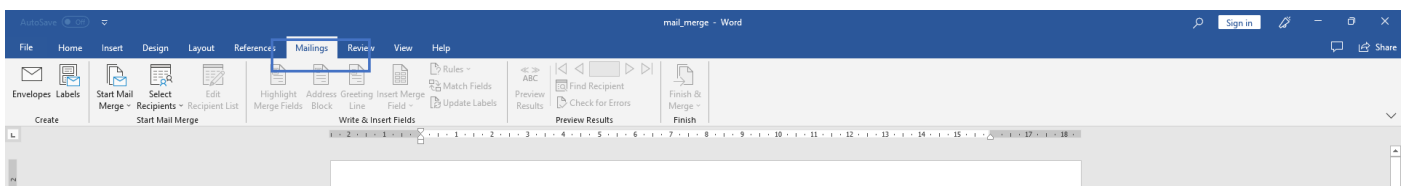
Question 3). Create an invitation letter using mail merge for multiple invitees in Microsoft Word or Open Office.

Solution: -

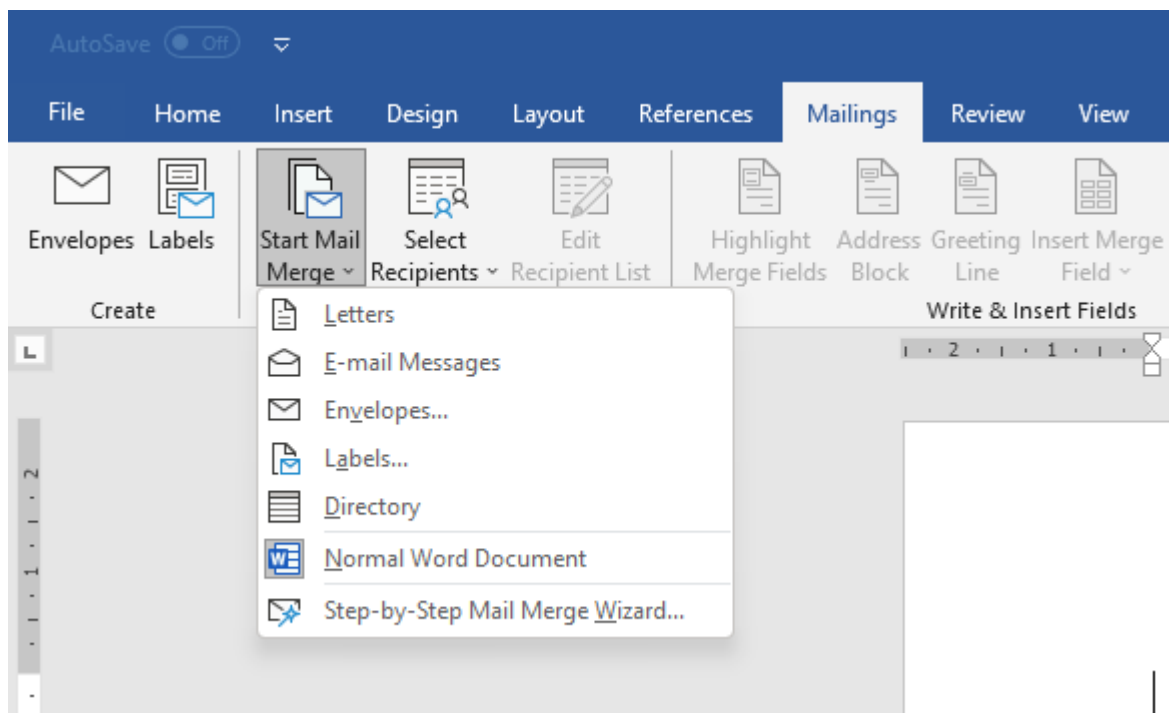
Step-1 Open the MS Word Document and save the file with the name Mail Merge.



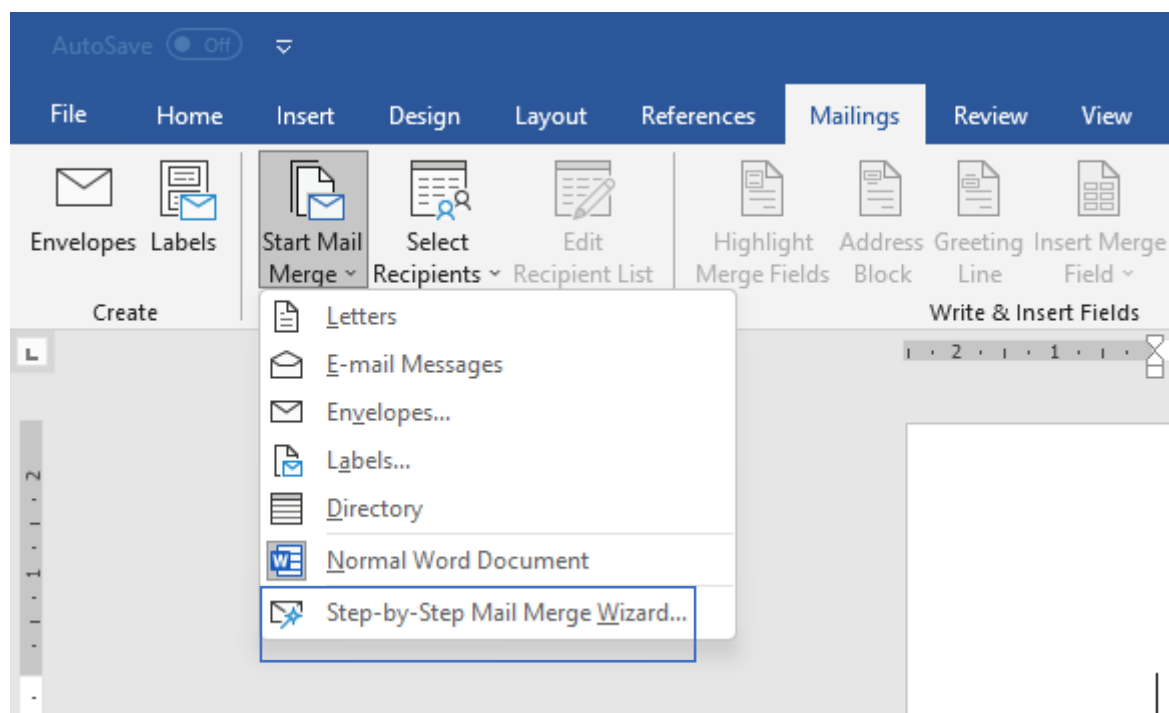
Step-2 Click on the Mailings Tab in the Menu Bar.



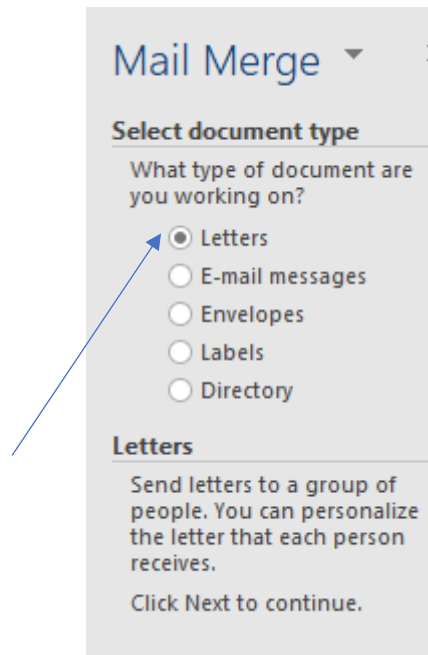
Step-3 Now click on Start Mail Merge.



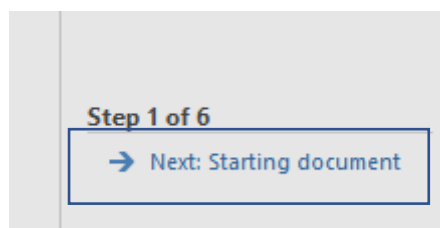
Step-4 Now click on Step-by-Step Mail Merge Wizard.



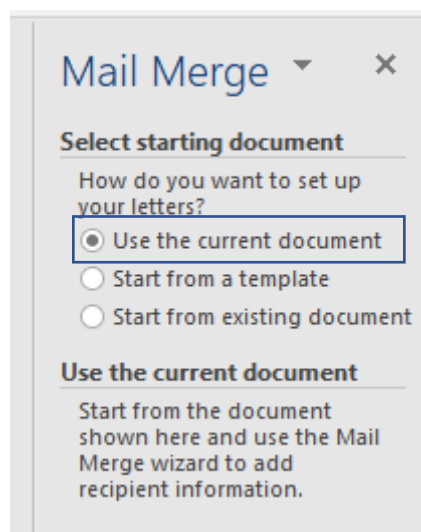
Step-5 Now, select the type of document you'd like to create. Since we're tasked with creating an invitation letter, click on the 'Letters' option



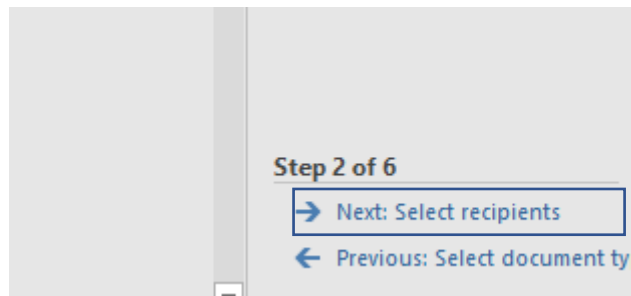
Step-6 Now we have to move further to the next step then click on **Next: Starting document.**



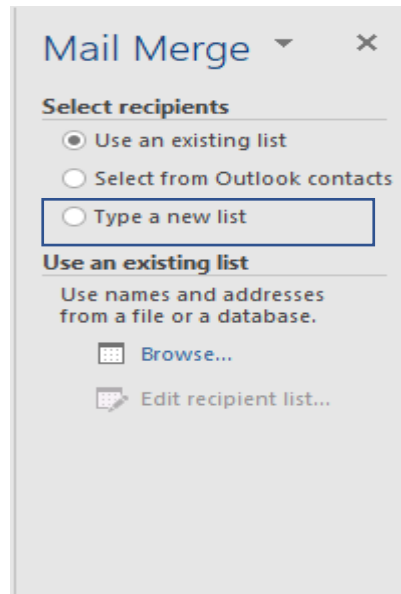
Step 7: Select Use the Current Document as your starting document.



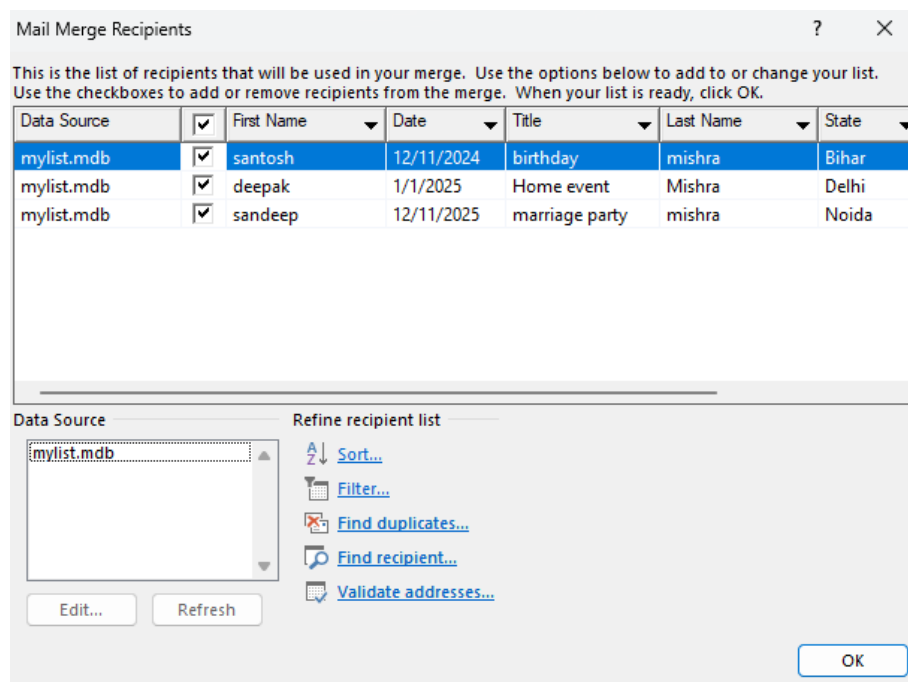
Step-8: Click Next: Select Recipients to continue



Step-9 Now, it's time to select the recipients for the invitation letter. If you already have a list created, click on Use an existing list. Alternatively, if you need to create a new list, click on Type a new list.



Step-10 To create a new list of recipients, click on Create and make your own list.



Step-11 Now click on Write your letter.

Step 3 of 6

→ [Next: Write your letter](#)

← [Previous: Starting document](#)

Step-12 Now write an invitation letter.

«Title»

Dear «First_Name» «Last_Name»,

You are warmly invited to celebrate my birthday with me in «State»! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

Event: «Title»

Venue: «State»

Date: «Date»

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at «Email_Address».

Best regards,
Old friend

Step-13 Now, to insert field names, first click on More items. Then, place the cursor in the exact spot where you want to insert the field, and click Insert.

«Title»

Dear «First_Name» «Last_Name»,

You are warmly invited to celebrate my birthday with me in «State»! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

Event: «Title»

Venue: «State»

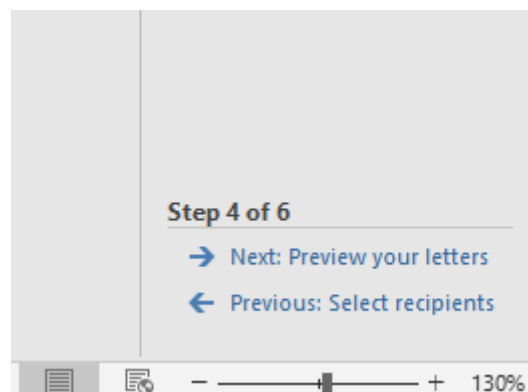
Date: «Date»

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at «Email_Address».

Best regards,
Old friend

Step-14 Now click on Preview your letter.



Step-15 Now you can see the invitation for the 1st recipient.

birthday

Dear santosh mishra,

You are warmly invited to celebrate my birthday with me in Bihar D! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

Event: birthday

Venue: Bihar

Date: 12/11/2024

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at pm6837759@gmail.com.

Best regards,
Old friend

Step-16 This is the invitation for 2nd recipient.

Home event

Dear deepak Mishra,

You are warmly invited to celebrate my birthday with me in Delhi ! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

Event: Home event

Venue: Delhi

Date: 1/1/2025

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at pm6837759@gmail.com.

Best regards,
Old friend

Step-17 This is the invitation for 3rd recipient.

marriage party

Dear sandeep mishra,

You are warmly invited to celebrate my birthday with me in Noida ! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

Event: marriage party

Venue: Noida

Date: 12/11/2025

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

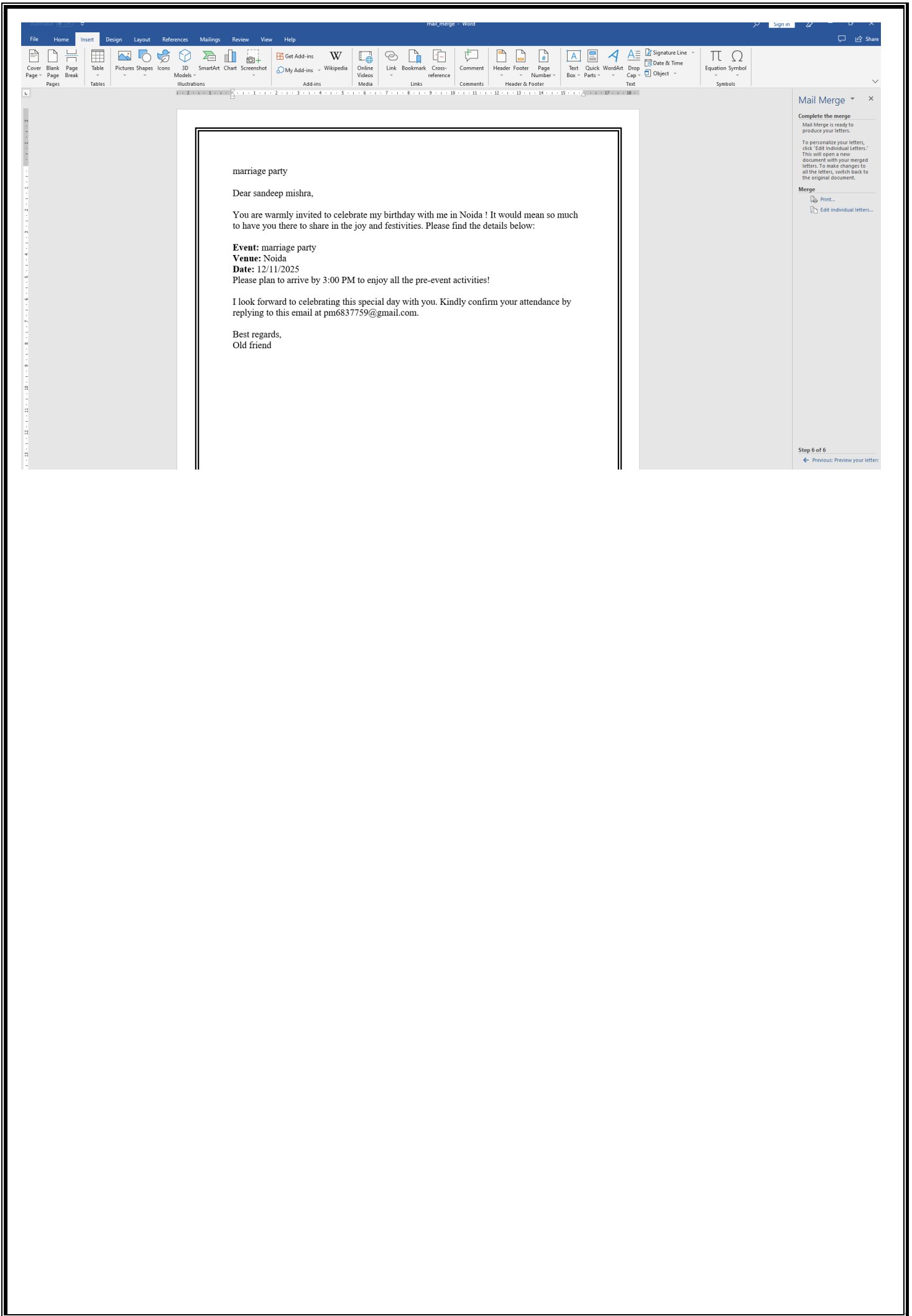
I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at pm6837759@gmail.com.

Best regards,
Old friend

Step-18 Now click on Complete the merge.

The screenshot shows the Microsoft Word interface during a mail merge. The main document area contains the invitation letter for the 3rd recipient, which is identical to the one shown in Step 17. The right sidebar displays the 'Mail Merge' task pane. It includes a 'Preview your letters' section with a 'Recipient: 3' indicator and a 'Find a recipient...' button. Below this is a 'Make changes' section with an 'Edit recipient list...' button and an 'Exclude this recipient' button. At the bottom of the task pane, it says 'Step 5 of 6' and provides navigation links: 'Next: Complete the merge' and 'Previous: Write your letter'.

Step-19 Now click on Print if you want to print the invitation letter.



marriage party

Dear sandeep mishra,

You are warmly invited to celebrate my birthday with me in Noida ! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

Event: marriage party

Venue: Noida

Date: 12/11/2025

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at pm6837759@gmail.com.

Best regards,
Old friend