## Individual Student Activity

Look up the basic information about the computer system you will be using for this class. You should be able to find information in the preferences, control panel, settings, search, help, etc.

### Hardware Specifications

In this section, the student will explore their hardware and specifications

Answer the following as it relates to your computer

1. My computer make and model
2. My computer has the following specifications:
   * Processor type and speed -
   * RAM and hard drive storage -
   * Monitor and graphics card -
   * Networking devices -
   * Other input/output devices -
   * Camera -
3. My computer uses the following operating system and version:

### Operating Systems

In this section, the student will explore their operating system.

#### Understanding the Operating System Interface

* **Describe the layout of your computer system’s work area? (usually called the Desktop)**

Shortcuts: Recycle Bin, Adobe Acrobat XI Pro, Adobe FormsCentral, Firefox, Google Chrome, VLC media player, and Microsoft Teams.

Other than the background, it also shows Activate Windows (Perhaps the system isn’t registered?)

* **List the apps/applications on your computer system.**

Brave, Calculator, Weather, Microsoft Edge, and many more.

* **How do you work with the apps/applications? (windows)**

Click on them via desktop, file explorer, start menu, or even cmd.

The function depends on the application, for example, chrome allows you to surf the next

#### Manage and Use Settings/Preferences

* **How do you customize the settings/preferences on your computer system?**

Search up “Settings” on the search bar OR right click on the desktop to open Personalizations

* **Put a Y next to the items you can do to customize your computer**
  + **Customize your display – y**
  + **Customize notifications – y**
  + **Change your save location –y**
  + **Manage your printers –y**
  + **Customize your mouse –y**
  + **Change your password –y**
  + **Sync your settings –y**
  + **Set a theme –y**
  + **Set a background –y**
  + **Set your location –y**
  + **Choose apps that can access contacts –y**
  + **Set date and time –y**

#### Work with Accessories

* **Does your computer come with accessories programs? If so, list a few of them.**

**WordPad, Windows Media Player, Snipping Tool, Paint, and many more.**

* **Does your computer allow you to capture the contents of your screen? If so, outline the steps.**

**Open Snipping Tool 🡪 New Snip 🡪 Crop Contents or Shift + Windows Key + S**

#### Search and Help Features

* **What is the name of the search feature for your computer?**

Search Box

* **What are some features you might need to use the help feature to learn how to use?**

Contact Support

### System Security and Device Optimization Features

In this section, the student will explore security and device optimization features.

#### Find the features that allow you to do the following. Outline how you do each.

* **Update the operating system and other system software**

**Windows Update**

* **Protect your computer from viruses, spyware, hackers**

**Microsoft Defender**

* **Backup and/or recover data**

**Windows Backup**

* **Optimize storage and memory efficiency**

**Defragment and Optimize Drives**

* **Monitor and optimize CPU usage**

**Task Manager**

* **Set user controls (parental controls)**

**Windows Security 🡪 Family Options OR Control Panel**