

IT LITERACY

USEFUL KNOWLEDGE



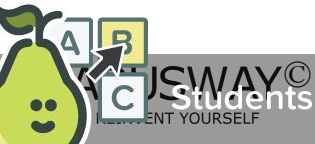
Agenda



- ▶ Introduction
- ▶ Computer Properties
- ▶ Your Drive Properties
- ▶ Ejecting a USB drive
- ▶ Disk Clean-up
- ▶ Screen Resolution
- ▶ System Restore

Introduction

Were you able to finish
pre-class material?



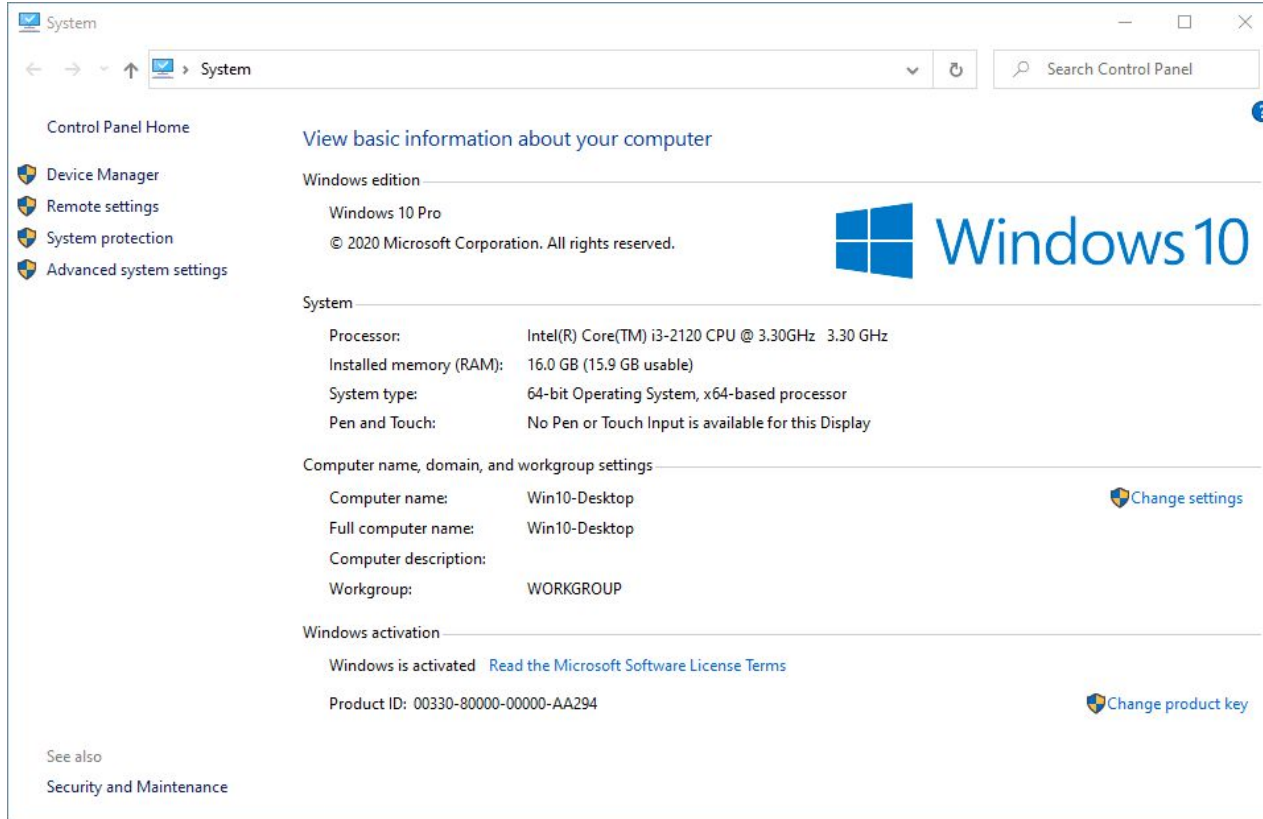
PEAR DECK

Students choose an option

Pear Deck Interactive Slide

Do not remove this bar

Computer Properties





Computer Properties

► Windows:

Right-click on the "Start" button and select "System" or "System Properties" from the context menu.

Alternatively, press the Windows key + Pause/Break key to directly open the System Properties window.

► MacOS:

Click on the Apple menu in the top-left corner of the screen and select "About This Mac."



System Information

- ▶ Operating System
- ▶ Processor
- ▶ Memory (RAM)
- ▶ System Type



Device Manager

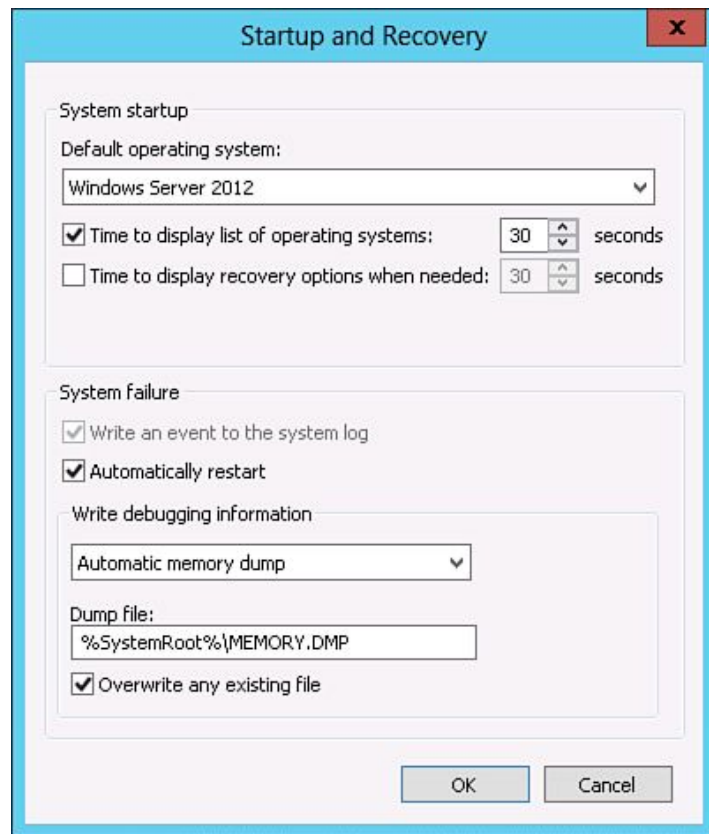
- ▶ Hardware Components
- ▶ Driver Updates



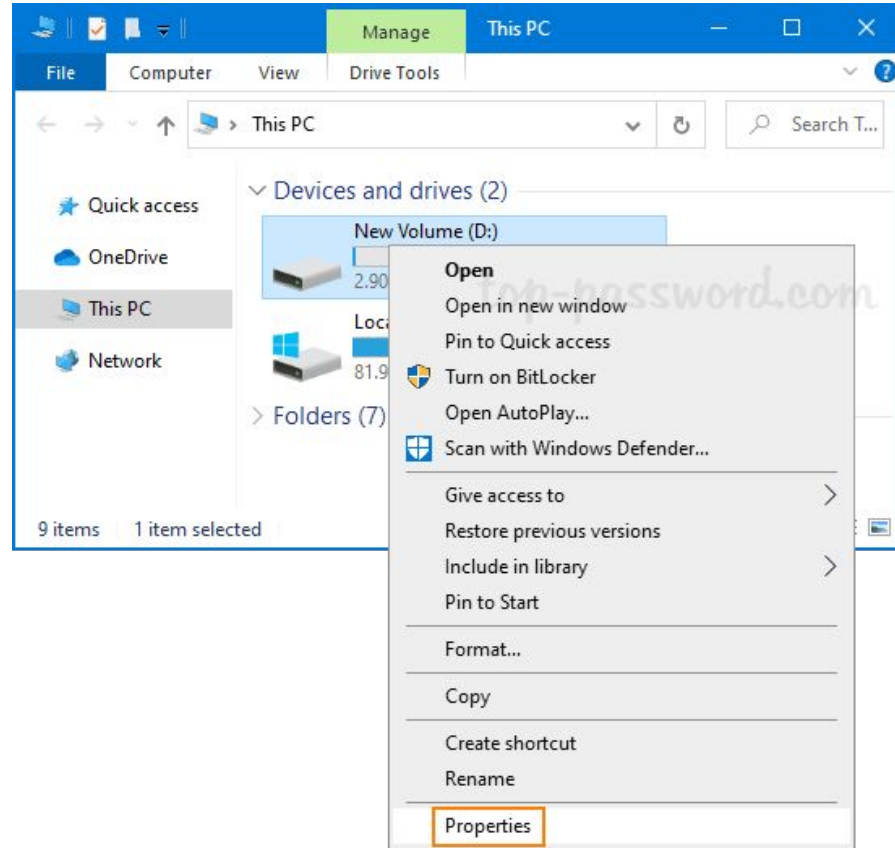


Advanced System Settings

- ▶ Performance
- ▶ Environment Variables
- ▶ Startup and Recovery



Your Drive Properties

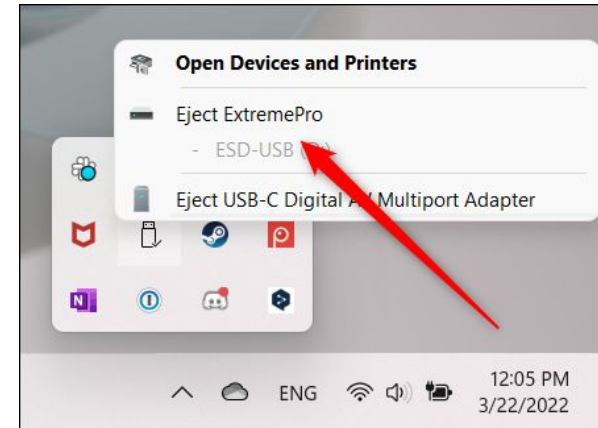
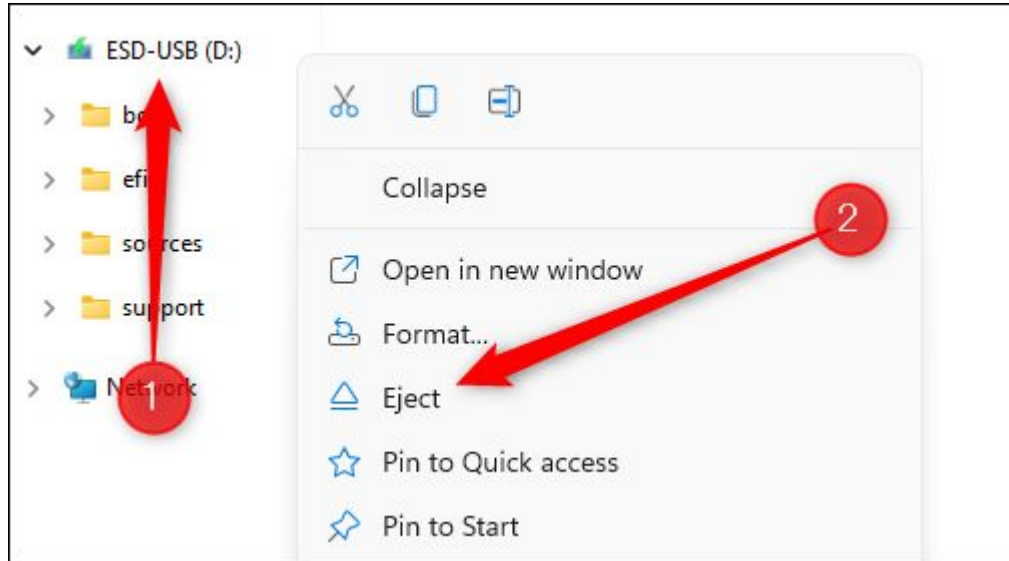




Your Drive Information

- ▶ Drive Capacity
- ▶ Used and Free Space
- ▶ File System
- ▶ Device Status
- ▶ Disk Cleanup and Optimization
- ▶ Check Disk
- ▶ Backup and Restore
- ▶ Disk Defragmenter (Windows) or Disk Utility (macOS)

Ejecting a USB Drive





Ejecting a USB Drive (Windows)

- ▶ Locate the "Safely Remove Hardware" icon in the system tray, usually found at the bottom-right corner of the screen.
- ▶ Click on the icon to open the list of connected devices.
- ▶ Select the USB drive you want to eject from the list.
- ▶ Wait for the notification confirming that it is safe to remove the device.
- ▶ Once the notification appears, gently remove the USB drive from the computer.

Ejecting a USB Drive (Windows)

File Explorer



- ▶ Open File Explorer by clicking on the folder icon in the taskbar or pressing the Windows key + E.
- ▶ Locate the USB drive under the "This PC" or "Computer" section.
- ▶ Right-click on the USB drive and select "Eject" from the context menu.
- ▶ Once the drive is ejected, you can safely disconnect it from the computer.

Ejecting a USB Drive (MacOS-Finder)

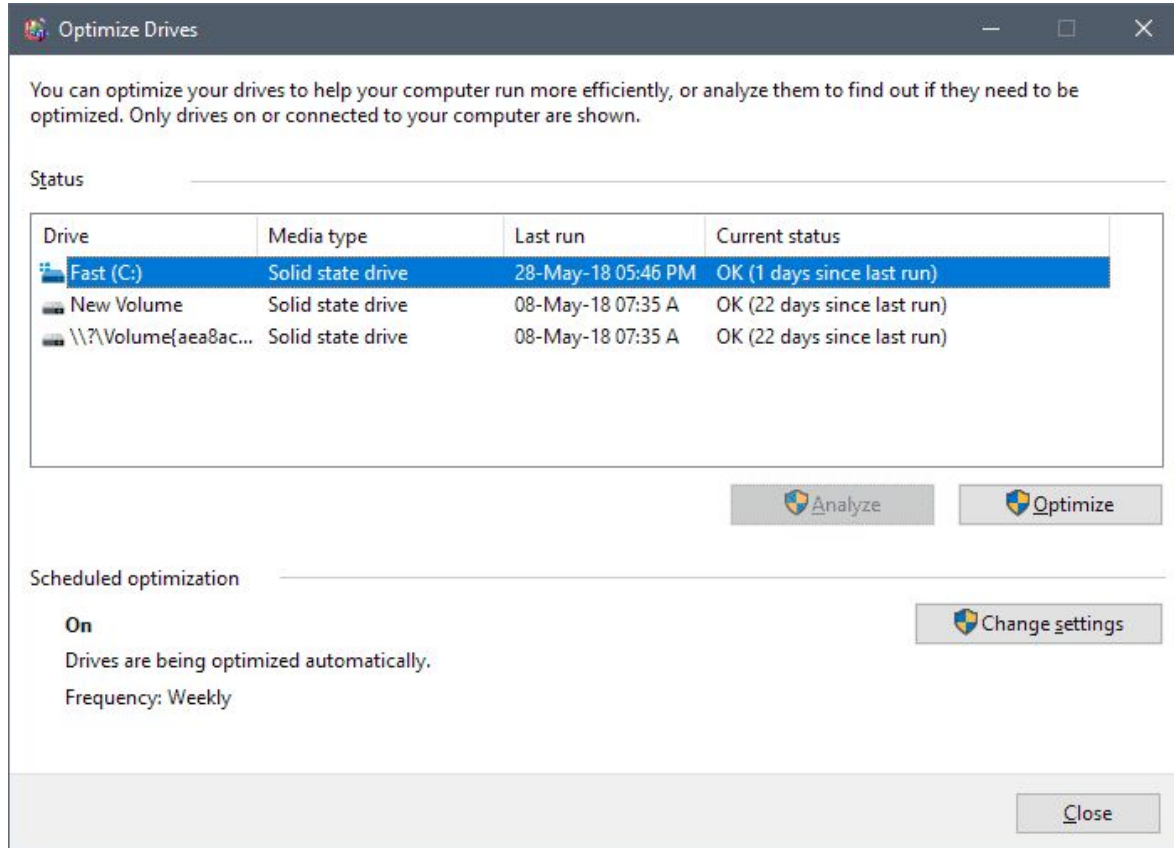
- ▶ Open a Finder window by clicking on the Finder icon in the dock.
- ▶ Locate the USB drive in the sidebar or under "Devices."
- ▶ Right-click on the USB drive and select "Eject" from the context menu.
- ▶ Wait for the drive to disappear from the desktop.
- ▶ Once the drive is ejected, you can safely disconnect it from the computer.



Ejecting a USB Drive (Menu Bar)

- ▶ Click on the "Eject" button next to the USB drive's name in the Finder's menu bar.
- ▶ Wait for the drive to disappear from the desktop.
- ▶ Once the drive is ejected, you can safely disconnect it from the computer.

Optimize Drives

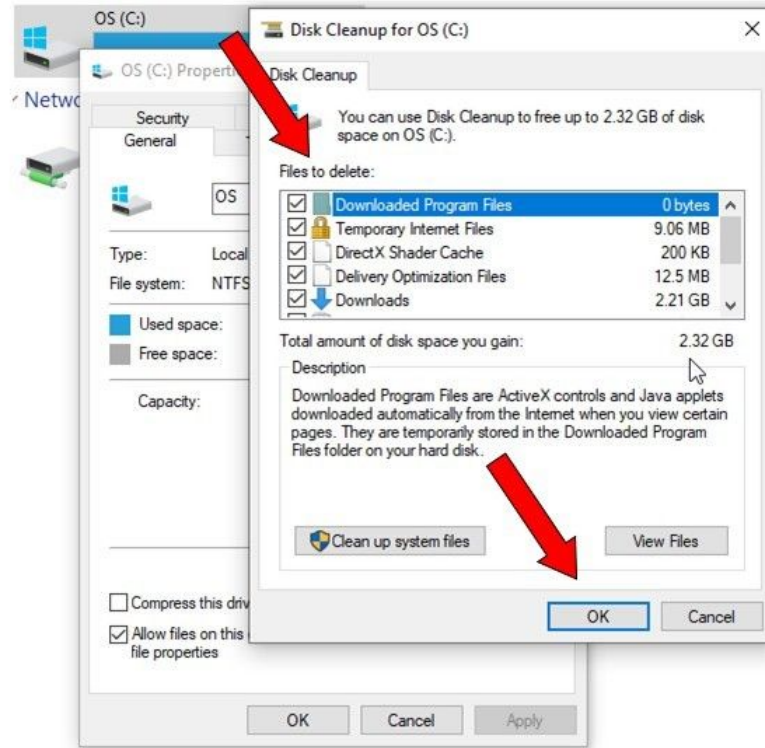




Optimize Drives

- ▶ Defragmentation
- ▶ TRIM (Solid State Drives)
- ▶ Open the Optimize Drives Utility
- ▶ Analyze Drive(s)
- ▶ Optimize Drive(s)

Disk Clean-up





Disk Clean-up

► Windows 10 and Windows 11

Press the Windows key + S to open the search bar.

Type "Disk Cleanup" and click on the matching result to launch the utility.

► Selecting the Drive to Clean

In the Disk Cleanup window, select the drive you want to clean from the drop-down list.

Click on the "OK" button to proceed.



Disk Clean-up

► Disk Cleanup Options

Disk Cleanup will analyze the selected drive and present you with a list of file categories.

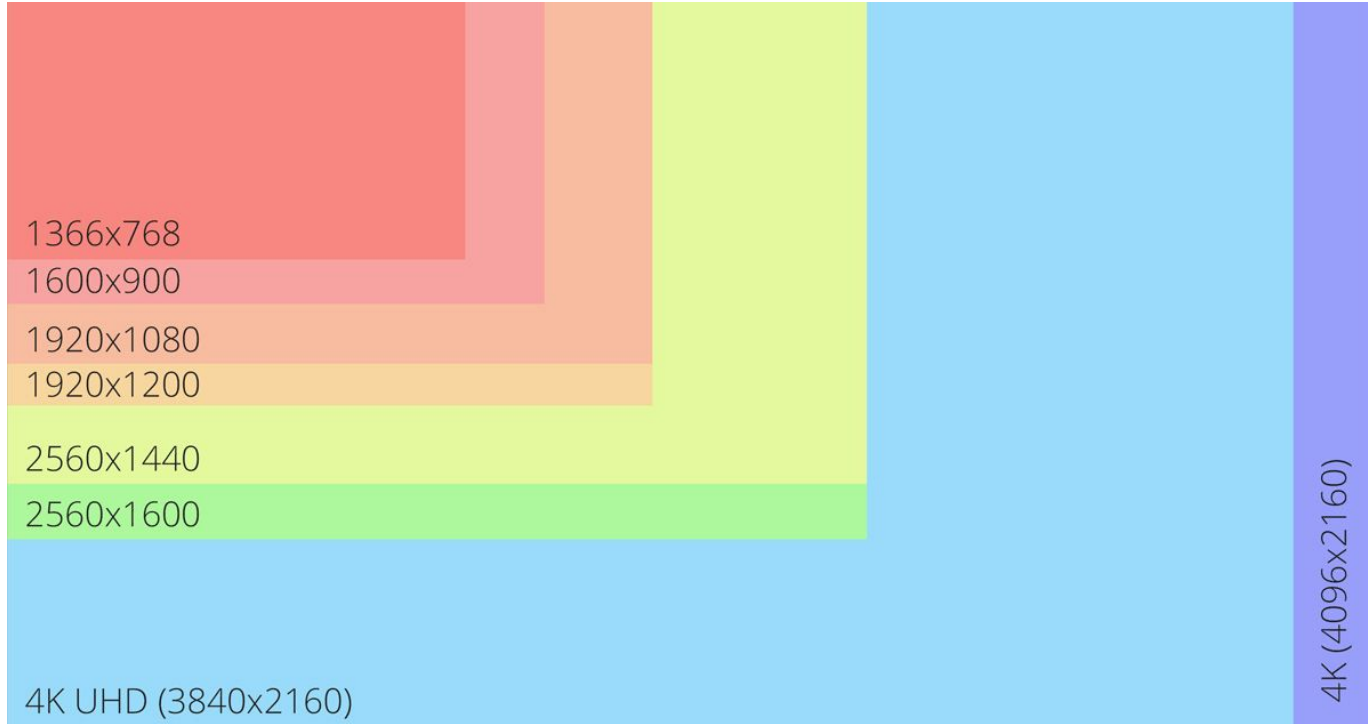
Check the boxes next to the file categories you want to clean.

► Start the Cleanup Process

After selecting the file categories, click on the "OK" button.

A confirmation dialog will appear. Click on the "Delete Files" button to begin the cleanup process.

Screen Resolution





Screen Resolution

► Windows 10 and Windows 11

Right-click on the desktop and select "Display settings" from the context menu.

In the Display settings window, scroll down to the "Scale and layout" section and click on "Advanced display settings."

► Selecting the Display

In the Advanced display settings window, you'll see a list of connected displays (if multiple monitors are connected). Click on the display you want to adjust.

Click on the "Resolution" drop-down menu.



Screen Resolution

► Choosing the Desired Resolution

The available resolutions will be displayed in the drop-down menu. Select the resolution that best suits your needs.

► Applying the Changes

After selecting the desired resolution, click on the "Apply" button.

A prompt will appear asking if you want to keep the changes. If the new resolution looks good, click on the "Keep changes" button

System Restore





System Restore

► Windows 10 and Windows 11

Press the Windows key + S to open the search bar.

Type "System Restore" and click on the matching result to launch the System Restore wizard.

► Restoring Your Computer


In the System Restore wizard, select "Restore system files and settings" and click on "Next."

Selecting a Restore Point

Confirming the Restore



Drag your dot to how you are feeling:




Pear Deck

Keep going, I understand



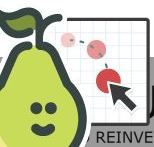
Pear Deck

I'm a little confused



Pear Deck

Stop, I need help!



Students, drag the icon!







THANKS!

Any questions?

