

PC

A personal computer (PC) is a multi-purpose computer whose size, capabilities, and price make it feasible for individual use. Personal computers are intended to be operated directly by an end user, rather than by a computer expert or technician. Unlike large, costly minicomputers and mainframes, time-sharing by many people at the same time is not used with personal computers.

Tips For Efficient Working of Your PC :

- ❖ **Dust your keyboard using compressed air :**
 - The computer and keyboard may seem like they're external parts that wouldn't affect the performance of the system, but they can if they're not kept clean. Dust and dirt can slow down the computer and even ruin the fan. **Cans of compressed air work great for dusting all parts of the computer and keyboard, including the cooling fan and vents.**
- ❖ **Get rid of your mouse's dust and particles :**
 - To do this, unplug your mouse and turn it upside down. From there, you'll want to remove the bottom panel and clean the ball with a lint-free cloth. You can add rubbing alcohol to the cloth for a deeper clean. Let the ball dry before reassembling the mouse.
- ❖ **Power down or reboot your device regularly :**
 - **New computers :**
 - While powering down your device every night isn't a requirement with new computers, rebooting regularly does help refresh your system resources. Consider rebooting it once a day instead and turning it to sleep mode when it's not in use.
 - **Old computers :**
 - If you're working off an older computer, you should power down your device properly every night to avoid overheating.
- ❖ **Unplug to avoid overcharging :**
 - With heightened dependence on wireless devices, optimizing battery power is a top priority for many. There are few things more dreadful than a draining battery when you've got hours of work and play left on

your day's schedule. However, it's better to resist the temptation of plugging in the moment your PC falls under 50% battery life.

- Unnecessary charging can lead to overcharging, which then leads to regenerative capability deterioration. This often looks like a laptop that can't hold a charge as well as it could in its earlier days.
- Being shackled to the weight of a charger defeats the purpose of a laptop's wireless portability. **To avoid a bad battery fate, unplug your device after it reaches 100% charge, and don't plug in until power is actually low.**

❖ Backup your data :

- Part of owning a modern computer is to prepare for the unexpected. Sudden crashes, untimely glitches, and random hardware failure all have the potential to damage the data living on your PC. Backing up files is one of the most vital computer maintenance procedures PC users can do for themselves. Your computer is replaceable, but without a backup, your information is not.
- Full backups are usually done on storage-heavy external hard drives and on the cloud. By making duplicate copies of everything on your PC (actually having your data in 3 places is safest), all of your valuable data lives both on your computer and inside of the external drive or cloud.

❖ Organize your data :

- It's easy to let your computer's data organization run awry when your work and play lifestyle doesn't leave much time for calculated file management. Whether it's old music files from your garage band days or downloaded add-ons for your favorite simulation game, your PC's many folders can grow crowded.
- If you can't remember the last time you took a look through your downloads folder, you're likely overdue for a visit. The same applies to the rest of your default folders (documents, photos, etc.).

❖ Change your passwords regularly :

- One of the easiest ways for hackers to gain access to your device is through a cyberattack where they steal your login credentials. Upon gaining access to your device, they can access sensitive information such as spam emails, banking information, and more.
- While experts used to recommend changing passwords every month, this frequency was causing new risks and inconveniences for users. Updating your password four times a year helps keep you more secure without much hassle.

❖ Complete signature updates :

- To keep your antivirus software running properly, you'll want to do signature updates in addition to software updates. This ensures that your device is protected from new viruses. Many programs allow you to

install these signature updates automatically, but if not you should update weekly.

❖ **Clear out the Recycling Bin :**

- When you or another user deletes a file, it goes to the Recycling Bin. This gives you one last chance to salvage a file you've removed, but it can also clog up space on your hard drive if you don't clear it out regularly. Once a month you should check the Recycling Bin for any files that may have accidentally been deleted and clear out the rest.

❖ **Avoid overheating your device :**

- Set up your computer in an area of your office or home that gets good airflow, with two inches of empty space on either side. Giving your machine room to breathe helps prevent overheating, which extends the life of your device.
- Stacks of paper and other items being placed on your computer can also make it overheat, so keep your desk area organized and free of clutter.

❖ **Avoid spam while browsing :**

- If a weird email shows up in your inbox or an unexpected popup while browsing, resist the urge to open it. Malware scams can greatly damage your device and put your files and privacy at risk.

Maintenance tips for proper working of the PC :

❖ **Install Current Operating System Updates :**

➤ **Windows :**

- To install updates manually, click on Start, select All Programs and then Windows Updates. If there are updates that need to be installed, they will show up there.

➤ **MAC:**

- Mac users can click on the Apple menu, select About This Mac and then select Software Update.

Both systems give the option to Install Updates Automatically. This option will ensure the updates get installed automatically.

REASON :

Many computer users don't understand the importance of keeping their operating system up-to-date with the latest software

and patches. Every day new computer and cyber threats come out. If the system isn't current with all the necessary software and patches, it becomes vulnerable to threats.

❖ **Update Device Drivers :**

- Download Driver Support and install on your PC.
- Launch Driver Support and perform a quick scan of your system. All the drivers that need to be updated will be listed.
- Click the "Fix it!" button to automatically download and update the drivers. However, it might require you to register for a premium account.

❖ **Clean Up Your Disk :**

- Over time, your PC will be filled with unwanted junk such as temporary files, offline web pages, thumbnails, old Windows installation, and many others. These files can really add up and take up too much space which can slow down your PC.
- If you're on Windows, it's recommended that you use the Disk Cleanup utility. From the Start Menu, simply type Disk Cleanup to access the utility..

❖ **Clean Up Unused Software :**

- In the course of time, you would have installed a huge number of programs on your computer. Most of them would have become useless too. In that case, you should make an effort to clean up the non-used software. This tip will help you to get the best PC speed and features. Also, these unwanted programs may be used for spying and data stealing purposes. And, yes, you can also save storage space..

Regular Computer Maintenance Makes All the Difference :

These regular computer maintenance steps should help keep your PC in top shape. Therefore, it pays to do these steps from time to time.

Proper computer maintenance will reward you with better user experience and a longer lifespan for your machine.