**WEEK 12 ASSIGNMENT 2**

|  |  |
| --- | --- |
| **Date:** | **Dec 2, 2014** |
| **To:** | **Maria Rinkle** |
| **From:** | **Christopher Sigouin** |
| **Subject:** | **Automate Computer Maintenance and Program Launching** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I received your concerns regarding the computer that you use daily and I’m positive I can ensure that it will operate optimally each and every time you use it. Upon review I see that your computer runs Windows 7 Professional and that you utilize Internet Explorer 9 and WordPad quite frequently. I understand that you would also like to have both of those applications start for you automatically every day. This will not be an issue. I will go over some procedures first on how to keep your Windows 7 system in top condition and then move into the steps on how to automate the startup of your heavily used applications.

There are a few utilities in Windows 7 will be key to maintaining the performance and security of your machine. I have listed them below for your reference:

|  |  |
| --- | --- |
| Maintenance: | Disk Defragmenter, Disk Cleanup |
| Security: | Windows Firewall, Windows Defender and Windows Essentials |

Disk Defragmenter will basically reorganize the data on your computer so that it will decrease the load time when retrieving it. Disk Cleanup does just what it says and removes any temporary files, offline web page files, etc that your computer stores giving you back valuable disk space. These two applications can be automated to run at specific times and as frequently as needed. I have included screenshots showing how to automate both of these.

On the security side of things Windows Firewall, Defender and Essentials will help prevent any malicious software from infecting your Windows 7 machine. Windows Firewall will prevent any unwanted inbound traffic to your computer from the outside. Windows Defender will scan for any spyware based applications and assist in removing them. Windows Essential is an antivirus software scanner that will actively run in the background keeping your machine malware free. Windows Firewall and Defender need not be installed on your computer as they are already installed by default. Windows Essentials however does need to be downloaded, installed and configured. You can find essentials at the following link: http://windows.microsoft.com/en-ca/windows-live/essentials. Defender and essentials should be scheduled to scan regularly so that your Windows 7 operating system does not become subject to any malicious data destroying software. I have enclosed screenshots for both of these as well.

As for Internet Explorer 9 and WordPad that you wish to have start every time Windows starts, they can be configured into the application “Task Scheduler“. There are many ways you can setup an application to start for you in task scheduler, but I kept to the basics for ease of setup. Screenshots for how to configure IE9 are included. To setup WordPad you can follow the same steps except for step 1 and step 4. Step 1 you can change the name of the task to “WordPad “and in step 4 change the directory path to the following:

C:\Program Files (x86)\Windows NT\Accessories\wordpad.exe

I hope this helps you keep your computer in top condition for your work. If you have any issues at all let me know.