Why Configure and Format a Computer?

The operating system (OS) allows users to change the configuration and settings of a computer, ensuring smooth functioning. Common tasks include:
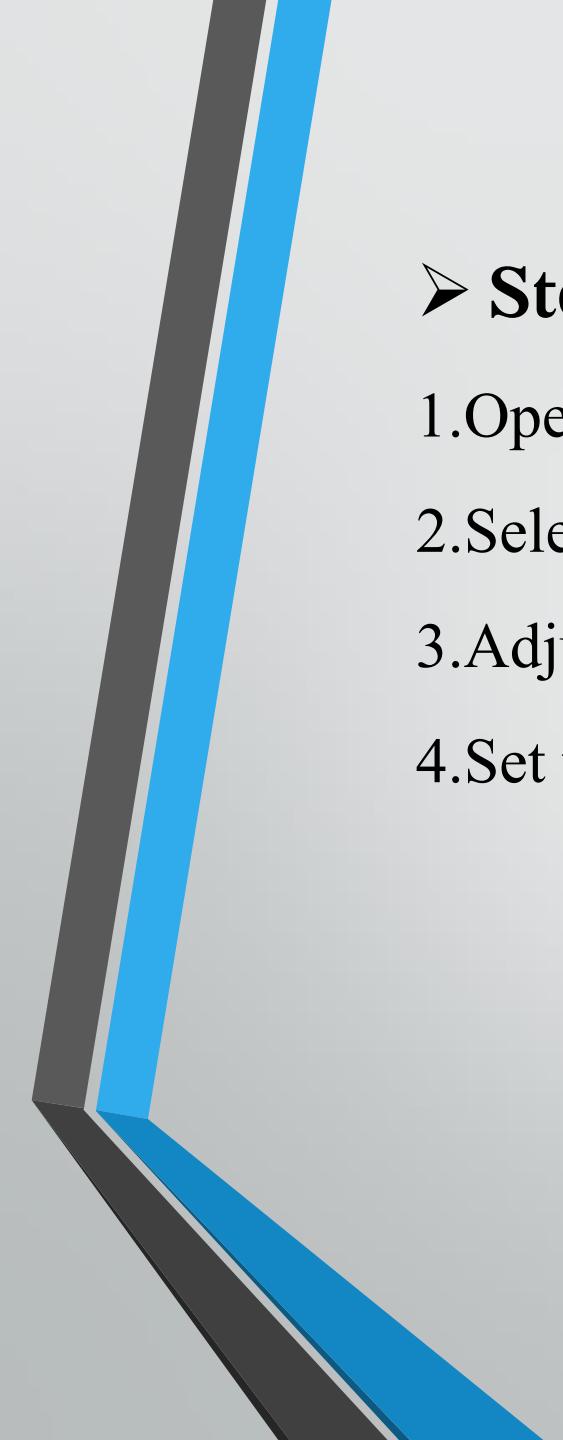
• Setting up the date, time, and currency.

• Resolving hardware and software issues.

• Managing files and their attributes.

Formatting Date, Time Zone, Time, and Currency

1. Setting the Date and Time

The date and time are essential for several tasks:

•Saving and retrieving files.

•Sending reminders and managing calendars.

•Ensuring accurate timestamps for business correspondence.

➢ **Steps to Set Date and Time**

1.Open the **Settings** or **Control Panel**.

2.Select **Date and Time**.

3.Adjust the date and time to the correct values.

4.Set the time zone to **Sri Lanka Standard Time (GMT+5:30)**.

2. Configuring Currency Formats

Currency symbols and formats must match the country standards:

• Sri Lanka uses the **Rupee (Rs)** symbol.

• Adjust currency formats via **Regional Settings** in the operating system.

File Attribute Configuration

➤ **What Are File Attributes?**

A file's attributes describe its properties. These include:

• **Location**: The folder or drive where the file is saved.

• **Last Modified Date**: The last time the file was updated.

• **File Type**: Indicates the file format (e.g., .txt, .jpg, .docx).

• **File Size**: The storage space the file occupies.

• **Creation Date**: When the file was created.

• **Access Rights**: Permissions that determine who can view or edit the file.

➢ **How to View and Edit File Attributes**

1.Right-click on the file and select **Properties**.

2.Check or change attributes like location or permissions.

File Searching

➢ **Why Search for Files?**

Sometimes, you might forget where a file is saved or its name. File search tools help locate files quickly

➢ **Steps to Search for a File**

1.Use the **Search Bar** in the OS

2. Type the file name, part of the name or file type (ex:- .docs

3. The OS will display matching results

Hardware Troubleshooting

Common Hardware Problems

➢ **Keyboard or Mouse Issues**:
   1. Check if they are properly connected to the ports.
   2. Clean the devices and restart the computer.
➢ **Monitor Problems**:
   1. Ensure the monitor is powered on and connected securely.
   2. Adjust brightness or contrast settings.
➢ **Speaker Issues**:
   1. Check volume levels and ensure they're not muted.
   2. Verify the speaker connection to the audio port.
➢ **Network Connection Failure**:
   1. Check if the Ethernet cable or Wi-Fi adapter is properly connected.
   2. Restart the router or computer.

Software Troubleshooting

Common Software Problems

1.Operating System Issues:

1. Restart the computer to resolve temporary glitches.

2. Update the OS to the latest version.

2.Application Software Issues:

1. Reinstall the problematic software.

2. Check for updates or patches from the software provider.

Computer Viruses

➤ **What Is a Virus?**

A computer virus is malicious software (malware) designed to:

•Disrupt the computer's normal functioning.

•Destroy or corrupt data.

•Replicate itself and spread to other systems.

➤ **How to Protect Your [Computer](#)**

•Install a reliable antivirus program.

•Avoid downloading files from untrusted sources.

•Regularly update your operating system and software.

Questions

1. Why is it important to set the correct date and time on a computer?

2. How can I find a file if I forget where it is saved?

3. What should I do if my monitor isn't displaying anything?

4. What is the best way to protect my computer from viruses?

5. What are file attributes, and why are they important?