

# Anti-Virus

Anti-virus software is designed to prevent, detect, and remove software viruses, and other malicious software like Worms, Trojans, Adware, and more. It must be kept up-to-date or the computer could be open to infection.

# System Information and Diagnosis

System Information keeps a record of all the hardware and other details such as the CPU clock speed, etc. Whilst System Diagnosis will test the system to see if there are any problems.

# Defragmenter

All computer systems have a defragmenter utility pre-installed. When it is run, it will reorganise the hard drive by putting pieces of related data back together so that the files are stored contiguously (next to each other). This may free up space on the hard disk.

# Automatic Update

This is a very important utility that automatically searches the Internet for updated versions or patches for critical software, such as the Operating System. If an update is found, it will be automatically downloaded and installed.

# File Transfer

File transfer is the movement of one or more files from one location to another.

For larger file transfers (a single large file or a large collection of files) file compression is used, such as 'Zip'.

## What is a Utility Program?

A program that performs a very specific task, usually related to managing system resources.

Operating systems contain a number of utilities for managing disk drives, printers, and other devices.

# Firewall

A Firewall is protective barrier between you and the rest of the computers you are connected to. Firewalls can be both hardware and software, or a combination of both. Using the Firewall you can decide who has access to your computer.

# Anti-Spyware

Anti-spyware software is a type of program designed to prevent and detect unwanted spyware programs.

Spyware is a type of malware that is installed on a computer without the user's knowledge in order to collect information about them.

# Cleanup Tools

Over time some parts of a computer system become cluttered with old installation details, temporary files, dead shortcuts and so on. A disk cleanup tool will search for and delete files that are no longer needed. One of the benefits of this is that large amounts of space is released.

# Formatting

Before a hard disk can be used, it needs to be prepared so that it will be able to store files and applications.

Disk formatting is the initial part of this process for preparing a hard disk or other storage medium for its first use.

