CIS 11042 – Practical for Essential of ICT and PC Applications

Information And Communication Technology

Faculty of Technology

South Eastern University Of Sri Lanka

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Practical Number: *Lab Sheet 20*

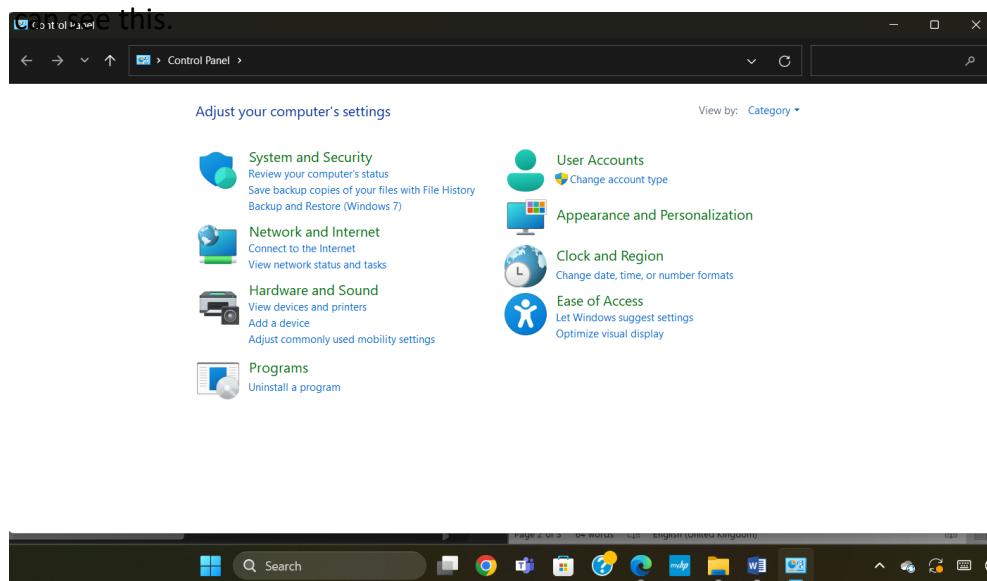*Title:* *Utility programs, Utility packages and Driver installation*

Aims:

- Getting familiar with utility programs, packages
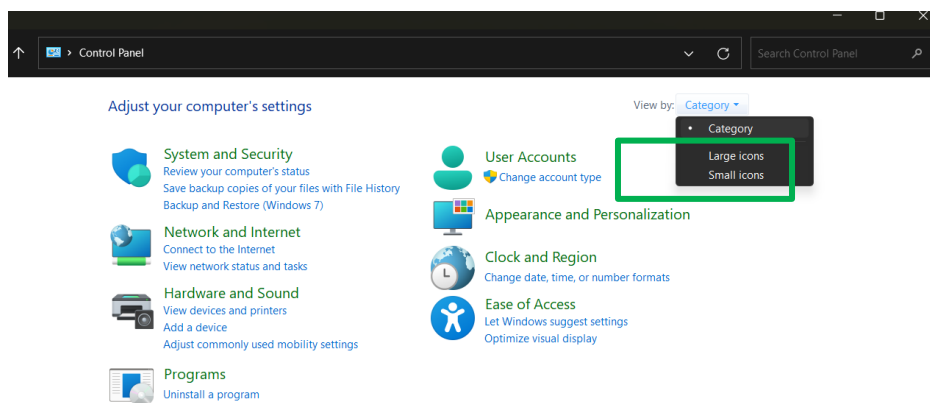- Getting to know drivers and installation of drivers.

Tasks:

1.

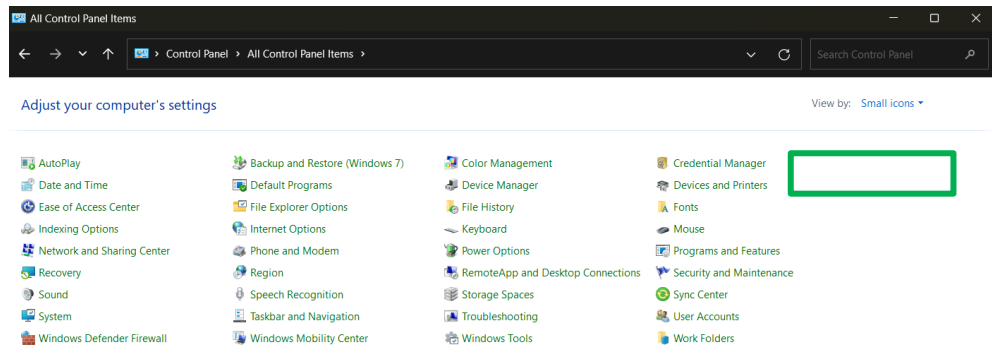**a.** In the search bar search "control panel" → open "control panel" → then you ~~see this.~~
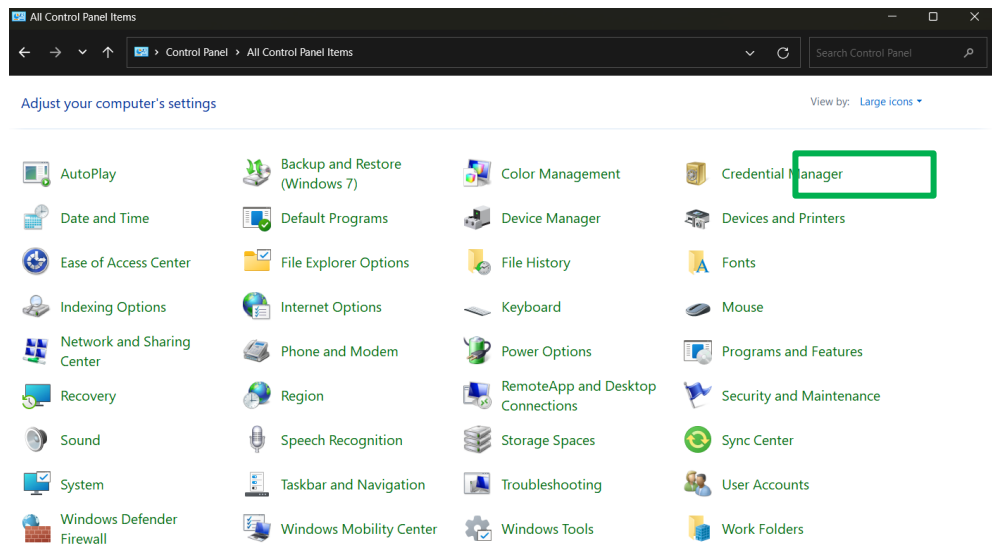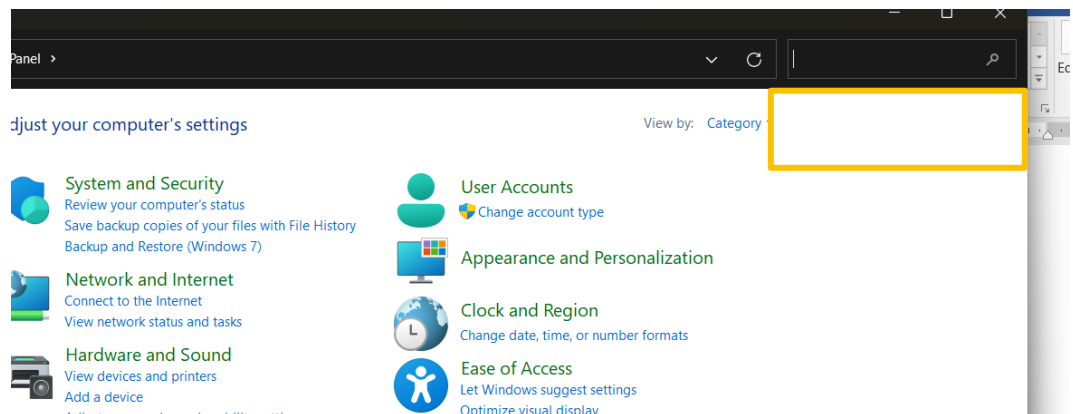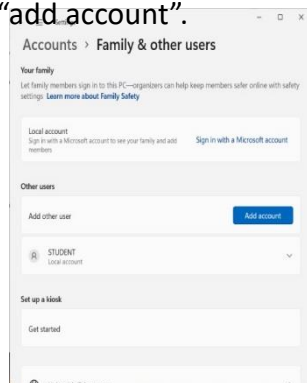

b.

i.

ii.

iii.

c.

d. Open the Start menu → Search for "Control Panel" → Browse through the list of utilities.

2.

a. Open Control panel → Then click User Accounts → Click manage another Account → Click "add a new user in PC settings" → Open bellow Tab → click "add account".

b.

i. Open Control panel → Then click User Accounts → Click "Manage other account" → Click Account in you want to change → Click "change account name".
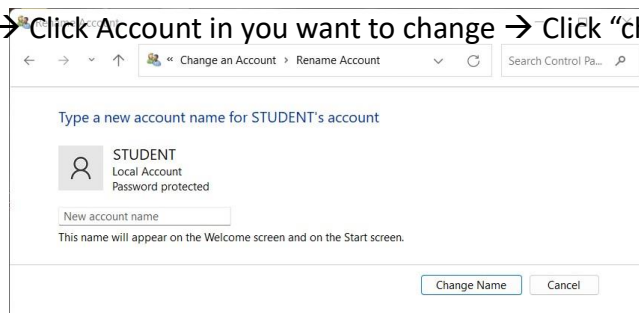
ii. Open Control panel → Then click User Accounts → Click "Manage other account" → Click Change Account Type in you want to change → Click "Change the Account type".

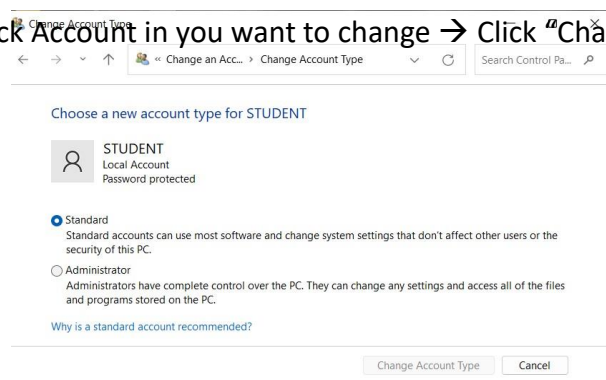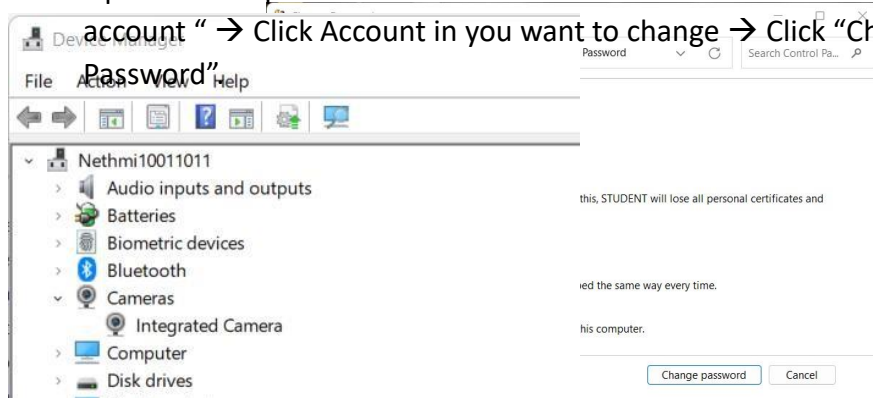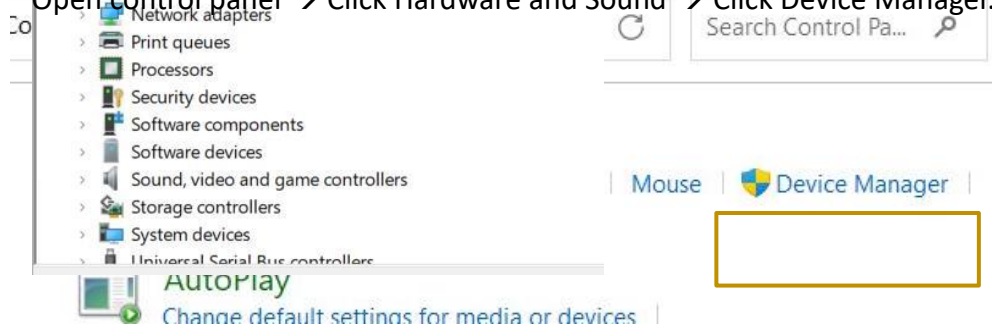**iii.** Open Control panel → Then click User Accounts → Click "Manage other account " → Click Account in you want to change → Click "Change Password"

Device Manager

File   Action   View   Help

Nethmi10011011
- Audio inputs and outputs
- Batteries
- Biometric devices
- Bluetooth
- Cameras
  - Integrated Camera
- Computer
- Disk drives
- Display adapters
- Firmware
- Human Interface Devices
- IDE ATA/ATAPI controllers
- Keyboards
- Mice and other pointing devices
- Monitors
- Network adapters
- Print queues
- Processors
- Security devices
- Software components
- Software devices
- Sound, video and game controllers
- Storage controllers
- System devices
- Universal Serial Bus controllers

this, STUDENT will lose all personal certificates and

ed the same way every time.

his computer.

| Change password | | Cancel |

3.

a. Open control panel → Click Hardware and Sound → Click Device Manager.

Search Control Pa...

| Mouse | 🛡 Device Manager |

AutoPlay
Change default settings for media or devices

b.

4.

a. Select Settings → Update & Security → Windows Update after clicking Start → Alternatively, you can use the shortcut button below to get there: Update Windows → To check for updates, click Check → Click See optional updates now Choose the drivers you wish to update by clicking Driver updates → To install, click Download.
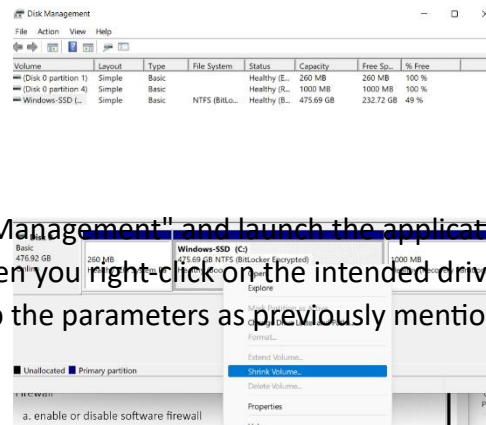
b. Plug and Play drivers.

5.

a. Open Disk clean up Tab → Select the drive → Choose files to delete → Clean up system files → Confirm deletion.
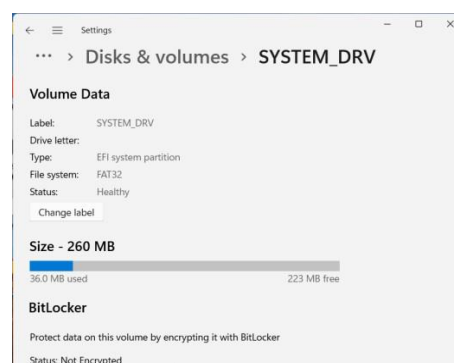
6.

a.

i. Look up "Disk Management" and launch the application → Choose "Format..." when you right-click on the intended drive or partition → After setting up the parameters as previously mentioned → click "OK".

ii. Open start menu → Click system → Click storage → Click "Advanced storage settings" → Disks & volumes → Click properties → Select the new drive letter.
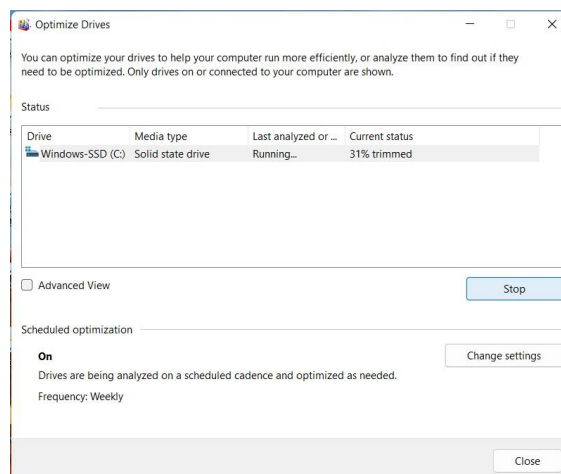
iii. Use the "Windows key + R" to open Disk Management → then type "diskmgmt.msc" → hit "Enter" → Locate the partition that you wish to enlarge → which is often "C:" for the system disk → Choose "Shrink Volume..." with a right click on the partition.

7.

   a. Search for "Defragment and Optimize Drives" → Select the disk you want to defragment → Click "Optimize".

8.

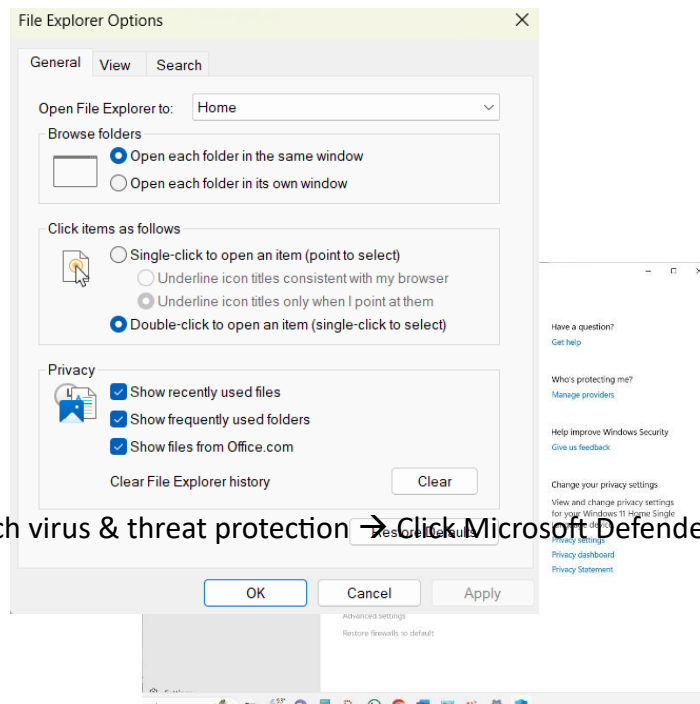   **a.** Click on the Start → Select settings → Go to "privacy & security" → Go to windows security → Go to "Firewall & network Protection" → Select the network profile you want to modify → Under Microsoft defender firewall, toggle the switch to On to enable it or Off to disable it .
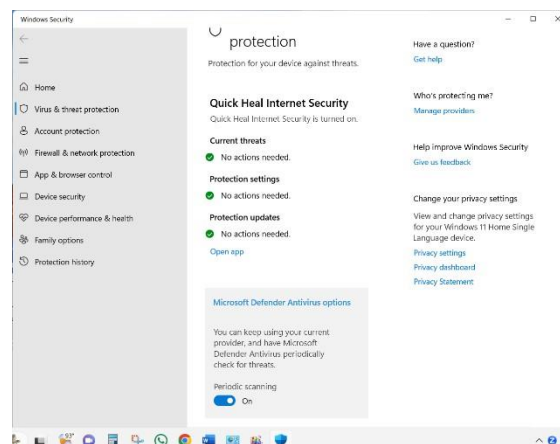
9.

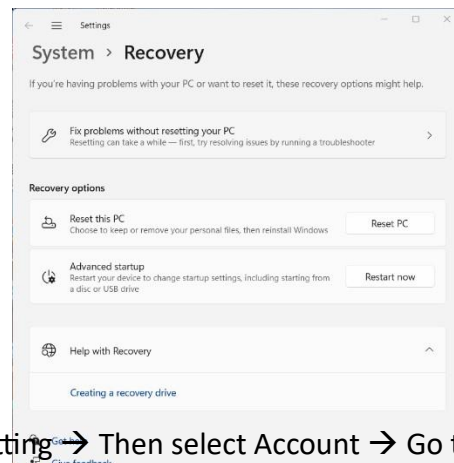   **a.** Search virus & threat protection → Click Microsoft Defender Antivirus Option.
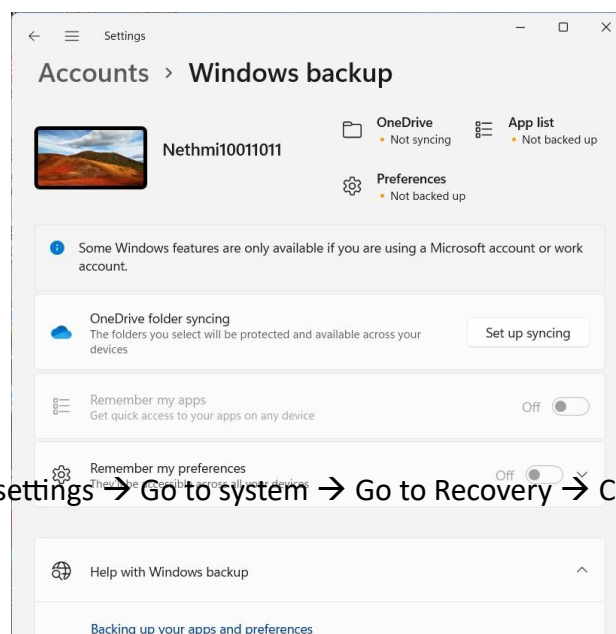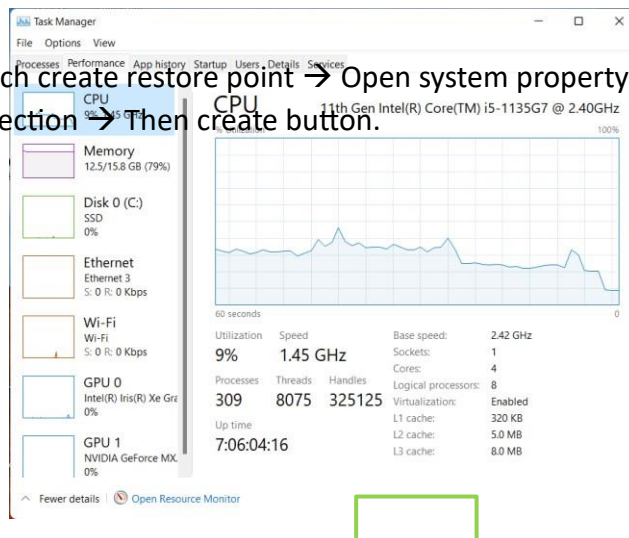

10.

    a.

11.

    a. Go to setting → Then select Account → Go to Windows Backup.

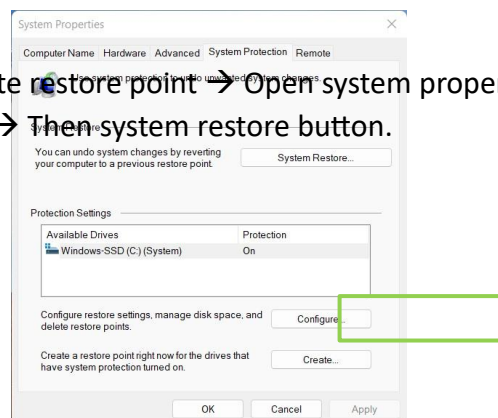   **b.** Go to settings → Go to system → Go to Recovery → Click reset PC.

12.

a. Search create restore point → Open system property tab → Click system Protection → Then create button.

b. Search create restore point → Open system property tab → Click system Protection → Then system restore button.

13.

a. Search Task Manager → Open task manager tab → click performance.
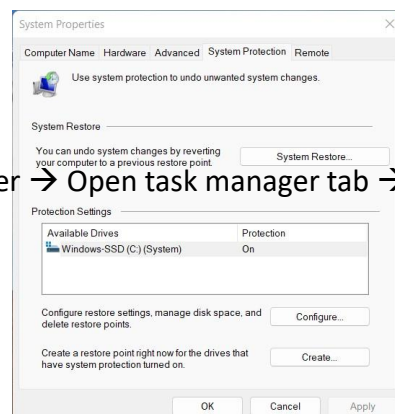
b. Open Task Manage → Click Processes → Click task you want to End → Then End Task Button .

Discussion :

1. Control Panel

- The **Control Panel** is used to change Windows settings.
- You can view it in:
  - **Category**
  - **Small icons**
  - **Large icons**
- You can **search** for specific tools.

- Common tools: Programs, Internet Options, Hardware and Sound.

2. User Account Creation
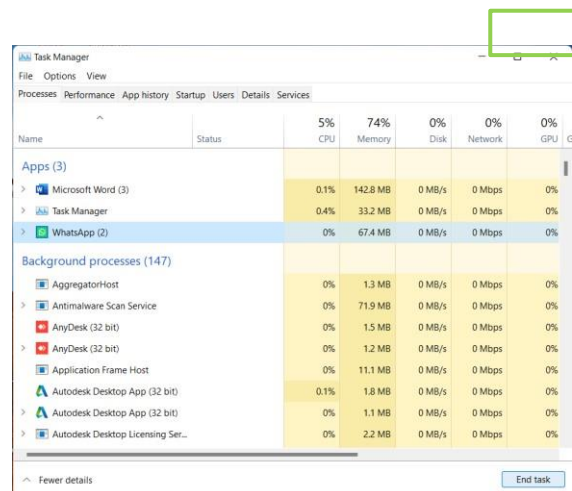- You can create new users on the computer.
- Set different **user privileges** (Admin or Standard).
- You can:
    - Change user name
    - Change user type
    - Change user password

3. Device Management
- Open **Device Manager** to see all connected hardware.
- Check if devices are working correctly.
- Identify hardware problems and fix them.

4. Driver Installation
- Drivers connect hardware to your computer system.
- **Plug and Play** drivers install automatically.
- Other drivers may need to be **installed manually**.

5. Disk Cleanup
- This tool helps delete:
    - Temporary files
    - Unused files
- It frees up space and makes your computer faster.

6. Disk Management
- Used to manage your hard drive:
    - **Partition** the disk (divide into parts)
    - **Format** partitions
    - **Change** drive letters
    - **Extend or shrink** a volume (resize)

7. Disk Defragment
- Reorganizes scattered files to make your computer faster.

- It is helpful for **hard disk drives (HDD)**.

8. Firewall
- A **firewall** protects your computer from online threats.
- You can **enable or disable** the Windows firewall.

9. Antivirus
- **Windows Defender** is the built-in antivirus in Windows.
- It protects your computer from viruses and malware.

10. Windows Explorer and Features
- **Windows Explorer** is used to browse files and folders.
- You can also enable or disable certain **Windows Features** (like .NET Framework, etc.).

11. Backup and Restore
- **Backup** is used to save a copy of your data.
- **Reset** helps return the system to factory settings.
- Useful if the system is slow or has problems.

12. Restore Point
- A **restore point** saves the system settings.
- You can **restore** your system to an earlier time if there is a problem.

13. Task Manager
- Helps you watch how your computer is working:
    - **CPU** usage
    - **Memory**
    - **Disk**
    - **Network**
    - **GPU**
- You can **end tasks** that are not responding.

Reference :

- Microsoft Support: https://support.microsoft.com
- Windows Control Panel: https://www.howtogeek.com
- Device Manager: https://www.lifewire.com/device-manager-2624477
- Disk Management: https://www.diskpart.com/articles/windows-disk-management.html
- Windows Defender: https://www.microsoft.com/en-us/windows/comprehensive-security
- System Restore: https://www.tenforums.com/tutorials/
- Task Manager Guide: https://www.windowscentral.com/how-use-task-manager