3. Basic Computer Maintenance

Ques: what is computer maintenance?

Ans: Action carried to keep computers in good working condition is called computer maintenance.

Computer maintenance includes :

(i) Physical cleaning - Removing dust that heat up a computer.

(ii) Internal cleaning - Free your computer from virues that damages certain applications and programs.

(iii) Keeping backup of important files and software updation should be regular.

Ques. write importance of computer maintenance?

Ans. Computer maintenance is important because of the following reasons :

① For detecting issues at their initial stage.

② Computer maintenance prevent against viruses and malware.

③ It keeps OS (operating system) and Antivirus software updated.

④ Computer maintenance speeds up your computer

⑤ It maximizes software efficiency, ability to ╪

work faster.

Ques. What are various tools and guidelines for cleaning physical components of computer?

Ans Various commonly used tools for physical components of computer are:

(1) <u>Cotton cloth</u> - This cloth should not leave short fibres on a surface after wiping i.e. It should be lint free

   • For cleaning - case, drive, mouse & Keyboard

   • Do not use for cleaning RAM or motherboard

(2) <u>water or rubbing alcohol</u> - for moistening a cloth, use water or rubbing alcohol.

(3) Portable <s>Vaccum</s> - for sucking or taking out
<u>Vacuum</u>   dust, dirt, hairs etc from the computer.

• Do not use a vacuum that plugs into the wall.

    ↳ Because it can damage your computer through static electricity.

(4) <u>Cotton Swabs</u> - It should be moistened with rubbing alcohol or water.

It can be used to clean hard to reach parts of your computer.

(5) <u>Foam Swabs</u> - It is lint-free swabs which should be used more often.

(6) <u>Cleaning brush</u> - It should be used for cleaning keyboard.

Ques. what are general guidelines for cleaning computer?

Ans. General guidelines for cleaning computer are as under:

① Turn-off computer before cleaning

② Be careful while cleaning, avoid adjusting knobs or controls in any case.

③ Never eat or drink around the computer

④ Limit smoking around the computer

⑤ For cleaning internal parts like Motherboard, a natural bristle brush can be used.

⑥ Never use a harsh object for cleaning.

Ques. what are general guidelines for computer Maintenance?

Ans. General guidelines for computer maintenance are as under:

① Keep the Keyboard, Mouse and openings clean.

② Clean monitor gently.

③ Keep computer dust free and cooling fan clean to avoid heating issues.

④ Keep food items away from computer

⑤ Organize cords and other e-debris

⑥ Don't overcharge your laptop batteries

⑦ Use Quality UPS (uninterruptible Power supply) for dealing with overvoltages and undervoltages

⑧ Keep magnets away from computer

⑨ Be careful with unfamiliar Wifi networks

⑩ Shutdown computer properly

⑪ Regularly delete unwanted files

⑫ use external hard drive for backup

⑬ Get antivirus and anti-malware software (but choose carefully)

⑭ Run anti-virus regularly & anti-malware

⑮ Always keep installed software updated

⑯ For installing new utility program take help from hardware engineer.

Ques: How to prepare maintenance schedule for computer?

Ans: Maintenance schedule for computer include:

① A physical cleaning schedule

② An internal cleaning schedule

③ Backup and update schedule

① **Physical cleaning schedule** -

(i) clean external peripherals like keyboard, mouse, speakers, monitors etc daily

(ii) clean internal components of computer monthly.

② **Internal cleaning schedule** -

(i) Shutdown your computer properly after every use.

(ii) Delete junk files weekly.

(iii) Empty recycle bin weekly.

(iv) use cleaning programs like CCleaner for removing unwanted files and folders.

(V) Run Defragmenter utility monthly

     ⤷ solves problem that occurs
      because of the way hard disks
      store data.

③   <u>Make backup and update schedule</u>

  (i) Taking backups weekly
  (ii) updating anti-virus and anti-malware programs
    daily.
  (iii)   OS update should be taken regularly.
   (operating System)

  (iv)   Applying updates when available.
  (v)   update Browser & its extensions regularly.