B:Good morning,Sir.How do you do?

A:Yeah,I have a good morning.Who are you?

B:Oh,sorry.Let me introduce myself.I am Jack.Now I am a trainee in your company.Sir,Can I ask you some questions about computer maintenance?.Are you willing to return ít?

A:Ok.You can ask.

B:What components needed to be maintained?

A:As I know.It is divided into 7 components such as Inside the case,CMOS setup,Hard drive,Keyboard,Mouse,Monitor and Software.

B:Wow,so much.Can you give me some tips to maintain the CMOS setup and the software?

A:First,To maintain the CMOS setup.You need remember to keep a backup record of CMOS setup.

With the software, ít Is necessary for you to make a backup copy of installation CDs and don’t forget to run Disk Cleanup to delete unneeded files.

B:I got it.As i know that maintenance activities will be performed by month by year or by week.Would be possible for you to talk about maintenance activities needed to be done monthly.

A:I think you should take note what i will talk.With Hard drive,ít is Defragment the drive.With Mouse,Remember to clean the mouse rollers and ball.

B:I know you very busy.So last question about the maintenance ativities needed to be done yearly.

A:The maintenance activities inside case needed to be done yearly.Do you have any other question?

B:No and thank for your information.

A:No problem.And don’t hesitate ask me if you have problem.