



# Lesson 4 computer maintenance

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# Objectives

- Identify problems that occur if hardware is not properly maintained
- Identify routine maintenance that can be performed by users
- Identify maintenance that should be performed by experienced professionals

# Maintenance issues

- Computers requires regular maintenance. Sooner or later you will begin to experience problems with hardware. For instance performance of hard disk starts to slow down, printer problems may start to occur, keyboard and mouse become sluggish, and monitor may not work properly. This could result in loose cables or incorrect cables, or power connections , or could be more severe problems.



# Hardware maintenance

- Best way to cut down on computer repair is through preventive maintenance performed on regular schedule. General rule, you should clean a computer every 3-6 months. If it's a dusty environment clean more often.
- A: keyboard/ mouse you should clean periodically. Dirt, hair , and food particles can accumulate, causing keys to jam or otherwise malfunction. You can clean your keyboard by turning it upside down and shaking it. Another more effective way is to use compressed air. Every 6 months you can use a can of compressed air to remove dust from your keyboard.
- B: cleaning a printer helps prolong the printers life 1<sup>st</sup> step is to check the printers documentations. If this is unavailable most likely you find information online. Clean only the parts recommended



# Computer Memory

- One way to measure a computers power is by its capacity to remember. RAM is made up of small memory chips that form memory module. These modules are installed in the Ram slots motherboard of your con



# Preventative Maintenance

- All computers slow down as you add and delete files, install and uninstall software and perform normal activities. To eliminate and minimize these problems, Microsoft windows comes with set of utilities that perform special functions you can use these tools to defragment hard drives empty recycle bin delete temporary files and remove cookies.
- A: Disk defragmentation occurs when a piece of data is broken up into many pieces that are not stored close together. The **sectors** are in stored in blocks of nonadjacent clusters, thus creating fragmented files this pattern continues until you being deleting files and adding new ones.
- B: Recycle Bin is a holding area for files and folders before final deletion from storage device. You access the recycle bin by icon on desktop.
- C: Temporary files various applications such as those in the Microsoft office suite create temporary files.
- D: Cookies this is a small text that a website uses to specific computer.



# Specialized Maintenance

- However you should not attempt some maintenance procedures. Following list of internal hardware maintenance or repair that should be performed by professionals: replacing the power supply or opening power supply case, replacing electrical components, replacing processor, replacing hard disk, and replacing or adding RAM



# Risks of networked computing

- Security of a computer network is a challenged every day equipment malfunctions systems failures, computer hackers, and virus.





# Vocabulary

- **Cookie:** is a small text file that a Web site uses to identify a specific computer.

# Vocabulary

- **Recycle bin:** is a holding area for files and folders before their deletion from storage device.

# Vocabulary

- Touch pads: are another pointing device you can use instead of a mouse.

# Vocabulary

- **Wireless keyboard:** reduces the clutter of unsightly wires and other cables problems and improves mobility.

# Vocabulary

- Corona wires: these wires are used to generate a field of positive charges on the surface of the drum and the paper.

# Vocabulary

- Fragmentation: occurs when a piece of data is broken up into many pieces that are not stored close together.