ADDITIONAL WINDOWS COMPUTER SKILLS

Instructor: Bob Brubaker

KEEPING THE COMPUTER FAST

Have you noticed that your computer was faster when you first bought it. As you add programs to your computer many of them add background process that run all the time. It takes your computer longer to boot up and they slow you processor.

- {for ideas} right click task bar > task manager > analyze programs
- Start > Settings > Control Panel > Add/Remove Programs
- MyComputer > Local Disk (C) > Program Files
- If possible Delete any remaining files from program folders
- Clean **Recycle Bin** of files more then a fews month old

As you add and delete files from your computer files segments get scattered to available places on the harddrive. To load a program the computer must move to many locations on the hard drive. Defragmenting the harddrive is required.

- Boot computer in SafeMode - typically tap F8 while rebooting
- MyComputer > Local Disk (C) > Properties > Tools
- Error Checking > Click 'Check Now' { Standard Test }
- Defragment Status > Click 'Defragment Now'
  {Do not run other programs during test }

ADD MEMORY

- Win 95, 98, ME > 64MB minimum - 96 MB preferred
- Win XP, 2000 > 512MB minimum - 2 MB preferred (if photo or video processing)

www.crucial.com provides a tool to find memory type

CHANGE THE LOOK OF YOUR FOLDERS

Windows defaults to web type file folders with large icons. More advanced users may prefer a different display of their file lists.

Open any Folder

- Adjust it to the size you want.
- Views > various choices - { details gives most information }
- Tools > Folder Options > "**Pick your preferences**" > View Tab > Like Current folder
- Be aware of 'Show details' and the 'Thumbnail' view for photos

When you click on a file in a folder it is associated with a program that can view it. As most know clicking on a file with the extension .DOC {ex HHSC_LessonPlan.doc } will open the

file in a word processor. There are file types that can use more then one program to view, edit or play it. Should you want to change the association.

- Tools > Folder Options > File Type Tab > scroll to choice
  For example – Scroll to .DOC- Change if desired {Note instruction in window}

CHANGE MOUSE SETTINGS

Start > Settings > Control Panel > Mouse

PRINTER SETUP

Every printer comes with it's own set of software and features. To take full advantages, operators should peruse what's available.

Start > Settings > Control Panel > Printer > {printer name}
[In the new window] Printer > Properties > { click various Folder TABs }

LIST SYSTEM HARDWARE

Start > Settings > Control Panel > System >Device Manager

ADJUST SCREEN SETTINGS

Start > Settings > Control Panel > Display >Settings

- Control Screen Size
- Change the background
- Setup a screen saver {with a password if desired}

POWER SAVING OPTIONS

Besides saving energy, you may also want to change how your computer powers-up and how it shuts down. Also when computer is on is **draws dust**.

Start > Settings > Control Panel > Power Options
Review possibilities **suggestion screen 1 hour - Harddrive 5 hours**

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