

Computer Maintenance Checklist For Software and Hardware Components

Basic Computer Software Maintenance Checklist:

- Firstly, update your computer's virus definition or install a reliable antivirus program. Update your antivirus program and run a complete virus scan at least once a week.
- Delete all the temporary Internet files. In Internet Explorer, click on Tools, select Internet options. Click the option marked Delete Files. The deletion will take some time, but it is required to get rid of all those temporary files.
- Clear Internet cache. Every time you surf on internet, your PC stores all the web pages and images you scroll through. This back up information store on hard drive space. Download CCleaner for this purpose. Empty your Recycle Bin. Make sure to empty it, every time you delete something. This will keep the hard drive free and clean from unnecessary clutter.
- Do a disk clean up. This will get rid of old compressed files, temporary files and other junk. To do this, go to the Start Menu →All Programs →Accessories →System Tools →Disk Cleanup.
- Shortcut icons on the desktop are no doubt handy and easily accessible, but get rid of the icons that are not in use. This will make your desktop look clean and neat.
- Delete programs that are rarely used or not used. Go to the Control Panel →Add or Remove Programs. You will see the programs installed on your PC. Deleting programs which are rarely used or not used his will increase the performance of your PC.
- Backup your database to protect and restore (in case of system failure).

Computer Maintenance Practical Guide

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