

Computer Maintenance checklist

Once a week

- * Run a virus check
- * Update virus definitions
- * Back up important data

Once a month

- * Run Disk Clean up

Start > All Programs > Accessories > System tools > Disk clean up

- * Clean Monitor, Keyboard, mouse and printer

Once every 3 months

- * Defrag hard drives

Start > All programs > Accessories > System tools > defrag

- * Run scandisk

Start > run > type CHKDISK then click on OK.

Once every 12 months

- * Clean inside computer (unless you are qualified computer technician or an electrician get a professional to do this as part of a service)

Give your computer a full professional service at least once a year to remove unwanted programs give it a thorough clean and make sure it is running to full capacity.

The above are guidelines, if you use your computer a lot carry out the tasks more often if you are an occasional user less often.

For more information book a 1/2 day computer maintenance course and full service.

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