

Unit -1

General Do's and Don'ts

By completing this module, you will be able to understand and learn the following

- **How to maintain the Computers cleanly**
- **How to take care of the disks**
- **Materials used for Computer cleaning**
- **Cleaning the case & other Plastic materials**
- **Cleaning the key board and Mouse**

Do:

- Always shut down your computer properly
- Do regular Scan disk to check the hard disk surface for damage
- Defragment the hard drive periodically
- Delete all files and programs you no longer need from your computer
- Use an anti-virus program to prevent a virus on you computer
- Back up data to floppy disks or zip disks to ensure you have a copy

Don't:

- Do not eat around the computer
- Do not drink around the computer
- Do not use magnets around a computer

Taking Care of disks

Do:

- Delete all files you no longer need from your disk
- Use an anti virus program to scan for viruses on a disk
- Do not try to erase and record information on a disk by write-protecting it

Don't:

- Do not use magnets around a disk
- Do not separate the disk
- Do not remove the disk while it is in use
- Do not store in extremely hot or cold locations
- Do not spill liquids on the disk

Cleaning Hardware

- Follow instructions in the manual or in help files that came with the computer or other hardware devices
- Before cleaning anything, unplug it from the electrical wall socket

When to clean a computer

- Computers do not need to be cleaned too often if they are kept in a clean environment
- Clean the computer when it looks dirty or when a device (like a mouse) does not work right
- The two things that need the most cleaning are the screen and mouse

Materials needed for cleaning a computer

- Most cleaning materials can be found in a home or any store
 - soft lint-free cloth's
 - soapy water - a drop or two of dishwashing detergent in a gallon of water
 - cotton swabs
 - eraser
 - water spray bottle to hold the soapy water
 - used fabric softener cloth
- You may have to buy the following at a computer or office supply store
 - floppy disk drive cleaner kit
 - CD-ROM drive cleaner kit
 - compressed air

Cleaning the case and other plastic surfaces

- Use a damp lint-free cloth to clean the case
 - Spray the water on the cloth. **NEVER SPRAY WATER ON A COMPUTER OR OTHER ELECTRICAL DEVICES!**
 - Wipe the surfaces with the damp cloth
- For more difficult marks use the eraser. An ink eraser works best
- For cracks and tight places, use a slightly damp cotton swab

Cleaning a monitor's screen

- Wipe the screen with the damp lint-free cloth
- Use a dry cloth to dry the screen
- Use fabric softener cloth to help remove static charges on the screen
 - static charges attract dust to the screen
 - a fabric softener cloth has anti-static chemicals on it
 - wipe the screen very lightly with the used fabric softener cloth
 - Do not use a fresh fabric softener cloth. It will leave streaks.

Cleaning the keyboard

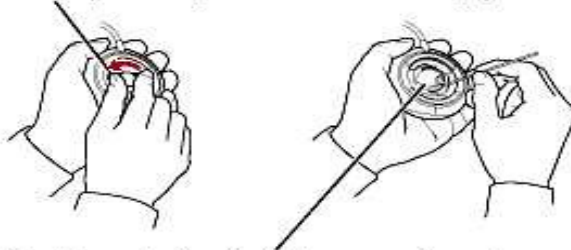
- Use a slightly damp cotton swab to clean in-between the keys
- Wipe the outside of the keyboard with a damp cloth

- Use compressed air to remove paper pieces and dust from under the keys
- Do not take a keyboard apart to clean it! You may not get it back together again

Cleaning a mouse

- Clean the outside of the mouse with a damp cloth
- To clean the inside of the mouse
 - Take the mouse apart
 - turn the mouse upside down
 - rotate the retaining ring until it comes free
 - turn the mouse right-side up and catch the ring and ball in your hand
 - Use damp cotton swabs to clean the rollers inside the mouse. Be sure to rotate the rollers to get all of the dirt off them
 - Wash the ball in warm soapy water. Wipe dry with a lint-free cloth
 - Blow out the inside of the mouse to remove any dust
 - Put the mouse back together after it has dried

Turn the plastic ring counterclockwise to disengage it.



Clean the small rollers inside the mouse with a cotton swab moistened with water.

Inside the computer's case

- The inside of the computer rarely has to be cleaned and it is not recommended that this be done
- If you must clean inside your computer follow the following precautions
 - Be very careful. You can easily damage the computer or hurt yourself
 - Do not touch the chips or other electrical components
 - Use a vacuum cleaner to remove dust carefully
 - Use compressed air or the blower option on a vacuum cleaner to blow out dust and other particles

Floppy disk drives and other drives with removable media

- Follow the instructions on the cleaning kit
- Do not clean your drives too often, especially the floppy disk drive. The cleaning disk is slightly abrasive and can wear down the drivers read/write heads

Ideal PC CONFIGURATION

By completing this module, you will be able to understand Ideal configuration for the various purposes.

| S No | Item | For Normal Office applications | For Developers | For TV, Video Conference | For Multimedia Development |
|-------------|-------------------------------------|---------------------------------------|-----------------------------------|----------------------------------|------------------------------------------|
| 1 | Processor | Intel or AMD basic level processors | Intel or AMD Dual core Processors | Intel or AMD Dual Core Processor | Intel or AMD Core 2 or Quadra processors |
| 2 | Processor Speed | 1.6 GHz onwards | 2.0 Ghz onwards | 2.4 Ghz onwards | 3Ghz |
| 3 | System Bus | 800 MHz FSB | 800 Mhz FSB | 800 Mhz FSB | 1024 MHz FSB |
| 4 | Standard Memory and Type | 400 Mhz and 1 GB Standard Memory | 800 Mhz and 1 GB Standard Memory | 800 Mhz and 1 GB Standard Memory | 800 Mhz and 2 GB Standard Memory |
| 5 | Hard Disk | 120 GB SATA | 160 GB SATA | 160 GB SATA | 2X160 GB SATA |
| 6 | Display | Integrated with mother board | AGP card | AGP card with 64 MB RAM | AGP with 256 MB RAM |
| 7 | Sound Card | - | Integrated | Stereophonic | Stereophonic |
| 8 | NIC | If networked | 10/100 MBps | 10/100 Mbps | 10/100 Mbps |
| 9 | Keyboard, Mouse, USB Devices | As per need | As per need | As per need | As per need |