

SELF-MANAGEMENT SKILLS

Class X , Ch-3 Information and Communication
Technology Skills: II (IT #402)

Session 3: Computer Care and Maintenance

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Link for more material:

<https://csiplearninghub.com/unit-3-basic-ict-skills-class-10-notes-it-402/>

CHANGING YOUR TOMORROW

Learning Outcome Of This Session

After completing this session, you will be able to

- identify the importance of taking care of computers.
- list the various ways in which computers can be damaged.
- demonstrate how to prevent damage and take care of computers.

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1. Explain how to clean a computer devices.

- a) **Keeping a Device Clean:** Cleaning a device, such as a computer or mobile means to keep the screen, keyboard and mouse clean.
- b) **Keyboard:** First we should not eat anything over a keyboard. Crumbs can damage the internal parts of a keyboard. You can clean a keyboard with a soft brush to remove crumbs and dust particles.
- c) **Screen:** You can wipe the screen with a soft cloth to remove any finger marks.
- d) **Be careful with food and drinks:** Avoid eating and keeping glasses of water or cups of coffee near a computer. Any liquid spilt over an electronic device can spoil it beyond repair.
- e) **Handle devices carefully:** Handle and move your laptop carefully and avoid dropping or banging it against a hard surface. Even a short fall can damage the screen or the hard disk and make the device useless. Using a cover for your mobile and a padded case for moving your laptop protects the device from damage.

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- Changing your Tomorrow
- f) **Keep the computer cool:** If a computer, laptop or mobile device gets overheated, the internal parts can be damaged. The CPU has an internal fan to keep it cool. We should make sure the fan is functioning. You can also use an external fan as shown in Figure 3.24. Avoid leaving a device in the sun or in a closed car. We should be careful when using a laptop while sitting in bed and make sure that the fan is not covered.
 - g) **Do not overcharge your battery:** Sometimes we keep a device plugged in for charging even after it is fully charged. If we leave the device plugged in for a long time, it can overheat the battery. This reduces the battery life. Always unplug the device once it is charged 100%.
 - h) **Always plug in devices carefully:** Any device being connected to a laptop or computer such as a USB drive or headphones, should be done gently. It should not be forced into the port. If you find it difficult to plug in a device, change the direction and try instead of trying to force it in.
 - i) **Do not run too many programs at a time:** When too many programs are running at the same time as shown in Figure 3.26, the computer can become slow and even crash. If a program/app is not being used, it should be closed so that other programs can work smoothly.

Prepare a Maintenance Schedule

This can include:

(a) Daily Maintenance

- i. Clean up your e-mail inbox
- ii. Download e-mail attachments and save in proper folders

(b) Weekly Maintenance

- i. Clean your keyboard
- ii. Clean your monitor
- iii. Dust CPU and printer
- iv. Backup your data to an external drive

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Prepare a Maintenance Schedule

(c) Monthly Maintenance

- i. Transfer photographs to computer and delete from drive
- ii. Organise photos into folders or albums
- iii. Clean up 'Download' folder
- iv. Uninstall unused programs and apps
- v. Run disk-cleaner software
- vi. Run full system virus scan

(d) Yearly/Annual Maintenance

- (a) Clean up contacts list on social media accounts
- (b) Clean up e-mail contact list
- (c) Update your operating system
- (d) Check for expiry of anti-virus software and renew

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2. How can you increase the performance of a computer?

Ans: If we have been using a computer for a long time we have a lot of unnecessary files and data, such as temporary files and images. When they use too much hard-disk space, the performance of the computer goes down. It is important that we keep cleaning by removing any extra files. We can use some disk cleaner software, which help us clean up the unnecessary files.

3. Identify the importance of taking care of computers.

Ans: A computer is a delicate machine with a lot of moving electronic parts. We need to protect it from dust and damage. If we are careless, it will not work efficiently. Computers and mobiles are very expensive. When we take good care of them on a regular basis, we can use them for a longer time. This will help us save money as we do not need to buy new devices too often.

4. List the various ways in which computers can be damaged.

Ans: Computers can crash, humans can make mistakes and natural disasters, such as floods can happen. So, it is important for companies, hospitals, banks, etc., to keep their information safe — so that their business can continue to function smoothly and their customers do not face problems.

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S-3:Computer Care and Maintenance

5. Demonstrate how to prevent damage and take care of computers.

Ans: Backup Your Data: Backing up data means to save the information present on your computer on another device, such as CD/DVD drives as shown in Figure 3.28 or hard disk. Data can recovered from here in case the computer stops working completely.

Scanning and Cleaning Viruses: Sometimes computer viruses can enter a computer from such attacks we can install anti-virus software. This will prevent any viruses from entering and will also clean any viruses that may enter our system before they affect the data.

Increasing Computer Performance: If we have been using a computer for a long time we have a lot of unnecessary files and data, such as temporary files and images. When they use too much hard-disk space, the performance of the computer goes down. It is important that we keep cleaning by removing any extra files. We can use some disk cleaner software, which help us clean up the unnecessary files.

Removing SPAM from your Computer: Sometimes we get mails from companies who are advertising a product or trying to attract you to their website. Such mails are called SPAM. We should never respond to SPAM and delete it on a regular basis.

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A Quick Recap Of This Session

Define some basic tips of taking care of devices.

- Keeping a Device Clean
- Prepare a Maintenance Schedule
- Backup Your Data
- Scanning and Cleaning Viruses
- Increasing Computer Performance
- Removing SPAM from your Computer



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Home Assignment

A. Multiple choice questions

Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.

1. What happens if you leave a device plugged in even after it is charged 100%?

- (a) It can break.
- (b) It can stop functioning.
- (c) It can over-heat.
- (d) Data can get corrupt.

2. How can an anti-virus protect your device?

- (a) It can protect it from over-heating.
- (b) It can increase its performance.
- (c) It can prevent data from getting corrupt.
- (d) It can backup data.

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Home Assignment

3. Which option is not required to keep a device cool?

- (a) Keep the device unplugged when in use.
- (b) Do not cover a laptop with a blanket.
- (c) Make sure computer's CPU fan is working.
- (d) Avoid leaving the device in the sun.

4. Which of the following is essential for maintaining keyboard?

- (a) Turn the keyboard upside down and shake it to remove foreign material.
- (b) Blow dust and other particles with help of a blower.
- (c) Use a very dilute combination of soap and water applied with a non-abrasive cloth to remove stains from the keycaps.
- (d) All of the above.

B. Subjective questions

1. Explain how to clean a computer on a daily basis.
2. How can you increase the performance of a computer?

THANKING YOU

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