



PC Maintenance

This course requires basic Windows skills (PC Basics Certification) or equivalent experience. This represents 9 hours of instruction time.

Pc Maintenance allows you to continue training from where PC Basics left off. You will become familiar with different types of computer technology like laptops and PDAs, learn more about memory and storage systems, learn about the control panel and its uses, use the Windows help feature and other tech support options.

1. Computer Types

- Notebooks/Laptop
- Tablets
- PDA
- Workstation

2. Memory and Storage Systems

- ROM BIOS Memory
- Cache Memory
- Virtual Storage Systems

3. Help and Tech Support

- Windows Help
- Windows Explorer Views
- Changing the view for Windows Explorer
- Renaming Folders/Files
- Viewing Folder/File Properties
- Finding Files
- Defragmenting Hard Disk Drives
- Cleaning up the Disk

4. Control Panel

- Changing the Desktop Display
- Changing the Date & Time
- Customizing the mouse
- Changing volume
- Using fonts
- Replenishing Printer Supplies
- How Ink Cartridges Work