



North Olmsted High School Computer Club Seminar III

Computer Maintenance & Purchase Guide

This seminar is designed to aid the audience in methods to maintain a computer's performance and give suggestions on what to look for when purchasing new equipment.

**NOHS Computer Club Officers
3/20/2010**

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North Olmsted High School Computer Club Web Site:

<http://www.nohsteachers.info/PCaso/NOHSCompClub>

~ Denotes seminar presenter

WELCOME

Welcome to the third NOHS Computer Club seminar: Computer Maintenance and Purchase Guidelines. We are pleased and very excited that you could join us this afternoon. Our goal today is to provide you with some guidelines for maintaining your computer equipment and when maintenance is not enough... some ideas on what to look for in new purchases.



This seminar is broken down into two main components: Maintenance and Purchases. Under maintenance there are sections covering software-based maintenance and hardware-based maintenance. In each section, we will discuss ways to keep your machine running optimally. Under purchase guidelines we will discuss everything from Macs and PCs to digital cameras. At the end of the seminar, we will set aside time for any questions or comments that you might have.

If you have personal or pressing questions, we will be available after the seminar to meet and talk one-on-one. Also, accompanying your folder is a list of methods to contact us which you may use if you have any questions in the future.

If you have any questions throughout the seminar, please feel free to present them, but we will also have a time dedicated to questions at the end of the seminar. We have included a few note taking pages in this binder for your convenience. Feel free to use this section as you please. At the end of the seminar, the folder, along with its handouts and software is yours to keep.

You will find an outline of the presentation and of our discussions on the next few pages. Feel free to glance at the outline during the presentation.

Again, thank you for attending this seminar, I hope that you enjoy yourselves, and above all, become more informed about technology maintenance methods and purchase guidelines.

Most Sincerely,

Shivam Kedia
2009-2010 President, North Olmsted High School Computer Club

SEMINAR OUTLINE

1. Maintenance
 - a. Software
 - i. Defragment
 1. Meaning (define)
 2. How-to
 - a. Windows default
 - b. utilities
 - ii. Virus scan/Spyware scan
 1. How viruses, Trojans, adware, spyware can slow down a computer
 2. How to delete all
 - iii. Updates
 1. Windows Update
 2. Microsoft Update
 3. Other Updaters
 - a. Constant scanning for updates can slow programs down too.
 - iv. Disk clean up
 1. Why “temporary” files are created and why they don’t just disappear on their own.
 2. Deleting temporary files from installations
 3. Deleting temporary Internet files
 - v. Anti-clutter
 1. State-of-mind...
 2. Organize documents
 - a. Delete old versions if they aren’t needed

- b. Keep everything in one place
 - c. Back-up that one location full of files to another drive/network/etc.
 - vi. Uninstalling programs (correctly)
 - 1. Difference between deleting a folder and uninstalling a program
 - vii. Registry Cleaner
 - 1. Why use one?
 - 2. Danger in not backing up registry first.
 - 3. Relatively Safe utilities.
 - viii. Backups
 - 1. Not just a cliché
 - 2. Which type of backup is best? Tape, external HD, internal HD, network. Compressed?
 - 3. Windows built-in vs. utility.
 - 4. Ghosting or imaging a HD
 - 5. Incremental vs. full
- b. Hardware
 - i. Surge protectors
 - 1. UPS? Brown-out vs. power failure.
 - ii. Compressed Air
 - iii. Safe cleaners for external parts
 - 1. Screen cleaners.
 - 2. How to clean safely
 - iv. Cleaning Mice
 - v. Fan Placement
 - vi. Liquid Warnings
 - vii. Surroundings

1. Direct Sunlight
2. Humidity
3. Room or Cabinet temperature

2. Purchasing

a. Desktop Computer

- i. Mac vs. PC
- ii. Components to know about
 1. RAM
 2. Hard Drive
 3. Processor
 4. Video Card
 5. Sound Card
 6. Size of machine (expandability)
 7. Monitor

b. Laptop, notebook, or netbook?

c. Upgrading an operating system to Windows 7?

d. Add-ons

- i. Printer differences
- ii. External Hard Drives
- iii. TV Tuners
- iv. Media Centers
- v. Cameras, camcorders,...

3. Question and Answer Session

4. Time to fill out surveys and final closing thoughts

CONTACT US

While the goal of this seminar is to give you basic methods and tools to maintain your computer equipment and guidelines to help you make intelligent purchase decisions, if you should need assistance for any reason at all, feel free to contact us. Listed below are ways you can contact the North Olmsted High School Computer Club advisor and members.

NOHS Technology Support

The NOHS Computer Club also offers tech support!

If you are experiencing problems and routine maintenance isn't helping, then maybe we can provide you a solution. In December 2009 we began our own version of the famous "Geek Squad". The difference between our version and the *big guys* is that we don't charge you to look at your machine. We'll gladly look at the machine and try to diagnose the problem. We have completed many repair requests in the last few months ranging from backing up files and re-partitioning hard drives and then restoring the machine to cleaning up a machine to increase its speed to replacing a DVD drive and adding RAM.

So far, we haven't encountered anything we can't handle. ;-) All we ask is that if parts are needed, you purchase the parts. We'll help you with the purchase process by helping you get the best price and then we'll install them for you. The best part is that the labor charge is entirely up to you! We have no set pricing... we simply accept donations. Did I mention that the donation doesn't have to be monetary? That's right, we like pizza, cookies, and other stuff too. ;-)

So, if you run into problems with your computer and don't want to spend a fortune to see if it's repairable, contact us. We'll be glad to help.

Also, before you leave the seminar tonight, please complete the survey found in the front of your binder. If you are willing to provide us with your preferred e-mail address, we can add you to our address books and keep you informed of future seminars and club events.

If you wish to contact us with questions about this seminar, please make the subject line of the email "Maintenance & Purchase Seminar contact". That way we'll know the email is specifically about the seminar.

Thank you again for attending, and we hope to hear from you soon!

Contact Information

Mrs. Caso: School Phone: 440-779-8799 (Leave message for Mrs. Caso if not available)

Mrs. Caso email: pcaso@leeca.org

NOHS Computer Club email: nohscomputerclub@gmail.com

NOHS Computer Club website: www.nohsteachers.info/PCaso/NOHSCompClub

A GUIDE TO YOUR COMPLIMENTARY CD

One way that we would like to say thank you is by giving you a complimentary CD filled with free, and open source applications available for your use. Included on the CD are applications such as anti-virus software, a productivity suite, anti-spy ware, and more. Here is a breakdown of the CD that you received. Please note that the bold names represent folders appearing on the CD. There is also a readme.exe file included on the CD, which also has the same list as below.

7zip.exe:

This free utility allows the user to compress and combine files with more options than the zipping utility built into Windows. 7-zip supports many different types of compressed files including .zip, .gz, .tar, .rar, and more.

AdAware2009.exe:

Ad-Aware is a free anti-adware/anti-spyware utility.

ashampoo_startup_tuner200_fm.exe:

This program allows you to control which programs are started when you boot up Windows. By eliminating start-up program, the boot time of a computer can be significantly improved.

Avast_8_Home_Edition.exe:

Avast is a free program that combines protection from viruses, rootkits, and spyware. It also includes free updates to keep the protection up to date.

AVGfree9.exe:

AVG is an anti-virus and anti-spyware program that includes a link scanner which scans search results on sites such as Google and yahoo to make sure the sites are safe before you visit the site. This program also includes free updates.

AWCsetup.exe:

This is a free all-in-one program that removes spyware and adware, prevents security threats, provides privacy protection, fixes registry errors, cleans temporary files and startup programs, and repairs Windows.

CCleaner.exe:

CCleaner is a freeware system optimization and privacy tool. It removes unused files from your system - allowing Windows to run faster and freeing up valuable hard disk space. It also cleans traces of your online activities such as your Internet history.

CPU-Z.exe:

This program shows a full description of your processor.

DiskDefrag.exe:

This free utility defragments the files on your hard drive to increase data access and retrieval speeds.

Chrome.exe:

Chrome is an alternative web browser to Internet Explorer. It was created by Google and we believe it runs faster and cleaner than Internet Explorer.

HJTInstall.exe:

This program allows you to see detail of your hard drive and registry which are commonly used by hackers.

iTunes.exe:

This is a music and video management program from Apple that allows you to buy music from that Apple store.

OpenOffice.exe:

Open Office is a free program that is similar to Microsoft Office.

ProcessExplorer:

This program allows you to see all the processes that are running on your computer.

RevoUninstaller.exe:

This is an enhanced version of the Windows uninstaller. In addition to uninstalling the program, Revo Uninstaller removes all folders or files that were not removed when uninstalled.

SiteAdvisorIE.exe:

This is an add-in for Internet Explorer which shows you how safe the websites you are visiting are.

SpybotSearchAndDestroy.exe:

This program is able to detect and remove adware files, clear web-browsing history, and permanently delete files.

Sunbird.exe:

Sunbird is a free calendar and task management application.

Thunderbird.exe:

Thunderbird is a program that allows you to view emails from different email accounts all in one program.

VLCMediaPlayer.exe:

The VLC Media Player is able to play a large variety audio and video files.

ZoneAlarm.exe:

Zone Alarm is a security program that protects your computer from hackers that will use your internet connection to access your computer.

SPECIAL THANK YOU

We would like to thank everyone for attending tonight, and we would also like to thank everyone who presented. Thank you to:

- The North Olmsted Public Library for hosting tonight's seminar:
 - <http://www.cuyahogalibrary.org/Branch.aspx?id=640>

- The speakers of tonight's seminar from the North Olmsted High School Computer Club:
 - <http://www.NOHSteachers.info/PCaso/NOHScompclub>

And again, thank you to everyone who came and showed your support and interest in our cause. Please fill out our surveys so that we can better create seminars that provide more information to you, and to your family. Feel free to contact us at any time, for any reason. We hope to see you again at another one of our events.

Have a great day!

Most sincerely,

The North Olmsted High School Computer Club