

COMPUTER MANAGEMENT

MODULE 1.5

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SYSTEM REQUIREMENTS

Organization	WORKBOOK
Connect to work or school	
Edition	Windows 10 Pro
Version	1703
OS Build	15063.008
Product ID	00331-20000-00000-AA027
Processor	Intel(R) Core(TM) i5-4440 CPU @ 3.20GHz 3.20 GHz
Installed RAM	4.00 GB (3.90 GB usable)
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display

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System requirements for hardware indicate the minimum computing requirements needed to run the software.

The most common hardware system requirements are:

- ☐ Free hard drive space e.g. 3 GB
- ☐ Memory (RAM) e.g. 2 GB
- ☐ Processor (CPU) e.g. dual-core 1.8 GHz

Other hardware requirements might include a minimum screen resolution, and specialised hardware for specialised applications.

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- ### PLEASE NOTE:
- ☐ Hardware
 - Two values next to specification: **lower - minimum**; higher - **recommended**. RAM 4GB, 8GB
 - Hard disk space = storage space needed for installing software only.
 - ☐ Software
 - Software requirements = operating system needed.
- If hardware available exceeds recommended requirements, software will run smoothly.

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SOFTWARE INSTALLATION

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- ### HOW TO INSTALL SOFTWARE
- Online downloads with installers
 - Website of company selling software, pay, download installation file, run installer
 - App store, automated downloading and installing
 - Online downloads without installers
 - Freeware and open source software
 - Physical media (portable storage media)
 - Software in a box (CD or DVD)

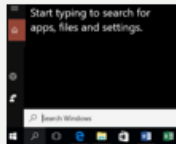
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WINDOWS SEARCH

Windows Search facility lets you search for apps and computer settings in addition to documents and other (types of) files.



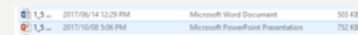
It is still quicker and easier to use Windows/File Explorer when you are looking for a document.

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OTHER WAYS TO MANAGE FILES [1]

- Tell what kind of data the file contains.
 - File extension indication of type of data
 - No program associated with type?
 - Try another installed app
 - Download software to open file
- Convert file to another format

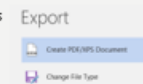


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OTHER WAYS TO MANAGE FILES [2]

- Convert files between different types
 - Save file as type that can be read to
 - share data by using common type that both programs can read
 - users using different OS to access data
 - users using older versions to access data
- Import and export features

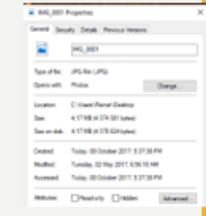


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OTHER WAYS TO MANAGE FILES [3]

- View / add extra information about a file
 - Properties / metadata
 - Who created the file, how long they have worked on it, camera used (photo).

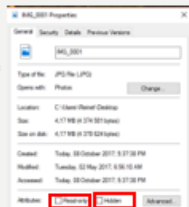


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OTHER WAYS TO MANAGE FILES [4]

- Hide a file so it cannot be deleted or changed
 - Check 'Hidden' attribute
- Prevent the contents of file from being changed
 - Check 'Read-only' attribute



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DEALING WITH HARDWARE FAILURE

EXAMPLES OF USING HARDWARE INCORRECTLY

- ✘ Forcing connectors into wrong slots
 - ✘ Not using the correct consumables
 - ✘ Spilling liquids on equipment
 - ✘ Not protecting against power surges / lightning strikes
 - ✘ Dropping equipment
 - ✘ Not ensuring proper cooling
- Sometimes faulty materials, manufacturing processes, normal wear and tear can cause hardware to fail.

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MOST HARDWARE OCCUR WITH PERIPHERALS & STORAGE DEVICES

- ✘ Keep spares on hand if a peripheral is critical
- ✘ Loss of data – proper backup policy



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