

NIELIT Gorakhpur

Course Name: O Level (2nd Sem)

Subject: ICT

Topic: System Tool

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What are System Tools:-

It's important to perform some basic maintenance from time to time to keep Windows XP running smoothly. Luckily, Windows XP provides you with some basic tools to make the maintenance process as painless as possible. You can access these tools via the **System Tools menu**.

To open the System Tools menu:

1. Choose **Start → All Programs → Accessories → System Tools**.
2. A cascading **System Tools** menu opens.
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Cascading System Tools menu

Disk Defragmenter

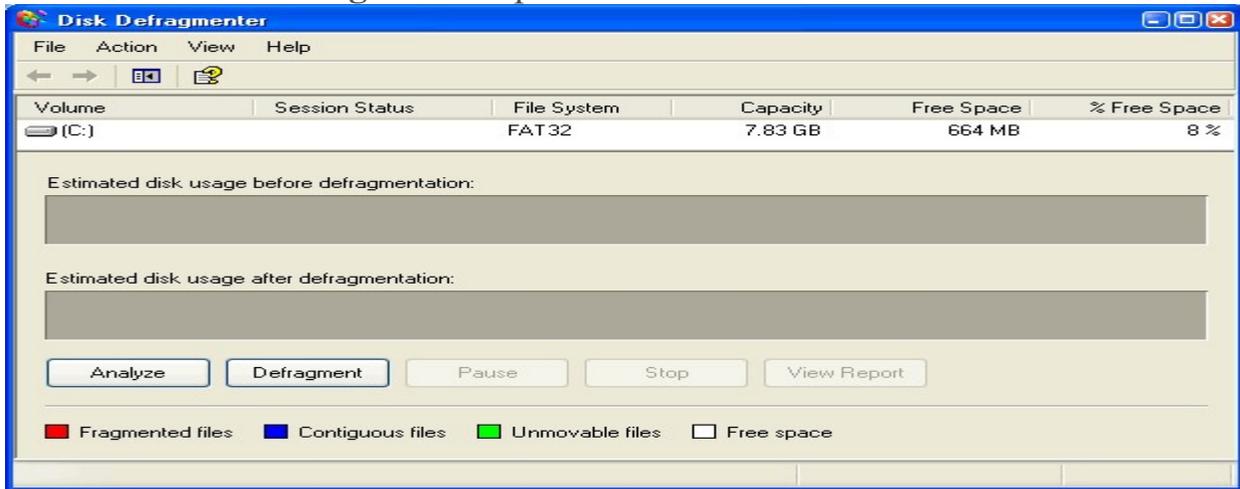
All Windows XP computers have at least one **hard disk**. The hard disk acts as your computer's storage area. Almost everything installed on your computer—applications, files, folders, and the operating system—is stored here.

With general use (creating new files, deleting files, or installing new software), your hard disk can become **fragmented**. This means parts of the same disk file become scattered over different areas of the disk. A fragmented hard disk slows down your computer and hinders its performance.

To keep your hard disk running smoothly, you must routinely **defragment**, or "**defrag**" the hard disk. The **Disk Defragmenter** tool can help you do this.

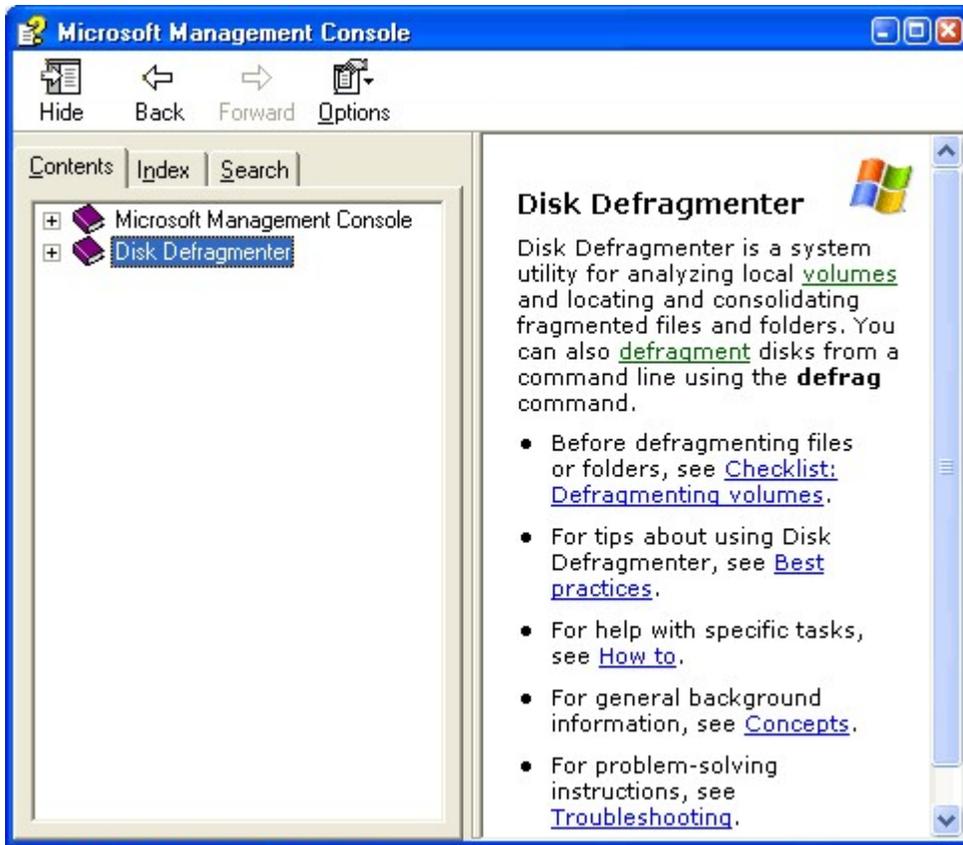
To use Disk Defragmenter:

1. Choose **Start** → **All Programs** → **Accessories** → **System Tools** → **Disk Defragmenter**.
2. The **Disk Defragmenter** opens.



To open Microsoft Management Console:

1. Open **Disk Defragmenter**.
2. Open the **Action** menu.
3. Click **Help**.
4. A **Microsoft Management Console** opens and explains how to run **Disk Defragmenter**.
1. .



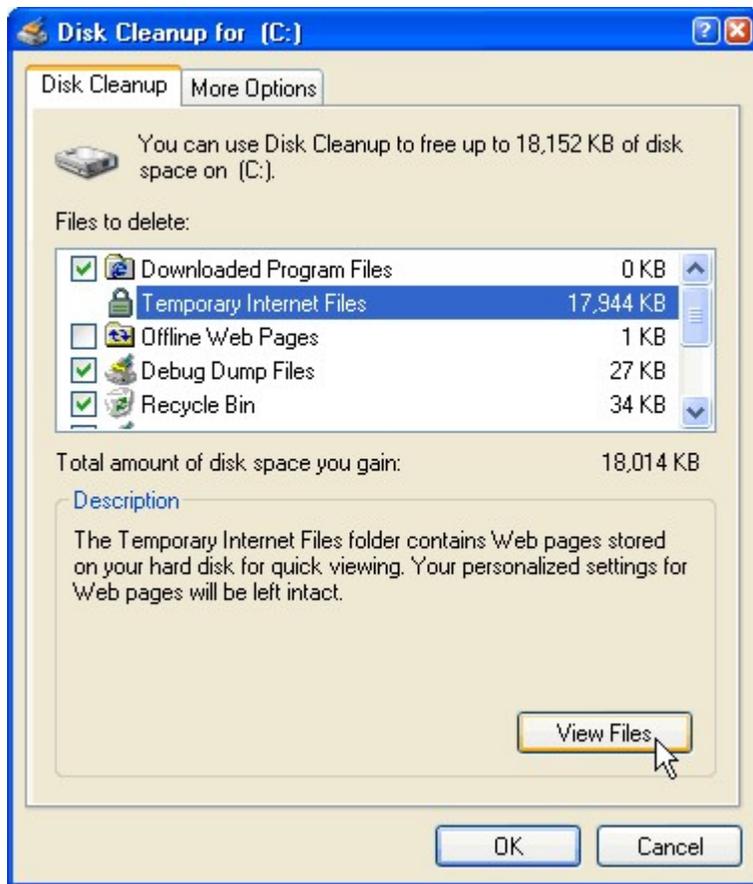
Microsoft Management Console

Disk Cleanup

Disk Cleanup is another tool that helps keep Windows XP operating as it should. It inspects your hard disk and looks for files that can be safely deleted. Deleting unnecessary files frees up valuable disk space.

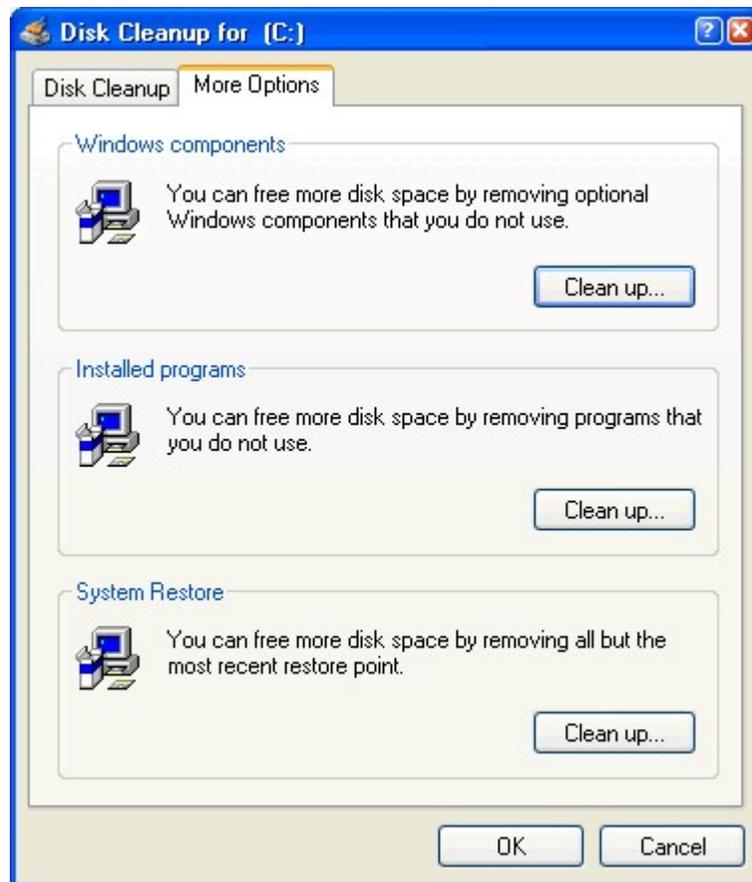
To run Disk Cleanup:

- Choose Start → All Programs → Accessories → System Tools → Disk Cleanup.
- The Disk Cleanup window opens. Click the Disk Cleanup tab if it's not showing.
- Disk Cleanup lists several potential files that can be deleted, as well as the amount of disk space you'll gain by emptying each one.
- To learn more about a file category, click it and click the View Files button. A description appears.
- Click the check boxes next to the categories you want to delete, then click OK.
- A dialog box appears asking whether you are sure you want to perform these actions. Click Yes or No as appropriate.



Disk Cleanup

The **More Options** tab gives you even more disk cleanup options.



The Scheduled Task Wizard

To open the Scheduled Task Wizard:

- Choose **Start** → **All Programs** → **Accessories** → **System Tools** → **Scheduled Tasks**.

OR

1. Choose **Start** → **Control Panel** → **Performance and Maintenance** → **Scheduled Tasks**.
2. The **Scheduled Tasks** folder opens.
3. Double-click **Add a Scheduled Task**.
4. The **Scheduled Tasks Wizard** opens.

5. Keep clicking **Next** to select the program(s) you want Windows to run. If the task you want is not listed, click the **Browse** button to locate it. Then schedule a convenient time.

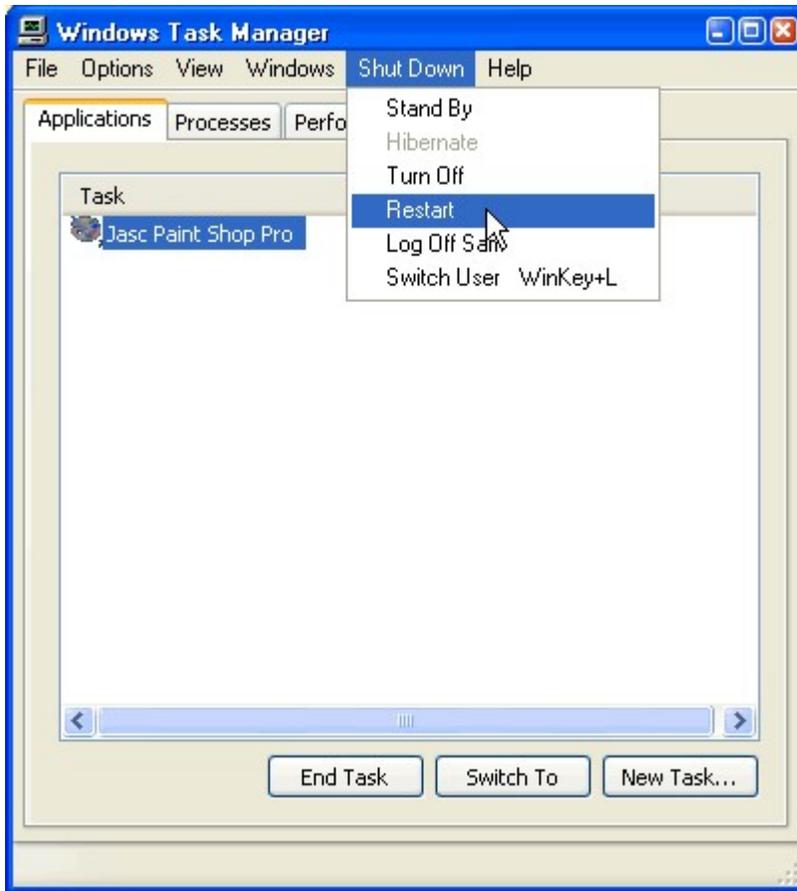


The Scheduled Task Wizard's welcome page

Dealing with an unresponsive computer

While performing regular maintenance on your computer should keep it running smoothly, it still may occasionally freeze up or become unresponsive to the click of a mouse or keyboard.

- Press **Ctrl + Alt + Delete** on your keyboard. The **Windows Task Manager** opens. Here, you can monitor applications, processes, performance, networking, and users. If you need to restart your computer, choose **Shut Down → Restart**. If you need to turn off your computer, choose **Shut Down → Turn Off**.



Exercise:-

- 1-Why system tools is required?
- 2-Difference between disk defragmanter and disk cleanup.