NIELIT Gorakhpur

Course Name: O Level (2nd Sem)

<u>Subject: ICT</u> Date: 27-03-20

Topic: System Tool

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.
- 1. A cascading System Tools menu opens.



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.

💕 Disk Defragment	er				
File Action View	Help				
← → ■ 🔗					
Volume	Session Status	File System	Capacity	Free Space	% Free Space
😑 (C:)		FAT32	7.83 GB	664 MB	8 %
Estimated disk usage	before defragmentation: after defragmentation: Defragment Par Contiguous files	use Stop	View Rep Free space	port	

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. .



wicrosoft Management Consol

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 for (C:)	2 🛛					
Disk Cleanup More Options						
You can use Disk Cleanup to free up to 18,152 KB of disk space on (C:).						
Files to delete:						
🔽 😰 Downloaded Program Files	0 KB 🔼					
🔒 Temporary Internet Files	17,944 KB 📃					
🔲 🔯 Offline Web Pages	1 KB 📃					
🔽 💰 Debug Dump Files	27 KB					
🔽 📝 Recycle Bin	34 KB 🥃					
Total amount of disk space you gain: 18,014 K						
Description The Temporary Internet Files folder contains We on your hard disk for quick viewing. Your person Web pages will be left intact.	eb pages stored nalized settings for View Files					
10	Cancel					

Disk Cleanup

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

💰 Disk Cleanup for (C:) 🔹 🔞
Disk Cleanup More Options
Windows components
You can free more disk space by removing optional Windows components that you do not use.
Clean up
Installed programs
You can free more disk space by removing programs that you do not use.
Clean up
System Restore
You can free more disk space by removing all but the most recent restore point.
Clean up
OK Cancel

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.

Scheduled Task Wizard		
	This wizard helps you schedule a task for Windows to perform. You select the program you want Windows to run, and then schedule it for a convenient time. Click Next to continue.	
	< Back Next > Cancel	

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.

📕 Windows Task Manager					
File Options View Windows	Shut Down Help				
Applications Processes Perfo	Stand By Hibernate Turn Off Restart Log Off Sant Switch User WinKey+L				
End Task Switch To New Task					

Exercise:-

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