

## Uninstall Programs, Date/Time Setting and Attrib command

### Uninstall Unnecessary Programs

When you install a program, it sits on your hard drive taking up space, and installs files on your "Registry". Also, some Dynamic Link Library files (these are small files needed for Windows to make the program run) run in your PC.

These go in a Windows initializing file called "system.ini". INI stands for Initialization File. When Windows starts, it looks at the "system.ini" to see what programs have to be available so they will start when you want to use them.

Windows also reads the Registry to see what programs are on your computer and what it has to do to make them work. It also reads your Startup Folders to see what has to start automatically and hide in the background. Also, the "msconfig" is to place all these programs in your "Startup". All this slows down the operation of your PC.

**To uninstall unnecessary programs and clean up your PC, do the following:**

1. Click the "Start" button.
2. Then double-click the "Control Panel".
3. And then click Add/Remove program icon.
4. Find the program you want to remove from Add/Remove program window.
5. Double-click on it, Follow the instructions.
6. You get a message to conform to uninstall. Press ok button.
7. Automatically program removes from system.

### Setting System Date and Time

- Step 1: Start Windows OS normally. Make sure you are logged in as an administrator or as another user with privileges for changing settings.
- Step 2: Click on the time that is displayed in the task bar. This will bring up the Date and Time Properties box. You can also right-click on the time by clicking on the "Adjust Date and Time" menu option.
- Step 3: Highlight a portion of the time on the digital clock, beneath the graphic representation of the time (it looks like a traditional round- faced clock), to highlight it. Make sure you have highlighted the correct portion (hours for hours, minutes for minutes).
- Step 4: Enter the time you wish to change and click "Apply".
- Step 5: Click one of the drop-down menus in the "Date" section of the window. This will allow you to change the month and the year, either by typing them in or selecting them from the menu.
- Step 6: Click on a particular day of the week to reset the calendar to that day.
- Step 7: Remember to click "Apply" whenever you change a property or multiple properties. Your changes will not be confirmed until you do.
- Step 8: Enable the daylight-savings time function in the "Time-Zone" tab. This will automatically change the clock to conform to daylight-savings time.

## Microsoft DOS Attrib Command

Attrib allows a user to change the properties of a specified file. Using attrib, user changes the file to have any of the attributes below.

- **Read-only** - allowing the file to be only viewed and not written to,
- **Archived** - allowing Microsoft backup and other backup programs to know what files to back up.
- **Hidden** - making the file invisible to standard users.
- **System** - making the file an important system file.

### Syntax

ATTRIB [+R | -R] [+A | -A] [+S | -S] [+H | -H] [drive: path] [filename] [/S] [/D]

### Mnemonic

+ Sets an attribute

- Clears an attribute

**R** Read-only file attribute

**A** Archive file attribute

**S** System file attribute

**H** Hidden file attribute

/S Processes files in all directories in the specified path

/D Processes folders as well

### Exercise:

**1: How to uninstall a program?**

**2: How to set Date/Time.**

**3: What is Attrib command?**