

**Disk Cleanup:** Disk cleanup is another very useful utility. It works for deleting unessential, useless and other temporary files from the disk making more free space there. As the regular PC operation proceeds, many temporary files are created along with. These files, after a usage of around a month, become a large chunk of unnecessary data. Disk cleanup removes this garbage straightway.

**Process:**

- 1.** Open Disk Cleanup from Start→All Programs→Accessories→System Tools→ Disk Cleanup.
- 2.** On the wizard, select the partition (the logical volume) and click OK.
- 3.** In the 'Files to delete' section, check on all the files that you want to delete.
- 4.** Click on OK and the deletion begins.

**Un-installation:** Un-installation refers to the removal of applications from the PC. The software programs that are installed, are visible and available everywhere in the system. To un-install a program, we need to move in to the control panel.

**Process:**

- 1.** Open Control Panel from Start→Control Panel.
- 2.** Open 'Programs and features'.
- 3.** From the list of installed programs, select the program that is to be uninstalled.
- 4.** Click on 'Un-install' from the toolbar.
- 5.** The un-installation wizard opens.
- 6.** Run the wizard till the un-installation finishes.

**Assignments:**

- 1.** Write the benefits of Disk Cleanup utility?
- 2.** What do you mean by un-installation.