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Computer Maintenance:

Computer maintenance involves keeping a computer in a good state of repair and physical healthwhich means set of maintenance tasks and procedures that help to keep the computer software and hardware updated and operational. Computer maintenance describes various steps to keep our computer functioning at an optimal performance level from a software and hardware point of view.

Computer Maintenance Tips:

1)Clean the Computer

we can open the case (for a desktop) and blow the dust out. Besides,we can use a damp cloth to wipe the case. For a desktop, we should always clean the monitor.

2)Don't Block the Vents

We should not block the vent, which aims to ensure our computer remain cool enough to work properly.

3)Keep Your Food and Drink Away from PCs

keyboard can be destroyed after a single spill or food residues penetrate the case of our device and damage the internal components.So it must be avoided

4)Create a Backup of Important Files and System

This   is also a vital part of regular personal computer maintenance since unexpected hard drive failure, serious computer problems, viruses, etc. can cause data loss. Besides, system also crashes and cannot boot.

5) Run Antivirus and Malware Scans Regularly

Any computer should have conventional virus protection and spyware detection software to monitor the system for threats in real time and remove them to keep the PC safe.

6)Always Run the Firewall

Windows Firewall in the operating system is the first line of defense against malware. It can filter some information from the Internet and block potentially harmful programs from installing. This tool should always be running.

7)Uninstall Programs we Don't Use

When using a computer for a long time, we may have installed all sorts of programs. Sometimes we may forget or not realize you have installed them. These programs slow down the computer over time and take much disk space. Even some run in the background and eat up the system resource.

8)Update Windows System and Programs

One of the best ways to make sure our PC is at the best state is to keep our operating system up-to-date. For the Windows system, Microsoft always keeps rolling out updates and security patches to improve the overall user experience.

9)Clean Your Disk

As time goes on, our PC is filled with a large amount of unnecessary information including temporary files, thumbnails, web pages, old Windows installation, and more others. Much disk space is occupied and the PC may turn slow.For this purpose we should always run disk clean up tool regularly.

10)Use a CPU and GPU Temperature Monitoring Tool

As it is well known, PC overheating can be a really serious problem since it can cause data corruption and PC components permanent damage. In our computer, CPU and GPU are the parts that are heated regularly. Keeping an eye on the temperature will help us keep them cool if rquired.

Printer Maintenance:

Printer maintenance means taking preventive measures to ensure your printer does not break down or stop producing quality prints when we need them most.

<u>Printer Maintenance Tips:</u>

1. Clean the Ink Cartridges
2. Examine the Toner
3. Check the Rollers
4. Print A Blank Page
5. Never Unplug the Printer To Turn Off The Power
6. Keep the Printer's Driver And Firmware Up To Date

<u>Exercise:</u>
1. Why is computer maintenance necessary?Explain some precautionary measures
2. What are the different Printer Maintenance Tips?Explain