

System Tools: There is much utility software preinstalled in the operating system. Some of the most popular ones are as follows:

- 1.** Disk defragmenter
- 2.** Disk cleanup
- 3.** Task scheduler

- **Disk defragmenter:** Disk defragmenter is utility software that works for arranging all the files aside and all the empty space the other side. This is needed regularly because our HDD stores files on random locations. Hence in order to speed up the file operations, defragmenter is used.
- **Disk cleanup:** This utility deletes the unnecessary files from the disk drives. Generally there are many software that generate lots of temporary files day by day. All these files collectively make a big chunk of useless data on the disk. Disk cleanup works for removing this garbage.
- **Task scheduler:** This utility is used to schedule a program to launch or a message to be displayed on a specific time. A particular program is scheduled to launch on a particular time.

Recycle bin: Recycle bin is a differentiated space of our HDD that is used to store the deleted files and folders. Technically there is a 5 to 7% space of the HDD that is reserved in the name of 'DELETE SENTRY'. This space is usually deducted from the total HDD capacity and therefore we get a less sized HDD in our PC. This delete sentry is the space that we popularly learn as recycle bin.

- Emptying recycle bin may cause permanent loss of data.
- To restore something from recycle bin, we right click on the file and click 'Restore'. The file is restored to the location it was deleted from.
- To resize the recycle bin, we right click on the 'recycle bin' and click 'properties'. Here the size of recycle bin can be changed.

Shortcuts: Short cut is a type of icon or is a file that is linked to a file or folder or a URL. Usually we create shortcuts for facilitating the user a link to an original file. Shortcuts avoid the risk of accidental delete of the original file.

To create a shortcut we follow the following steps:

- Right click on the blank space and click on 'Shortcut' from the 'New' submenu.
- A shortcut wizard appears. Click on the 'Browse' button and select the original file.
- Click 'Next' and provide a name for the shortcut.
- Click on 'Finish' and the shortcut is created.

Exercise:

- 1.** Differentiate between Disk defragmenter and Disk cleanup.
- 2.** Write the clear cut steps to create a shortcut on the desktop.