

Compression tools: There are many compression tools available in the market. But out of all, following two are most popular:

- 1.** Winzip
- 2.** PKzip

WinZip: It is world's most popular utility for compression. It works on windows platform and is very useful for file compression, encryption and packaging. Basically it is designed for lossless compression hence it is most likely to be used on text files where it provides about 90% compression ratio. For image files like JPEG and PNG it compresses up to 20%.

PKZip: PKZip is one of the earliest cross- platform compression utilities. It was developed in 1980s. For different type of files, it performs 5% to 95%. It is available today for Windows, OS/2 and Unix distributions.

Utility programs to discuss further: In a Windows PC there are several utility programs that work for betterment of PC operation and maintenance activities. Following is a list of all those that we have to discuss in this chapter:

- 1.** Disk Defragmenter
- 2.** Disk Cleanup
- 3.** Un-installation
- 4.** Backup and Restore
- 5.** System Restore
- 6.** Task Scheduler
- 7.** Disk Management
- 8.** Virus and Antivirus
- 9.** Firewalls
- 10.** Nero CD/DVD writing

Assignments:

- 1.** Differentiate between WinZip and PKZip?
- 2.** List any five utility programs that are given in MS Windows OS.