

I. Maintenance

- a. Windows Update
- b. Backups
- c. Lab: CTRL+ALT+DELETE
 - i. You are the Administrator on your Computer
 - ii. Set up a Guest account
- d. Disk Maintenance
 - i. Check for Errors
 - ii. Defragment Hard Drive
 1. Comic Book Collection Example
 2. <http://support.microsoft.com/kb/314848>
 - Open My Computer.
 - Right-click the local disk volume that you want to defragment, and then click **Properties**.
 - On the **Tools** tab, click **Defragment Now**.

 - Click **Defragment**.
 3. Need to do this for all Re-writable drives, even flash stick drives
 4. A symptom of a fragmented drive is if the performance gets really slow.
- e. Virus Protection
 - i. Firewalls
 - ii. AntiVirus Software
 1. fork_bomb.bat
 2. Anna Kornikova virus (Picture)
 - 3.
- f. Lab: Create a guest account on your computer
 - i. Password Protection
 1. Picking a good password

Maintenance: Software Updates (Windows Updates)

Set up a password for your computer.

Set up a guest account.