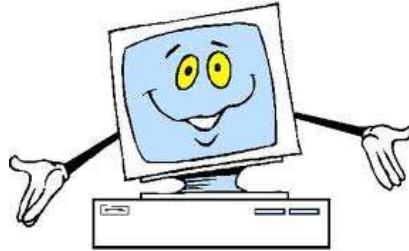


# Computers

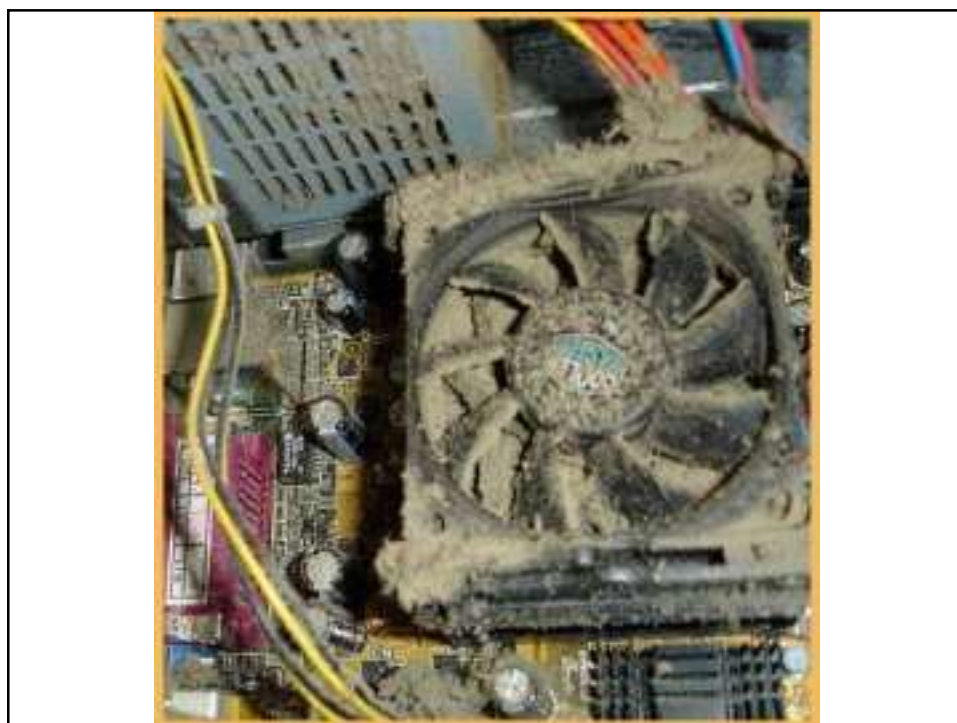


Sue Kayton  
April 2011

## The Basics

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- Keep the computer physically clean
- Don't install programs you don't need
- Watch out for viruses!
- Turn off the computer when not in use
- Back up important data

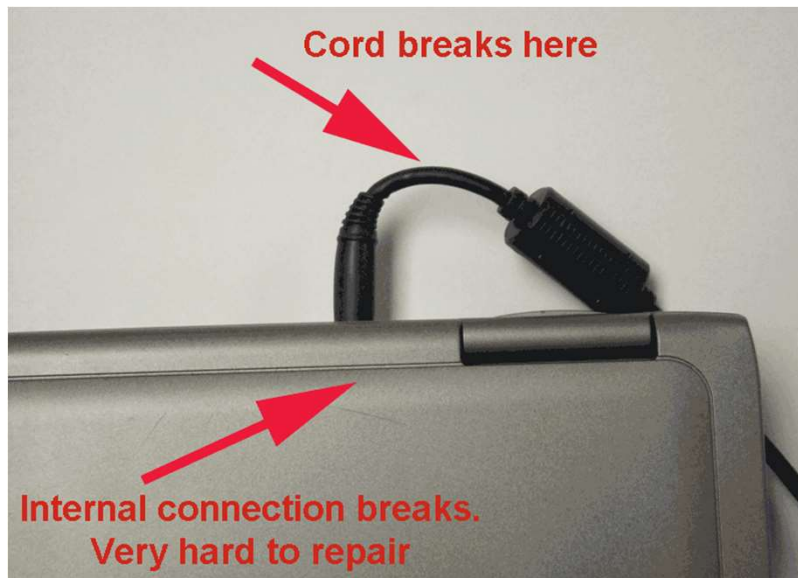




Clean your computer twice a year



## Don't abuse your laptop!



## Be nice to your laptop

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- Turn off when not being used.
- Prop up so air can circulate underneath
- Don't use on soft surface if it has bottom vent holes
- Keep food and drink away
- Remove CDs and DVDs from drive when not in use

What do you use for music?



What do you use for games?



## What do you use to chat?



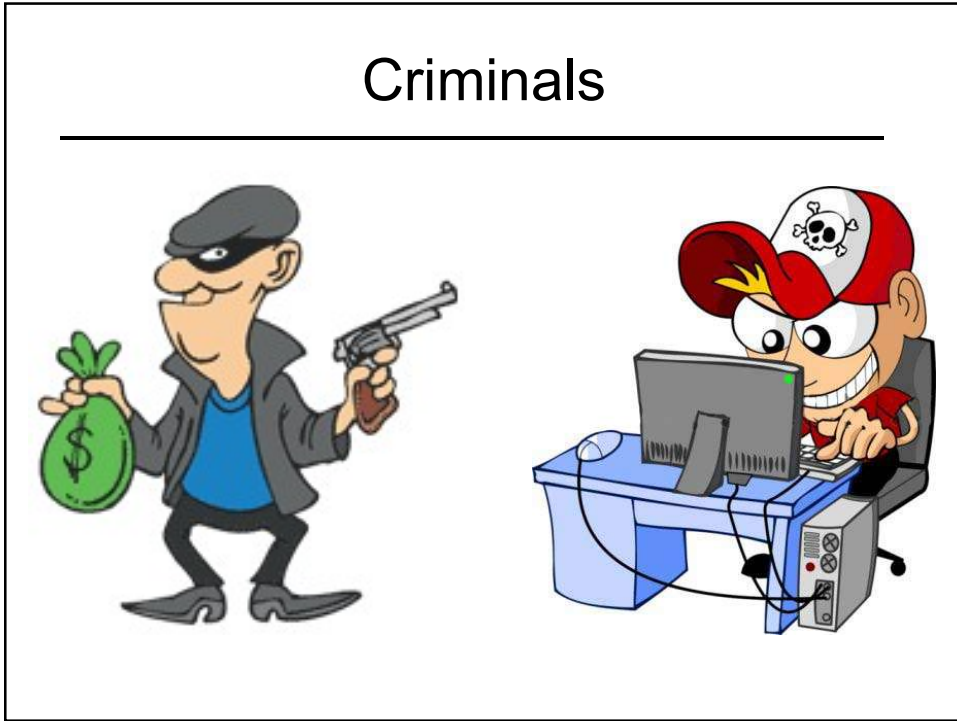
## Typing



<http://www.youtube.com/watch?v=80cm0lyeqCI>

## Criminals

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## How to avoid viruses

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- Don't download free music
- Don't download free pornography
- Don't visit questionable websites
- Don't open iffy attachments
- Paid music (iTunes) is OK



## Real anti-virus programs

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- Recommended
  - Norton Anti-Virus, (free download for Comcast customers) <http://security.comcast.net>
  - McAfee Virus Scan
  - Kaspersky Anti-Virus
  - Symantec Anti-Virus, Symantec Endpoint Protection, or Symantec Client Security
- Not recommended
  - Suites or full protection packages, AVG, Panda, Trend, Avira, Microsoft, Avast

## Fake anti-virus programs

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- Be paranoid!
- Don't be fooled by fake alerts
- Don't visit questionable websites





## Useful free software

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- Picasa free photo editor and organizer
- Google Earth
- Agent Ransack – search for lost files
- Adobe Reader – read government forms
- GFI Backup – incremental data backup
- K-9 Bluecoat – parental control of internet



## Free phone calls anywhere

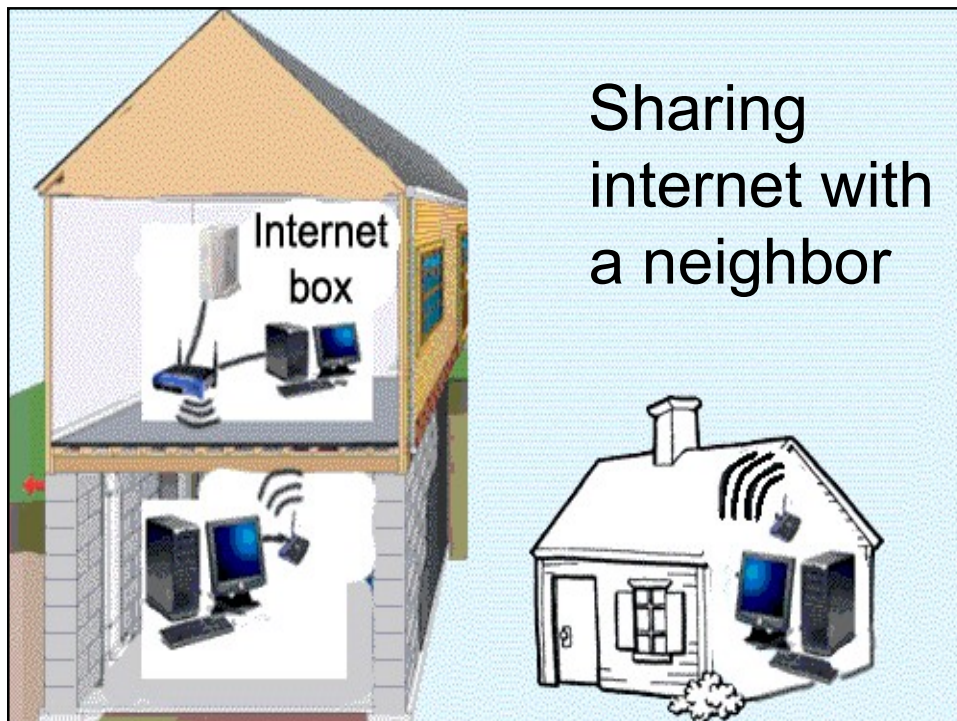
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# Internet



- One paid connection is good for up to 10 computers
- You can share your neighbor's connection



## Sharing internet with a neighbor



**What  
computer is  
best for me?**

**What car is best for me?**

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Buy a used computer?






## Buying on installments

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2011 \$ 

2012 \$ 

2013 \$



## Many kinds of computers

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- Desktop
- Laptop (also called notebo
- Netbook
- Convertible laptop / tablet
- Tablet
- Smart Phone



## Convertible laptop / tablet

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e tablet animation.mp4

## Computer prices



## Printers



## Printers

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- You can print free at school
- Printers are cheap, but ink is very expensive



\$80

**BACK  
UP !!**



## Backup

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- **Data backup**
  - USB keychain drive
  - Online backup
  - External hard drive
  - GFI Backup software
- **System backup**
  - Windows backup
  - Acronis software
- **Cloud backup**
  - Dropbox



## USB flash drives

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- Back up your important files
- Carry your files to school to print
- Share files with a friend



**\$10**

## Computer too slow?

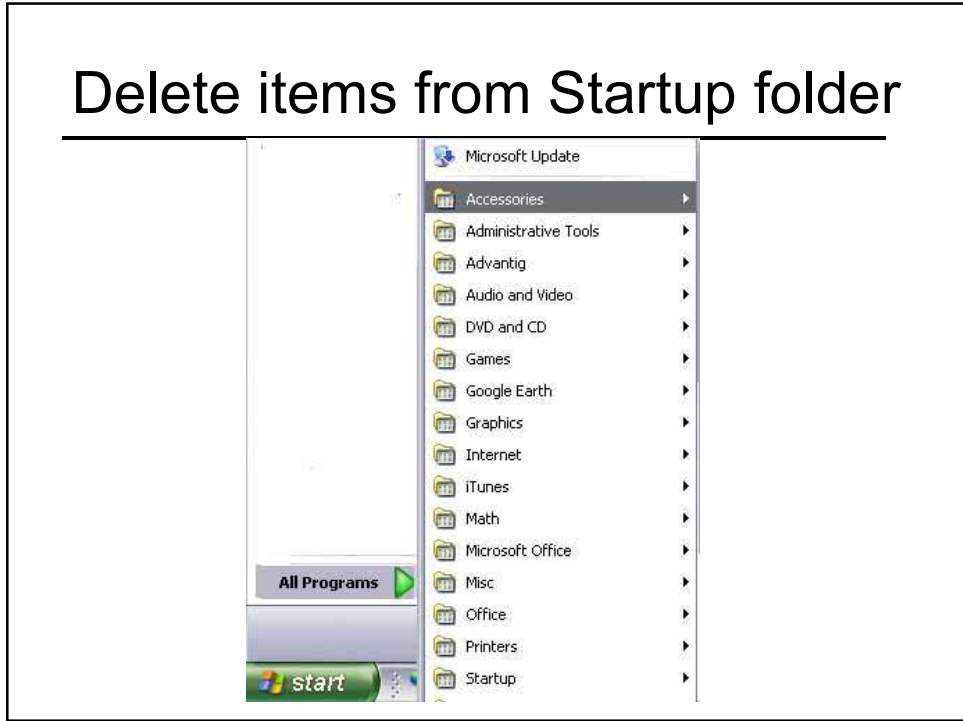
- Virus
- Hard drive too full
- Downloading updates
- Too many startup items
- Delete temp files
- Overheating due to dirt
- Not enough memory



## MSCONFIG to change startup



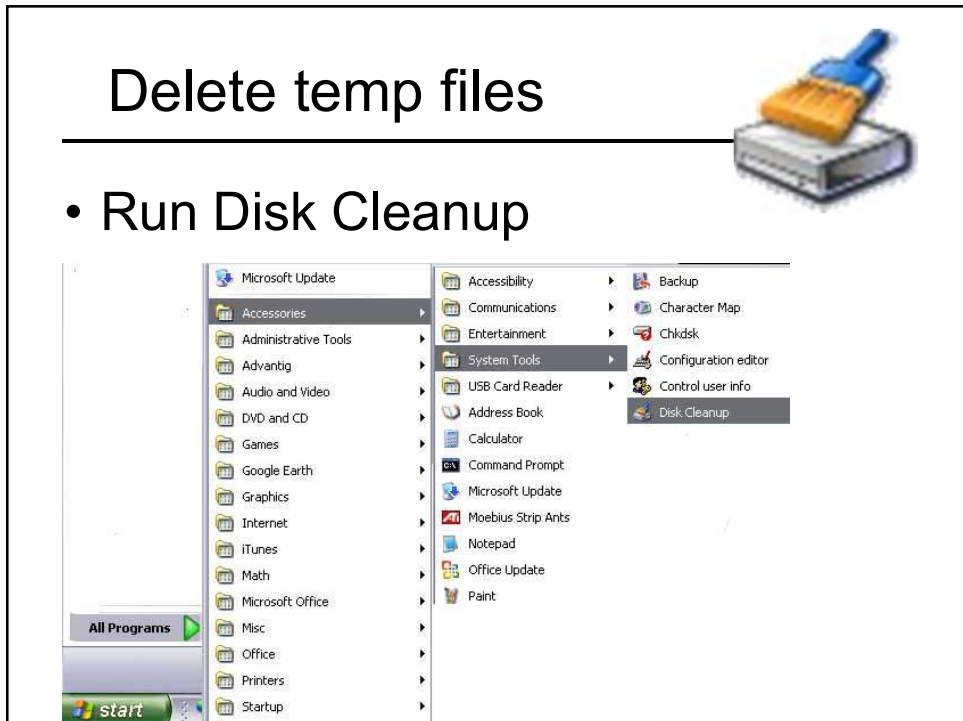
# Delete items from Startup folder



# Delete temp files



- Run Disk Cleanup



## Computer careers

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- Technician
- Programmer
- Website design
- Networking and security
- Sales
- Customer service and phone support
- Engineer