

BASIC COMPUTER KNOWHOW

基本电脑常识

KNOW YOUR COMPUTER

How to avoid being infected by virus (如何避免电脑病毒)

How to speed up Computer System (如何增加电脑速度)

Dos and Don'ts while using Computer (使用电脑时该做或避免的事)

Questions to ask before buying a laptop (买手提电脑前须问的问题)

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How to avoid being infected by virus

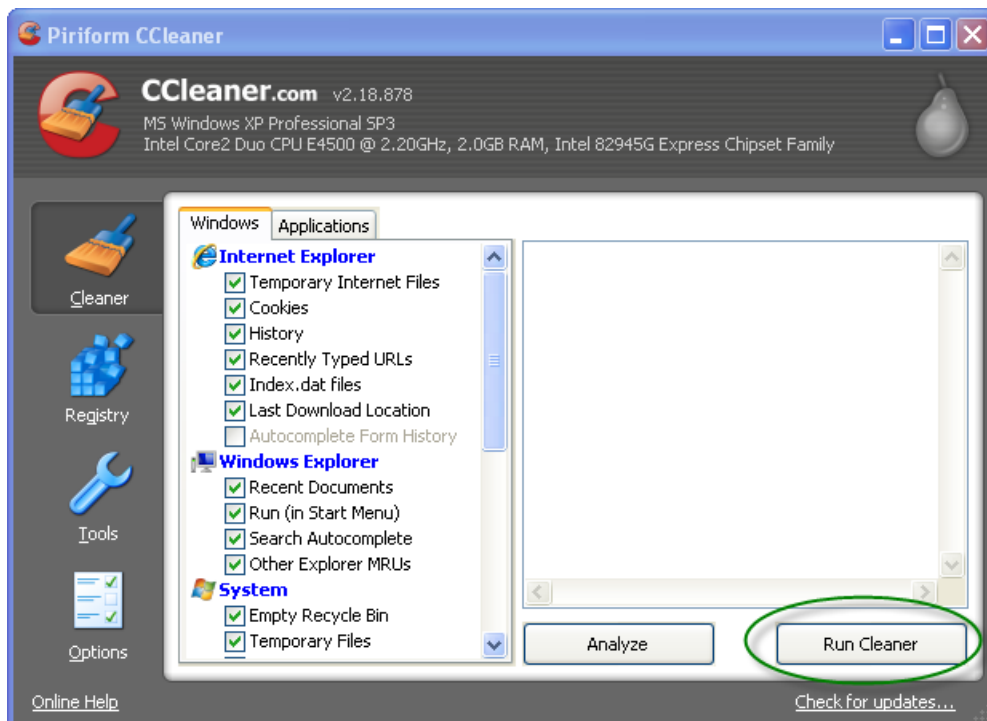
From years of experience using and repairing computer, below are the summary on what should be avoided to prevent system from infected by virus.

- Only go to the site that you know is safe.
- Install antivirus software.
- Don't click on any link, image, regardless of whether It is sent by your friend, on a website before clarify that it is safe.
- When installing new software, remember to uncheck the bundled software and install only what you need, customized it to prevent installing bundled advertisement software.
- Use software to help cleaning the system frequently.

How to speed up the computer system

After sometime using the computer, the system will have a lot of rubbish data useless registry key, this might cause the system to start working slower. In order to speed up the system, below are the tools and ways to be used.

- **CCleaner.**
This software allows you to remove the temporary files that normally people will forget or not even notice the existence.



- **YourUninstaller/ Add remove programmes**

YourUninstaller will help you to remove a software thoroughly including all the files that is not able to be removed using window's uninstaller

- **Defragment the hard disk**

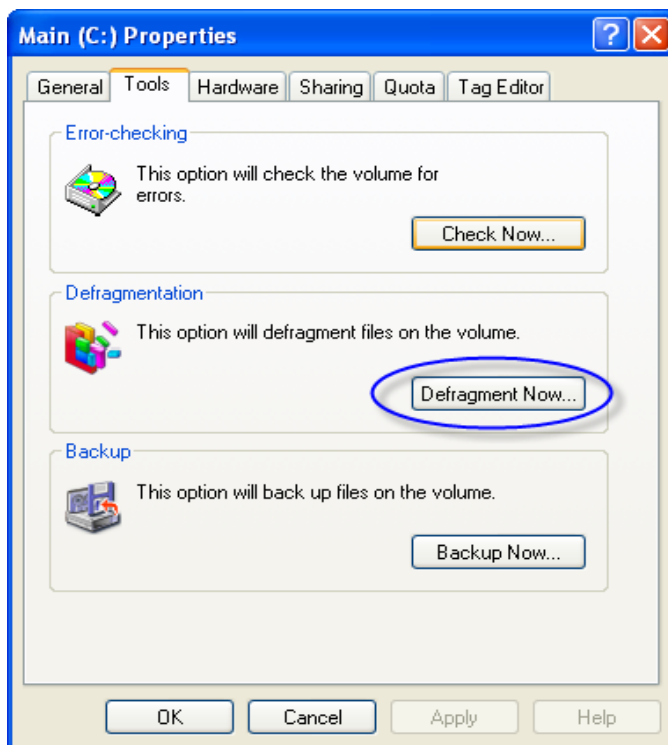
Hard disk is a storage device that is used to read and write data and make the system working. After days read and write data onto the hard disk, it will cause the data finding more difficult. This is just like a person keep looking for the car key before driving. Therefore, this causes the computer to work slower.

By defragment the hard disk, it helps to put things together, so that the system can easily find what it needs. i.e. rearrange and clean your room.

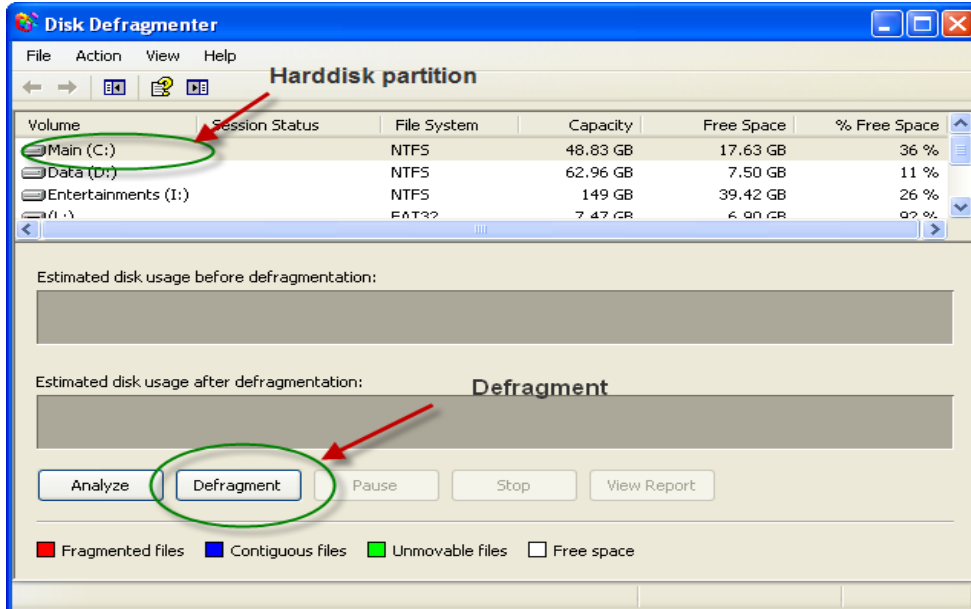
Don't do it too often. Do it only when you feel the system is slow.

Below are the steps on how to use it.

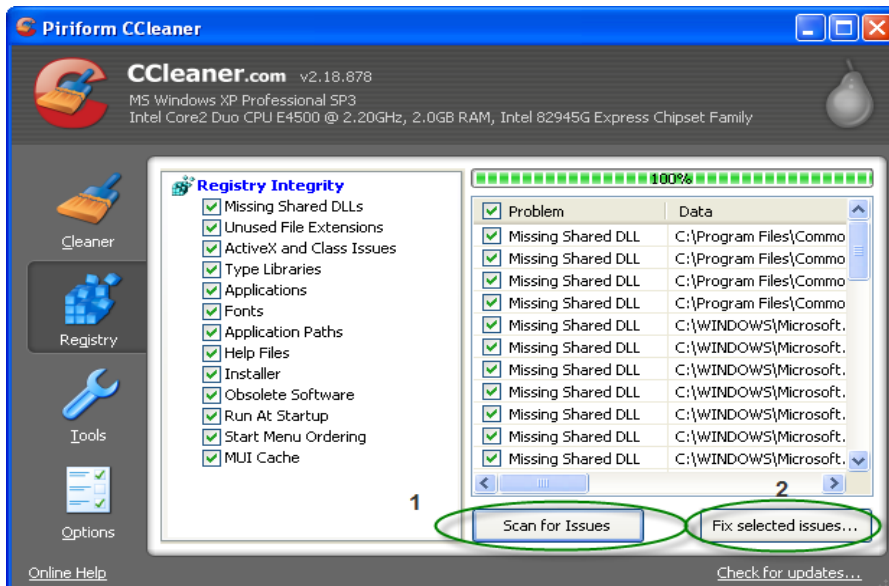
1. Go to "My Computer", right click at the hard disk partition that you wish to defrag. Click on the "Defragment Now".



2. Select the partition and clean “Defragment” to start the process.



- **Clean Registry (* don't do it without understanding it)**
CCleaner help to clean the redundant keys in the system. It is quite idiot proof, however, a novice user is not recommended to run this. The purpose of cleaning registry is just like throwing away the useless key, this helps to increase the speed of looking for keys for software.



Click on Registry Tab, Then Click to “Scan for Issues”, after that, followed by “Fix Selected issues”. Remember to back up the registry before fixing it.

Dos and Don'ts while using Computer

DOs

- Use the computer in a cooler place. If don't have, use fan to blow it, this may help to cool down the system and will make it faster.
- Use a keyboard protector for laptop to prevent liquid spilt onto it.
- Remove unnecessary files.
- Back up a copy to other hard disk, thumb drive, or burn it onto CD, DVD for anything important to you frequently.
- Clean the system more often.
- Organize your files.
- Remove all the unnecessary shortcuts on the desktop.

DON'Ts

- Do not eat in front of the computer.
- Do not use the laptop on bed, this slow the heat from dissipates and therefore might overheat the system.
- Do not drink in front of the computer.
- Do not sleep with your laptop.
- Do not close the laptop while it is still hot after using for hours.
- Do not plucks out the USB directly; remove it safely from the system first before doing so.
- Do not drop your laptop.
- Do not carry your laptop single-handedly.
- Do not press your laptop.

Questions to ask before buying a laptop

General Questions

1) What is your budget?

2) What size notebook would you prefer?

- a. Netbook; 10" screen or less
- b. Ultraportable; 11" - 12" screen
- c. Thin and Light; 13" - 14" screen
- d. Mainstream; 15" - 16" screen
- e. Desktop Replacement; 17"+ screen

3) Where will you buying this notebook?

4) Are there any brands that you prefer or any you really don't like?

- a. Like:
- b. Dislike:

5) What are the primary tasks will you be performing with this notebook?

6) Will you be taking the notebook with you to different places, leaving it on your desk or both?

7) Will you be playing games on it; if so, which games or types of games?

8) How many hours of battery life do you need?

9) Would you prefer to see the notebooks you're considering before purchasing it or buying a notebook on-line without seeing it is OK?

10) What OS do you prefer? Windows (XP or Vista), Mac OS, Linux, etc.

Screen Specifics

11) From the choices below, what screen resolution would you prefer?

- a. **WXGA** – 1280x800 or occasionally 1280x768; For people who like big text and icons that are easy to read. Less stuff fits on the screen, which translates into more scrolling.
- b. **WXGA+** – 1440x900; A modest bump over WXGA. Text and icons are a bit smaller. A little more stuff fits on the screen.
- c. **WSXGA+** – 1680x1050; The middle ground. Again, text and icons are smaller than WXGA+, and more stuff fits onto the screen. Good for having applications open side by side, like a web browser while playing a video.
- d. **WUXGA** - 1920x1200; Very small text and icons, that can be hard to read. Lots of stuff fits on the screen, which means less scrolling. Good for applications that require a high level of detail like CAD or Photo Editing.

12) Do you want a glossy/reflective screen or a matte/non-glossy screen?

Build Quality and Design

13) Are the notebook's looks and stylishness important to you?

14) When are you buying this laptop and how long do you want this laptop to last?

Notebook Components

15) How much hard drive space do you want; 80GB to 500GB? Do you want a SSD drive?

16) Do you need an optical drive? If yes, a CDRW/DVD-ROM, DVD Burner or Blu-Ray drive?