The background is a teal-to-blue gradient with faint, stylized circular patterns and numbers. On the left, there are concentric circles and a scale with numbers from 160 to 260. On the right, there are more circles and a scale with numbers from 160 to 210. The overall aesthetic is technical and modern.

WELCOME TO COMPUTER CLEANUP & SECURITY

PRESENTED BY
SHARPER TRAINING SOLUTIONS

WWW.STSICO.COM

INFO@STSICO.COM

CONTACT INFORMATION

- Website – www.stsico.com
- Email:
 - info@stsico.com

TODAY'S AGENDA

- Before you Make Changes
- Speed Up a Slow Computer
- Malware and Avoiding It
- Cleaning Up Your Hard Disk
- Backing up Your Data!

MAKING CHANGES

- Back up Computer
- Create a Restore Point
- Note the date and changes made
- Make only one or two changes
- Use the computer several “full cycles” before making any more changes

BEFORE YOU MAKE CHANGES: RESTORE POINT

- saved "snapshot" of a computer's data at a specific time
- allows for the rolling back of system files, registry keys, installed programs, etc., to a previous state in the event of malfunctioning or failure

CREATE A RESTORE POINT

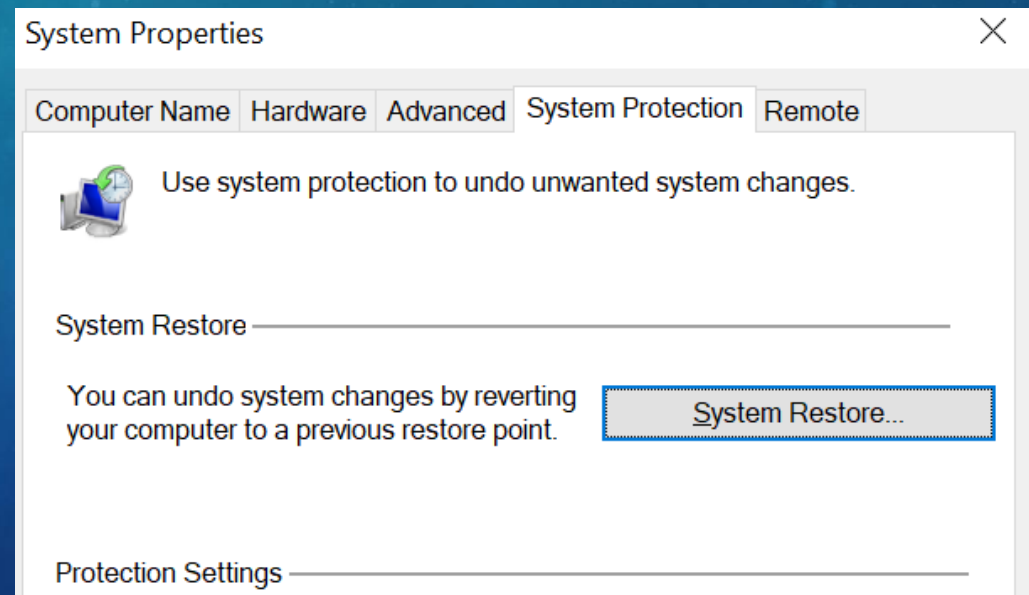
Windows 10

- Click to Search
- Create Restore Point
- System Properties
- Protection Settings
- Configure
- Turn On System Protection
- www.windowcentral.com/how-use-system-restore-windows-10

USE A RESTORE POINT

Windows 10

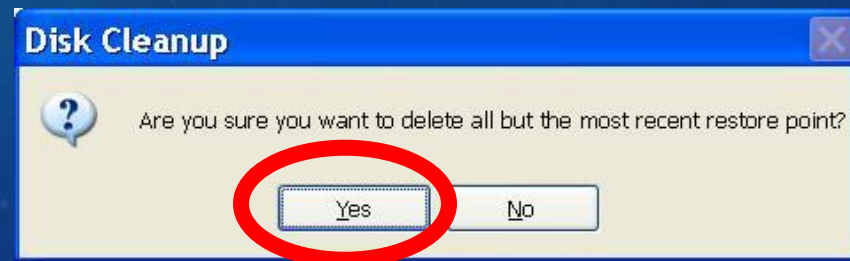
- Search System Restore
- Click Create Restore Point Click System Restore
- Chose date from list



TOO MANY RESTORE POINTS

Saved Restore Points take up space

- Windows 10 –
 - Detailed Steps:
 - www.groovypost.com/howto/delete-restore-points-windows-10-reclaim-disk-space/



SPEED UP A SLOW COMPUTER



CLEAN THE DESKTOP

- RAM - Memory is used by files on the desktop
- Too many shortcuts use memory
- Put docs/files into Documents or subfolders on your desktop

TURN OFF AUTO START PROGRAMS - “MSCONFIG”

- Microsoft System Configuration Utility
- Programs that Auto Start “behind the scenes”
 - Windows 10
 - Search box
 - Type msconfig
 - Startup tab

*Pssst. - Can also search
Task Manager then
click Start Up tab.*

- For Programs you don't recognize - Google the Startup Item















MICROSOFT SYSTEM CONFIGURATION UTILITY

Task Manager

File Options View

Processes Performance App history Startup Users Details Services

Last BIOS time: 5.7 seconds

Name	Publisher	Status	Startup impact
 Intel Driver & Support Assist...	Intel	Enabled	Medium
 Canon IJ Network Scanner S...	CANON INC.	Enabled	Low
 Trend Micro Client Session A...	Trend Micro Inc.	Enabled	Low
 Platinum user session agent	Trend Micro Inc.	Enabled	Low
 Delayed launcher	Intel Corporation	Enabled	Low
 NVIDIA Capture Server Proxy	NVIDIA Corporation	Enabled	Low
 NVIDIA Backend	NVIDIA Corporation	Enabled	Low
 iTunes Helper	Apple Inc.	Disabled	None
 iTunes Mobile Device Helper	Apple Inc.	Disabled	None
 Adobe Creative Cloud	Adobe Inc.	Disabled	None
 Adobe CS4 Service Manager	Adobe Systems Incorpor...	Disabled	None
 Dropbox	Dropbox, Inc.	Disabled	None
 GoToMeeting	LogMeIn, Inc.	Disabled	None
 CCleaner	Piriform Ltd	Disabled	None

^ Fewer details

Disable

DEFRAGMENTATION AKA DEFRAG

- Windows 10 – Automatically Defrags!
- When saved, files are split into noncontiguous fragments aka pieces
- Searching for scattered data slows down data access
- Defrag “reassembles” files and organizes the hard drive

OPTIMIZE DISPLAY SETTINGS

- Adding Visual Effects
 - windows animation – min and max
 - Shadows under icons
 - Fading or sliding menus
- These Effects use a lot of memory and can significantly slow your computer down

Where to find :

Search Performance

Click Adjust appearance and performance

We recommend Let Windows choose

DISABLE DISPLAY SETTINGS

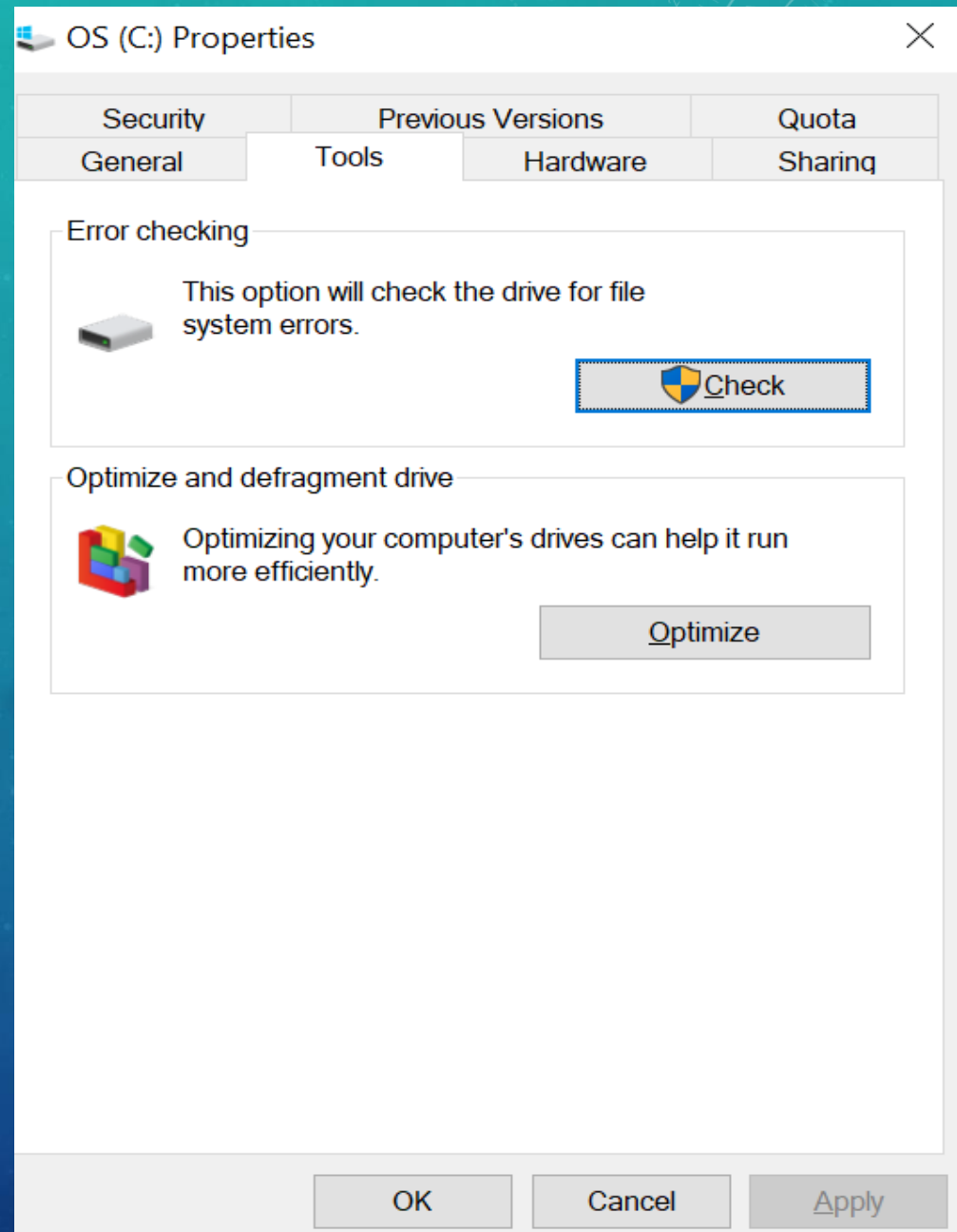
- Windows 10
 - Desktop
 - Right Click
 - Display Settings

Disable only one or two features at a time; in case you don't like the visual display

DETECT AND REPAIR DISK ERRORS

- As computer ages, hard drive can develop bad sectors
 - Improper shutdowns
 - Normal disk usage
- Error Checking (7 and 10)
 - Open Computer (My Computer)
 - Right click C:
 - Properties
 - Tools tab
 - Check Now
 - Select Scan for and attempt recovery of bad sectors

DISK ERRORS



REGISTRY CLEANER

- Remove redundant, unneeded or unwanted items from the Windows registry
 - Registry: database that stores configuration settings and options on Windows operating system
 - Ccleaner
 - www.piriform.com
 - #1 registry cleaner per cnet.com, pcworld, pcreports
- or
- PrivaZer – recommended, but may take longer to run
 - www.privazer.com/
 - www.makeuseof.com/tag/securely-delete-cookies-internet-cache-privazer/

MALWARE AND AVOIDING IT



VIRUSES

Types

- Virus
- Trojan Horse
- Worm

Antivirus Programs

- Norton, McAfee, Trend Micro
- Some Internet Service Providers offer a free program – check with your carrier (Optimum)
- Bit defender (Free)
- AVG Anti-Virus (Free)
 - www.avg.com

PROTECT YOURSELF FROM VIRUSES

- Never Download from Someone You Don't Know !!!
- Update Your Virus Protection Software
- Be Careful Online – Use Care in Downloading
- Check Your Disks and External Drives
- Back Up Important Files
- Keep the product codes for the programs you purchased/downloaded

IF YOU GET A VIRUS

- Close all Emails
- Close all Programs
- Update Your Antivirus Program
- Run the Anti Virus Program on the Hard Drive and all External Disks and Drives
- Update Passwords

TYPES OF MALWARE

- Spyware - transmits personally identifiable information
- Adware - monitors surfing to deliver tailored advertising
- Tracking Cookies – sends notices to originator about your visited sites
- Key logger – records all keystrokes and sends to originator

FREE ANTISPYWARE PROGRAMS

- Spybot Search & Destroy
 - www.safer-networking.org
- Malware Bytes
 - <https://www.malwarebytes.com/>

SPYWARE NOTICEABLE EFFECTS

- New Toolbars in your Browser
- Browser Crashes
- Home Page Changes
- Silent Trackers – No Noticeable Effects

SPAM – JUNK EMAIL

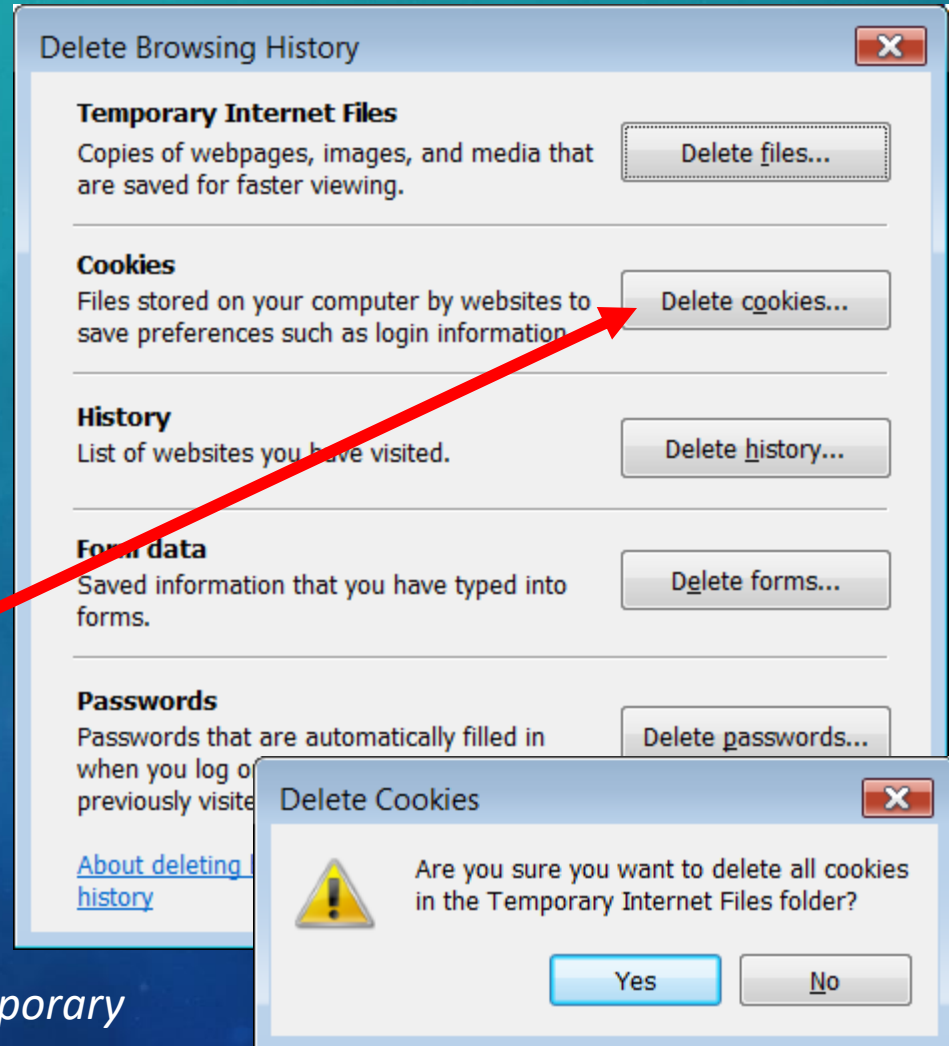
- Don't Open Email from Unknown Senders
- Never Respond To Spam
- Use Another Email Address for Spam Magnets
 - shopping sites, sign ups, newsletters
- Use email with good Spam Filters
 - Gmail (google email)

DELETE COOKIES

Deleting from Control Panel:

- Windows 10 – Search Internet Options – Control Panel
- In Browsing History section - Delete Cookies

Ccleaner can be used to delete cookies, temporary internet files, etc



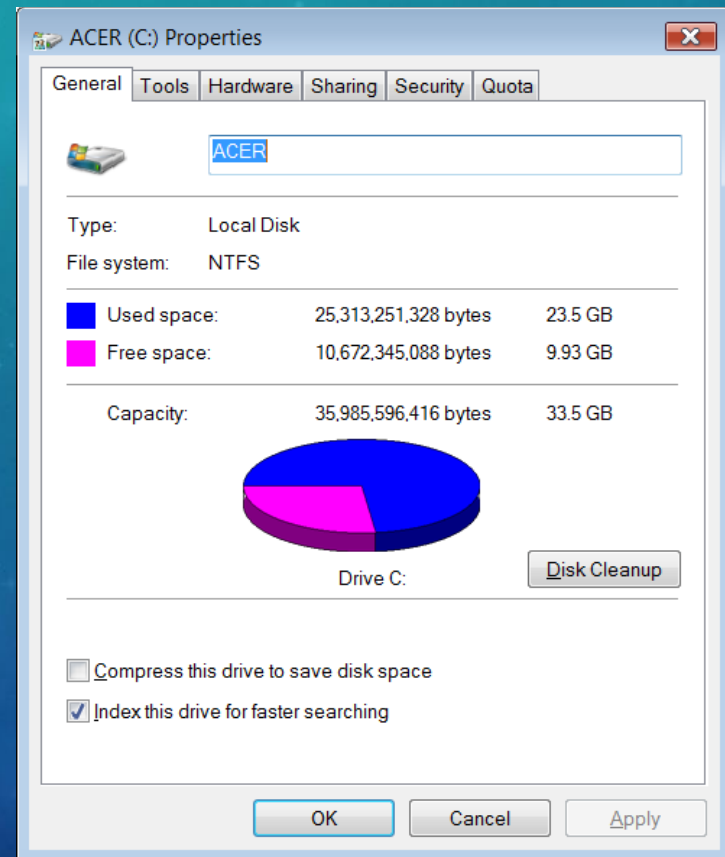
CLEANING UP THE HARD DISK



AVAILABLE HARD DRIVE/DISK SPACE

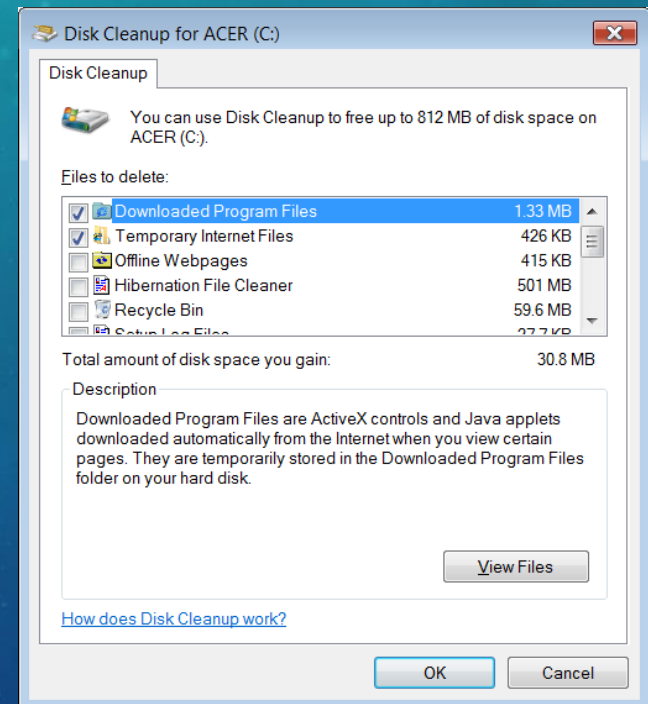
- Computer (My Computer)
- Right Click C:
- Left Click Properties

For max speed and efficiency, there should always be at least 25% free space



DISK CLEANUP

- Computer/ Properties/Disk Cleanup/Disk Cleanup tab
- Display shows unnecessary files
- Click on Category to view description
- Click View Files for list
- Click OK



UNINSTALL UNUSED PROGRAMS

Even unused programs can slow things down

- Windows 10
 - Start
 - Settings
 - System
 - Apps & Features
 - Select Program to Uninstall
 - Follow Prompts
- Some programs have their own Uninstaller
- Start, All Programs, find the program, right click and look for Uninstall

SLOW INTERNET

- Can be caused by:
 - Modem
 - Router
 - Wires
 - Add Ons
- Check speed at www.speedtest.net

BACKING UP YOUR FILES

We think our computer is never going to fail but Hard Drives **will** fail at some point – Mechanical problems.

- How often should you back up?
- What do you need to save?
- Save to Where? Flash Drive, External HD, Cloud
- Google best practices for Backing Up your Computer

REMEMBER

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