



## **PREREQUISITES**

Delegates attending a Computer Housekeeping Course need to have basic working knowledge of Windows.

## **COURSE OBJECTIVES**

This three hour session is designed to give delegates the confidence to help detect viruses and prevent them from doing damage to stored work and have an understanding of maintenance tasks that improve the efficiency of their Computers.

## **COMPUTER HOUSEKEEPING COURSE – VIRUS AWARENESS - THREE HOUR SESSION**

### **Course Content**

#### **System Tidy Up**

- Understanding Different Types Of Viruses And Looking At The Latest Threats

- Learning Ways To Prevent Viruses

- Understanding E-Mail Viruses And Clearing Up Unwanted E-Mails

- Comparing The Virus Software On The Market:

  - Norton Anti Virus 2006 / Norton Internet Security / Norton System Works / Norton Firewall

- Using Norton Software To Perform Virus Tasks:

  - How To Use The Software Interface

  - Understanding The Software Terminology

  - Look At Internet Linked (LiveUpdate) Virus Definitions

  - Scheduling Full System Scans And Custom Scans

- Using System Tools To Perform Maintenance Tasks:

  - Check Disk

  - Disk CleanUp

  - Disk Defragmenter

- Using Internet Tools To Perform Maintenance Tasks::

  - Deleting Temporary Files

  - Deleting Cookies

  - Deleting History Links