

STUDENT ACTIVITY 6.2-6.3_KEY: CONNECT DEVICES AND UNDERSTAND STORAGE

MTA Course: 10753 Windows Operating System Fundamentals

Topic: Understand maintenance tools; understand updates

File name: 10753_WindowsOS_SA_6.2-6.3_key

Lesson Objectives:

6.2: Understand maintenance tools. *This objective may include but is not limited to:* understanding Disk Defragmenter, Disk Cleanup, Task Scheduler, Action Center, and System Information.

6.3: Understand updates. *This objective may include but is not limited to:* understanding Windows® updates, Microsoft® updates, and hotfixes.

Resources, software, and additional files needed for this lesson:

- A workstation with Windows 7 Professional or Enterprise edition installed
- Alternative option:
 - A virtual machine with Windows 7 Professional or Enterprise edition installed

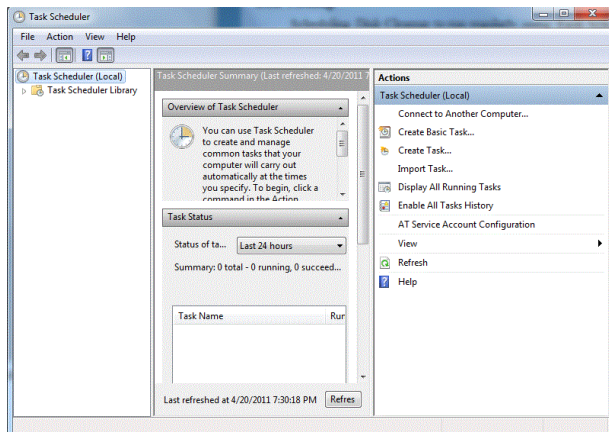
Directions to the student:

Complete the following activities. Note that the screenshots in the activities may look different from your system. Answer the questions as you work through the activities. Request assistance from the instructor as needed. Verify your answers with the instructor.

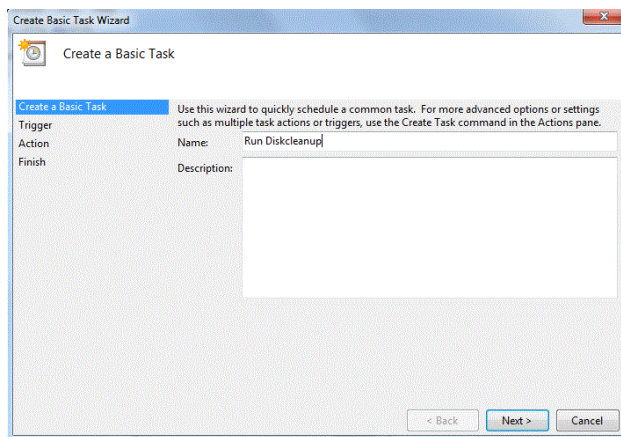
Schedule Disk Cleanup to run automatically

1. Authenticate into your system using the user account provided by the instructor.

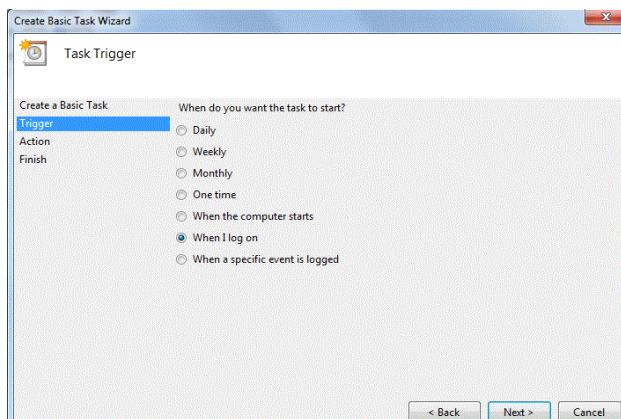
- Open the Task Scheduler by clicking Start, typing **Task Scheduler** in the Search Programs And Files field and pressing ENTER. Task Scheduler will open, as shown here.



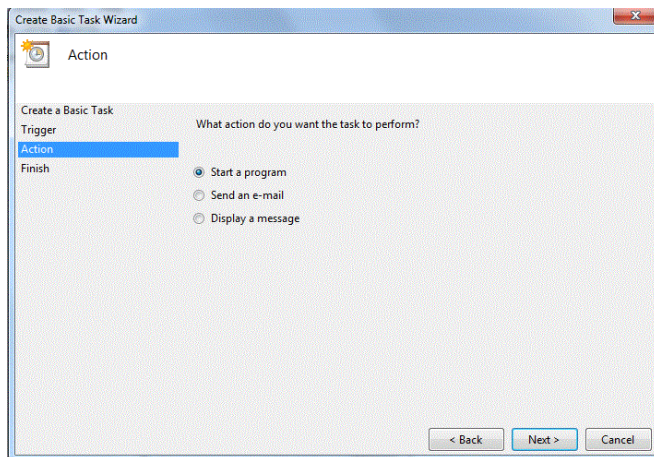
- Click Action and then click Create Basic Task. Type the name **Run Disk Cleanup**, as shown here, and click Next.



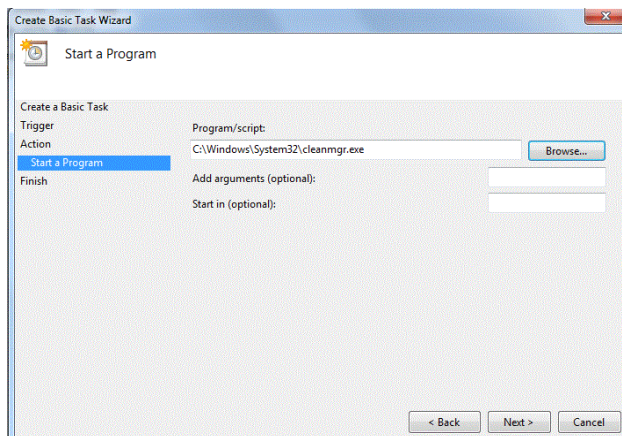
- Set this task to run when you log in, as shown here. Click Next. Realistically, Disk Cleanup should run monthly; however, for the purposes of this activity, set it to run when you log in.



5. Click Start A Program, as shown here, and click Next.

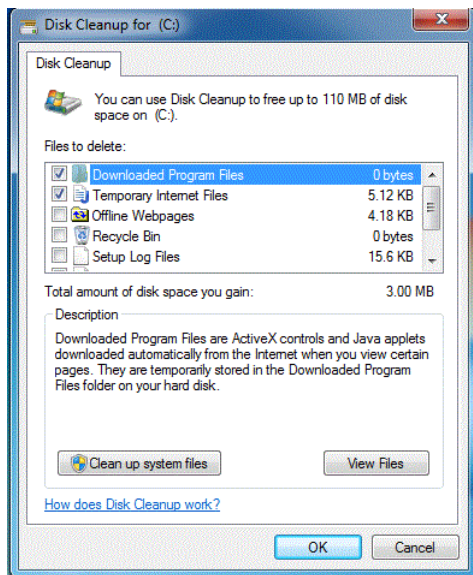


6. Click Browse and navigate to the C:\Windows\System32 folder. Type **cleanmgr.exe** in the file name field and click Next, as shown here.

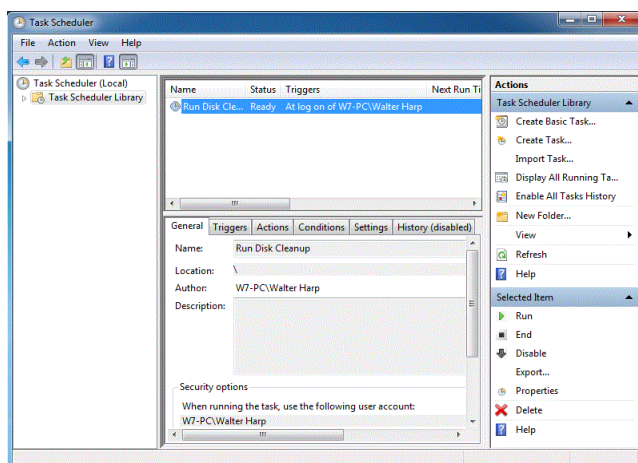


7. Click Finish. Log off the system and then log back in.
8. Disk Cleanup will start when you log in. You will be prompted for a drive to clean. Choose the C:\ drive and click OK.

9. Leave the default file choices as shown here and click OK.

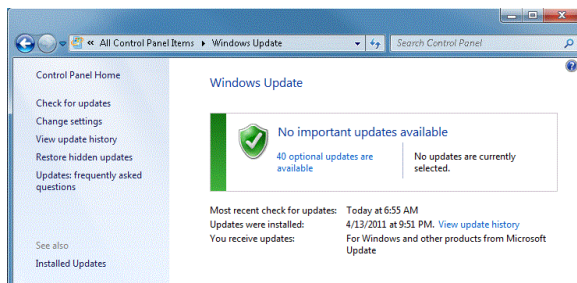


10. Return to Task Scheduler. In the left pane, click Task Scheduler Library. Select the task that you just created and click Delete, as shown here. Close Task Scheduler.



Using Windows Update

1. To open Windows Update, click Start, type **Windows Update** in the Search Programs And Files field, and press ENTER. Windows Update should open, as shown here.



2. Click Change Settings in the left pane.
3. How are Windows updates being installed?
 - a. Answers may vary.
4. When are new updates installed?
 - a. Answers may vary; the default is every day at 3:00 A.M.
5. What are Microsoft Updates?
 - a. Updates for Microsoft products and new Microsoft Software.
6. Click OK on the Change Settings page to return to Windows Update.
7. Click Installed Updates in the left pane.
8. Record the categories of updates listed under the Name column. There may be more than five.
 - a. Microsoft Windows
 - b. Answers may vary.
 - c. _____
 - d. _____
 - e. _____
9. Have the instructor verify your answers.