

2

Configuring and Formatting a Computer


All the activities in this unit are based on Microsoft Windows 10 operating system.

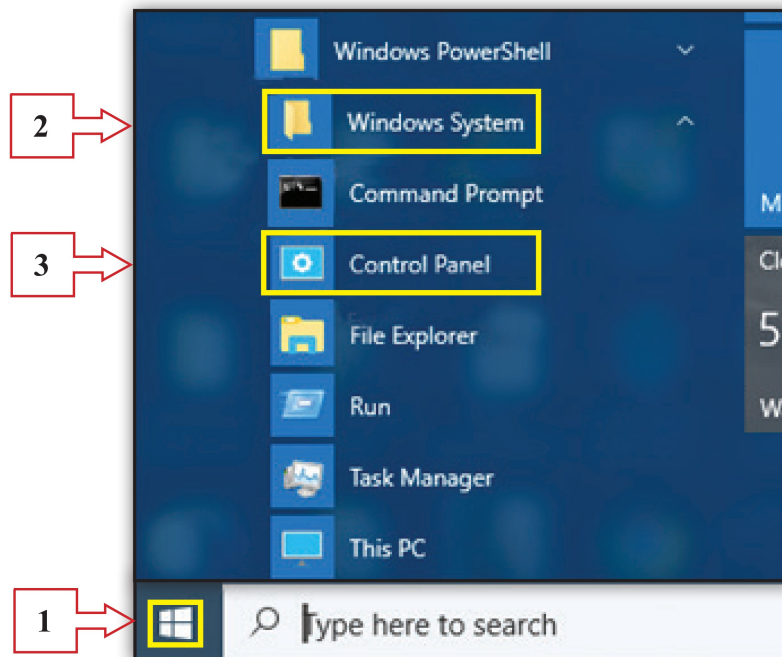
Activity 2.1



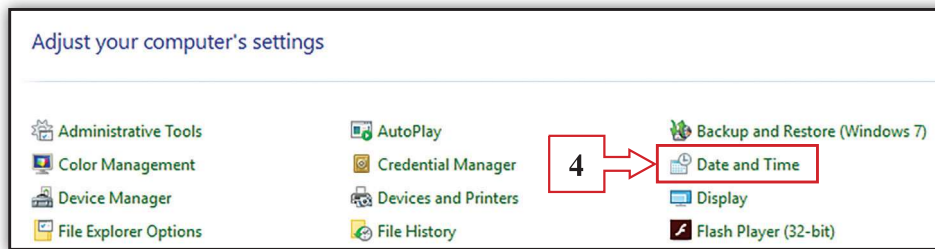
Let us set up the correct time zone, date, time, currency and the number format of the computer.

- The operating system allows all these settings to be done on one dialogue box.
- Therefore, follow the steps given below for the settings.

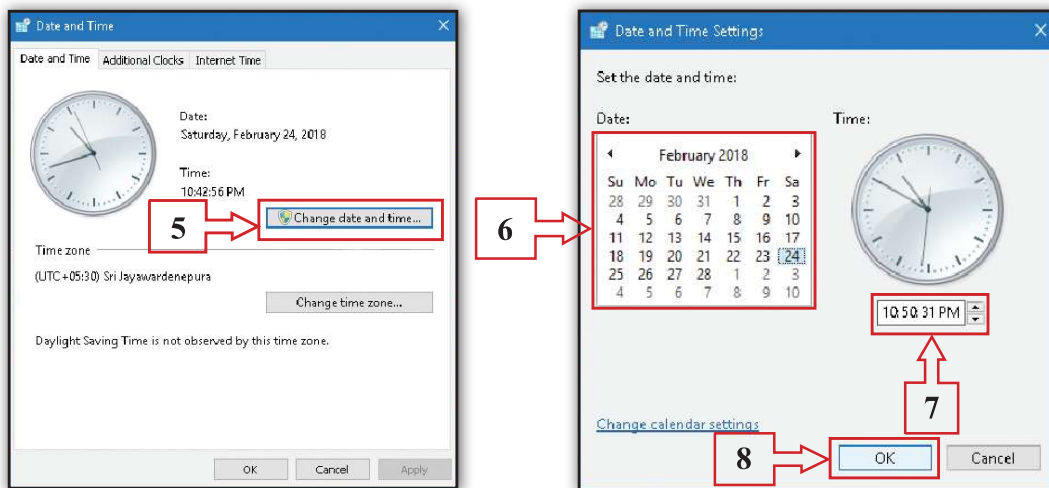
Step 01 - Click on the icon  and click on 'Control Panel' under 'Windows System'.



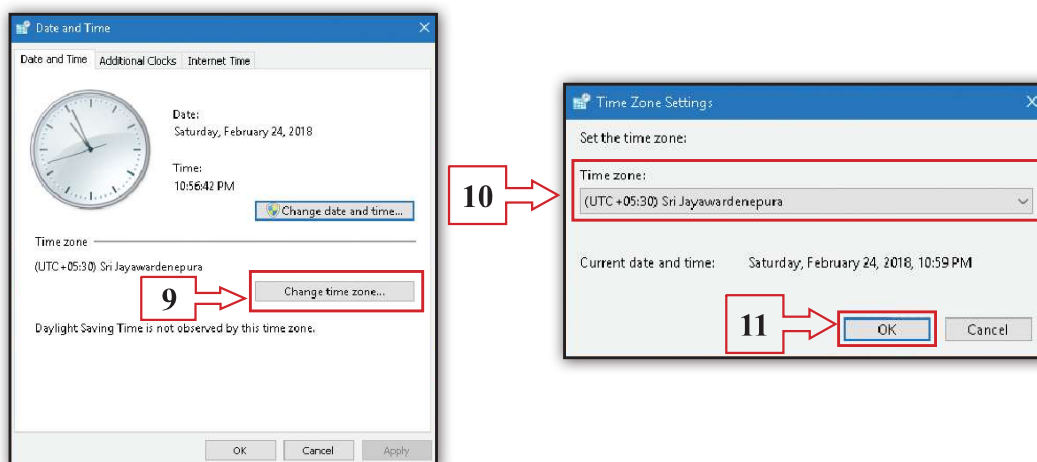
Step 02 - Click on 'Date and Time' on the control panel.



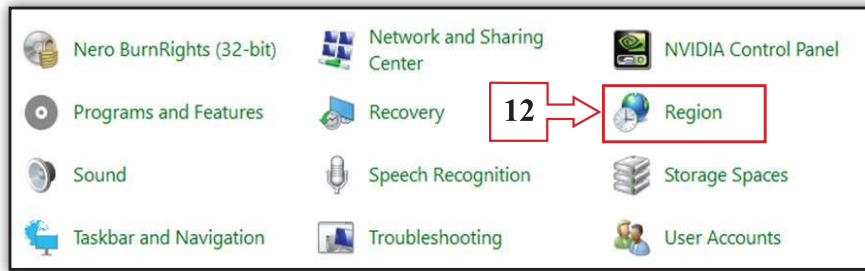
Step 03 - Click on the button 'Change Date and Time' in the dialogue box that appears. Insert the correct date and time in the dialogue box and click 'OK' button.



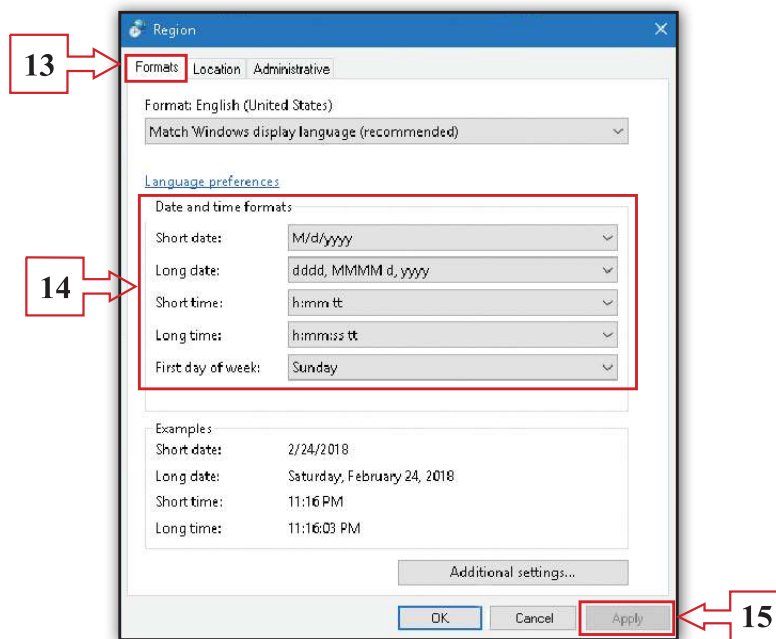
Step 04 - Click on 'Change Time Zone' in the dialogue box "Date and time". Select "Sri Jayawardenepura" as the time zone in the dialogue box and click 'OK' button.



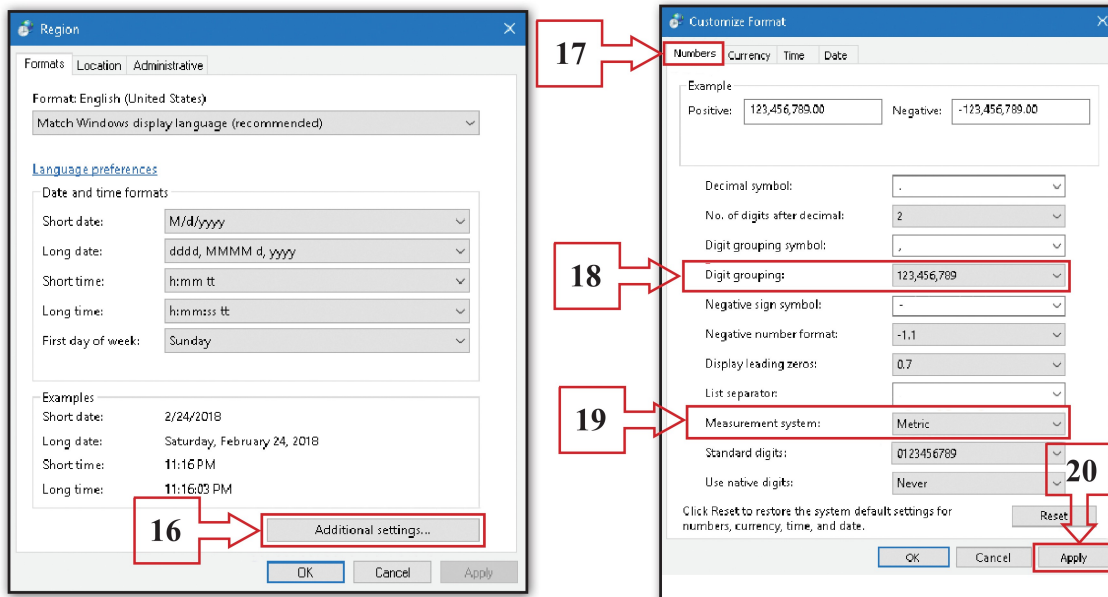
Step 05 - Let us format data and time. Click 'Region' in 'Control Panel'.



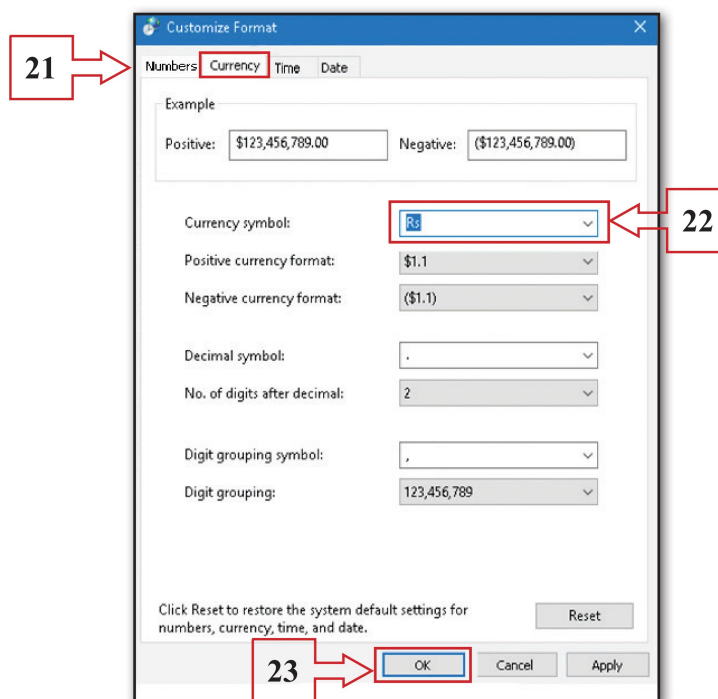
Step 06 - Click 'Formats' tab in the dialogue box. Select the data and time format you like and click "Apply".



Step 07 - Let us select the number format, measurement system and the currency in your computer. Click on the button 'Additional Settings' in the same dialogue box. Click "Numbers" tab in the dialogue box that appears and select 3 digit grouping as 'Digit grouping' and "Metric" for "Measurement system".



Step 08 - Let us set currency unit relevant to our country. Click on 'Currency' tab and delete \$. Type Rs. instead and click 'OK' button.



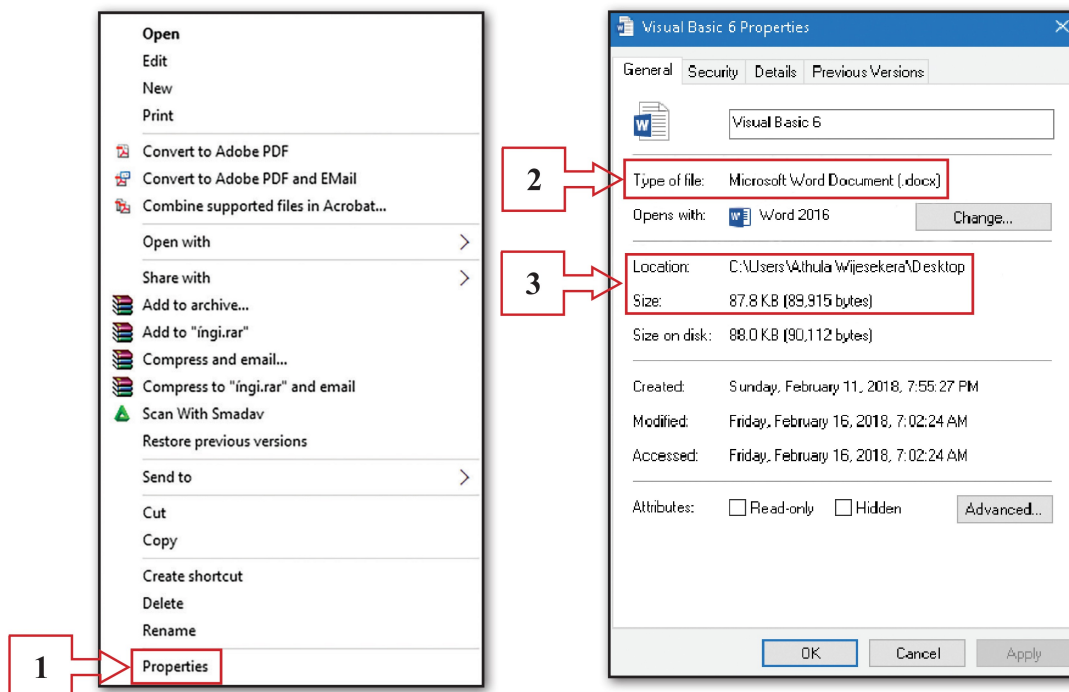
Activity 2.2



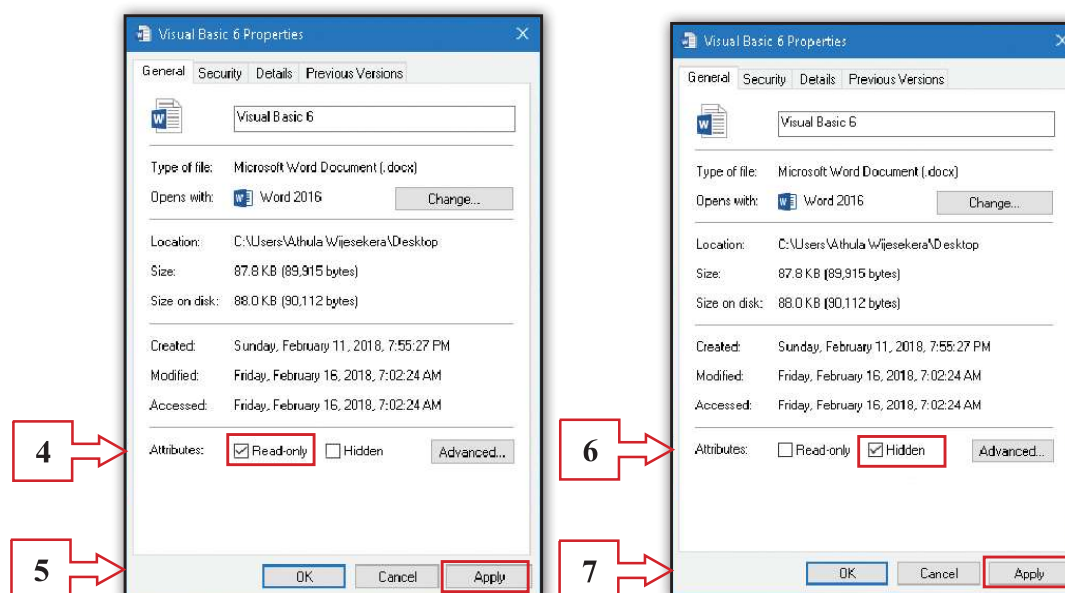
Computer file attribute configuration

For this purpose, you need to log into the computer using an administrator account. Therefore, these activities will be demonstrated to you by the teacher. Select the file that you need to change or explore the attributes. Then follow the steps below;

- Step 01 - Right click on the selected file and click on 'Properties' from the menu you get. You can then examine the attributes such as type of file, location and size in the dialogue box that appears.




Step 02 - There are two special attributes available here to protect your file. They are 'Hidden'; to keep the file not to be seen by anyone and 'Read only'; to give permission to read only, not to be edited. These attributes can be activated by clicking on check boxes in front of them. One or both attributes can be activated at the same time. For that, the steps given below can be followed as necessary. After the selection, click on 'Apply' and then 'OK' buttons.

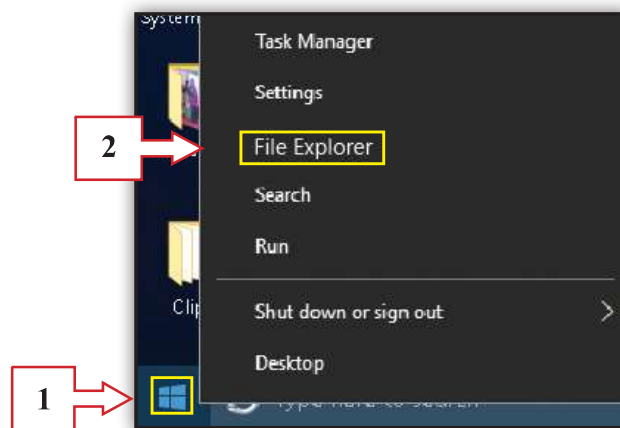


Activity 2.3

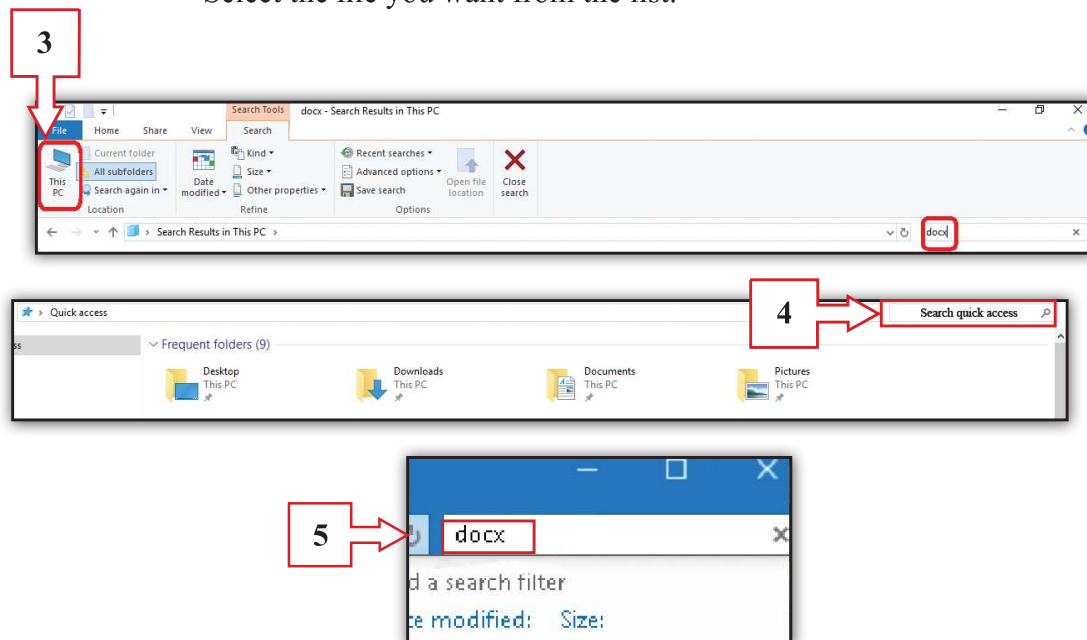


- If you have forgotten the place where you saved a particular file in an earlier occasion, there is a possibility for you to find it again using the file name, file type and the date saved, etc. Let us learn the way to find such files using file types. If the file type is known, files of that type in the computer can be listed out. File type is shown in file name as its extension. Hence, let us see how to find all such types of files using the file extension.
- For instance, let us find a file with an extension 'docx'. Follow the steps given below;

Step 01 - First, let us go to 'File Explorer'. Right click on  icon. Click on 'File explorer' in the menu that appears.



Step 02 - Click on 'This PC' in the 'Search' ribbon. Then, on the top right hand corner of 'File Explorer' window, in the place 'Search quick access', type 'docx' as the file extension that you try to search. Then, all the files in the computer with 'docx' extension will be shown to you. Select the file you want from the list.



Note well : The screen captures shown in this chapter may vary according to the Windows operating system updates.

Select the most suitable word / words from those in the box to fill the blanks in the statements given below.

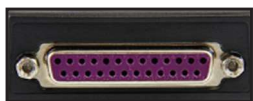

computer, ethernet port, keyboard, PS2, HDMI, driver software, uninstall, VGA, disconnect power supply, restart, hardware defects, main storage, USB, install, software defects, RJ45, application software, mouse


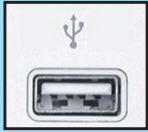
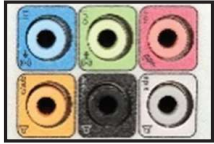
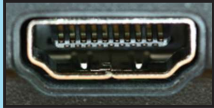
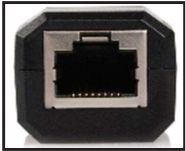





1. Common problems faced with the use of computers are and
2. Inactive and are hardware problems.
3. It is essential to when checking cables connected to the computer.
4. To connect keyboard and mouse port or port can be used.
5. RJ45 cable is connected to the port of a
6. cables are used to connect a television to a computer.
7. The basic solution to most of the problems in computers is to the computer.
8. Some hardware connected to computer may not function because is not installed properly.
9. Lack of space in the slows down a computer.
10. To make a computer run more efficiently, it is needed to unnecessary software.

Activity 2.4



Match the images in the first column with the words in the second column and write the relevant English letter in the blank.

A			DVI port
B			SD card port

C		HDMI port
D		eSata port
E		Parallel port
F		VGA port
G		Micro USB port
H		RJ45 Ethernet port
I		HD Audio port
J		Display port
K		PS /2 port
L		USB port

Activity 2.5



Select the correct answer from the multiple answers given and underline it.

1. What are the two main problems that you might face when using the computer?
 - a. financial and language problems
 - b. mathematical and hardware problems
 - c. hardware and software problems
 - d. software and language problems
2. Which is an example for a simple hardware problem?
 - a. Operating system does not work
 - b. Mouse does not work
 - c. Takes longer time to start
 - d. Main memory contains less space
3. A computer fails to connect to the network when it has:
 - a. a software problem
 - b. a hardware problem
 - c. a computer virus
 - d. all the faults given above
4. You need to check on the power supply to a computer when it fails to start. In such a situation, what you need to do first is to
 - a. fix the power cable correctly to the computer.
 - b. check the power cable to the UPS.
 - c. disconnect power form the main supply.
 - d. press the button to activate the computer.
5. Which device of the following cannot be connected to the computer using a USB port?
 - a. printer
 - b. display screen
 - c. scanner
 - d. keyboard

6. The most suitable port to connect a television to the computer is a:
- a. USB
 - b. DVI
 - c. eSata
 - d. HDMI
7. The port to which the monitor cannot be connected is,
- a. DVI
 - b. USB
 - c. VGA
 - d. HDMI
8. You cannot open the spreadsheet software up in your computer. The reason may be:
- a. an active virus
 - b. corrupted spreadsheet software
 - c. expiry of trial period
 - d. due to one of the reasons given above
9. Which of the following device uses the e-Sata port?
- a. screen
 - b. mouse or keyboard
 - c. high quality HD speakers
 - d. external storage devices
10. In the past, many devices were connected to the computer using a port which was unique to the device. However, with the advancement of technology, there are modern computers with a common port to which many devices can be connected. This port is known as;
- a. HDMI
 - b. eSata
 - c. DVI
 - d. USB