Computer Systems Assignment 1

You are employed as a junior technician at mmmmm and have been assigned to Sales department. The Sales Manager, Hugo Furst, is about to meet with the IT Manager to discuss new PC requirement for his department. Hugo has asked you for some information to help in this meeting. The IT Manager is prone to talking jargon and Hugo wants to be ready for him this time. Last year He was talked out of any PCs or upgrades.

Task 1
Create a Presentation explaining the functions of the various components that make up a computer system. He specifically would like you to cover:-

- Processors
- Motherboard
- BIOS
- Power supply & Fans
- Memory (RAM, ROM)
- Hard drive
- Ports (USB, parallel, serial)
- Peripherals (printers, cameras, scanners, plotters)
- NIC
- Graphics cards
- Optical media
- Memory cards (SD Compact flash)

This task provides evidence for P1

Task 2
Explain how to install Windows XP and an Office Suite on a computer to produce a system capable of office work. Take screen shots and use them to explain how you completed this task.

This task provides evidence for P2

Task 3
Hugo is very impressed with your report and wants this implemented as soon as possible, as both an automatic procedure that happens over the weekend and at the instigation of the staff.

Write instruction sheets for the staff to carry out the following:
1. Run spybot.
2. Defrag
3. Virus check a USB flash drive

To enable the other technician to automate some of these procedures, write an instruction sheet showing them how they can schedule the tasks below to happen each Friday at 7pm. Use the following as examples:-
1. Disk cleanup
2. Data backup.

This task provides evidence for P3, P5.

Task 4
The current computers they are getting slower and slower and would benefit from some software maintenance.

Write a report describing the range of available utility software that might be used to do this and the effects they would have on the computers. This report should include: anti-virus spy ware and malware, cleanup tools such as defrag and disk cleanup, data backup.

This task provides evidence for P4
Task 1
Presentation Covering Computer Systems Components
See the presentation JM-Components.ppt
These are the slides and note from the presentation.