

# Basics of Computer Upkeep:



The basics of your computer upkeep will cover how to manage your folders and files, how to backup important files, how to keep your computer updated, how to keep your computer virus and malware free and how to keep your computer secure and running smooth.

**Presented by:**

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today's session)***

## Topics to be discussed:

1. How to Manage Folders & Files
  - a. Create Folders
  - b. Moving & Copying files
2. How to Backup Important Files
  - a. USB Flash Drive
  - b. USB External Drive
  - c. Online Cloud Solutions (Drive, Dropbox, etc)
  - d. Online Backup Solutions (Carbonite, etc)
3. How to Keep Virus & Malware Free
  - a. Use a Virus Scan & Anti Malware Programs (either Free or Purchased)
  - b. Keep them updated
  - c. Run Regular Scans or setup to Auto Run
4. How to Keep Windows Secure
  - a. Windows Updates
  - b. Browser & Plug -In Updates
  - c. Temporary files & Cookies
  - d. Removal of Unnecessary Software
  - e. Windows Firewall & Defender
5. Questions & Answers

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