Name:_____ Grade & Section:_____

Computer Maintenance and File Maintenance Worksheet

Match each term to its correct description by writing the letter in the blank.

Terms:

_____1. Disk Cleanup

_____2. Checking Disk Error (Chkdsk)

_____3. Clean dust from your computer

_____4. Backing up files

_____5. Deleting unwanted files

_____6. Updating Antivirus database

Descriptions:

A. Protects the system by regularly monitoring and scanning for viruses, adware, and spyware, often set to update automatically at least once per day.

B. This process removes temporary files, unused installed programs, internet downloads, and empties the Recycle Bin to free up hard drive space.

C. A process that creates a complete copy of your disk, providing a fresh starting point in case you need to reload your operating system and programs.

D. Routine maintenance that scans your hard disk after improper shutdowns to ensure the logical integrity of your files and filesystem.

E. A simple yet crucial step to remove dust and prevent overheating, often done using compressed air and a damp cloth (but without harsh cleaners).

F. Getting rid of unnecessary software and clearing temporary files and old searches to improve space and system speed, though caution is needed when deleting certain files.

LIVEWORKSHEETS