

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
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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.