Computer Maintenance
CHECKLIST

DATE: _____

№	ACTIVITIES	☑
1	**Update Your Operating System:** ○ For Windows: Go to Settings > Update & Security > Windows Update, and click "Check for updates." ○ For Mac: Go to System Preferences > Software Update, and follow the prompts.	
2	**Update Drivers:** ○ Use Windows Update for Windows or System Update for Mac to ensure all drivers are up to date. ○ For specific hardware drivers (e.g., graphics card), visit the manufacturer's website for the latest updates.	
3	**Run Antivirus Scans:** ○ Ensure your antivirus software is up to date and perform regular scans to detect and remove malware.	
4	**Clear Temporary Files:** ○ For Windows: Use Disk Cleanup (search for "Disk Cleanup" in the Start menu). ○ For Mac: Use the built-in storage management tool (Apple menu > About This Mac > Storage > Manage).	
5	**Backup Important Data:** ○ Use external drives, cloud services, or backup software to regularly back up your important files and data.	
6	**Check for Hardware Issues:** ○ Inspect your computer and peripherals for any physical damage or wear. Clean your keyboard, screen, and vents	

How To Guide 🏠

Updating Your Operating System:
- Windows: Click the Start menu > Settings > Update & Security > Windows Update, then click "Check for updates." Install any available updates.
- Mac: Click the Apple menu > System Preferences > Software Update. Follow the on-screen instructions to install updates.

Updating Drivers:
- Windows: Use Windows Update as described above, or visit the hardware manufacturer's website to download and install the latest drivers.
- Mac: Drivers are typically included in system updates, so keep your macOS up to date.

Running Antivirus Scans:
- Open your antivirus software (e.g., Windows Defender, Norton, McAfee).
- Ensure the software is up to date.
- Run a full system scan and follow any prompts to remove detected threats.

Clearing Temporary Files:
- Windows: Search for "Disk Cleanup" in the Start menu. Select the drive you want to clean and follow the prompts to remove temporary files.
- Mac: Click the Apple menu > About This Mac > Storage > Manage, and use the tools provided to clean up storage.

Backing Up Important Data:
- Connect an external drive or set up a cloud backup service.
- Follow the software's instructions to back up your files regularly.

Updating Software and Applications:
- Open each application and look for an option to check for updates (usually in the Help or Settings menu).
- Install any available updates.

Checking for Hardware Issues:
- Physically inspect your computer and peripherals for any damage.
- Clean your keyboard with compressed air and a soft cloth.
- Wipe your screen with a microfiber cloth.