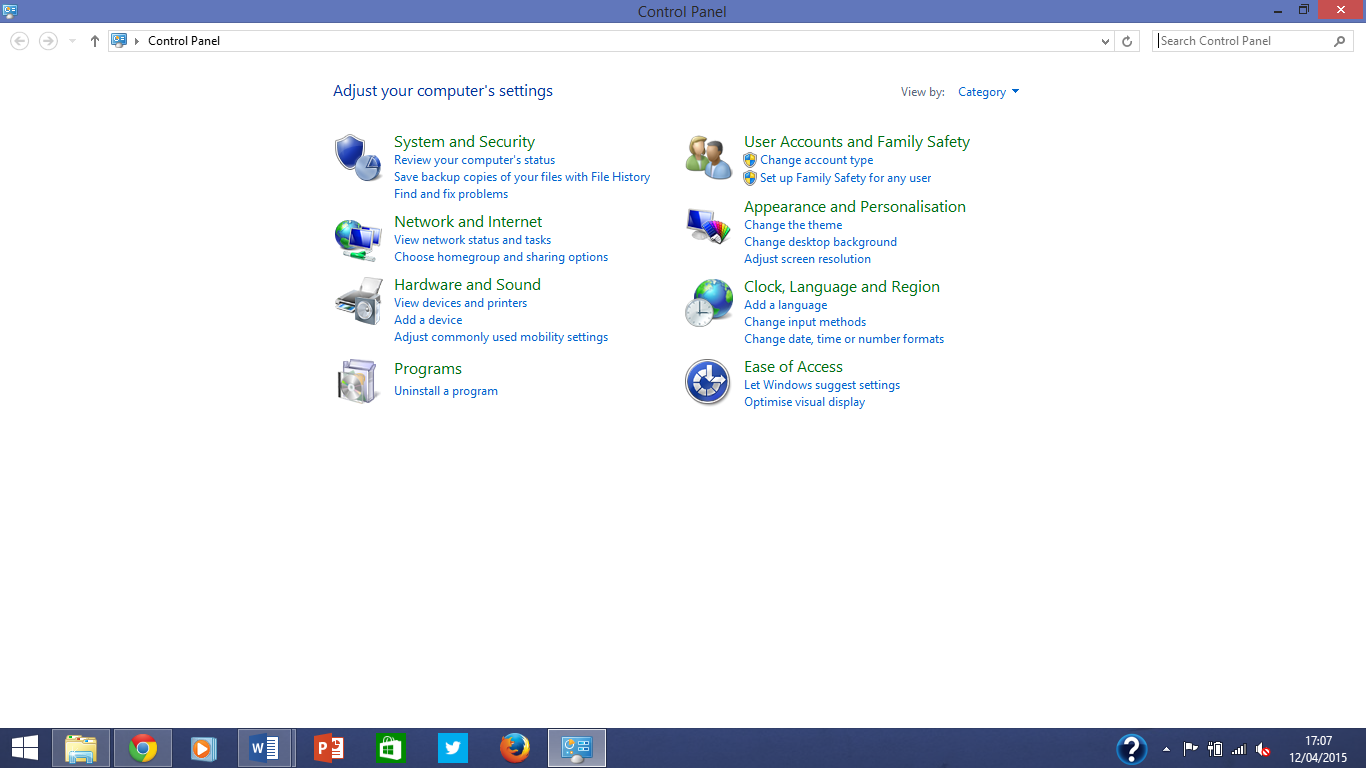
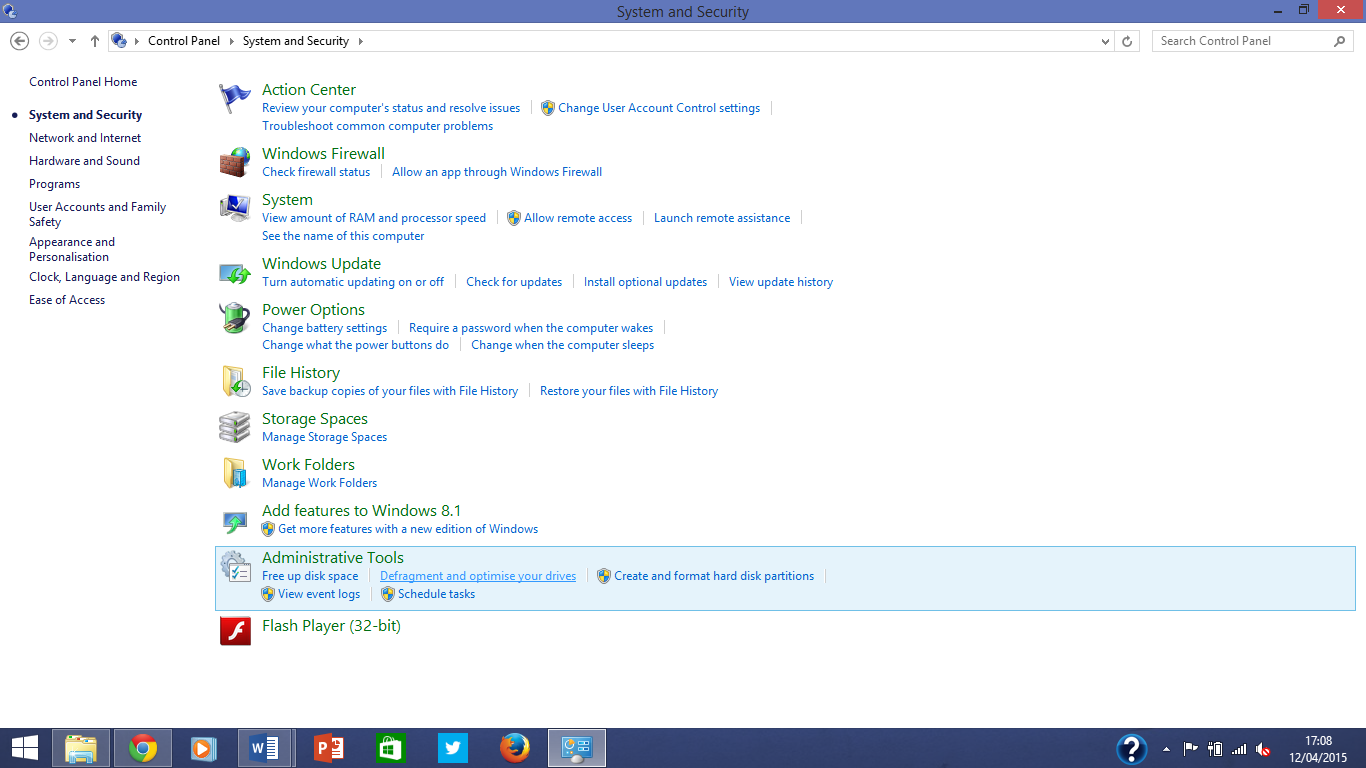
P4 – Perform routine housekeeping on a computer system

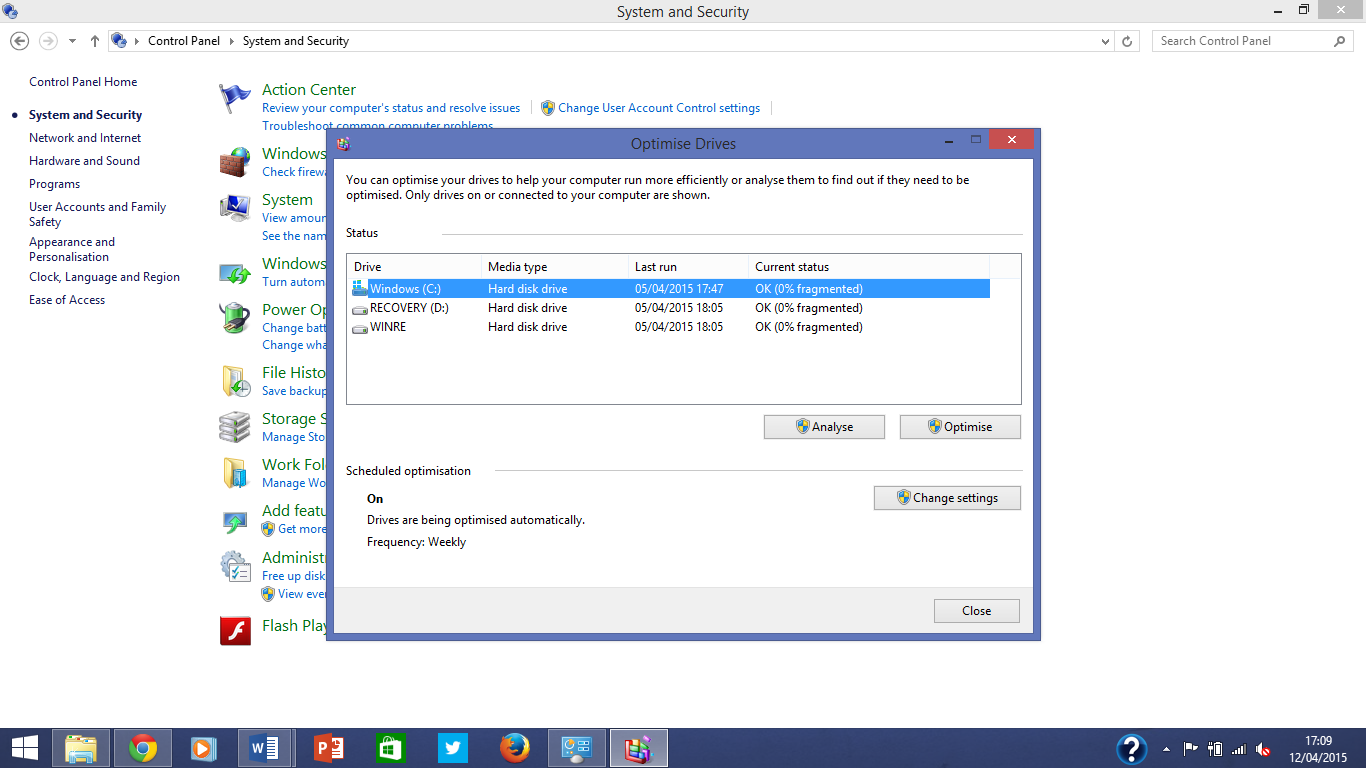
The routine housekeeping procedure that I have chosen to carry out and explain is disk defragmenting. Disk defragmentation makes computers run efficiently. When the files on your computer are fragmented, they are both disorganised and found in wrong parts of your system. This causes your system to run slowly. Defragmenting your computer system brings together your files and organises them, improving your computers performance.



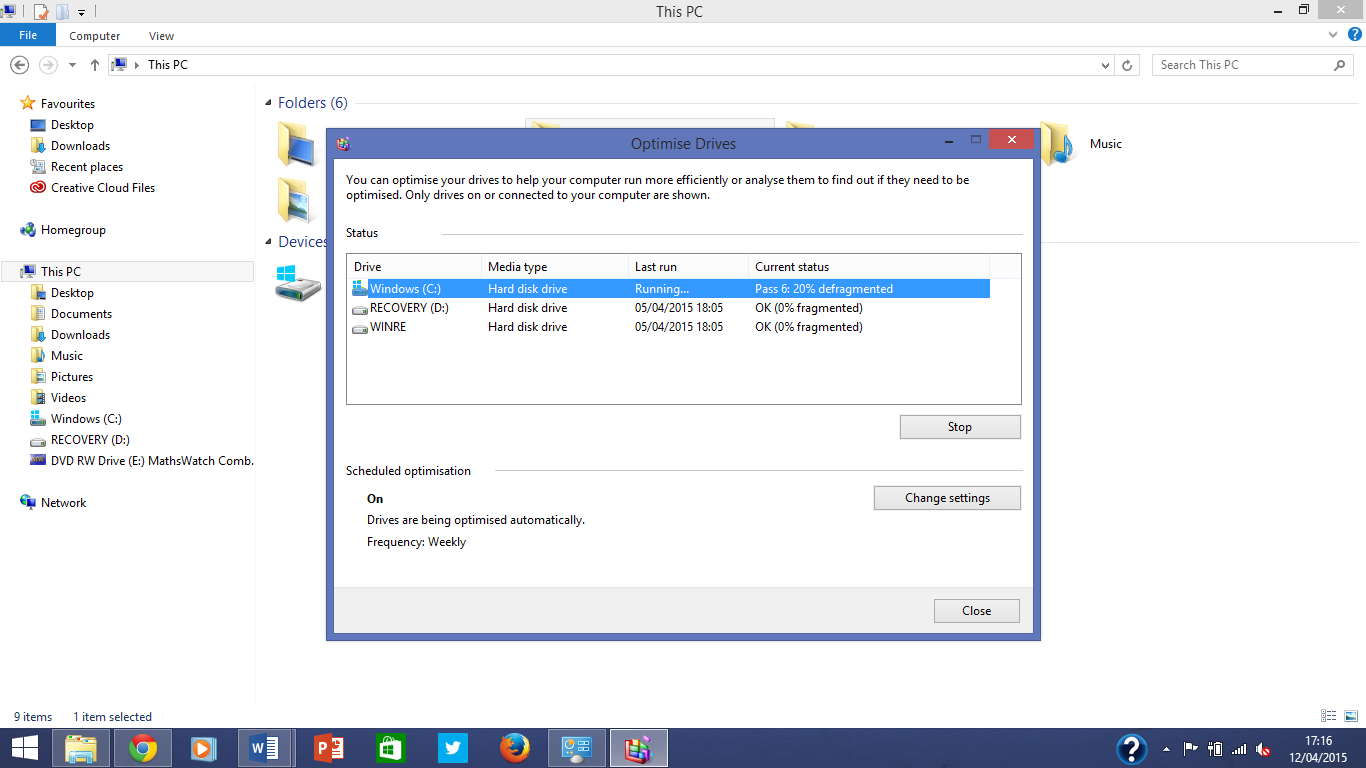
In order to carry out disk defragmentation, the first thing you are to do is go to your computers’ **control panel**. By accessing the control panel it will provide the user with a variety of options of what you would like to do with your computer. In this case it will be to defrag your computer system.

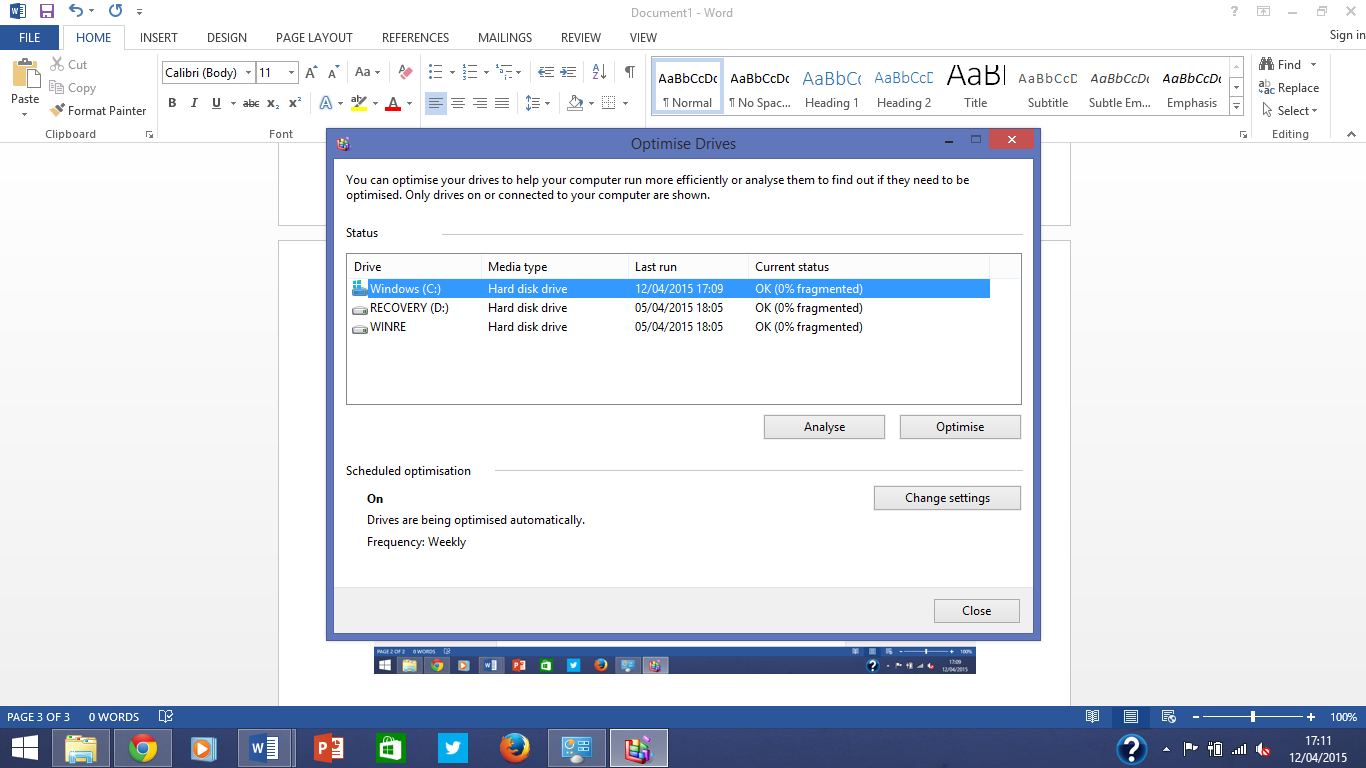


By clicking on the “systems security” it will take you to this screen. Once on this page, what you should refer to is the **administrative tools** section and click on the “defragment and optimise your drives” selection (as highlighted).



It will then open up the dial box shown to the right. As shown, it reads that the disks have all be defragged recently and currently have no fragmented files, which is exactly what you should want as it is the goal of having a good running computer. If you still wish to carry out the defragmenting process, click the **optimise** button.

After clicking optimise, it will carry out the defragmentation process. This will take a few minutes depending on how large the size of your hard disk drive is.



After the process has completed, in the **current status** column, reads if the computer system is fragmented or not at a percentage. In this case, in the image on the right, the computer system is said to be OK and is 0% fragmented, meaning that all files have been defragged, meaning that all files are sorted on the hard drive and the computer should be running more efficiently.

If you are then happy with the outcome of the procedure of the disk defragmenting, you can then click close and use your computer system as normal.