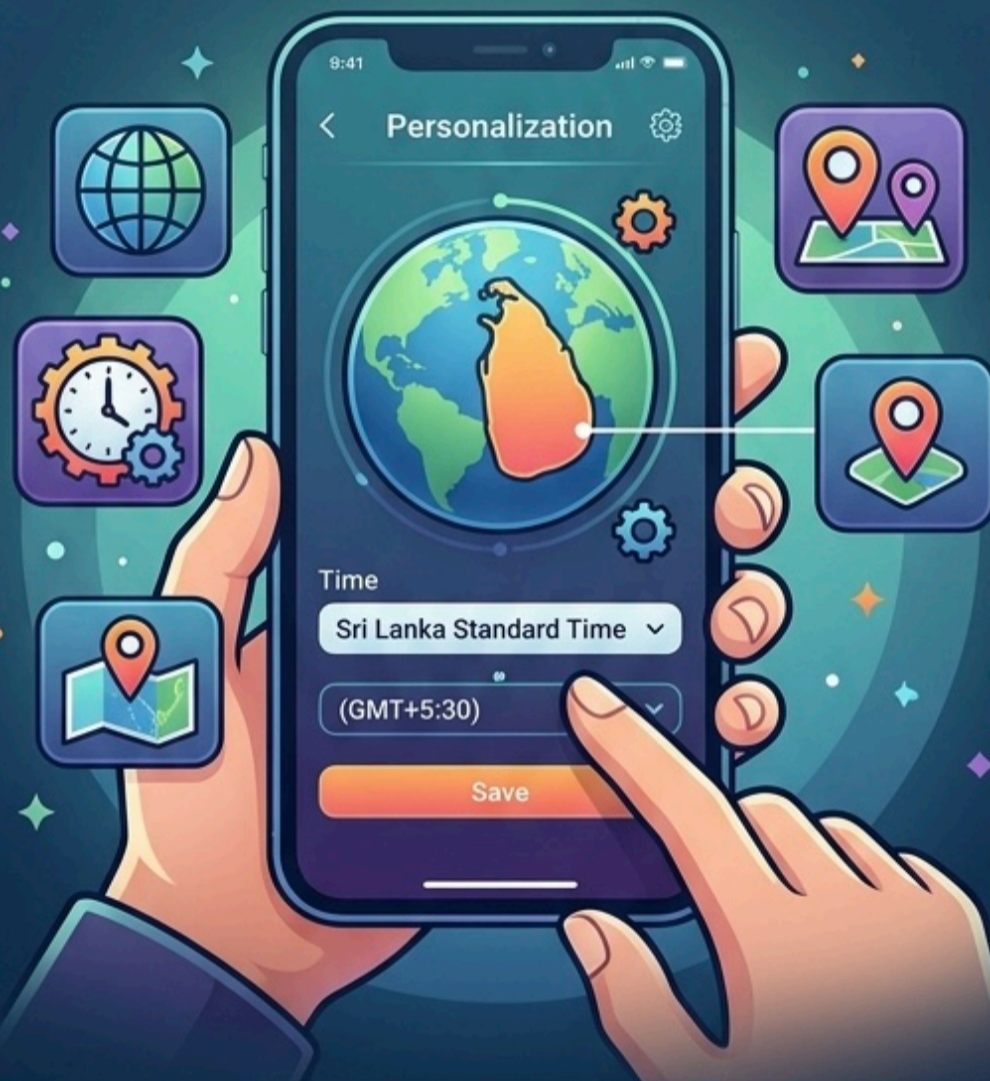


# PART 1: Making the Computer “Yours”

## Configuration Guide



**Why Date, Time, & Time Zone Matter**



**INSTALL & UPDATE SOFTWARE SAFELY**



**ACTIVATE SOFTWARE LICENSES**



**SAVE FILES WITH THE CORRECT TIMESTAMP**



**CONNECT SECURELY TO WEBSITES ON THE INTERNET**

# PART 1: Making the Computer “Yours”

## Page 2: Currency and Numbers Region & Formatting Guide

### Why Accurate Settings Matter: A Quick Recap



SAFE SOFTWARE UPDATES



ACTIVATE SOFTWARE LICENSES



CORRECT FILE TIMESTAMPS



SECURE INTERNET CONNECTION



(Teacher Note: Insert a screenshot here showing the Windows Control Panel / Settings screen for changing Region and Currency).

### Setting Local Currency and Format

By default, your computer uses a standard currency (like US Dollars). You need to change this to your local currency (e.g., LKR - Sri Lankan Rupees) for accurate formatting in documents, spreadsheets, and online tools.

# PART 2: Understanding Your Files

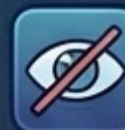
Every file on your computer has hidden details attached to it, known as File Attributes. Understanding these helps you organize and protect your work.



-  **Name**
  - **File Name:** What you call the file (e.g., Science\_Project)
  - **File Extension:** A short code...showing the file type (e.g., .docx for a document, .exe for a program, .jpg for an image)
-  • **Location:** The exact folder where the file is stored
-  • **Date:** When the file was created and when it was last modified
-  • **Size:** How much storage space the file takes up
- **Size:** How much storage space the file takes up
-  • **Permissions:** Rules about who can open or change the file

## PRO-TIP ON PERMISSIONS

You can change a file's attributes to make it 'Hidden' so others cannot see it, or 'Read-Only' so people can read it but cannot accidentally delete or change your text!



Hidden



Read-Only

# PART 1: Making the Computer “Yours”

## Page 4: Searching for Files

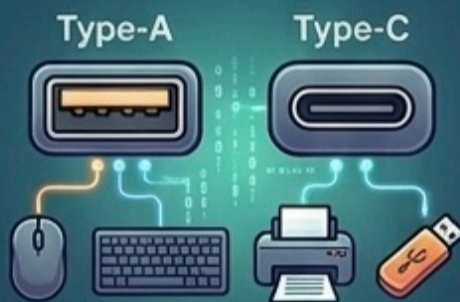


### Lost a file?

Modern operating systems have powerful search bars. You can search by typing the exact name, or simply search by the file extension (like typing '.pdf') to see all PDF documents on your computer.

## PART 3: KNOWING YOUR PORTS (HARDWARE CONNECTIONS)

To fix hardware problems, you first need to know how things connect. Here are the essential ports found on modern computers:

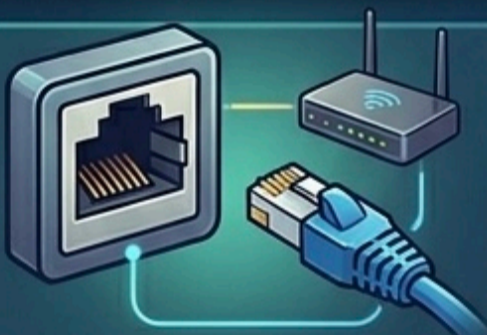


### USB Port (Type-A and Type-C)

The universal connection for mice, keyboards, printers, and flash drives.

### HDMI & DisplayPort

High-quality ports used to connect monitors or TVs. They carry both crisp video and audio.



### RJ45 Ethernet Port

Used to plug in a network cable for a fast, stable internet connection.

### HD Audio Ports

The round jacks (usually green for speakers/headphones and pink for microphones) used for sound.



### Legacy Ports

You might still see older ports like VGA (blue, for old monitors) or PS/2 (round, for old keyboards/mice), but USB and HDMI have mostly replaced these.



## PART 4: BE YOUR OWN TECH SUPPORT (TROUBLESHOOTING)

Computers run into problems. Sometimes it is the physical equipment (Hardware), and sometimes it is the programs (Software).



**Safety Warning:** Always be cautious around electricity! Never open the power supply unit of a computer, and always ensure your hands are dry when checking cables.

### Hardware Troubleshooting Guide



#### 1. The computer will not turn on at all.




- check wall socket
- check UPS
- push cables (power cord)



#### 2. The keyboard or mouse is not working.

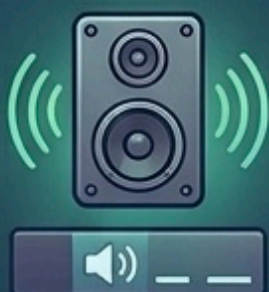


- unplug/replug
- restart 
- test on another computer






#### 3. The screen is completely blank.

- check monitor power
- check video cable



#### 4. There is no sound coming from the speakers.

- Check taskbar icon 
- Check green Audio-Out port 
- Ensure speaker power into wall 






## PART 2: Troubleshooting and Maintenance

### Software Troubleshooting Guide






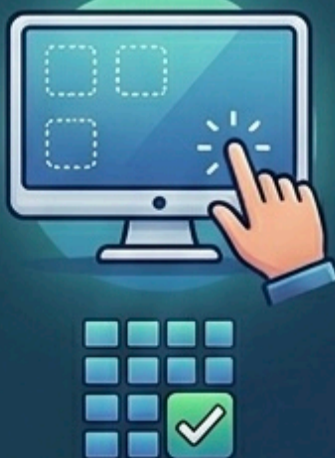
**An app (like MS Word or Chrome) is frozen or acting strange.**

-  Close the program completely and reopen it.
-  Check if your computer needs a system update.
-  If it continues to fail, you may need to uninstall and reinstall the application.


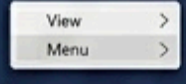
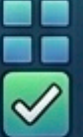


**The whole computer is running very slowly.**

-  You might have too many programs opening automatically when the computer turns on.
-  Your hard drive might be completely full. Use the "Disk Cleanup" tool to delete junk files.
-  Run a scan with your Antivirus software. A computer virus is a malicious code that harms your system and drains its speed.



**The desktop icons have disappeared!**

-  Right-click on the empty desktop background.
-  Hover over the "View" menu.
-  Click on "Show desktop icons" to make sure the checkmark is active. (Sometimes this gets clicked by accident!)

# CONCLUSION & CONTACTS

A Modern Mobile-First Guide



**ICT By  
Nimanka**

A personalized guide creator

Thank you for completing this modern mobile-first guide. Tech is always evolving, and so should your skills! For further personalized learning and support...



Direct Phone Contact:  
**0766142802**



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