

Topic 00 - Course Software

To be able to run the course it is necessary to standardise the applications for all attendees. The software is all freeware, that is there is no charge. Many of these products come in two flavours, free and chargeable. For most users the free versions are perfectly adequate. Just be careful when installing that you do not fall in the trap of agreeing to the chargeable version.

Update : this is installing a new version

Upgrade: this is going to a version (usually chargeable) which offers more facilities

We will load a folder on to your laptop **Computer workshops – software and media**

You will be guided through installing all of this software

In one of the sessions towards the end of the course we will check all the current software versions and learn how to install updates if these are available. We will also do some updating during the course.

The names in the folders may include the version numbers.

Apache Open Office

This product offers similar applications as MicroSoft Office but is free. It is professional level software of a high quality. We will use it for spreadsheet and word processing. Although you may not find a need to use spreadsheets you may be surprised at their usefulness. They are also very useful in a training situation.

AVG

There are a number of good anti-virus programs. We will only install this for those who currently do not have an anti-virus,

I have used freeware anti-virus for over twenty years and have been satisfied that it offers adequate protection provided you regularly update its virus definitions.

Ccsetup.exe

This will install Ccleaner a product which is used to clean obsolete files from your computer. It is definitely one you should continue to use on a regular (say weekly) basis. It also cleans up the system **registry** – a database which controls much of the operation of the computer system and applications.

Iview and Irfanview_plugins

You need to install Iview first and then the plugins which extend its capabilities.

We will use Irfanview to help understand how the computer stores an image and then to resize and crop photos. When you take photos on a smartphone or digital camera the resulting files are often large and need to be made smaller before you send by email.

Firefox

To view content from the Internet you use a browser. The more common are
Chrome – from Google
Internet Explorer now replaced by Edge – from Microsoft
Firefox – from the Mozilla foundation. We will use this product

Mbam-setup

This will install **Malwarebytes** which we will use to scan your computer for malware. **Malware**, short for **malicious software**, is any software used to disrupt computer operations, gather sensitive information, gain access to private computer systems, or display unwanted advertising

Note that an anti-virus may not eliminate all malware as it does not always satisfy the definition of being a virus. You need to run both on your computer.

Wisecare365

This is an alternate product to Ccleaner. Often you will find one product clears items which the other misses. It is not essential

Overview of what is a computer

In the video and pics folder you will find a number of videos. We will watch several of these but you can watch all in your own time.

It is useful to gain a basic understanding of a hard disk and how information is stored. It will help you to understand the concept of fragmentation and why you need to undertake some routine maintenance on your computer files. The default setting in Windows 10 is that de-fragmentation (now referred to as Optimizing) is automatically scheduled on a weekly basis.

There is also a video on the **binary** concept and how, from this, the computer can store numbers, letters, symbols etc. It is beyond the scope of this basic course to go into picture and video formats but all of these ultimately work at the bit level.