



IT Essentials v4.1 LI 13.3.3 Select storage devices

CompTIA A+ 220-702 Objective

2.3 Device Manager

Use the following path in Windows 7:

Start > Control Panel > System and Security > System > Device Manager.

IT Essentials v4.1 LI 13.4.1 Describe how to schedule and perform maintenance for laptops

CompTIA A+ 220-702 Objective

1.1 Given a scenario, install, configure and maintain personal computer components

To run Disk Cleanup in Windows Vista or Windows 7:

1. Select the hard drive that you want to clean.
2. Right-click and choose **Properties**.
3. On the General tab, click **Disk Cleanup**.
4. In Windows Vista, choose which files to clean up, **My files only** or **Files from all users on this computer**.
5. The files available for deletion are listed. Check the check box next to the file to mark the file for deletion, and then click **OK**.

To run Disk Defragmenter in Windows [Figure 3]:

1. Select the hard drive that you want to clean.
2. Right-click and choose **Properties**.
3. On the Tools tab, click **Defragment Now**. In Windows Vista, you must click **Continue**. The length of time to complete the defragmentation varies according to the amount of hard drive fragmentation.
4. In Windows 7, you can schedule disk defragmentation by clicking **Configure schedule**. To defragment a disk now, select the drive you wish to defragment and click **Defragment disk**.

IT Essentials v4.1 LI 14.2.2 Install and configure the driver and software

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1.5 Given a scenario, detect and resolve common printer issues

5. Test the driver. To test the driver, choose **Start > Settings > Printers and Faxes** in Windows 2000 or **Start > Control Panel > Printers and Faxes** in Windows XP, **Start > Control Panel > Printers** in Windows Vista, or **Start > Devices and Printers** in Windows 7. Right-click the printer and choose **Properties** in Windows XP and Windows Vista. Choose **Printer properties** in Windows 7. Then choose **Print Test Page**. If the printer does not work, restart the computer and then try again.

IT Essentials v4.1 LI 14.3 Describe how to share a printer and a scanner on a network

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1.5 Given a scenario, detect and resolve common printer issues

In the **Network and Sharing Center** window for Windows Vista, scroll down to the **Sharing and Discovery** section and turn on **Printer sharing**. In Windows 7, select **Turn on file and printer sharing** under **Change advanced sharing settings** in the Network and Sharing Center. Click **Apply** or click **Save changes** in Windows 7 to make the changes. Right-click the printer to share and select **Properties > Sharing**. Select the **Share this printer** option and assign the printer a name.

IT Essentials v4.1 LI 14.3.2 Describe how to install network printer software and drivers on a computer

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1.5 Given a scenario, detect and resolve common printer issues

Other users on the network can now connect to this printer by following these steps in Windows Vista and Windows 7:

1. Choose **Start > Control Panel > Hardware and Sound > Add a Printer**. In Windows 7, choose **Start > Devices and Printers > Add a Printer**.
2. The Add Printer wizard appears.
3. Select **Add a network, wireless or Bluetooth printer**, as shown in Figure 3.
4. A list of shared printers will appear. If the printer is not listed, select **The printer that I wanted is not listed**.
5. After selecting the printer, click **Next**.
6. A virtual printer port is created and displayed in the **Add a Printer** window. The required print drivers are downloaded from the print server and installed on the computer. The wizard then finishes the installation.