

Learning Team Supporting Activity

Learning Team A:

CIS/319

Learning Team Supporting Activity

Cleaning a Desktop Computer



Basically what you want to do is remove all cables, USB plug ins, and power cable. You are going to open up the tower and use the air can to blow out dust from inside. You are also going to blow out the dust from the fan. Depending on where your computer is determines how often you have to repeat this procedure.

Cleaning a CD or DVD

» If dust particles are sticking to the CD surface, use a piece of soft cloth to wipe off the dust. To hold the CD, insert a finger or thumb inside the center hole of the CD or handle it by the edges but **never touch the shiny surface**.

» If the DVD surface feels sticky or greasy, mix some baby shampoo in lukewarm water and use cotton or soft cloth to gently rub the CD surface with this solution. Make sure the CD is completely dry (no water drops) before putting it back in the jewel case.

» If there are fingerprint marks on the CD surface, dip a soft cloth in Isopropyl Alcohol/Ethanol/Methanol and gently wipe the surface. Never use a petroleum based solvent like

Acetone as that will permanently damage the CD surface.

» When none of the above alcohol based products are available in the local market, use a bottle of Mineral water to clean the dirty CD surface. Normal tap water has higher concentration of salts that may leave white marks on the CD surface.

» Always wipe the disc surface in a non-radial back-and-forth motion (from the center hole to the outer edge). Don't follow the concentric circles while cleaning.

» There are few DVD polish products in the market that promise to repair the scratched surface of CDs and DVDs. I have never used them myself so cannot comment if they really work as advertised.

Checking a PC Workstation for Risks

When checking the PC workstation for risk you are looking for these certain things:

Screen

- Is the image:
 - clear?
 - stable?
 - free from flicker, jitter and glare?
 - Is the angle of the display easily adjustable?
 - Is the screen free of reflections and glare?
 - Is the height comfortable?

Keyboard

- Has it got a shallow slope (10-15 degrees)?