



CREC IT TRAINING

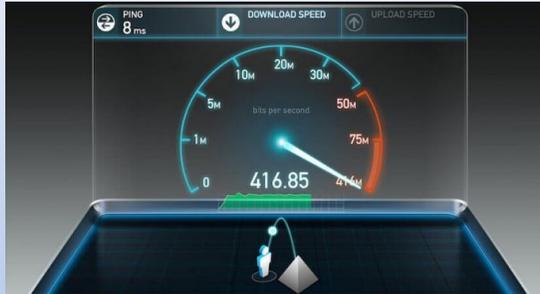
HOW TO MAINTENANCE YOUR DEVICES

IT TRAINING

- **How to check your internet speed**
 - **Clearing your browser history on chrome**
 - **Deleting Windows temp files for Windows 10**
 - **General disk clean up**
 - **Scanning your hard drive**
 - **Optimizing your device**
 - **Creating a Vipre scan**
 - **How to check if your device is running Windows 11**
 - **Rolling Back to Windows 10**
- **Windows Updates**
 - **Dell Drivers & Downloads**



HOW TO TEST YOUR INTERNET SPEED



*** IN YOUR BROWSER TYPE “INTERNET SPEED TEST”**

- **INTERNET SPEED TEST**
- **CHECK YOUR INTERNET SPEED IN UNDER 30 SECONDS. THE SPEED TEST USUALLY TRANSFERS LESS THAN 40 MB OF DATA, MAY TRANSFER MORE DATA ON FAST CONNECTIONS.**
- **TO RUN THE TEST, YOU'LL BE CONNECTED TO MEASUREMENT LAB (M-LAB) AND YOUR IP ADDRESS WILL BE SHARED WITH THEM AND PROCESSED BY THEM IN ACCORDANCE WITH THEIR PRIVACY POLICY. M-LAB CONDUCTS THE TEST AND PUBLICLY PUBLISHES ALL TEST RESULTS TO PROMOTE INTERNET RESEARCH. PUBLISHED INFORMATION INCLUDES YOUR IP ADDRESS AND TEST RESULTS, BUT DOESN'T INCLUDE ANY OTHER INFORMATION ABOUT YOU AS AN INTERNET USER.**
- **YOU WILL THEN CLICK ON THE LITTLE BUTTON THAT READS (RUN SPEED TEST)**
- **AFTER YOUR SCAN IS COMPLETE YOU WILL RECEIVE THE RESULTS OF YOUR MBPS DOWNLOADS & MBPS UPLOADS.**
- **THE PROGRAM WILL THEN COMMUNICATE WHETHER YOUR INTERNET SPEED IS FAST, SLOW OR UNABLE TO CALCULATE**

CLEARING YOUR BROWSER HISTORY(COOKIES & CACHE)

GOOGLE HUB BUTTON



FIREFOX HUB BUTTON



- Click on which ever Hub button you are wanting to clear history from.
- Then click on more tools.
- Next clear browser history.
- Select time range.
- Clear data.

Clear browsing data

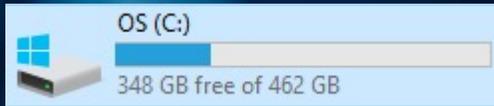
Basic Advanced

Time range All time

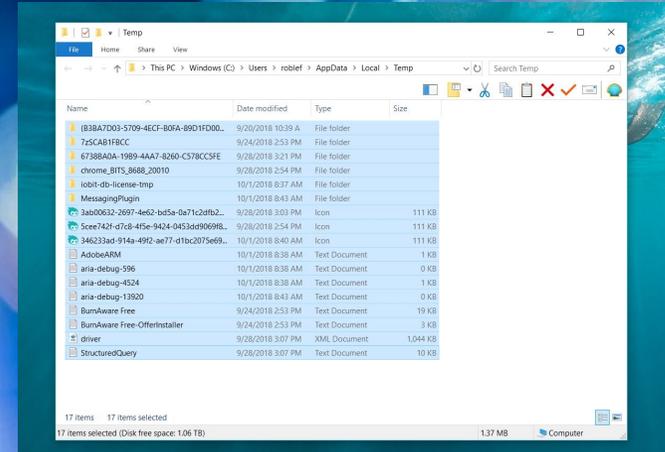
- Browsing history
Clears history, including in the search box
- Cookies and other site data
Signs you out of most sites.
- Cached images and files
Frees up less than 1 MB. Some sites may load more slowly on your next visit.

Cancel Clear data

DELETING TEMP FILES

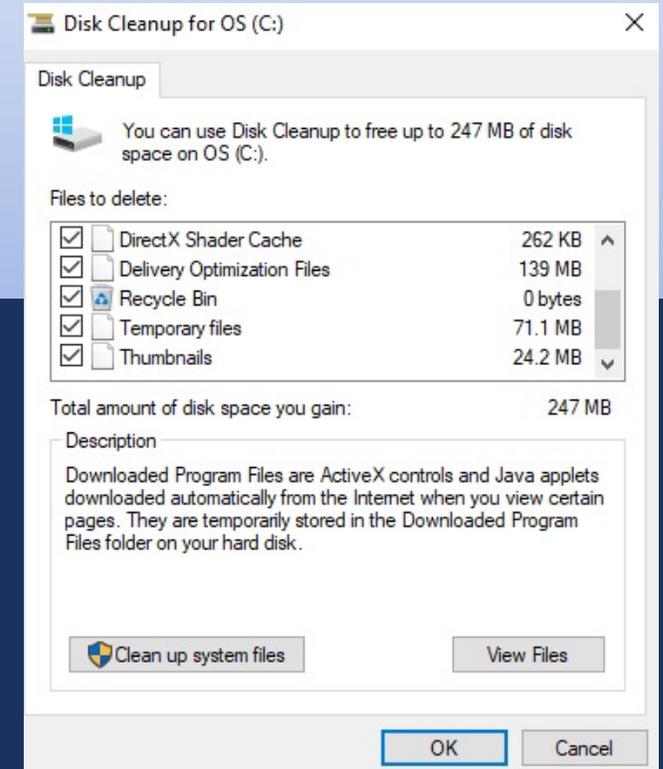
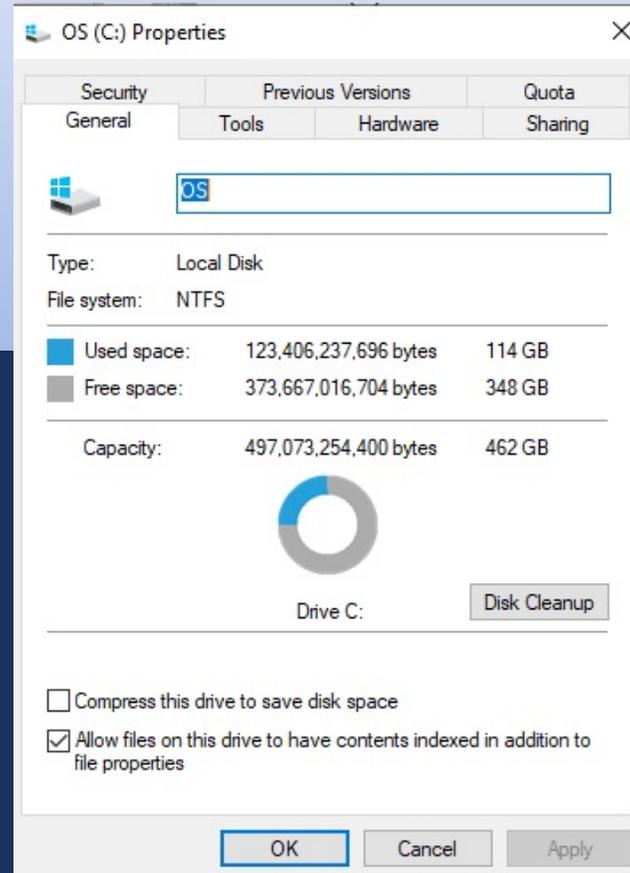
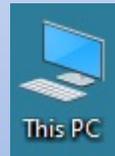


- Click on this PC
- Then click on your hard drive.
- Scroll down to your Windows File then click on it.
- Scroll all the way down to your Temp File.
- Delete all files in your Temp File. (Some you may not be able to delete)
- Then empty your recycle bin.



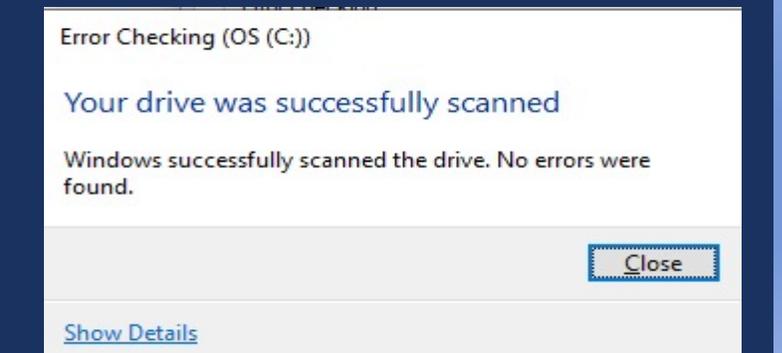
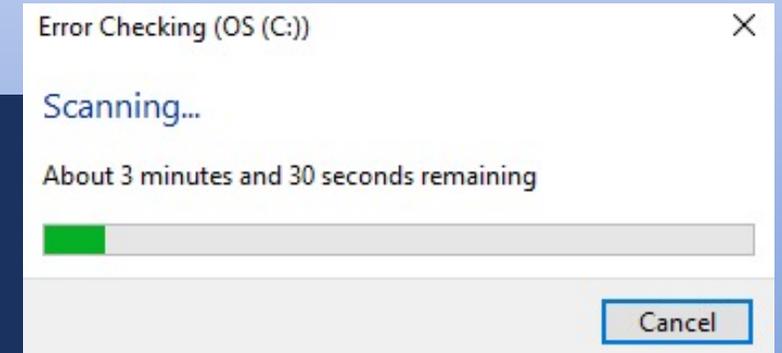
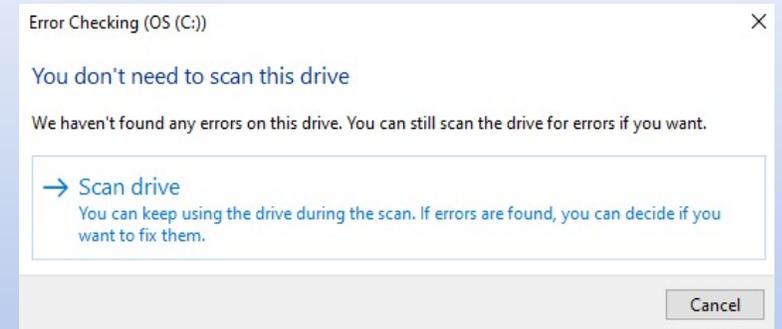
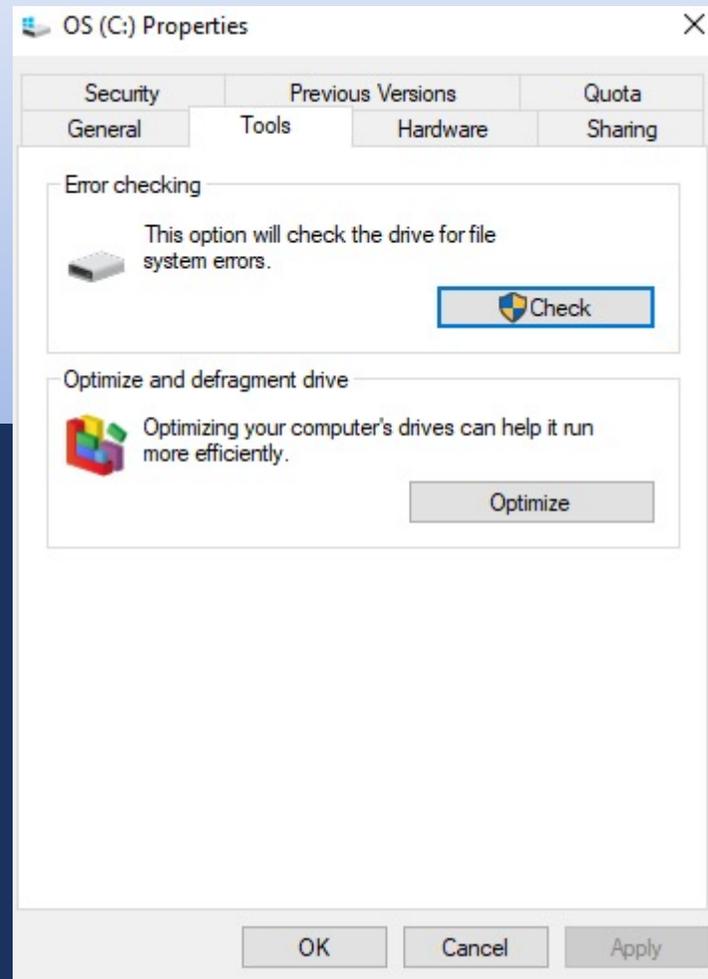
DISC CLEANUP

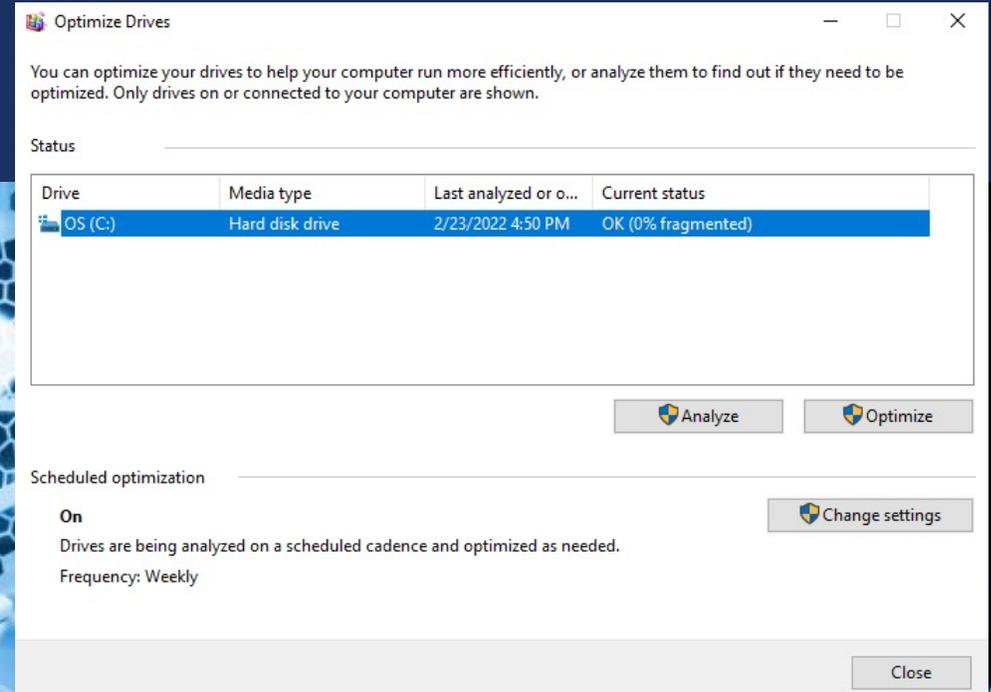
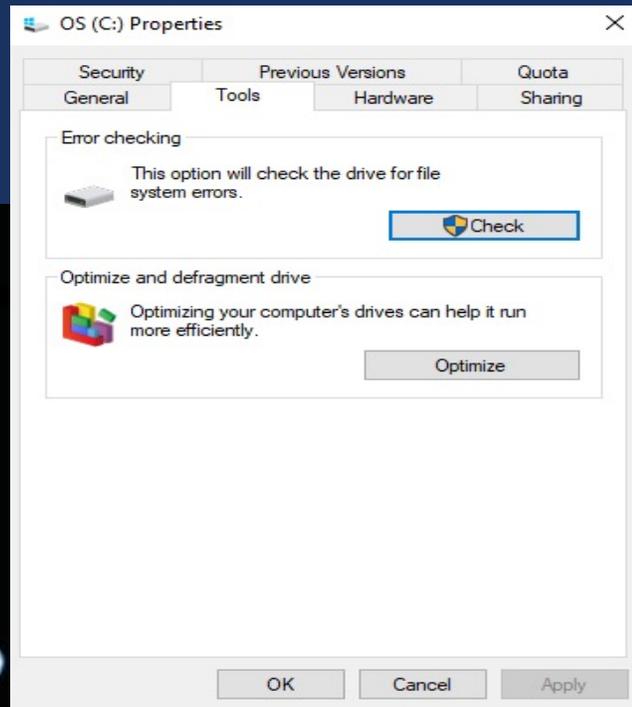
- CLICK ON MY PC
- RIGHT CLICK, THEN SELECT PROPERTIES
- THEN CLICK ON DISK CLEAN UP
- NEXT CLICK ON EVERY BOX
- LAST CLICK ON DELETE FILES



SCANNING HARD DRIVE

- CLICK ON MY PC 
- RIGHT CLICK, THEN SELECT PROPERTIES
- THEN CLICK ON TOOLS
- NEXT CLICK ON THE “CHECK” BUTTON
- LAST CLICK ON SCAN DRIVE





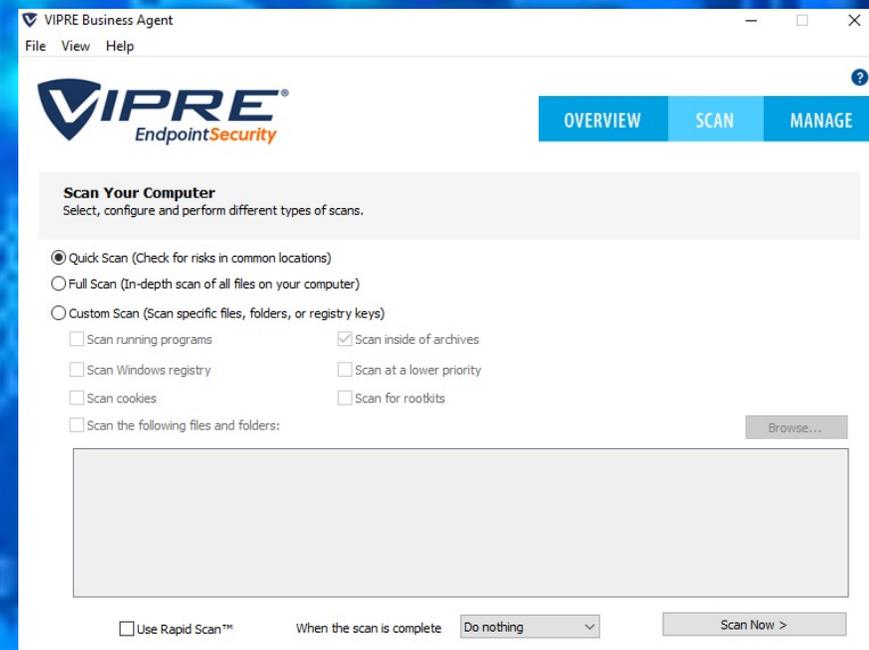
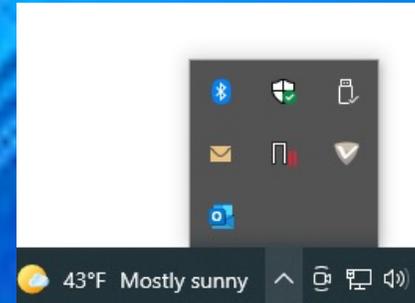
Click on Optimize

Select Optimize Again

OPTIMIZING YOUR DEVICE (DEFRAGMENTING)

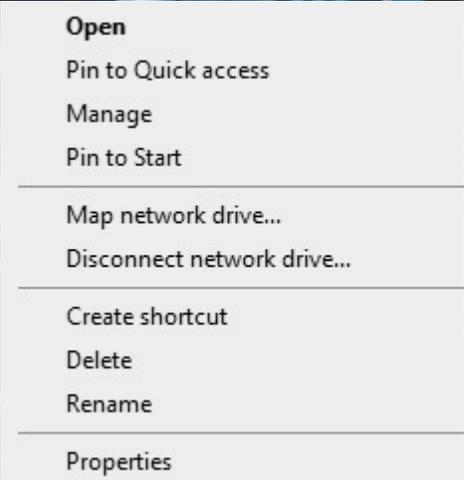
VIPRE SCAN

- First click on the arrow at the bottom right corner
- Next double click the Vipre emblem 
- You will then see Vipre Endpoint Security
- Click Scan
- Then select what type of scan you would like to run
- Last click scan now at the bottom right corner





How to Check if Your Device is Running Windows 11



- **Right click on this PC**
- **Click on Properties.**
- **You will then see Windows Specifications.**
- **Under Edition, it will tell you what windows you are running.**

Windows specifications	
Edition	Windows 10 Pro
Version	21H1
Installed on	2/2/2021
OS build	19043.1526
Experience	Windows Feature Experience Pack 120.2212.4170.0

ROLLING BACK TO WINDOWS 10

You have 10 days after installing windows 11 to roll back windows 10. First backup your data and bookmarks, downloads, pictures, etc. on one drive and follow the instructions down below. If you need further assistance, you can always bring your device to our office for technical assistance.

- **Click the Windows icon, then click on the Settings (gear) icon**
- **Scroll down, click Recovery, then click Go Back**
(If the box is grayed out, this means you are past the 10 - day grace period, and you will need to reinstall Windows 10 manually)
- **Follow the on-screen prompts to complete the downgrade procedure**
- **When asked if you want to check for updates, click “No Thanks”**



Windows Updates

- Click the Windows button at the bottom lefthand corner
- Then click on the settings icon (gear)
- Go to Updates and Security, and click on it
- Select check for updates
- The program will then communicate what updates are available
- Complete the updates
- Last restart your device



Windows Update



Updates available

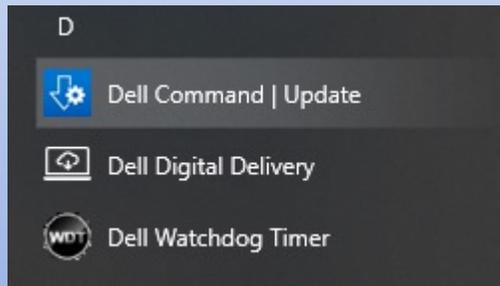
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2022-02 Cumulative Update Preview for Windows 10 Version 21H1 for x64-based Systems (KB5010415)

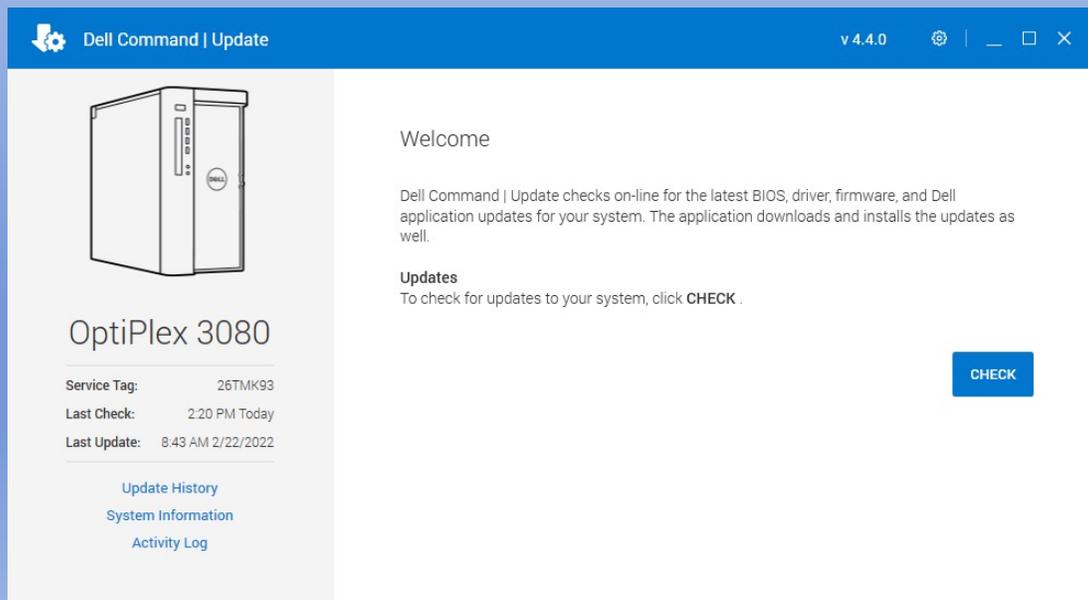
Status: Downloading - 54%

[View optional updates](#)

DELL DRIVERS & DOWNLOADS



- Click your Windows Icon at the bottom lefthand corner
- Scroll down and click on Dell Command/Update
- Then click the Check button
- The program will then tell you when all updates have been completed and to restart your PC.



THANK YOU

