

Install Software/Hardware

Windows provides a quick and easy way to install new software. Add or Remove Programs utility in Control Panel help to manage programs and components on the computer system computer.

Install Software

Click Start, click Control Panel,

Double-click Add or Remove Programs.

Click on Add New Programs, and then select the source where the software to be installed is located such as CD or Floppy drive

Follow the instructions on your screen to install the software.

Change or Remove Software



Click Start, click Control Panel,

Double-click Add or Remove Programs.

Click on Change or Remove Programs, and then select the program you want to change or remove. To change a program, click on Change button.

To remove a program, click on Remove button.

Add New Features from Windows Update

Click Start, click Control Panel, Double-click

Add or Remove Programs.

Click Windows Update.

Follow the instructions to locate and install new Windows features or updates

Add or Remove a Windows Component

To be able to use this feature of Windows, the user must log in as an administrator or a member of the Administrators group.

Click Start, click Control Panel,

Double-click Add or Remove Programs.

Follow the instructions in the Windows Components Wizard.

Install Hardware

Windows can help you set up new hardware component such as sound card, video card or networkcard etc. to your computer.

Click Start, click Control Panel,

Double-click Add Hardware.

Follow the instructions on the screen.

Formating Hard Disk

- Double click my computer in your Pc.
- Select drive that you want to format
- Right click
- Then display shortcut menu
- Select format
- Then display formatting dialog box
- Select format type. i.e. quick
- Select file system. i.e. NTFS or FAT32

- Then click ok

After some time your disk is formatted