Improve Your Office Productivity

Make Your PC Run Faster

If you find your PC is slower at handling everyday tasks it may be because over time, computers get cluttered with unnecessary files that need cleaning out. A slow PC can also be because your software or hardware is outdated, but there are certain steps you can take to improve performance. This tip shows you how to give your slow PC a speed boost and also to keep your computer free of clutter.

Causes of a Slow PC

There are many possible causes of a slow PC. Because your computer is constantly working with files - moving, copying and deleting from place to place - it will eventually get cluttered with leftover files, some of which are not needed and just take up valuable disk space. You only have a certain amount of disk space available on your hard disk, and as it fills up the computer can begin to struggle to find room to perform its tasks. If your PC crashes or freezes up, it may be a symptom of a slow or cluttered PC.

The brain of your computer is the Processor, and it may be that your processor is too slow to run today's demanding software. The processor can also struggle if you have multiple programs running at once - for example, if you have Word open to compose a letter while downloading a file from the Internet and also playing a song through your media player.

RAM is the temporary memory the computer uses to do its calculations. If you do not have enough RAM, your programs will run slowly.

Other components of your PC can contribute to poor performance, particularly your Graphics Card when it comes to running media and games software. Some hardware needs special programs called Drivers and these need to be kept up to date.

You may also have programs running in the background using up memory that you are unaware of, and in some cases, the problem may be a malicious program such as a virus or spyware.

Solutions

The following is a list of tweaks and tips that can be used to help improve the performance of your PC.

- **Maintenance:** Always turn off and unplug your PC before you clean it. A can of compressed air can be used to blow out the dust.
- **Remove Unwanted Programs:** It is good practice to clean your PC of unwanted programs regularly.
- **Disable Unnecessary Processes:** The Applications tab in Windows Task Manager only shows the main programs that are running. However, this is not everything: there are also various Processes that run too. Click on the *Processes* tab to see them. You should be very careful when ending a process that you do not stop a process that is required by Windows.
- **Remove Malicious Programs :** It is important that you use up-to-date security software to detect and remove malicious programs. Virus programs can slow down your PC and cause unwanted behavior, even damage to your data. Spyware tracks your movements on the Web for advertising purposes, but can affect your PC's performance as well. Use anti-spyware programs to remove it,
- **Clear Out Junk Files**: Any time you visit a web site, your computer needs to download the page along with any pictures displayed on it. To prevent your computer having to download the same files again each time you visit the same web site, your web browser will keep a "cache" of stored files it will retrieve if the site hasn't changed since your last visit. Although this means web pages appear faster, over time your cache can eat up a lot of disk space and slow your PC down. Whenever you delete a file, it is moved to the Recycle Bin first, to give you the chance to change your mind. But the Recycle Bin uses disk space too, so if you leave lots of files