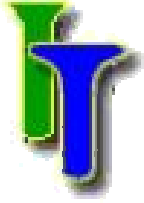
	STUDENT MEMO			
TO:	11 IT CLASS			
SUBJECT:	End of Year file organisation and backup			
FROM:	Mr. Wilkins	DATE:	13 December, 2004	

Dear IT student,

It is the end of the year once again and this means that regular file maintenance tasks need to be completed to maintain adequate storage space on the main server.

You need to assist by carrying out some file maintenance on your own home directory.

Please perform the following maintenance tasks:-

1. Open your home directory (I: drive) and delete any files you no longer need to keep
2. Sort your years worth of files into subjects and other logically organised folders - you may need to create some new folders / directories
3. Burn your files onto a writable CD or copy them to a USB flash drive so that you can take them home to file. (You might need to bring in a CD the following day to complete this task.)
4. Demonstrate that you have completed this task to your teacher.
5. Log off the computer
6. Log on to the computer as a local Administrator:-
 - a. Username = Administrator
 - b. Password = (ask your teacher for this)
 - c. Local Workstation box = ticked
7. Install and run Spybot by following these instructions:-
 - a. Click on START → RUN...
 - b. Type in [\\aghsfs1\data/applications/spybotsd13.exe](file://\\aghsfs1\data/applications/spybotsd13.exe)
 - c. Ask your teacher to enter the password required
 - d. Install the software
 - e. Run the software and click on Check for Problems
 - f. Follow all onscreen instructions to get rid of any spyware and advertising problems
8. Demonstrate that you have completed this task to your teacher.