

Title: Freeing Up Space on the Computer

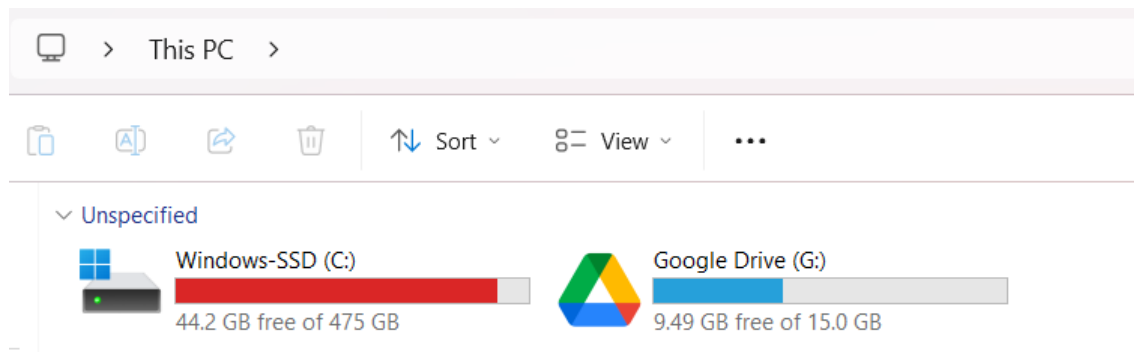
Description: Sometimes, when a computer runs very slowly, it may be because there is not enough free space on its hard drive. This means there are too many files or programs that are taking up memory. In this exercise, you will learn how to check the space on your computer and practice deleting files or programs that you don't need, which can help make your computer run faster.

Purpose: The purpose of this activity is to help students understand how storage space affects computer performance and how to manage files by keeping only those that are needed. This will also encourage students to make organized decisions about file storage and practice deleting files they no longer need.

Steps:

1. Opening File Explorer:

- Start by opening File Explorer (Or, This PC) on your computer. This is where you can view all the files and folders stored on your computer.
- Click on **This PC** or **My Computer** on the left panel of File Explorer.



2. Checking Storage Space:

- Look for the main hard drive, often called **Local Disk (C:)**.
- Right-click on **Local Disk (C:)** and select **Properties**.

- In the Properties window, look at the section that says **Used Space** and **Free Space**. This shows how much space you have left. If the Free Space is very low, it may be causing your computer to run slowly.

 Used space:	4,63,17,62,86,208 bytes	431 GB
 Free space:	47,51,79,70,432 bytes	44.2 GB
Capacity:	5,10,69,42,56,640 bytes	475 GB

3. Identifying Unnecessary Files & Deleting them:

- Go to the **Documents** folder in File Explorer and look for any files that you don't need anymore, like old school projects or duplicate files.
- Right-click on any file you want to delete and select **Delete**.
- Confirm that you want to move the file to the Recycle Bin.
- Similarly, go to the **Downloads** folder in and look for any files that you don't need anymore.
- Right-click on any file you want to delete and select **Delete**.
- Confirm that you want to move the file to the Recycle Bin.
- Repeat the similar steps at other locations like **Desktop**

4. Emptying the Recycle Bin:

- After deleting files, open the **Recycle Bin** on your desktop.
- Look inside to check the files that you have deleted.
- If you're sure you don't need any of these files, click **Empty Recycle Bin** at the top, and confirm.

5. Uninstalling Unneeded Programs (with teacher's help, if necessary):

- Locate & Go to **Control Panel**.
- Locate **Programs** (Or similar option to list installed programs)
- Look for any programs you haven't used in a long time or don't need.
- Select the program and click **Uninstall** to remove it from your computer.

6. Verifying Free Space Again:

- Return to **This PC** or **My Computer** and open the Properties of Local Disk (C:) again to see how much Free Space you have now.
- You should see an increase, which will help your computer run better.

	Used space:	4,54,50,32,27,392 bytes	423 GB
	Free space:	56,19,10,29,248 bytes	52.3 GB
Capacity:		5,10,69,42,56,640 bytes	475 GB

Notes

- Be careful not to delete any important files or programs. If you're not sure about a file, ask a teacher or parent for help.
- Remember that freeing up space on your computer can make it faster and help it work better for a long time.