

11 Important programs

In this chapter you learn about important

- computer oriented programs
- user oriented programs

In general software programs can be split into the following two types:

- Computer oriented programs.
- User oriented programs.

11.1 Computer Oriented programs

Security programs, maintenance programs and service programs are computer oriented programs that are crucial to the functionality of the computer. Ideally, you would like these programs to work automatically and stay in the background, minding their own business (and the sanity of your computer). Some day it will perhaps be like that, but that day has yet to come.

11.1.1 PC security

Drives that are connected to the computer, like Wi-Fi, Bluetooth and so on, are called external drives. When your computer are connected to external drives, it is possible for malware to find a way into your computer. Malware is a common name for malicious programs, such as vira, trojan horses, worms, adware, spyware and many more. Malware can transmit information about you or the computer to a third party, making the computer go slower or, in the worst case damage the files on your computer so much that it becomes in-operable.

To protect your computer, it is absolutely recommended at least to install:

- an active firewall.
- an efficient antivirus program.

Firewall

Example

You want an active firewall on your computer, to protect it from unwanted intrusion.

Do like this

When you are on the Start screen, just write “firewall” with your keyboard. Windows will automatically find relevant results of this search. Click on the suggestion “Windows Firewall”. Windows Firewall is sufficient protection for most users, when activated. Read more about this in chapter 7.5.1 [System](#).

Antivirus program

Many antivirus programs can be downloaded from the Internet. Some are free, others cost money. No matter what you choose, it is recommended that you make a comparison of tests of the programs. Remember that test results changes every year. These tests are quickly found by searching the Internet. If you e.g. search for “antivirus” you will get several useful results in your webbrowser.

Microsoft recommend the program MS Defender, which can be downloaded for free from Microsofts website (<http://microsoft.com>).

11.1.2 PC maintenance

Some maintenance programs must be mentioned here:

- Updating programs (ensures important program updates are performed).
- Cleanup programs (removes unnecessary files from the computer).
- Optimizing programs (optimizes the computers data storage).

Updates

Windows 8.1 can be set to automatically update Windows and other Microsoft-programs. There exist several (free) programs that will alert you when non-Microsoft-programs needs to be updated, e.g. Heimdal and Secunia PSI, to mention two well-known programs that easily can be found on the Internet.

Example

You want your computer to automatically update Windows and other Microsoft programs.

Do like this

Activate the Settings Charm, and choose *Change PC-settings*. Choose *Opdate and Recovery*.

Choose *Windows Update*. Now you can see whether your updates are automatically downloaded and installed, or not. If they are not, choose *Choose how updates get installed*, and choose *Install updates automatically* (recommended).

Notice that you also can set other Microsoft-products to be automatically updated, when you update Windows!

Fix problems with Windows Update

Example

You want to examine your computer and fix any problems with Windows updates.

Do like this

Open *Control Panel* (e.g. right click on the Window-logo in the left side of the Taskbar, and choose *Control Panel*), choose *System and Security*, and choose *Find and fix problems*.



A windows opens describing Troubleshooting computer problems.

Choose the item *Fix problems with Windows Update*.



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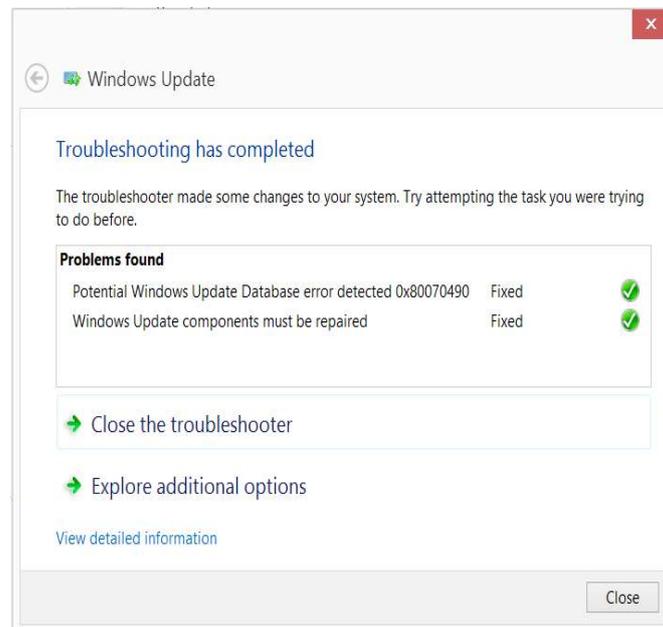
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Windows will run some test procedures, ending up with giving you a status, e.g. like this:



The item next to *Fix problems with Windows update* is *Run maintenance tasks*. It is recommended to try this feature once in a while too.

Cleanup

Windows 8.1 contains a Disc Cleanup feature. The purpose of this program, is to remove unnecessary and temporary files. This will free disc space and make your computer go faster.

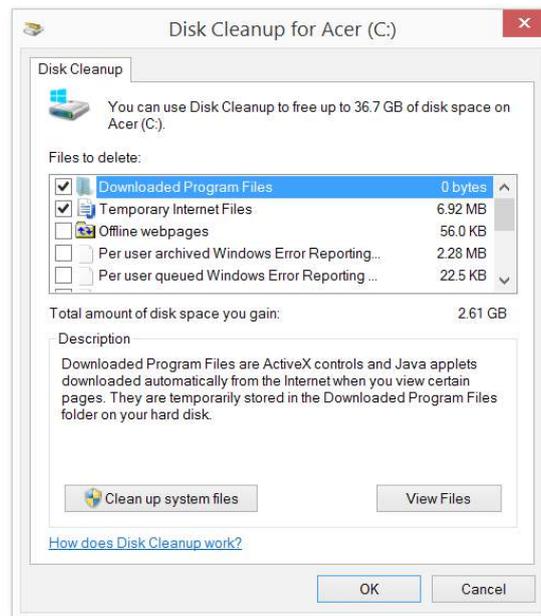
There are several other (free) programs that cleans up your computer, like CCleaner, that has been downloaded about 1 billion times via the Internet.

Example

You want to cleanup your computer. This includes system files and other files, that has become obsolete.

Do like this

Open the *Control Panel* (e.g. right click on the Window-logo in the left side of the Taskbar, and choose *Control Panel*), choose System and Security and choose Administrative Tools. Double click on Disc Cleanup.



Notice that it is possible to cleanup System files, by clicking the button *Clean up system files*.

Select the files you want to delete (notice the size of the files, big files are to prefer), and click on OK. Remember that your Recycle Bin might contain large amounts of data that needs to be deleted.

Optimize

When you store a file on your Hard Drive, it will be placed in the first available space. When you delete and store new files to the Hard Drive, there will become holes in the row of files. If a new file cannot be in a hole, it might be scattered all over the Hard Drive. This is called Hard Drive fragmentation. Fragmentation causes the computer to use more time to read the file. With the feature Defragment all relevant files on your Hard Drive gets sorted and placed together in sequences on the Hard Drive.

Windows 8.1 has an optimizing feature, that used to be called Defragment, but is now called *Defragment and optimize drives*. The purpose of this feature is to organize the computers file systems in a better and more efficient way, to make the computer go faster and use less resources.

As a standard Windows 8.1 optimizes the computer automatically every week, but you can do it manually too.

Example

You want to optimize you computer manually.

Do like this

From the Start screen you write the text “optimize”, and then choose the search result: *Defragment and optimize drives*. You can Select several drives (press down Ctrl and click on the wanted drives), and you may start analyzing, before you optimize any drives.

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11.1.3 Service programs

Beside the above mentioned, other service programs are vital to ensure the computer functions correctly. The most important ones are described in the following.

Java

Java and Javascript are programming languages. Lots of apps and websites will not function correctly without them. Java is e.g. used for the danish Nem Id, used by netbanking, public management and so on. The problem with using Java instead of Javascript, is that the program needs updating all the time, while Javascript doesn't, so the Java-browserplugin will be replaced in the future. Until then we must use it and update it.

Example

You have received information that it is necessary to have the latest version of Java installed. You want to check which version you have, and perhaps update to the latest one.

Do like this

Open *Control panel* (e.g. right click on the Window-logo in the left side of the Taskbar, and choose *Control Panel*). Write "Java" in the search box. Click on the search result Java, and a dialog box will open. In the tab General you can click on the About-button to see information about your Java-version.



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Notice that in the [Update](#)-tab you can update your Java.

If you have problems with the installation this website might come in handy:

[Java SE Runtime Environment](#)

DirectX

Many games and media programs require DirectX to function correctly. DirectX comes with Windows 8.1 and cannot be uninstalled. If you have problems with a game or perhaps a multimedia program, the diagnostic tool for DirectX might help you identifying the problem.

Example

You want to find out which version of DirectX you have installed.

Do like this

- Open the Search Charm.
- Write 'dxdiag' in the search box, and click on the search result dxdiag.

Choose the tab **System**, and check your DirectX-version under **Systeminfo** (near the bottom).

Other problems might be solved with information from this website: [DirectX End-User Runtime Web Installer](#)

Adobe Reader

If you want to open and read documents in PDF-format, it is necessary to have Adobe Reader installed.

Example

You want to install Adobe Reader.

Do like this

Visit the website <http://adobe.com>. Somewhere on the website you can download the program Adobe Reader for free. Since websites constantly changes, no further instructions are given here.

Microsoft Silverlight

Silverlight is a free tool for improved interactive experiences on the Internet. Silverlight is compatible with most browsers.

Example

You want to install Microsoft Silverlight.

Do like this

Visit the website <http://www.microsoft.com/silverlight/>. Somewhere on the website you can download the program for free. The program will be automatically updated in the future.

11.2 User oriented programs

User oriented programs are unimportant for the functionality of your computer. From a users point of view though, user oriented programs are the reason why you bought a computer in the first place!

It would be unwise to recommend some programs instead of others, since users think differently. And in the world of computers almost everything changes very rapidly.

The most widespread user directed programs as this is written are the following:

11.2.3 Office programs

Word processing programs, Spreadsheet programs, Presentation programs and Photo Editing programs, or combinations of these, are called Office Programs.

Microsoft Office (Word, Excel, Power Point, Access osv.) is the most popular – in business as well as private. There are many others, some of these can be downloaded free, e.g.; OpenOffice, LibreOffice, StarOffice, Flowgram, Gubb and more.

