

Dear Dean/Head of the Department/Branch/Unit
Kindly circulate this flyer among your technical officers and /or CAAs.
Director/SDC



Staff Development Centre

Union Complex, University of Jaffna

Website: www.jfn.ac.lk/sdc

E-mail: sdc@jfn.ac.lk

Phone(Office): 021 2225924

Announcement

Workshop on Troubleshooting and Maintenance of Computers

- Objective**
- Effective usage and handling malfunctions of personal computers and its peripheral devices
- Contents**
- Requirements for OS installation – Hardware compatibility
 - Installation of Operating System
 - Network configuration
 - Creation of Workgroup & file sharing
 - Network printer installation & sharing
 - Windows updates & security: MS security essentials, Windows defender, Firewall
 - Installation of Antivirus
 - Installation of Web Browser & Proxy setting
 - Application Software Installation: MS Office, Adobe Acrobat Reader, WinRAR, 7zip
 - Managing Control panel Functions: Disk Cleanup and defragmentation
 - Use of Command Line Interface
 - Data backup (Google Drive, Dropbox)
 - Computer Troubleshooting fundamentals
 - Effective use of multimedia projectors and maintenance of printers
- Resource Persons**
- **Mr. T. Sugirthan**, Assistant Network Manager
Department of Computer Science, University of Jaffna
 - **Mr. P. Kobikrishna**, Technical Officer
Computer Centre, University of Jaffna
- Target group**
- **Technical Officers & CAAs**
- Registration**
- Please fill the online form by visiting the website of SDC, www.jfn.ac.lk/sdc and submit same on or before **30.12.2015**
- Venue**
- Computer Centre, First Floor of the Viththiyananthan (Main) Library
- Date & Time**
- January 7 (Thursday), 2016 & 09:00 – 13:00

Director/SDC