**Task 6 - Your task**

This task should follow on from Task 5.

In this task, you need to prepare a new computer for the client. The computer comes with a Windows Operating System installed but it does not configuration and the installation of other software.

**Some hints for you…**

To successfully complete this task, you will need to:

* Configure the Windows Operating system on the new computer for your client.
* Identify internal and external hardware components as well as the operating system information on a computer.
* Construct and use record forms for recording client instructions, the implementation of resulting actions and the quality assurance of work.
* Install new software applications on the computer.
* Establish a maintenance program using system utilities for the computer to ensure it retains efficiency and reliability of data.
* Consider environmental aspects of the disposal of computer components.
* Set up Operating System level software appropriate to computer security issues i.e. firewall, anti-virus, etc.
* Write an appropriately formatted business letter and report to a client.

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.