

Computer seems slower than it used to be

May be that repeated opening and closing of programs has temporarily "used up" too much memory. Shut down and restart, see if problems disappear. If that fails, back-up your data and then try re-installing the program from the original disks.

May be that repeated saving, opening and closing of programs has made a "mess" of your hard disk. To "tidy it up" try defragmenting the hard disk. Click **Start, Programs, Accessories, System Tools, Disk Defragmenter** then click **OK** to start the process.

If this doesn't help much, see what software has been installed since the computer was running well, and remove the programs which you're sure you don't need.