

## **PERFORM RECOMMENDED SYSTEM MAINTENANCE**

Windows 10 includes the System Maintenance tool, which is a hidden tool that you can run on demand to find out if there are issues with your system. This tool checks for unused files and shortcuts, performs maintenance tasks, checks whether the system time is set correctly, and so on. If problems are found, the System Maintenance tool fixes them automatically.

To manually run the System Maintenance tool, follow these steps:

1. In the search bar on the taskbar, type maintenance. A list with search results appears.
2. Click the Perform Recommended Maintenance Tasks Automatically search result. The System Maintenance wizard starts.
3. Click Next. The wizard begins the process of detecting possible issues.
4. If the wizard recommends that you do the troubleshooting as an administrator, click Try Troubleshooting as an Administrator. When the wizard finishes, it shows a summary of its findings. If it finds issues, it also shows you actions that you can take.
5. Click Close.