

The Tech Office New Computer Checklist

Thinking about buying a new computer? This checklist will help you through the process. This computer will be suitable for things like internet browsing, doing homework, watching movies, listening to music and saving photos. In fact it will be suitable for 90% of users.

If you are shopping on a budget then the **Budget Specs** list is for you. If you want **My Recommended Specs** then jump down to them.

Feel free to use this checklist to take to the computer store or to go online. It will make your decision much easier!

Budget Specs – if you need to watch your spending:

PC or Laptop

- CPU Intel Core i5 _____
 - RAM 4GB _____
 - GRAPHICS on-board _____
 - HARD DRIVE 1TB or more _____
 - DVDRW – a read/write DVD drive should be included _____
 - OS Windows 10 _____
 - MONITOR - 20" or 22" LCD – *If you purchase an All-in-One PC (AiO) then you won't need a monitor.*
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Price Guide: \$800 to \$1200 for a PC or Laptop. \$150 - \$200 for the monitor. \$1000 – 1200 for an AiO.

My Recommended Specs – best “bang for your buck”:

PC or Laptop

- CPU Intel Core i5 _____
 - RAM 8GB _____
 - GRAPHICS on-board _____
 - HARD DRIVE 1TB or more _____
 - DVDRW - *a read/write DVD drive should be included* _____
 - OS Windows 10 _____
 - MONITOR - 23" or 24" LCD – *If you purchase an All-in-One PC (AiO) then you won't need a monitor.*
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Price Guide: \$900 to \$1400 for a PC or Laptop. \$200 - \$280 for the monitor. \$1200 – 1400 for an AiO

NOTES:

- These prices should include keyboard and mouse
- If you want to use video calling programs such as Skype you will need a Web Cam for your PC. Laptops should have a Web Cam built in.
- New PC's usually come with Antivirus pre-installed. You should be able to get at least 12 months subscription included in the price of the computer.
- Do you need Microsoft Office? See my blog [How to get Microsoft Office on 5 Computers for the Price of One.](#)
- Ask about extended warranty. Reputable brands come with a standard 12 months warranty but they also offer an extended warranty. I always recommend 3 years for Laptops and 4 years for Desktops (PCs).