

Computer Skills

Control Panel



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Control Panel

Control Panel is used to change Windows settings. These settings control almost everything about how Windows looks and works.

- **Opening the Control Panel**

- ✓ Click **Start Menu**, click **Control Panel**.
- ✓ Or type a word **Control Panel** in the search box in Start Menu.



Control Panel Home Page

On the Control Panel home page, the Control Panel items are divided into eight categories:

1. System and Security
2. Network and Internet
3. Hardware and Sound
4. Programs
5. User Account and Family Safety
6. Appearance and Personalization
7. Clock, Language, and Region
8. Ease of Access

Control Panel Overview

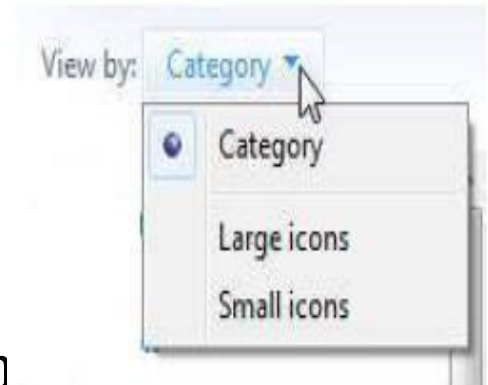
- **Changing the View of Control Panel**

You can display Control Panel screen with different view types by:

1. Click the “**View by**” combo box.
2. Select either (Category, Large or Small icons).

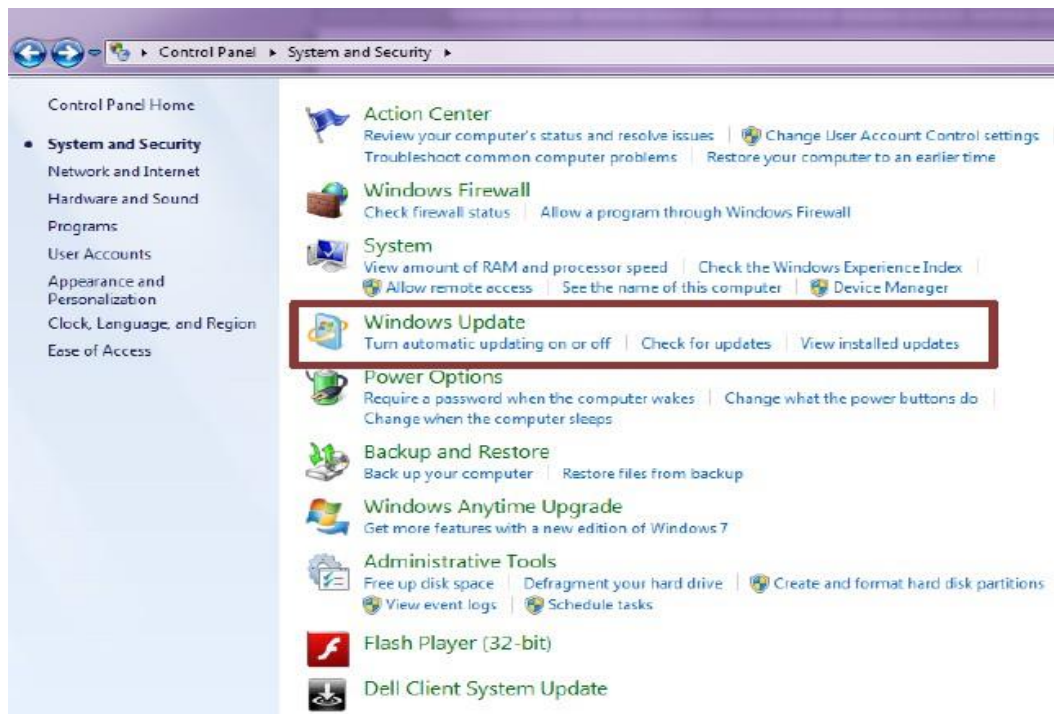
❖ Both green text and blue text will link out to m

- Green text will take you to the full menu.
- Blue text will take you to a specific activity.



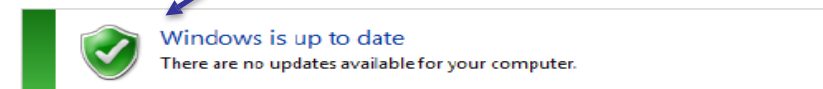
1. System and Security

This section deals with the overall operation and security of Windows 7. Here, you can check system settings, manage Windows Update settings and other administrative tools.



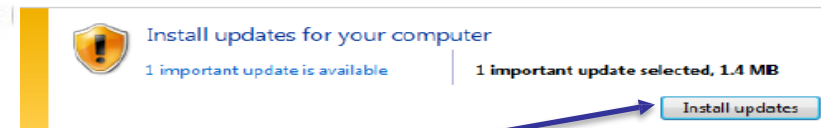
If your computer is up to date, you'll get a message like this.

Windows Update



Most recent check for updates: Today at 10:49 AM
Updates were installed: 5/14/2015 at 3:03 AM. [View update history](#)
You receive updates: Managed by your system administrator
[Check online for updates from Microsoft Update](#)

Windows Update



Most recent check for updates: Today at 4:09 PM
Updates were installed: Today at 4:12 PM (Failed). [View update history](#)
You receive updates: Managed by your system administrator
[Check online for updates from Microsoft Update](#)

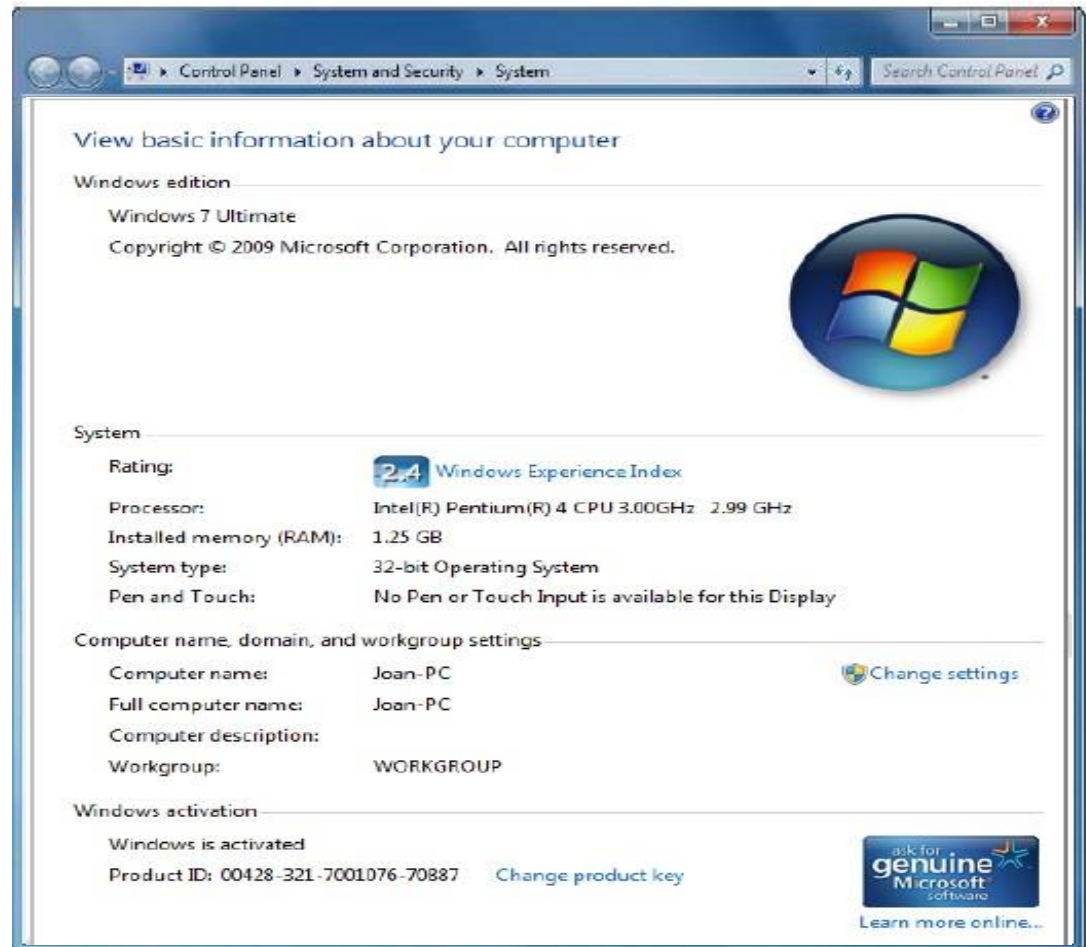
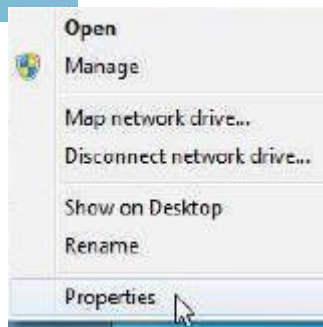
If you have updates ready to install, click Install updates.

1.1.System

Viewing System Information such as the version of Windows that is currently installed, processor speed, memory, and system type

✓ To open it, click **Control Panel**, click **System and Security**, select **System**.

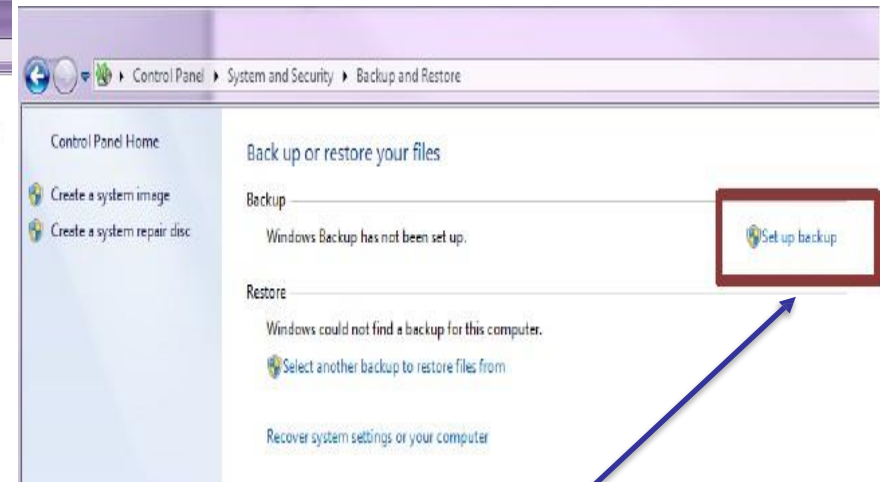
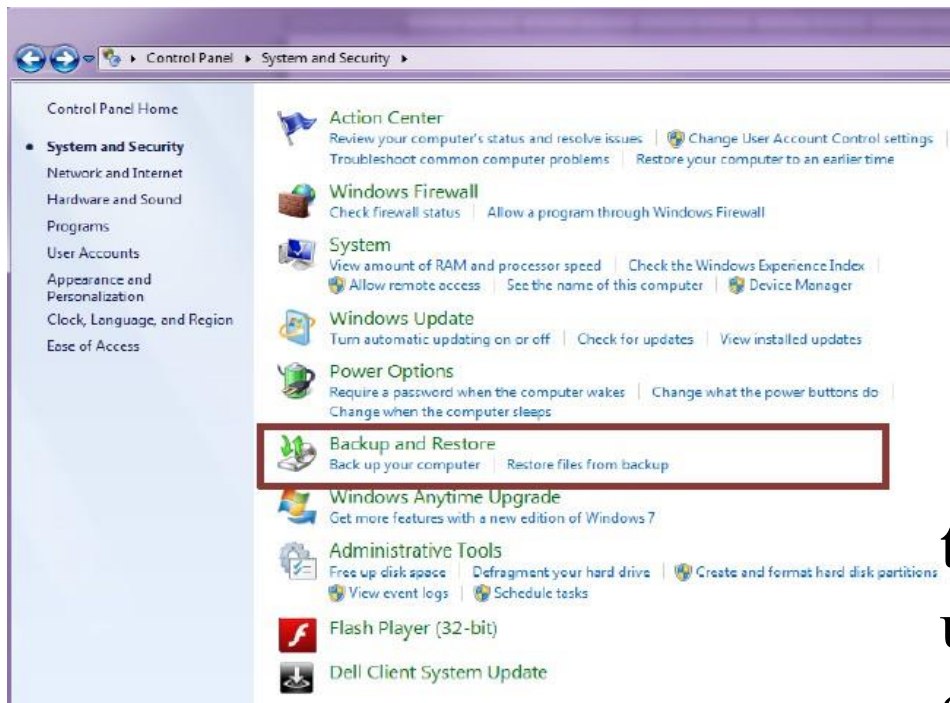
Note: you can also right-clicking the Computer button, and then clicking Properties.



1.2.Backup and Restore

Backing up means saving a copy of your files in case something happens to your computer. Windows recommends saving your backup on an external hard drive.

✓ To open it, click **Control Panel**, click **System and Security**, select **Backup and Restore**.



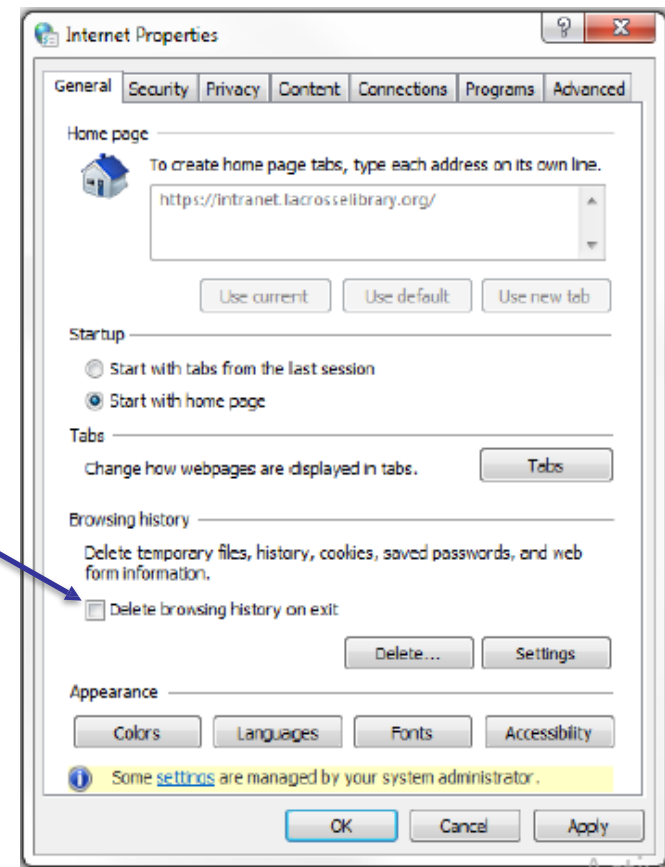
to create a **backup**, click on Set up backup, also where you would come to **restore** your files from a previous backup.

2. Network and Internet

- ✓ To open it, click **Control Panel**, click **Network and Internet**, select **Internet Options** to change your homepage and **delete** your browsing history.



From this window, click on the Privacy tab to change privacy settings, including the pop-up blocker.



3. Hardware and Sound

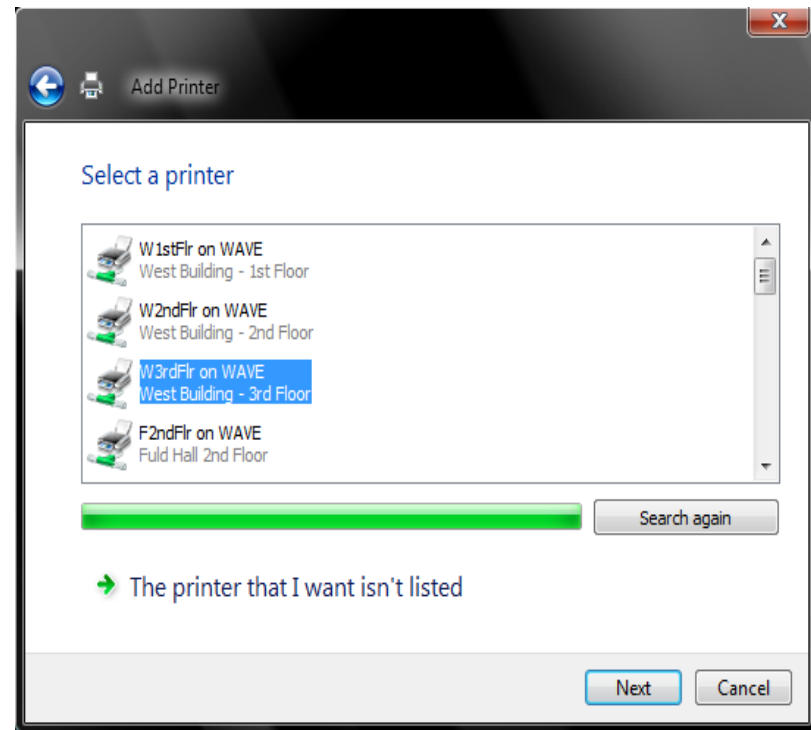
This option allows you to modify settings for all hardware connected to your computer such as (printers, scanners, keyboard, speakers, and more). You can also adjust sound and power usage options.

- ✓ To open it ,click **Start, Control Panel, Click Hardware and Sound.**



3.1.Add Printer

In the **Control Panel**, click **Hardware and Sound** and then select **“Devices and Printer”** ,choose **Add Printer**, select the printer you want to add from the "Select a device" box ,click **Next**, click **Finish**.

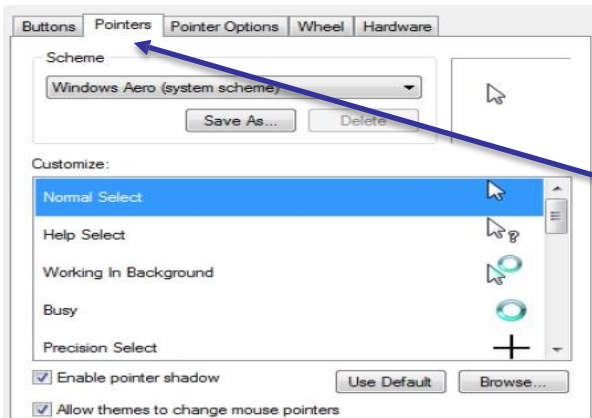
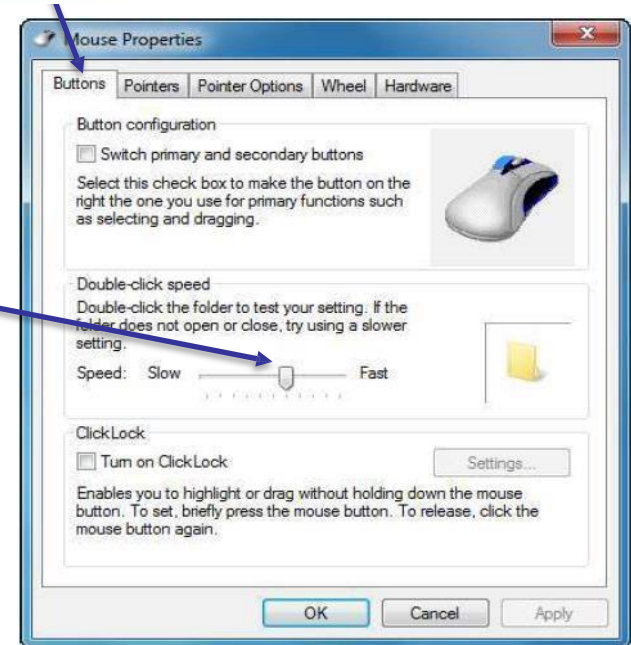


3.2.Mouse

In the **Control Panel**, click **Hardware and Sound** and then select “**Devices and Printer**” ,choose **Mouse** retniop esuom egnahc ot .



You can reverse the operation of the left and right mouse buttons to accommodate left or right-handed people. To adjust the double-click speed, click and drag the slider and test it by double-clicking the folder icon.

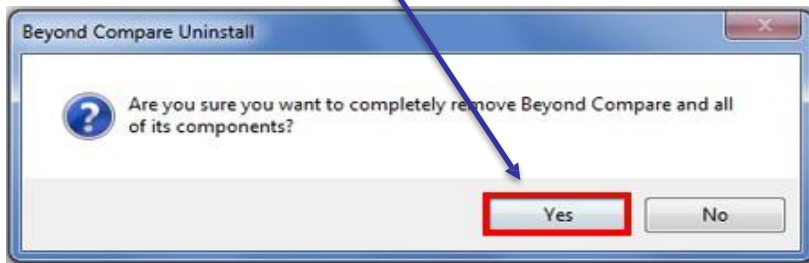


Change which type of mouse pointer scheme you want to use.

4. Program

The Add/Remove Programs dialog allows the user to manipulate software installed on the system.

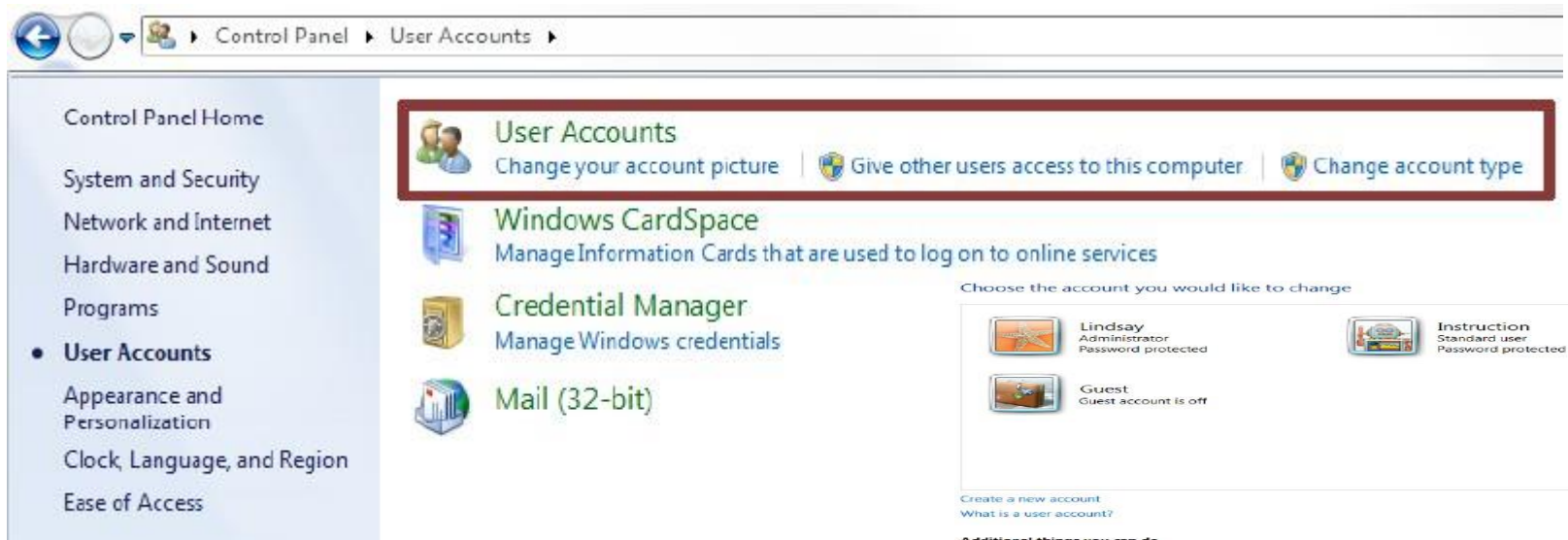
- ✓ To open it, click **Start**, click **Control Panel**, click **Program**, select **Uninstall Program**, Select the program you want to uninstall by clicking on it, Click at the top on **Uninstall/Change**, click **Yes** on message box.



5. User Account and Family Safety

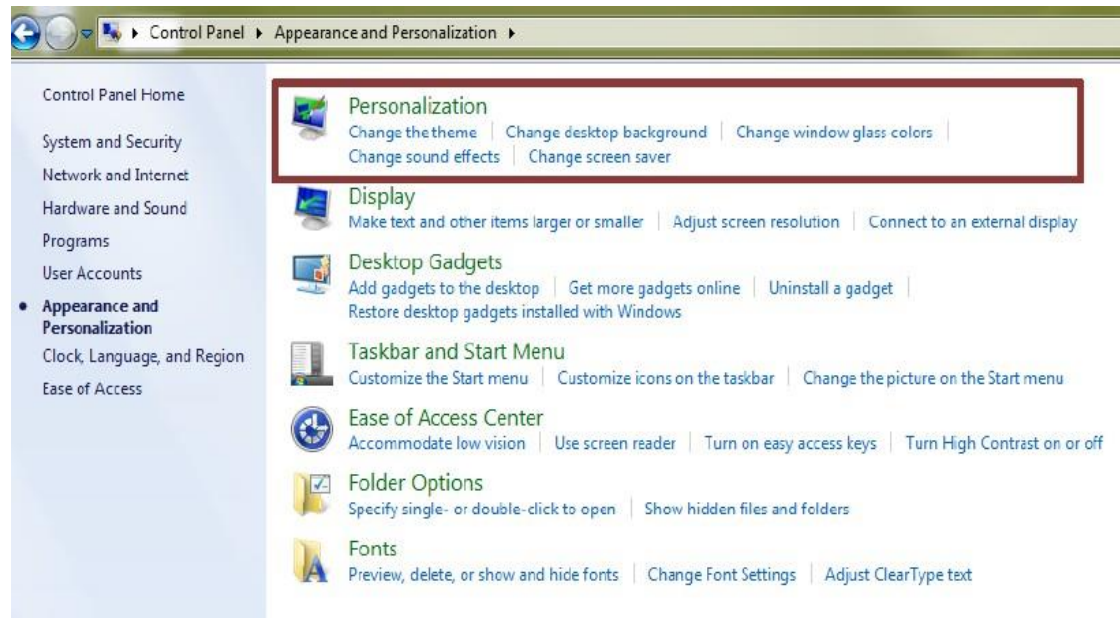
Manage users on your computer. These options are useful if the computer is to be used at home or in an office setting where many people will share the same computer. This allows the user to configure their account and other accounts used in the system. They can change username , password, and picture.

- ✓ To open it, click **Control Panel**, click **User Account and Family Safety**, select **User Accounts** to change your account picture, add or remove accounts.



6.Appearance and Personalization

To open it, **Click Start, Control Panel, Appearance and Personalization**, click **Personalization** to change your theme (backgrounds, sounds, and window colors); change your desktop background, change your sound effects, or change your screen saver.

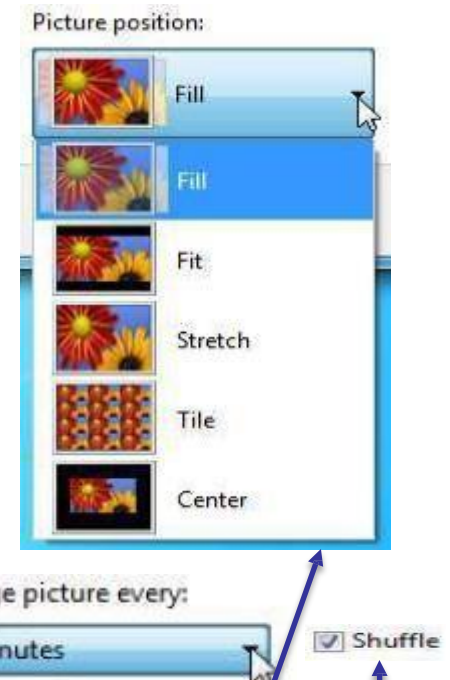


Note: you can also right click on your desktop and choose Personalize).



6.1.Desktop Background

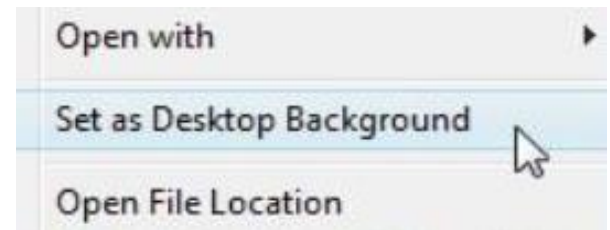
To change the desktop background.



1. Click Desktop Background, Select image.
2. Adjust how the image will be displayed on your screen, click Save Changes.

Note:

- ✓ You can make any picture stored on your computer your desktop background by **right-clicking the picture, clicking Set as Desktop Background**.



Or, click Browse to search for the picture on your computer. When you find the picture you want, double-click it.



6.2. Window Color



You can select a color for your desktop background or use a color to frame your background picture. By **click Window Color**, **select color**, **adjust Intensity**, **save changes**.



6.3.Sounds



Sound schemes play different sounds when something happens in Windows (starting up, emptying the Recycle Bin, a warning window, etc.). By select any sound from the list, click Text to hear it, click OK to save any changes.

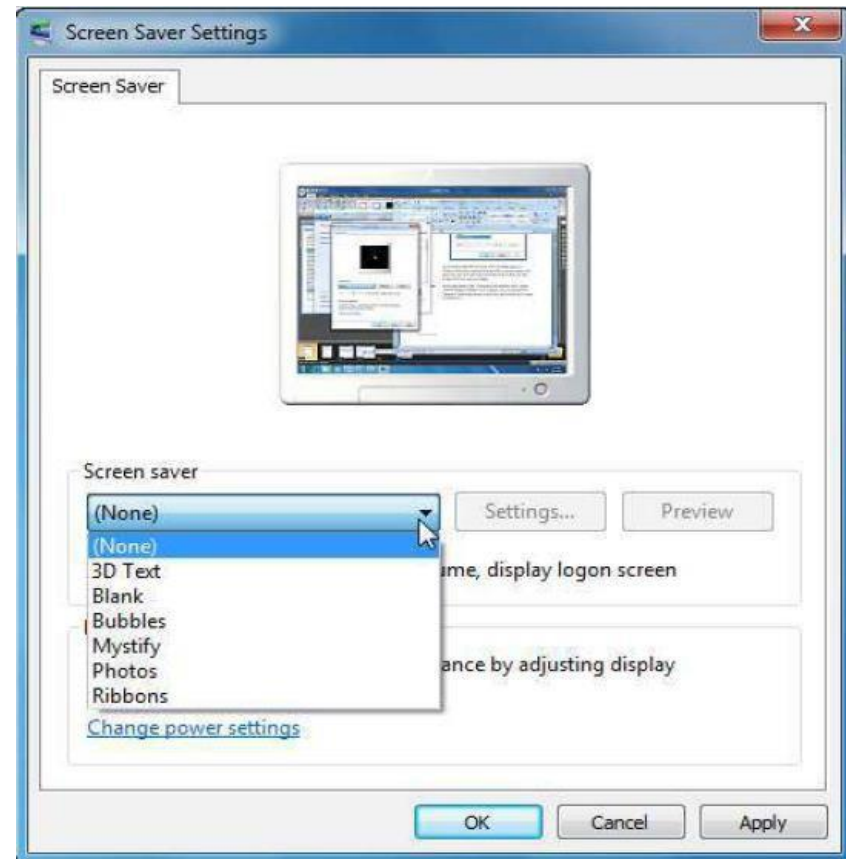


6.4.Screen Saver



screen savers that are automatically activated after a certain period of inactivity.

- ✓ Choose a screen saver, modify its properties by clicking the Settings button, click OK



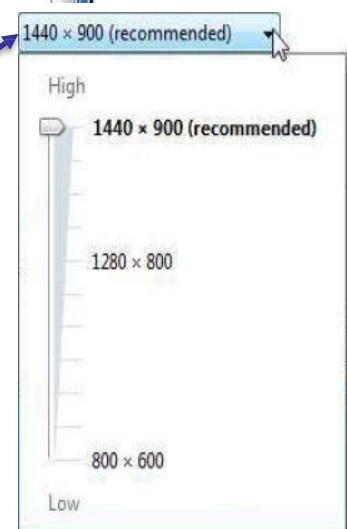
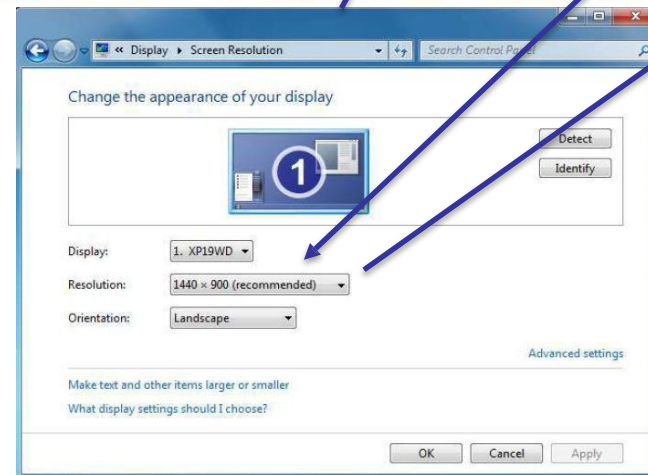
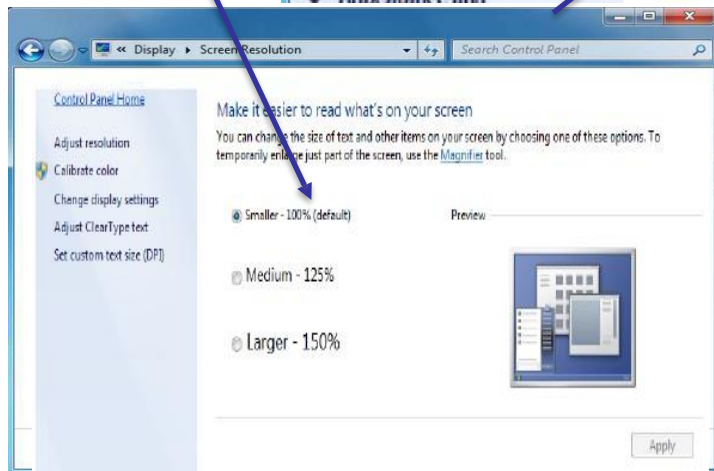
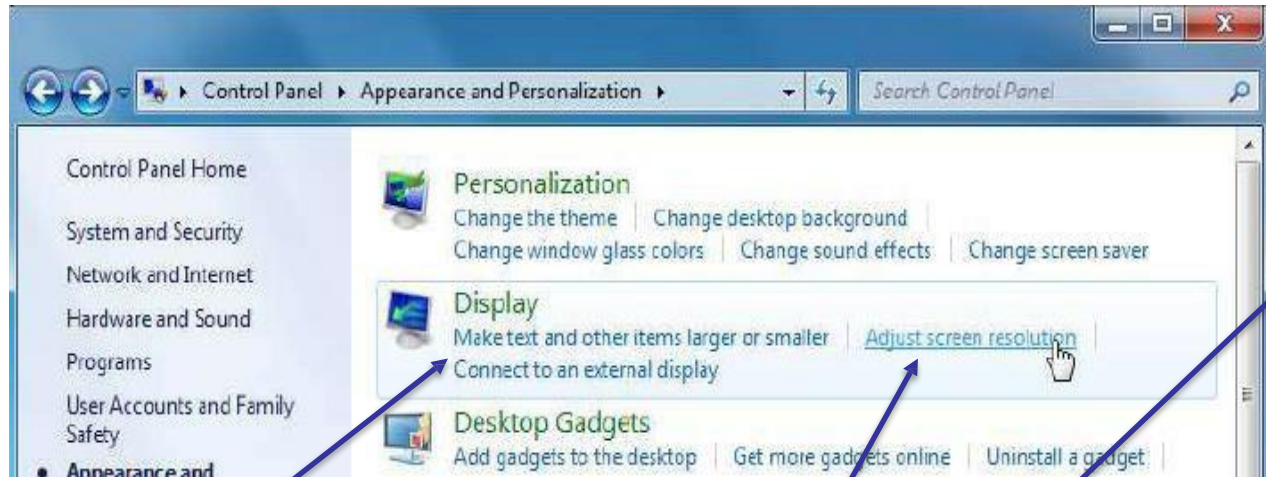
6.5.Display

Select between the different displays attached to computer.

To open it, **Click Start, click Control Panel, click Appearance and Personalization, click Display, choose your setting, click Apply.**

Make
your text
and icons
larger or
smaller.

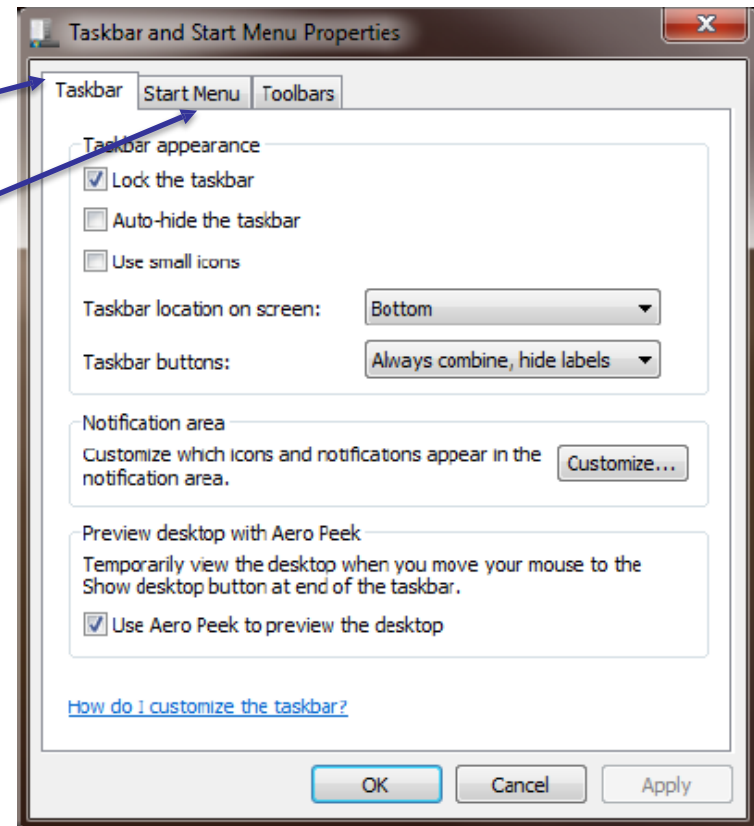
Make your
resolution
of monitor
larger or
smaller.



6.6.Taskbar and Start Menu

Allows the user to change the behavior and appearance of the taskbar and Start Menu

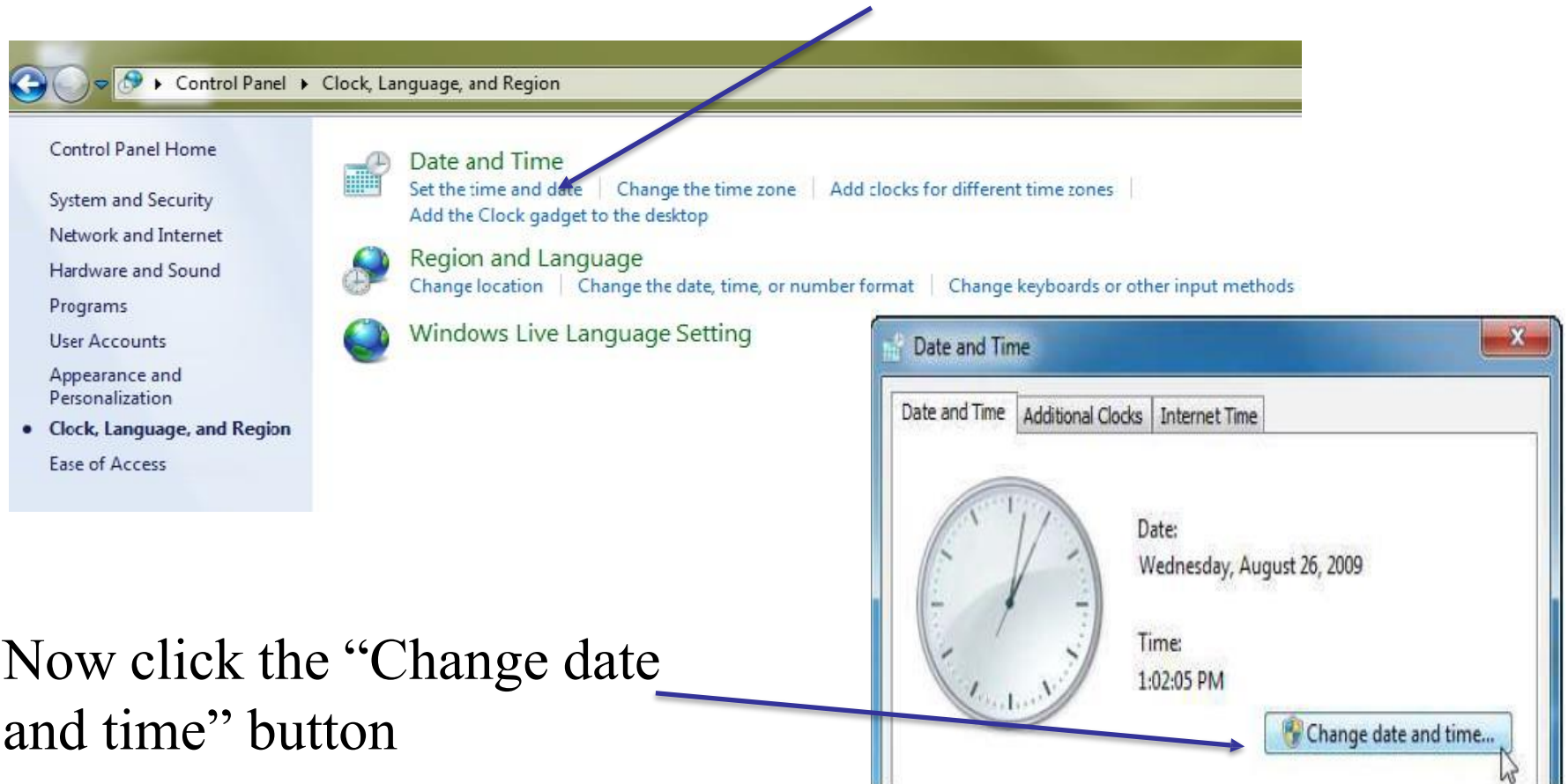
- ✓ To open it, **Click Start, Control Panel, Appearance and Personalization,**
- ✓ Select **Taskbar**, change taskbar position on your screen.
- ✓ select **Start Menu**, choose whether to display recently opened items and programs. You can also customize your Start Menu here.



7.Clock, Language, and Region

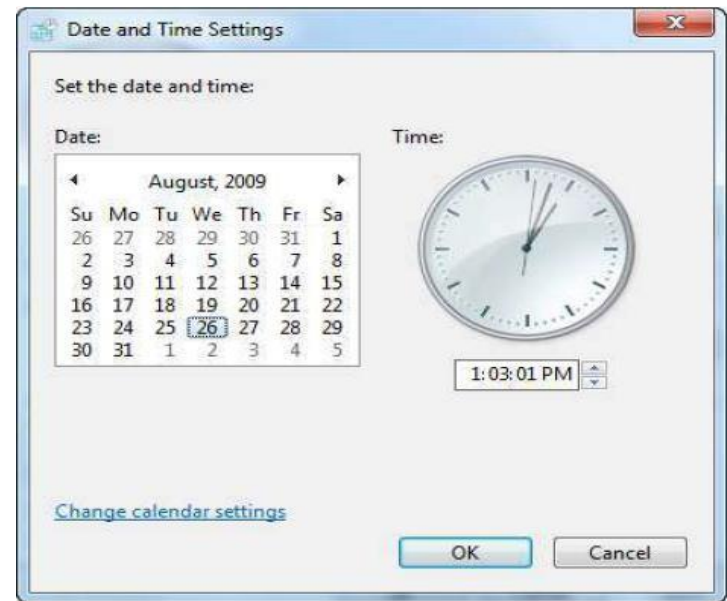
You can set the time and date, change your time zone, and add additional clocks,.

- ✓ **Click Start, Control Panel, Click Clock, Language, and Region, click Date and Time ,select “Set the time and date”.**



7.1. Time and Date

change the month, and then click a day to change the date. Click the hour, minute, or second time and type the proper time. When you are satisfied with all adjustments, click OK.



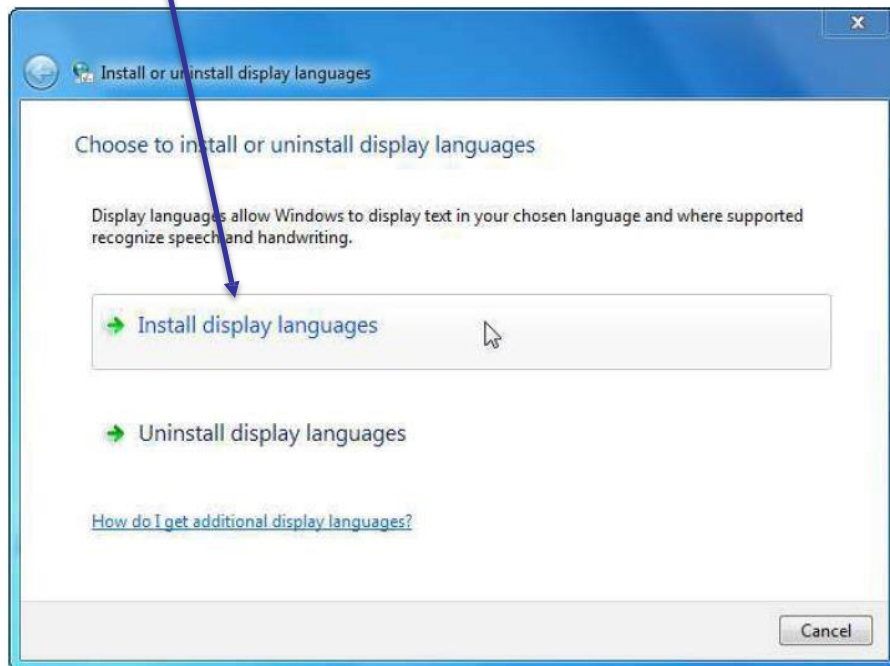
Note: You can also click the clock in the Taskbar and then click “Change date and time settings:”

7.2. Language

To change the language pack that is installed on your computer.



Click **Clock, Language, and Region**, click “**Change display language**”, click “**Install/uninstall languages**”, click the “**Install display languages**”.



8.Ease of Access

help you change your computer settings so that the computer is easier to use.

✓ To open it, click **Start**, **Control Panel**, click **Ease of Access**.



- Click on **Speech Recognition** to set up your computer to recognize spoken commands. Speech recognition needs a microphone.

Note: you can also click Start, All Programs, Accessories, Ease of Access



Thank you
For yours listening

