Configuring Microsoft Windows

Introduction:
To use Microsoft Windows effectively, we must customized system setting. You can do this by using the following features of Microsoft Windows:

<table>
<thead>
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<th>Feature</th>
<th>Function</th>
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<td>Properties</td>
<td>These are the setting for different objects in your computer’s hardware and software.</td>
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<tr>
<td>Control Panel</td>
<td>It provides the ability to view and change all system settings</td>
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<tr>
<td>Wizards</td>
<td>These are the programs that help automate the process of installing hardware and software, and configure it.</td>
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1. Properties:
   Every Object/component in Microsoft Windows has properties like file name, size, icon, access, and etc. These Properties are view and modified by properties option. To change the properties of object, right click the object and the shortcut popup menu will display. Select Properties option, that open properties windows of object. The properties that you can change depend upon this object you have selected.

2. Control Panel:
   1. The Control Panel is a powerful component / feature of Microsoft Windows that provides the ability to view and change all system settings.
   2. It contain set of tools that include adding or removing hardware and software, controlling user accounts, changing accessibility options, and accessing networking settings.
   3. Its most of the tools need administrator access.
   4. It list tools in two views.
      a. Category View : By default, the Control Panel is displayed in Category view, which is separated into categories. To open a window with the Control Panel options for any one of these categories, simply click the category’s hyperlink. These categories are:-

   ![Control Panel Categories](image)

Adjust your computer's settings

- System and Security
- Network and Internet
- Hardware and Sound
- Programs

View by: Category

- User Accounts
- Appearance and Personalization
- Clock and Region
- Ease of Access
- Programs

Uninstall a program

![User Accounts Options](image)

- Change account type
- Change date, time, or number formats
- Customize colors and fonts
- Access options

![Appearance and Personalization Options](image)

- Change color scheme
- Adjust screen resolution
- Customize display settings

![Clock and Region Options](image)

- Change date and time
- Change time zone
- Set time and date

![Ease of Access Options](image)

- Adjust display settings
- Customize text size
- Adjust display resolution

![Programs Options](image)

- Uninstall a program
Click This Category Link . . . . . . To Display These Groups of Links
System and Security
Action Center, Windows Firewall, System, Windows Update, Power Options, Backup and Restore, BitLocker Drive Encryption, and Administrative Tools
User Accounts
User Accounts, Windows Cardspace, Credential Manager, and Mail (32-bit)
Network and Internet
Network and Sharing Center, Homegroup, and Internet Options
Appearance and Personalization
Personalization, Display, Desktop Gadgets, Taskbar and Start Menu, Ease of Access Center, Folder Options, and Fonts
Hardware and Sound
Devices and Printers, AutoPlay, Sound, Power Options, Display, and Windows Mobility Center
Clock, Language, and Region
Date and Time, and Region and Language
Programs
Programs and Features, Default Programs, and Desktop Gadgets
Ease of Access
Ease of Access Center and Speech Recognition

b. Classic View :

3. Wizards:
   1. Microsoft Windows includes many wizards, programs that take you step by step through the process of creating and configuring something.
   2. Wizards include instruction for each step, telling you what information you must provide, making suggestion regarding what choices to make.
   3. Each step make state-full backup and controlled by Back, Next and Cancel button at bottom of wizard window.
   4. This feature makes windows easy to use and managed by user.

Exercise:
   1: Which tool can used to uninstall programs from our computer?
   2: How to rename file name?
   3: Which tool can used to change desktop themes?
   4: Which option can used to change date time of our computer?
   5: What is Wizards?