

Configuring Microsoft Windows

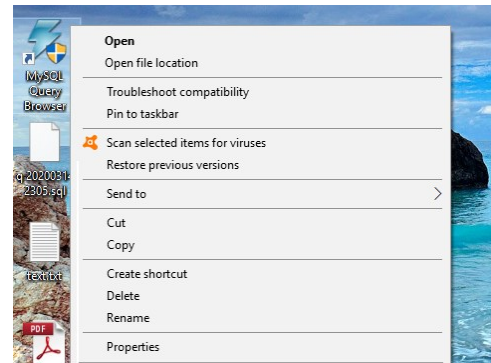
Introduction:

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

Feature	Function
Properties	These are the setting for different objects in your computer's hardware and software.
Control Panel	It provides the ability to view and change all system settings
Wizards	These are the programs that help automate the process of installing hardware and software, and configure it.

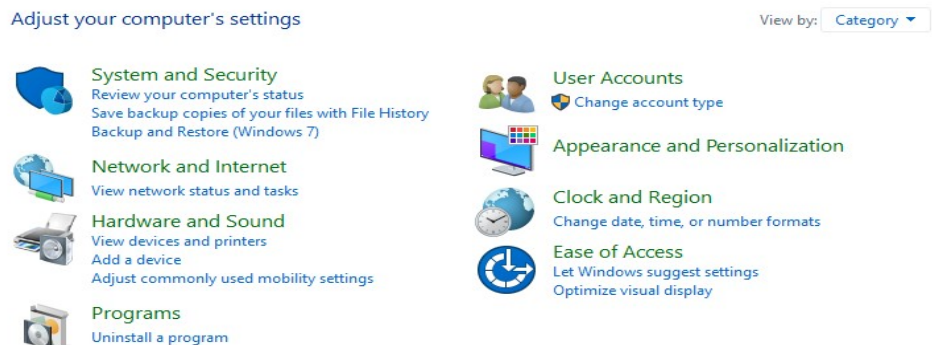
1. Properties:

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:-



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 :

Adjust your computer's settings

View by: [Large icons](#) ▼



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?