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Course Name: O Level (2nd Sem) **Topic:** Configuring Microsoft Windows **Subject:** Introduction to ICT Resources Date: 25-03-2020

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.

| | Open | |
|---|---------------------------------|---|
| | Open file location | |
| | Troubleshoot compatibility | |
| | Pin to taskbar | |
| đ | Scan selected items for viruses | |
| | Restore previous versions | |
| | Send to | > |
| | Cut | |
| | Сору | |
| | Create shortcut | |
| | Delete | |
| | Rename | |
| | Properties | |

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.
 - **Category View** : By default, the Control Panel is displayed in Category view, a. 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:-

Adjust your computer's settings



System and Security Review your computer's status Save backup copies of your files with File History Backup and Restore (Windows 7)

Network and Internet View network status and tasks



View devices and printers Add a device Adjust commonly used mobility settings



Clock and Region Change date, time, or number formats Ease of Access Let Windows suggest settings Optimize visual display

User Accounts

View by: Category -



Programs Uninstall a program

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| 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

| | Administrative Tools | Z | Adobe Gamma (32-bit) | | AutoPlay | 1 | Backup and Restore (Windows 7) | R | BitLocker Drive Encryption |
|----|-------------------------------|---|--------------------------------------|----------|--------------------------|---|--------------------------------------|---|------------------------------------|
| | Color Management | | Credential Manager | P | Date and Time | 6 | Default Programs | 4 | Device Manager |
| | Devices and Printers | • | Ease of Access Center | 3 | File Explorer Options | | File History | F | Flash Player (32-bit) |
| A | Fonts | | Indexing Options | J | Infrared | P | Intel [®] Graphics Settings | • | Intel® Rapid Storage Technology |
| | Internet Options | | Java | 4 | Keyboard | ٩ | Mail (32-bit) | 9 | Mouse |
| 4 | Network and Sharing Center | | Phone and Modem | ۲ | Power Options | à | Programs and Features | P | Recovery |
| Ð | Region | | RemoteApp and Desktop Connections | p | Security and Maintenance | • | Sound | Q | Speech Recognition |
| | Storage Spaces | 0 | Sync Center | | System | | Taskbar and Navigation | | Troubleshooting |
| 82 | User Accounts | | Windows Defender Firewall | 1 | Windows Mobility Center | | Windows To Go | | Work Folders |

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?