Changing System Date and Time:

We can set system date and time in following ways given below –

**Step 1** – Click the clock on task bar and perform **Step 3** and **Step 4**.

**Step 2** – Another alternate way is to go to the "**Control Panel**" from Start menu and select "**Clock, Language and Region**", and select "**Date and Time**" and perform **Step 4** and **Step 5**.

**Step 3** – In the window displayed, select "**Change date and time**".

**Step 4** – Set corresponding date and time, and press "**OK**" button.

Changing Display Properties:

Display properties include Desktop Background, Text, Window Colour, Sounds, Screensaver, etc. To change these display properties, we have to perform the following steps.

**Step 1** – Right click on desktop and select "**Personalize**" from displaying options.

**Step 2** – From the displayed window, select desired action, like changing the background/themes/resolution, and press "**Save Changes**" button.

**Step 3** – Alternate way is to go to the "**Control Panel**" from Start menu and select "**Appearance and Personalization**" and select display you want from the listed options and save changes.

Changing Mouse Properties:

Properties of the mouse can be changed by following steps below –

**Step 1** – Go to "**Control Panel**" from start menu.

**Step 2** – Select "**Hardware and Sound**" and select "**Device and Printers**" from the listed options.

**Step 3** – Click on "**Mouse**" under **Devices and Printers**, and change any of the following properties and "**Apply**" changes.
**Button**: Changes primary and secondary button and double-click speed.

**Pointer**: Changes image seen during specific window operation.

**Pointer Options**: Changes precision of pointer, speed and visibility of long or short pointer.

**Wheels**: Changes horizontal and vertical scrolling.

**Hardware**: Helps to view properties of mouse.

**Device Setting** – Required only if we are using the laptop.

**Adding and Removing Printers:**

To add or remove printers we have to execute following steps –

**Step 1** – Go to "Control Panel" from start menu.

**Step 2** – Select "Hardware and Sound" and select "Device and Printers" from the listed options.

**Step 3** – Now under "Devices and Printers", we can add a printer using "Add a Printer" tab at top of the window.

**Step 4** – To remove a printer, "Right Click" by placing the cursor on printer you want to remove, and select "Remove Device" from popped up menu.

**To Add or Remove a Windows Component:**

In order to add or remove Windows component, follow the below steps –

**Step 1** – Type "add or remove programs" in the search box and select "Add or Remove Programs" under control panel and follow **Step 3** and **Step 4**.

**Step 2** – Alternate way is to select "Control Panel" from start menu and select "Uninstall a Program" from "Program" and follow **Step 3** and **Step 4**.

**Step 3** – Click "Turn Windows features on or off" on left side of programs and features window.

**Step 4** – From window displayed, add or remove the program you want, and click "OK" button.
Assignments:

- What is Control panel in windows operating system? How does it help to personalize our computer?

- Write steps with diagram of following:
  - Interchange the functions of left and right mouse buttons.
  - Change system’s date and time settings.