NIELIT Gorakhpur

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.**