

**Course Name :** O Level(B3-1st sem.)  
**Topic :** Control Panel

**Subject :** ITT&NB  
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## Control Panel

The **Control Panel** is a component of Microsoft **Windows** that provides the ability to view and change system settings. It consists of a set of applets that include adding or removing hardware and software, controlling user accounts, changing accessibility options, and accessing networking settings.

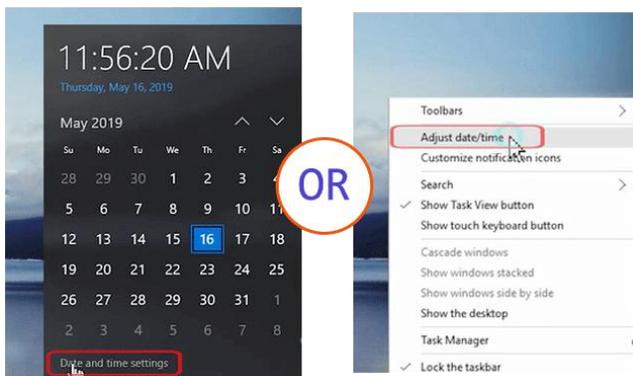
### How to open Control Panel in Windows 10

#### Open it in the Start Menu.

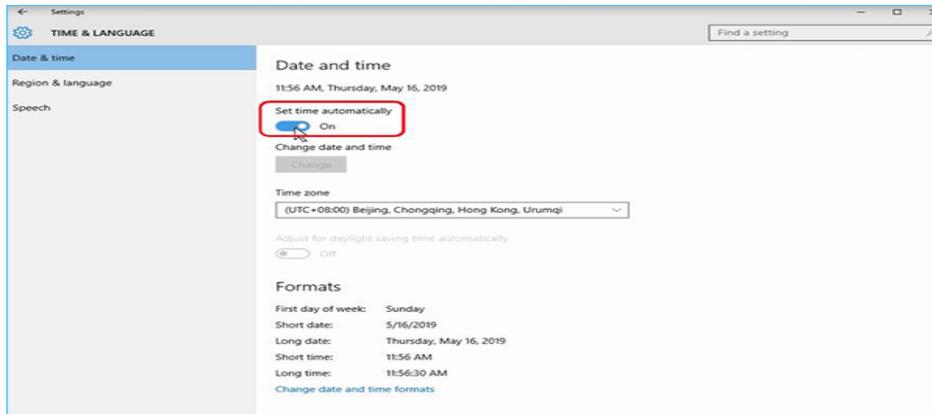
Click the bottom-left **Start button** to open the Start Menu, type **control panel** in the search box and select **Control Panel** in the results.

### Changing System Date and Time

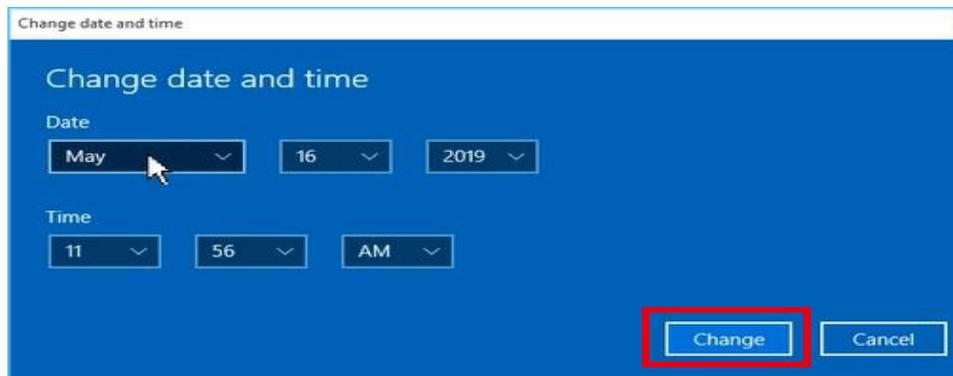
**Step 1:** Click the bottom-right **clock icon** on the taskbar, and select **Date and time settings**. Or we can right click the clock icon, click **Adjust data /time**.



**Step 2:** As the Date and time Windows opens, we can turn off **Set time automatically**.



**Step 3:** In the Date and Time Settings window, respectively change date and time, and then tap **OK** to confirm the changes.



## How to Add or Remove and Share a Printer on a PC

### Adding a Printer:

If your printer doesn't connect via USB, and you don't have setup instructions or drivers, follow these steps.

1. Turn off the PC and connect the printer. Power on both the PC and the printer.
2. In Windows 7, click *Start, Devices and Printers*.
3. Click *Add a printer*.
4. If the printer is physically connected to the PC, click *Add a local printer*. If the printer is connected wirelessly or over a network, skip to Step 5.

**4a.** Select *Use an existing port*, and then choose your printer port from the drop-down list. The default *LPT1* selection is highly likely to be correct. Click *Next*.

**4b.** Select your printer manufacturer and model from the two lists. If your model is not listed and your system is connected to the Internet, click the *Windows Update* button. If you have a driver on a disk or CD, or if you downloaded a file, click *Have Disk...* to point Windows to the driver you want to use. Click *Next*.

**4c.** Assign a custom name to your printer, if you want an easy way to identify it. Click *Next*.

**4d.** If prompted, select a sharing option. If you are unsure what to do, select *Do not share this printer*. Click *Next*.

**4e.** Click *Print a test page* to confirm a successful installation. Click *Finish*.

**5.** If your printer is connected wirelessly or over a network, click *Add a network, wireless or Bluetooth printer*.

**5a.** Select the printer you would like to install from the list. Click *Next*.

**5b.** If prompted, click *Install driver*. Click *Next*.

**5c.** Click *Print a test page* to confirm a successful installation. Click *Finish*.

**4.** Select the printer you want to install. Click *Add*.

## Removing a Printer:

**1.** In Windows 7, click *Start, Devices and Printers*.

**2.** Right-click the printer you wish to remove. In Windows 7, click *Remove device*.

## Exercise:

1. Write the steps to change System date and time.
2. How to add or remove a printer on your PC?