

**Course Name :** O Level(B4-1st sem.)

**Topic :** Control Panel

**Subject :** ITT&NB

**Date :** 27-03-20

## 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

---

#### Way 1: 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.

#### Way 2: Access Control Panel from the Quick Access Menu.

Press **Windows+X** or right-tap the lower-left corner to open the Quick Access Menu, and then choose **Control Panel** in it.

#### Way 3: Go to Control Panel through the Settings Panel.

Open the Settings Panel by **Windows+I**, and tap **Control Panel** on it.

#### Way 4: Open Control Panel in the File Explorer.

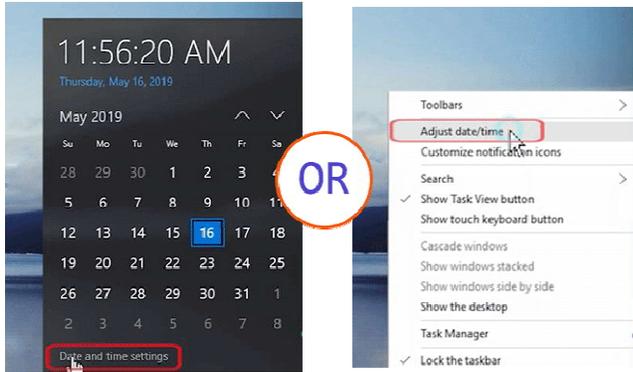
Click the **File Explorer** icon on the taskbar, select **Desktop** and double-tap **Control Panel**.

#### Way 5: Open the program via Run.

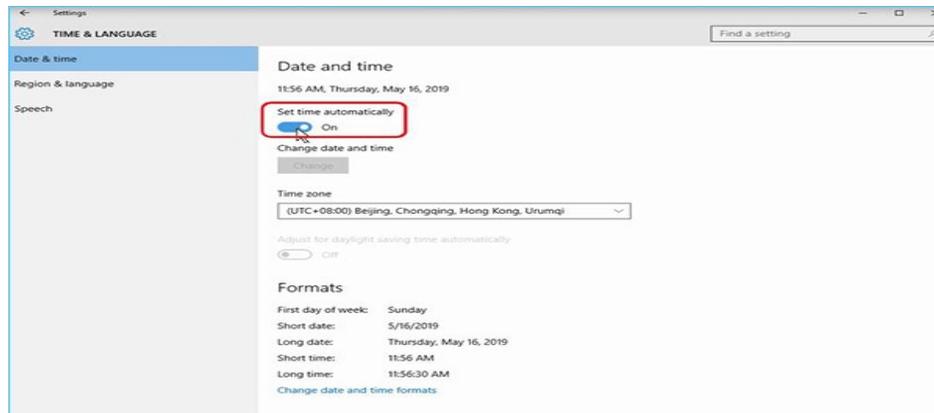
Press **Windows+R** to open the Run dialog, enter **control panel** in the empty box and click **OK**.

## Changing System Date and Time

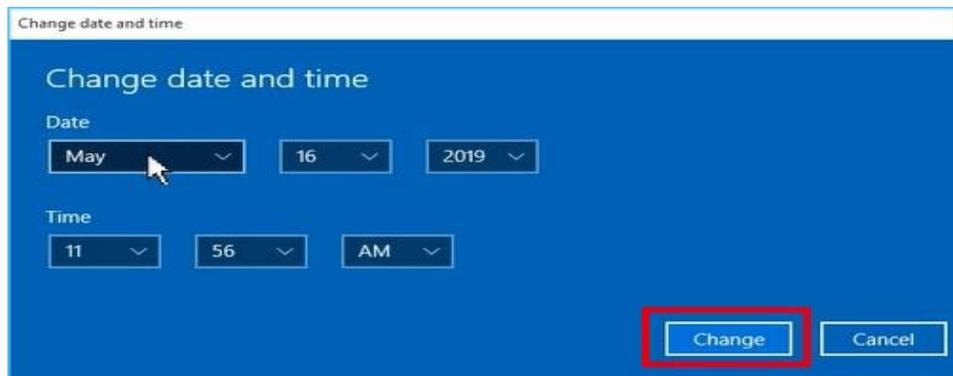
**Step 1:** Click the bottom-right **clock icon** on the taskbar, and select **Date and time settings**. Or we can right click the clock icon, click **Adjust data /time**.



**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.



## Exercise:

1. Write the steps to change System date and time.