

Chapter 4

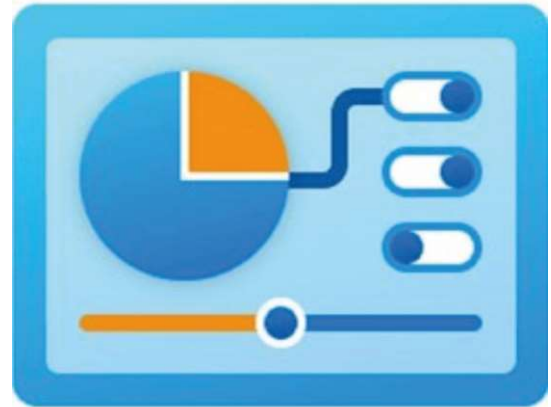
CONTROL YOUR WINDOWS

Windows operating system provides a **number** of configurations that user can **manage** and **control**.

These include

- User Configurations
- Network and Internet
- Clock Settings ... And many more

In other words –



“Adjust Your Computer’s Settings”

Control Panel

Control – is the ability to direct behaviour of particular object during the course of an event.

For Example

- **You have ability to control speed** with **Accelerator**.
- **Left button** on the **mouse** is the **default** button used to click and as a pointer.
 - But, the behaviour can be changed using mouse setting where the Right button can be set as default.

Panel – is a board into which instruments or controls are set. From computer perspective, the panel is virtual board where system controls are placed.

These are the general definition of Control and Panel. Now, let’s look into Control Panel from technical perspective.

Control Panel

Technical Definition –

The **Control Panel** in **Microsoft Windows** enables a user to **change various computer hardware and software features**.

Control Panel is a very important thing in our computer. With the help of this you can change settings for Windows.

These settings control nearly everything about how Windows looks and works, and you can use them to set up Windows so that it's just right for you.

There are many categories in the Control Panel, but **8 Categories** are important in the Control Panel.

- **System and Security**
 - A **section** to check your computer's status, backup and restore, and others.
- **Network and Internet**
 - View network status.
- **Hardware and Sound**
 - View which devices are on your computer and add devices.
- **Programs**
 - View and Uninstall programs.
- **User Accounts**
 - Change user accessibility.
- **Appearance and Personalization**
 - Change desktop options, like fonts and screen readers.
- **Clock Language and Region**
 - Change date and time.
- **Ease of Access**
 - Optimize your display settings.

Adjust your computer's settings

View by: Category ▾



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



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



Programs
Uninstall a program



User Accounts
Change account type



Appearance and Personalization



Clock and Region
Change date, time, or number formats



Ease of Access
Let Windows suggest settings
Optimize visual display

How to Access the Control Panel

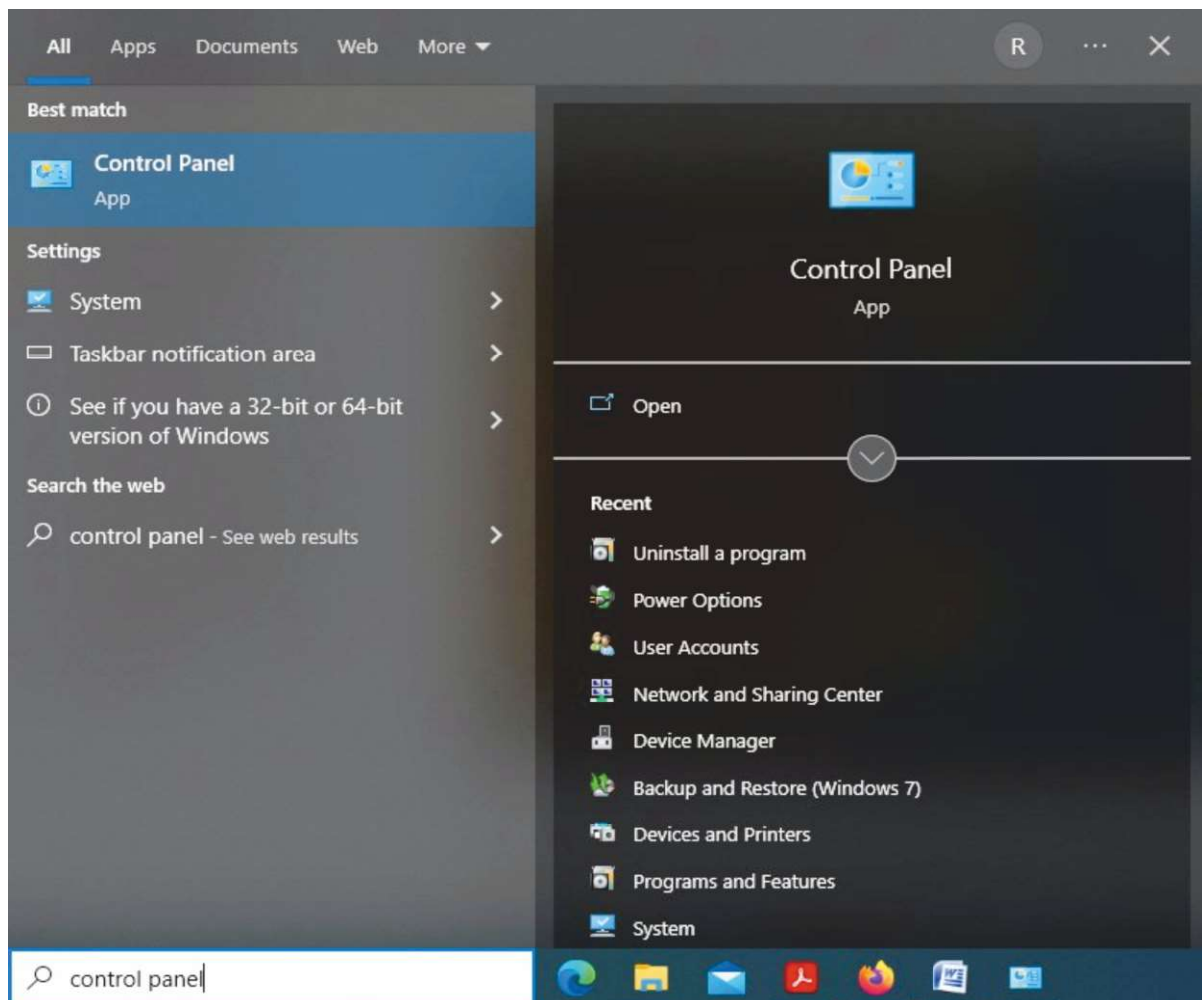
Think of Control Panel as *the* place to go in Windows if you want to change something about how it looks or works.

In recent versions of Windows, Control Panel resides in the **Windows System** folder or category in the Apps listing.

In other versions, open the Start menu and then choose **Control Panel**, or
Start > Settings > Control Panel.

Open Control Panel in Windows 10

2. Select the **Start** button.
3. Type **Control Panel**.
4. Select **Control Panel** from the list.



While there are many things you can control or set using control panel. We will focus on following in this chapter

- Review your computer's status
- Changing Date & Time
- Uninstall a Program

Review your computer's status

“Review your computer's status” is a

Feature under

“System and Maintenance”

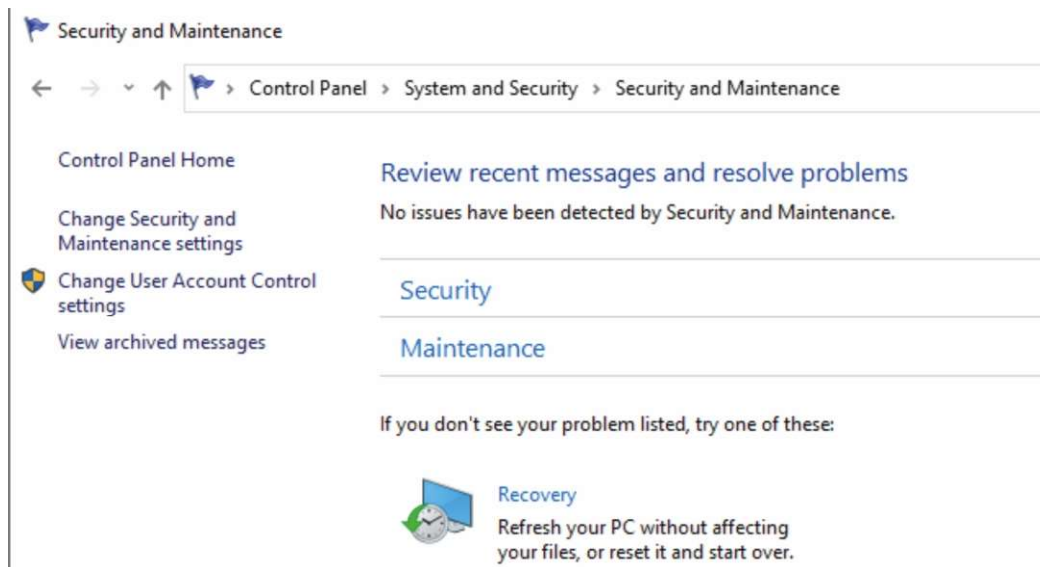
Security and maintenance are important with any computer, and windows have made several improvements that make it easier than ever to keep your computer in good shape.

To access “Review Your Computer's Status” from the Control Panel:

1. Click Start.
2. Go to the Control Panel.
3. Click **Review Your Computer's Status** under **System and Security**.

* It may also refer as “Action Center” in some Windows version.

4. It will list all the issues found in your system. But if there are no issues found then the screen will look something like .



Fixing problems using the Action Center:

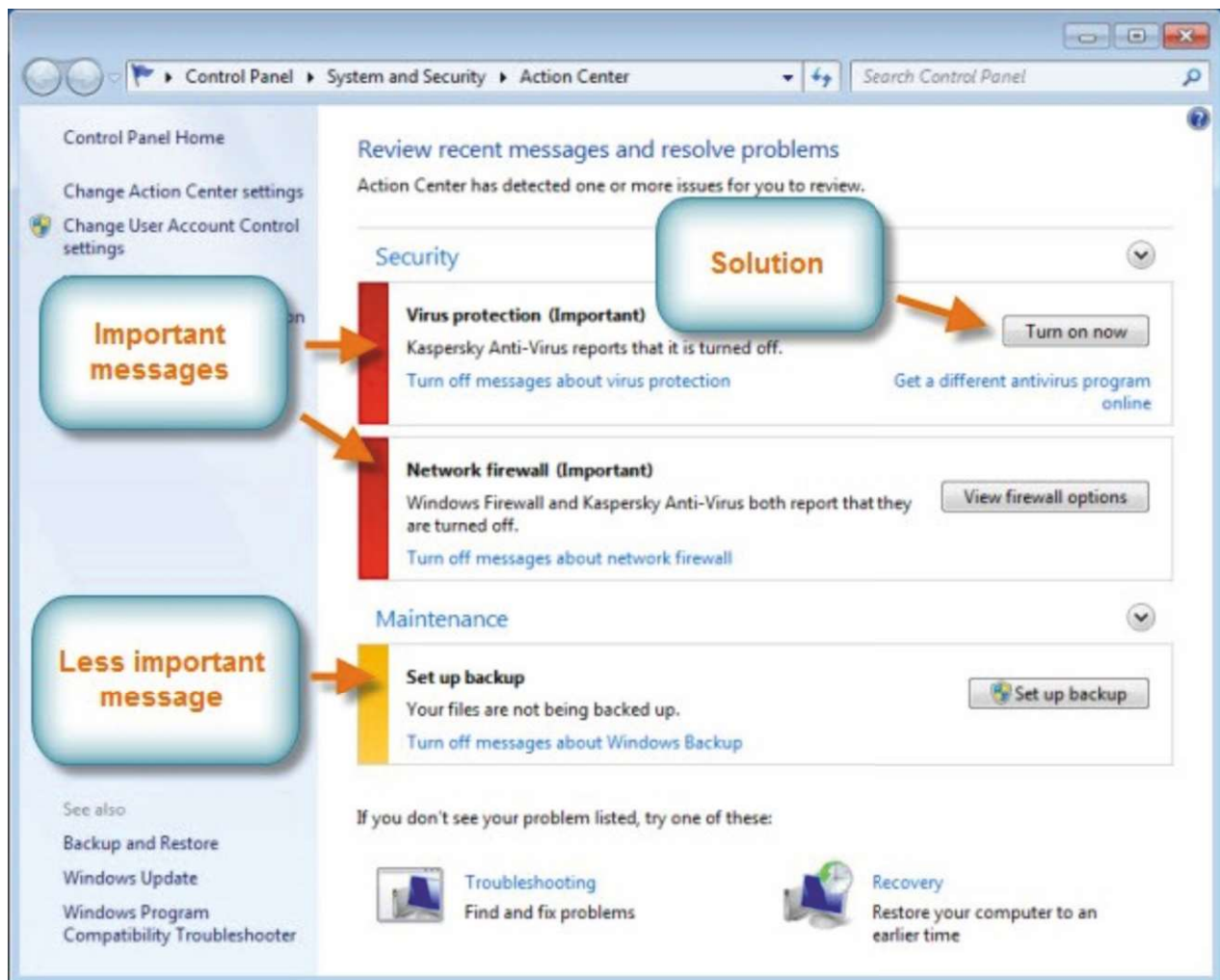
Your messages are displayed in the Action Center pane.

Important messages will have a **red bar**, while **less important** ones will have a **yellow bar**.

If a security or maintenance issue has a **solution**, there will be a button on the right side of the message.

Some messages are just **notifications** and do not indicate a problem with your computer. These messages will not include a solution button, but they may still have important information or instructions.

- **To fix a problem**, click the (solution) button and follow the directions on the screen. When you are done, the message will disappear from the Action Center.



Changing Date & Time

“Changing Date & Time” is a

Feature under

“Clock and Region”

Windows’ default date and time format can be quite restrictive, not showing seconds and using slashes to break up a date.

As a result, there may come a time when you need to show how to change the date and time format in Windows 10 to match your preferences.

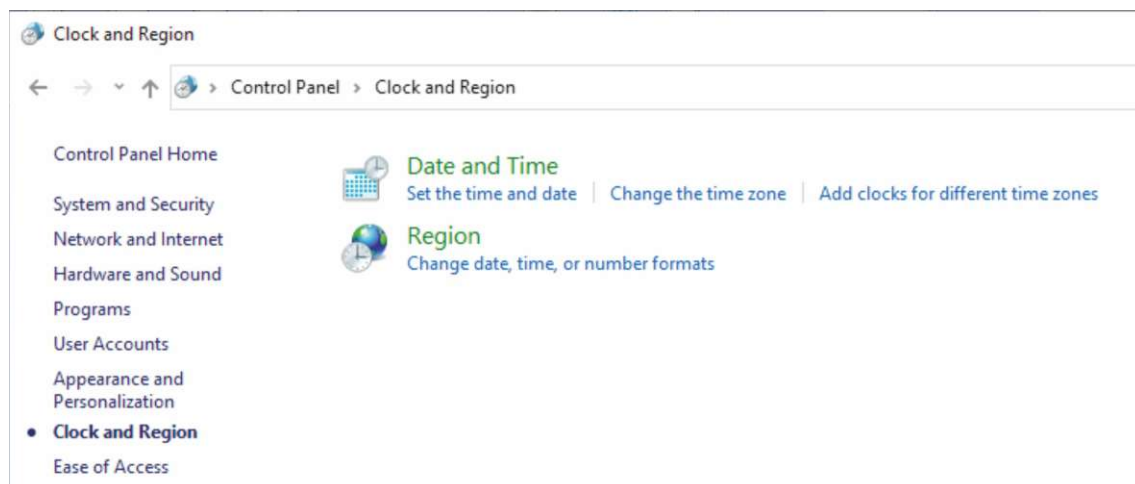
You can, for example,

- Change the long date format or change clock format to include AM/PM symbols.
- Perhaps you even want dashes or dots in your date rather than slashes.

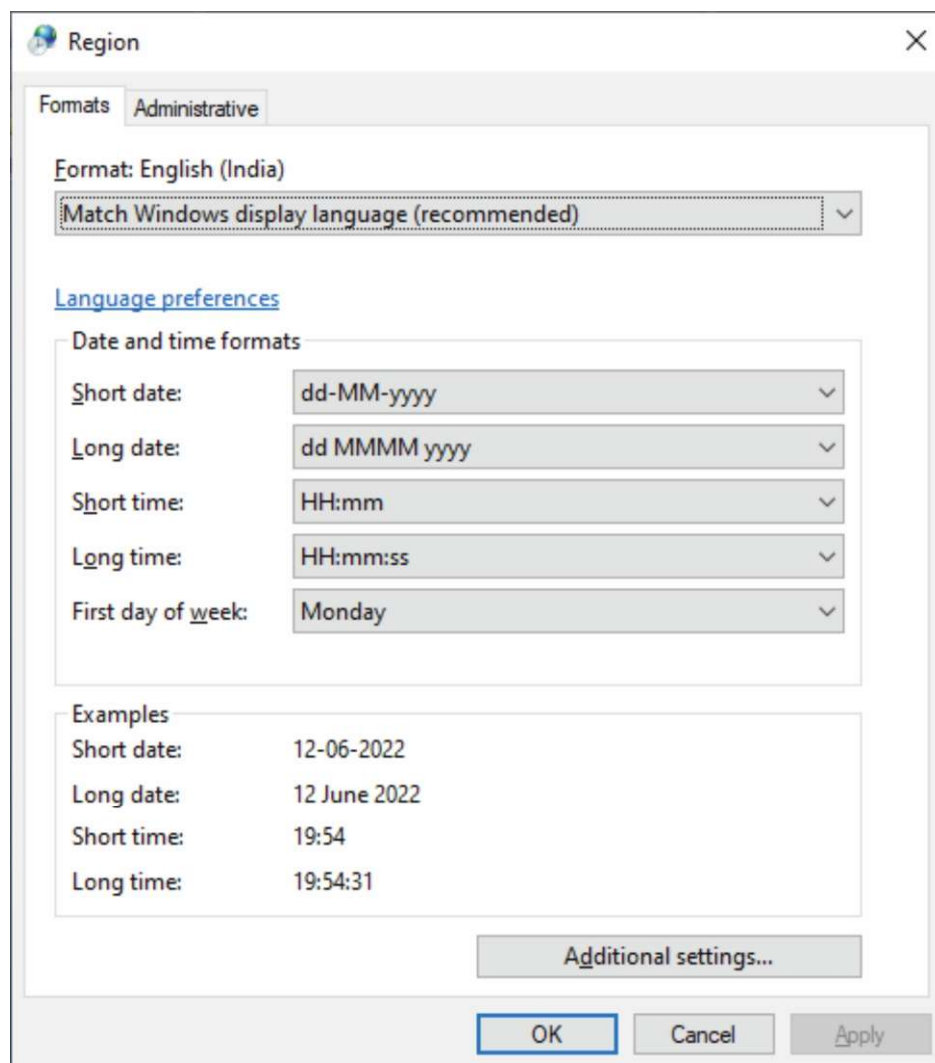
Windows lets you modify all this easily through its in-built settings menus.

To access “Changing Date and Time” from the Control Panel:

1. Click Start.
2. Go to the Control Panel.
3. Click **Clock and Region** under **Control Panel**.
4. This will open a new window with additional options as shown in below picture.



5. Click on “Set the time and date” – To configure new date, time and time zone.
6. Click on “Region” to “Change date, time or number formats”. This will open a new window.
 - In the “**Formats**” tab of your Region settings, you’ll see a dropdown for the language format, short date, long date, short time, long time, and the first day of the week. You can choose from these lists or jump to the next step to define your own custom Microsoft date formats.

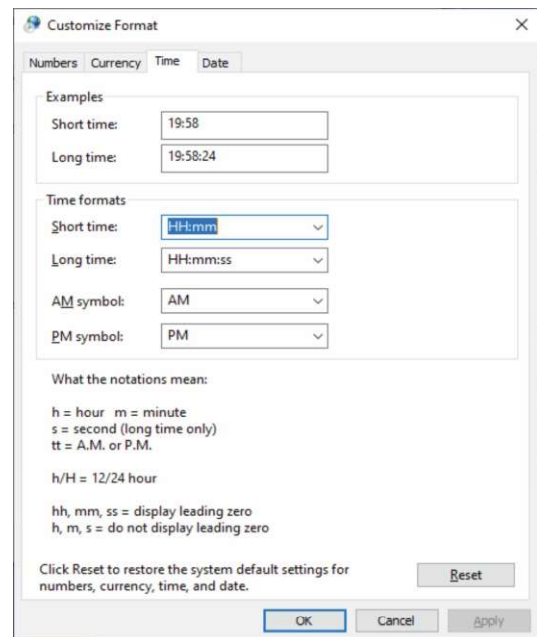


7. Optional:

Click “Additional Settings...” to create a custom clock or date format

8. Change **clock format** in the **"Time"** tab

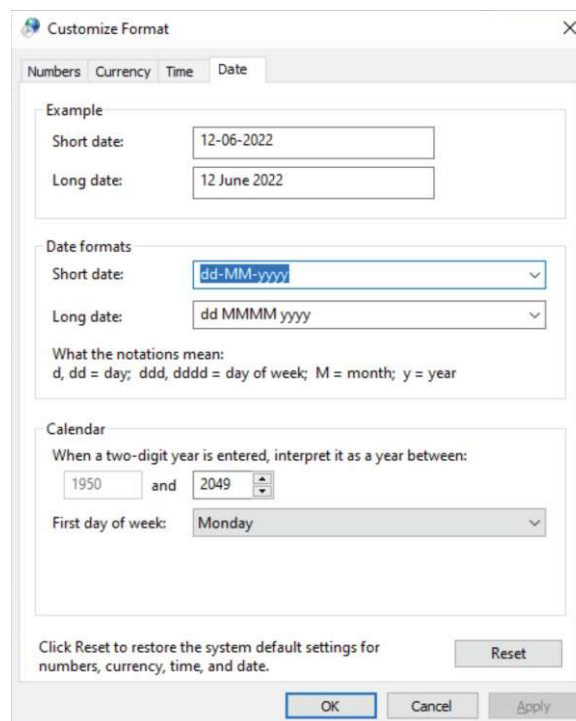
- In the Time tab of the Customize Format window, you'll see the current format for the short and long time, as well as the AM and PM symbols. You can choose between the dropdown options or type to define your own. At the bottom of the window you'll see a useful guide to what each notation means.



9. Change **date format** in the **"Date"** tab

- In the Date tab of the Customize Format window, you'll see the current format for the short and long date, as well as the calendar settings. You can choose between the dropdown options or type to define your own. At the bottom of the window you'll see a useful guide to what each notation means.

Once you have finished customizing your date and time formats, you can press the **"OK"** button to apply your changes.



Uninstall a Program

“Uninstall a Program” is a

Feature under

“Programs”

Consider a scenario

- ✚ You installed a **limited 1 month trial** gaming software.
- ✚ You played games for 1 month.
- ✚ **Your free trial expired.**
- ✚ **Now you have 2 options.**
 - ✓ Either **to renew** the software by purchasing a license.
 - ✓ Or, **Uninstall** it to free the computer resources.
- ✚ You decide **to uninstall the software** because the license fee is too much and the game also is not that great.

In simple definition - Removal of a program from the system is called uninstalling.

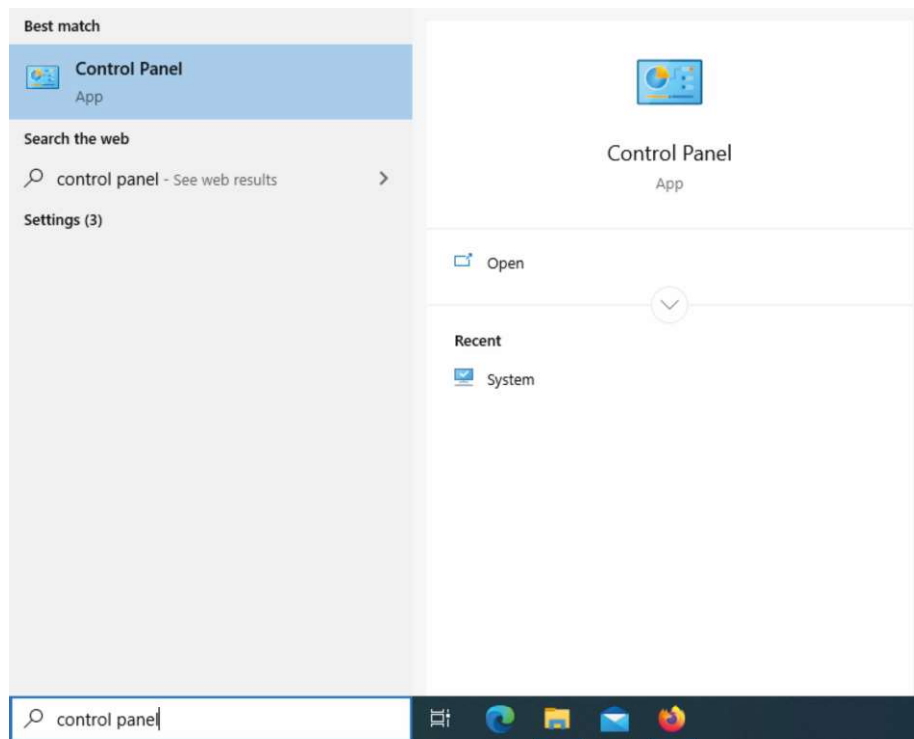
Generally, most software programs come with uninstall programs but it is not necessary.

Thus Windows also has a way to uninstall any installed software.

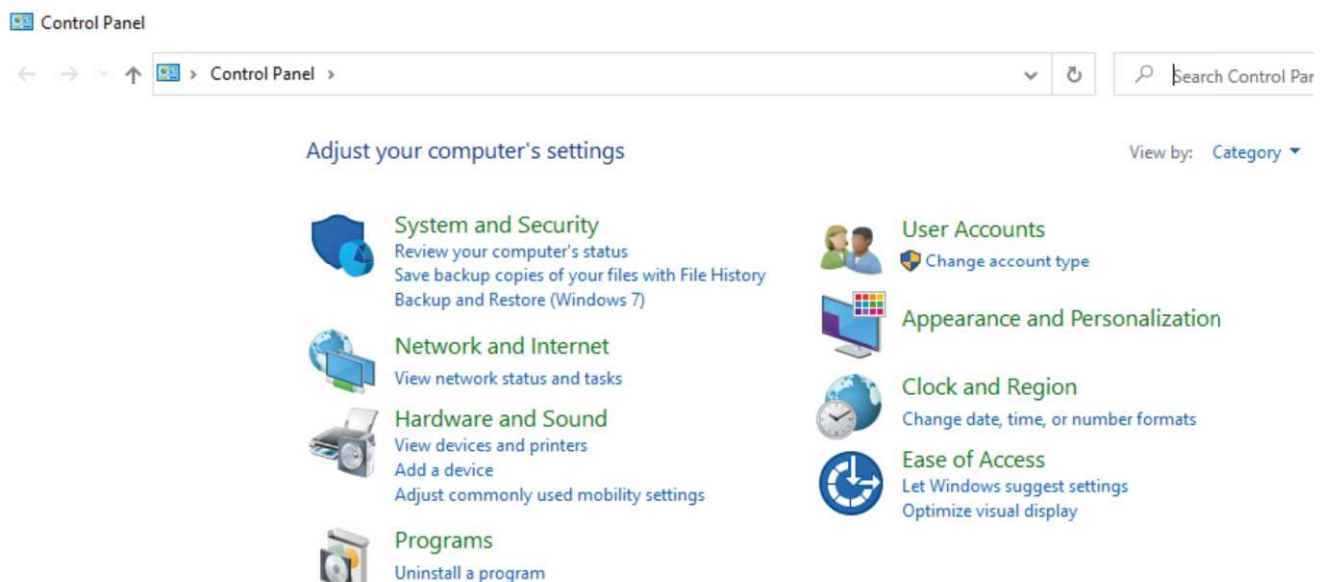
In our example, we will uninstall one of the program which was already installed in your lab systems. Note that this software does not have a default uninstall program. Thus we will be using Window’s way of uninstalling.

To Uninstall

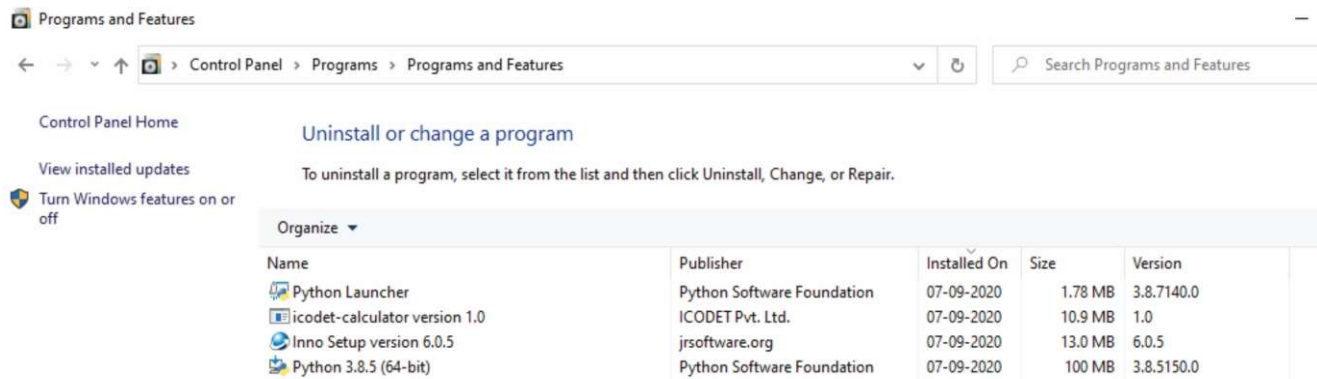
Step 1: Search *Control Panel* using “*search*” at task bar.



Step 2: Open *Control Panel* Window.

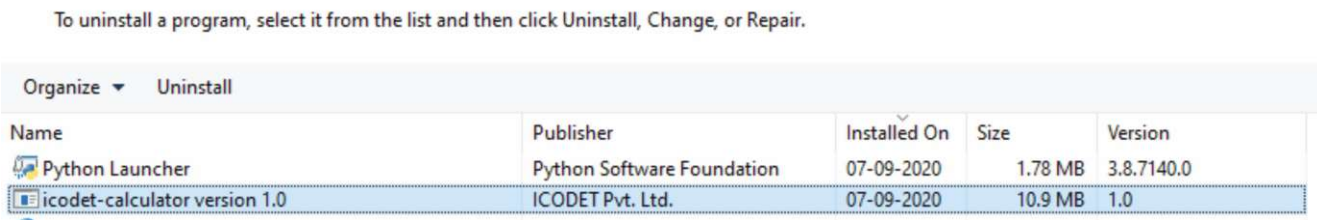


Step 3: Click on **Programs > Uninstall a program.**



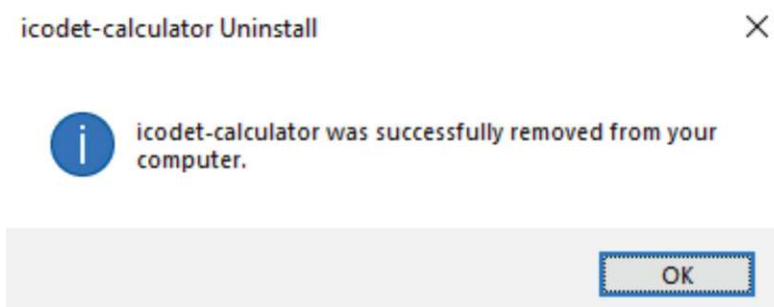
Step 4: Look for the program name in the installed list. In our example look for software starting with name **“icodet-calculator-”**

Step 5: Single Click on the program name **“icodet-calculator”** in the installed list. This should now enable the **“uninstall” button at the top.**



Step 6: Click **“Uninstall”**. It may ask for confirmation. Click on **“Continue”** or **“Yes”**.

Step 7: If you have followed the steps correctly, you will see a successful removal Window. Click on Ok.



You would no longer see your application software **“icodet-calculator”** either on desktop or via search bar.