

Activities:

Pre-Lab Activities:

Explore Control Panel:

Go to Microsoft ® Windows Search bar.

Search for “Control Panel”.

You will get Control Panel on top.

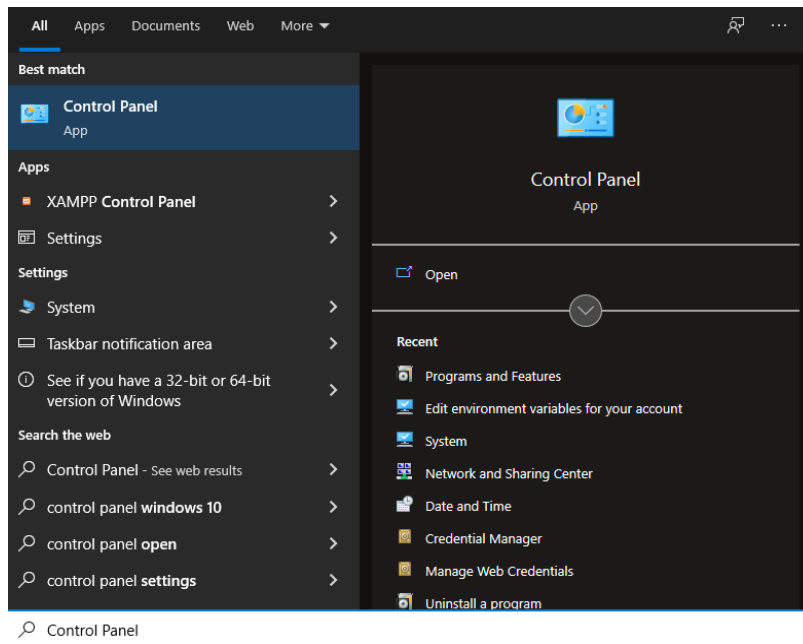


Fig. 1 (Control Panel)

Open Control Panel by pressing “Enter” or by using “Open” button on Microsoft ® Windows GUI.
Interface of Control Panel.

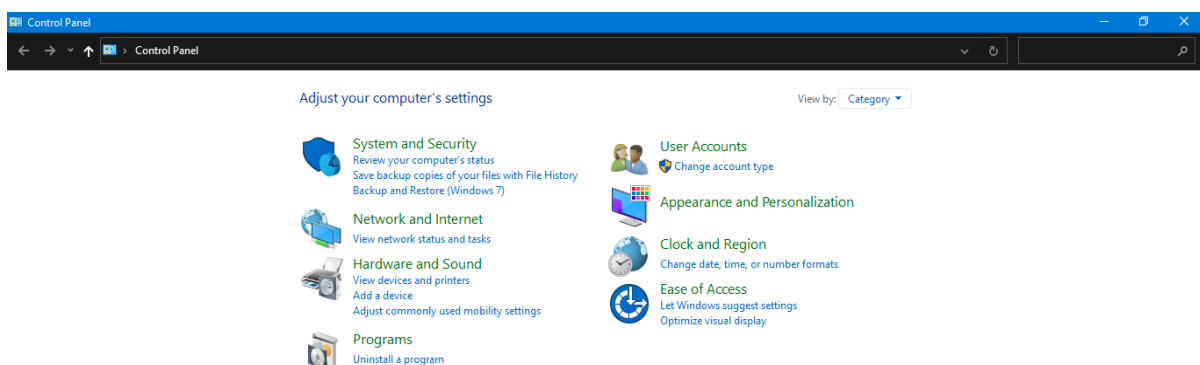


Fig. 2 (Control Panel Interface)

Appearance and Personalization:

The Appearance and Personalization category allows you to change the look and feel of Windows, which includes adjusting the theme, screen saver, and taskbar. Below is a list of each of the subcategories of Appearance and Personalization in Microsoft ® Windows 10.

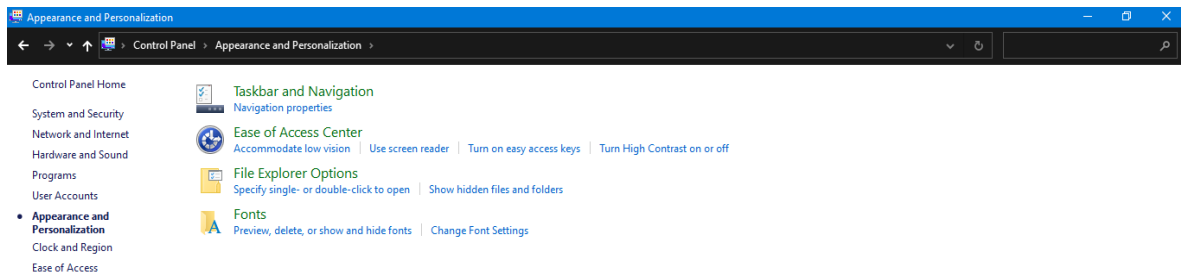


Fig. 3 (Appearance and Personalization)

Taskbar and Navigation - Opens the Taskbar settings that allow you to change how the taskbar is shown or hidden, its location, icons, and other settings.

Ease of Access Center - Opens the Ease of Access Center, which gives you access to all settings that makes Windows easier to use for all users. In this area, you'll find the following settings.

- Use the computer without a display - Optimize for blindness.
- Make the computer easier to see - Optimize visual display.
- Use the computer without a mouse or keyboard - Set up an alternative input device.
- Make the mouse easier to use - Adjust settings for the mouse or other pointing devices.
- Make the keyboard easier to use - Adjust settings for the keyboard.
- Use text or visual alternatives for sounds - Set up alternatives to sounds.
- Make it easier to focus on tasks - Adjust settings for reading and typing.
- Make touch and tablets easier to use - Adjust settings for touch and tablets.

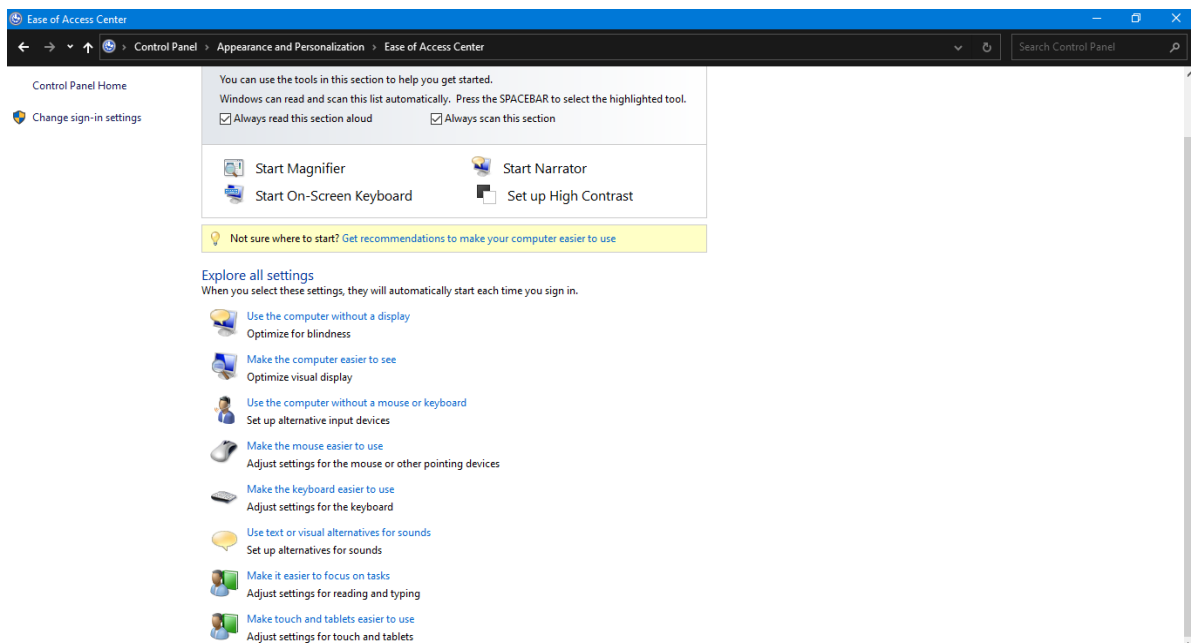


Fig. 4 (Appearance and Personalization)

File Explorer Options - Open the File Explorer Options window with options on how to view and search files on your computer.

Specify single- or double-click to open - Adjust the File Explorer mouse settings to be either single-click or double-click.

Show hidden files and folders - Opens the View tab in the File Explorer Options window that allows you to specify if hidden files should be shown.

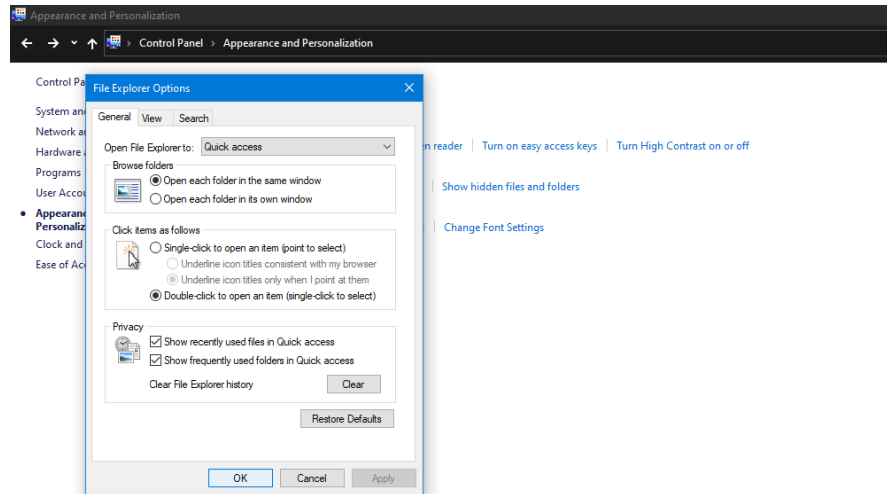


Fig. 5 (File Explorer Options)

Fonts - Opens the Fonts window that shows all installed fonts on the computer.

Preview, delete, or show and hide fonts - Opens the Fonts window (same as above).

Change Font Settings - Opens the Fonts settings window to adjust how fonts are shown on the computer.

Network and Internet:

The Network and Internet category is shown when viewing the Control Panel as categories and allows you to view your network status and configure other network settings and preferences. Below is a list of each of the subcategories of Network and Internet in Microsoft ® Windows 10.

Network and Sharing Center - Opens the Network and Sharing Center window to view basic networking information, set up a new connection, and troubleshoot network problems.

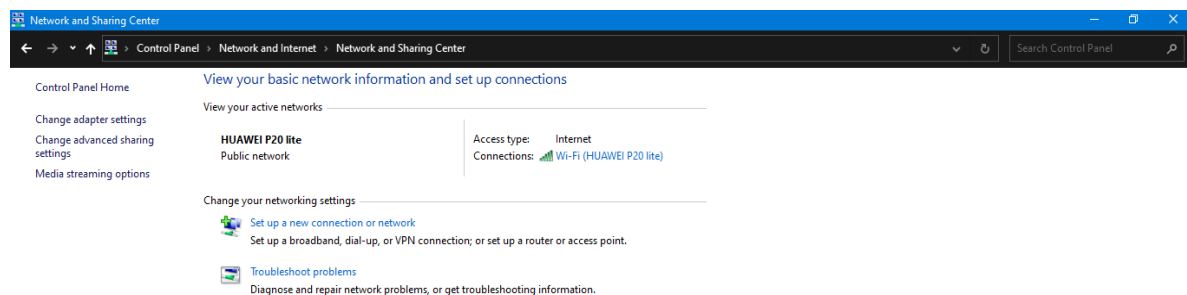


Fig. 6 (Network and Internet)

View network status and tasks - Open the Network and Sharing Center window (same as above).

Connect to a network - Open the available networks that which include available Wi-Fi networks and the ability to turn on Airplane mode and set up a mobile hotspot.

View network computers and devices - Opens the Network window that shows computers on your network, media devices, network infrastructure (e.g., router), and other devices (e.g., available IoT devices and Internet/Network connected devices).

Internet Options - Opens the Internet Properties window to adjust Internet Explorer browser settings (e.g., home page, browsing history, and other settings).

Programs:

The Programs category is shown when viewing the Control Panel as categories and allows you to get new Programs and Uninstall Programs on your computer. Below is a list of each of the subcategories of Programs in Microsoft ® Windows 10.

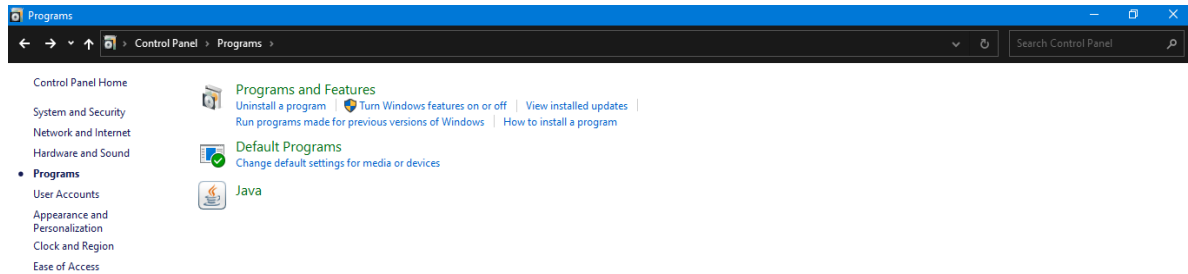


Fig. 7 (Programs)

Programs and Features - Opens the Programs and Features window that allows you to change, repair, and uninstalled any Program that is installed on the computer.

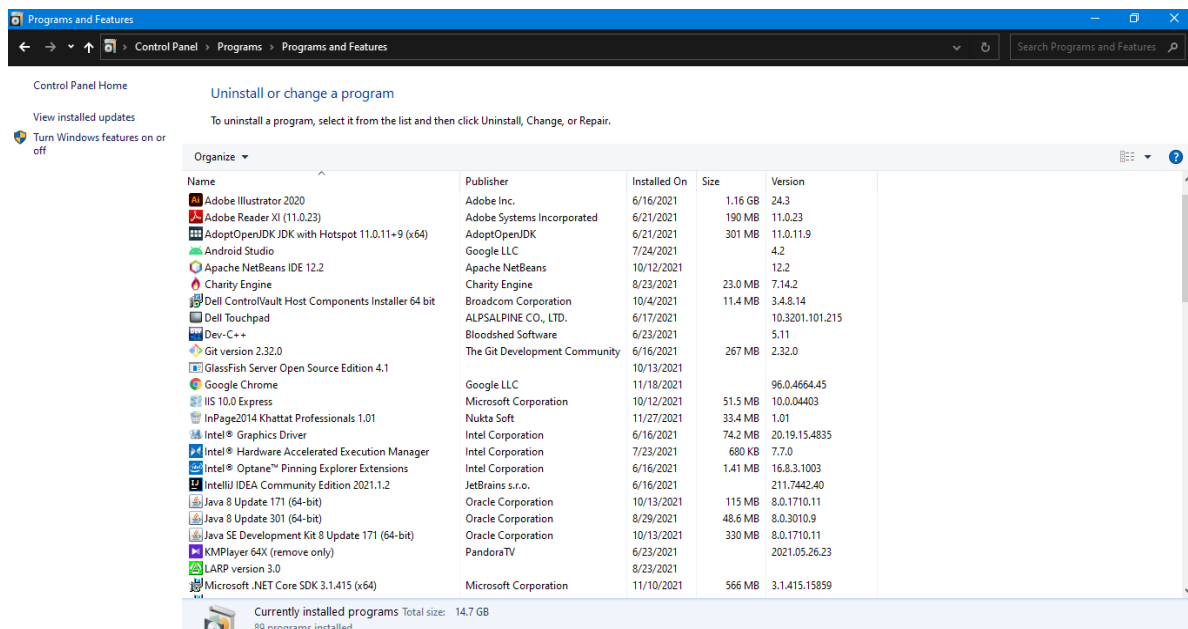


Fig. 8 (Programs and Features)

Uninstall a Program - Opens the Program and Features window.

Right Click on specific Program.

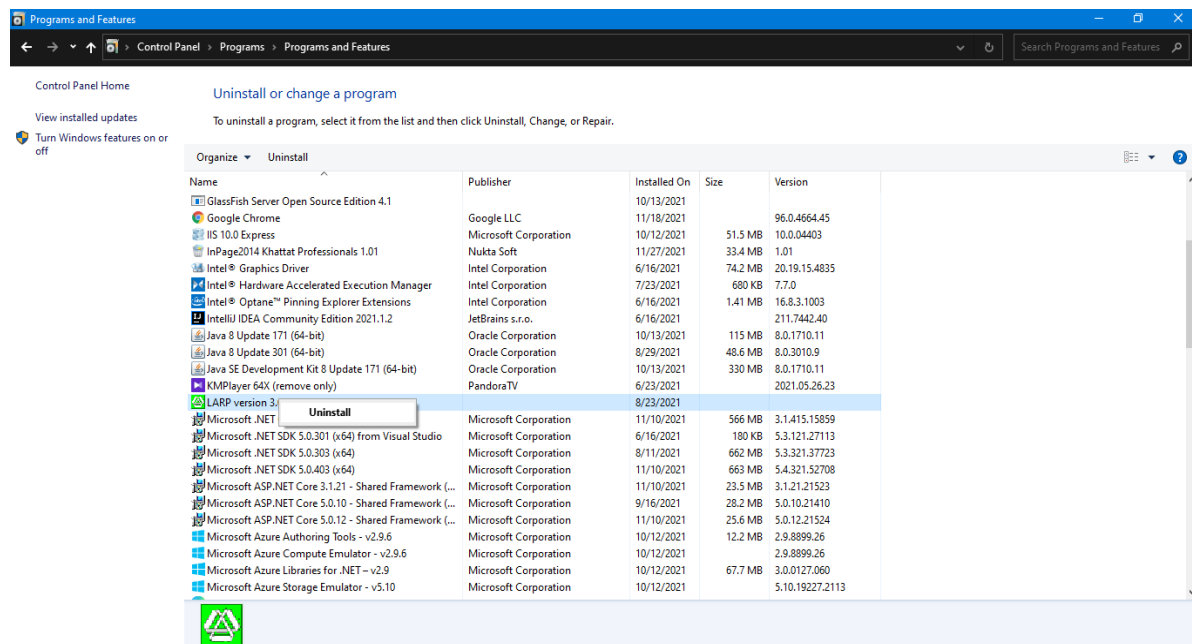


Fig. 9 (Uninstall or Change a Program)

Default Programs - Opens the Default Programs window with the options to Set your default Programs, associate files, change AutoPlay settings, and set Program access and computer defaults.

User Accounts:

The User Accounts category is shown when viewing the Control Panel as categories and allows you to view user accounts, adjust user settings (e.g., passwords), and adjust other user settings. Below is a list of each of the subcategories of the User Accounts in Microsoft ® Windows 10.

User Accounts - Opens the User Accounts window to make changes to your user account, change your account type, manage another account, and change User Account Control settings.

Change account type - Opens the Manage Accounts window to adjust the account type of one or more of the users on the computer.

Task 01: Make Changes to Account on PC

[Estimated 15 minutes / 20 marks]

- Change name of your Account on PC to your Roll number like (BITF19M007). Add Email to your Account.
- Use snipping tool to capture each step.

Email the zip folder to email of respective TA. The subject of your email should be “Your RollNo_Pre-Lab03”