12.1.4 Control Panel Facts

This lesson covers the following topics:

- Control Panel
- Sync Center

Control Panel

Use the Control Panel to customize features of devices and to configure how a computer looks and behaves. Use the various applets within the Control Panel to perform configuration tasks for specific features or devices.

To start Control Panel in Windows 10, do one of the following:

- Select or tap inside the search box on the taskbar. In the search field, enter **control panel** and select **Control Panel** in the search results.
- Select **Start**, select **Windows System**, select **Control Panel**.

Control Panel contains the following applets as the table below shows:

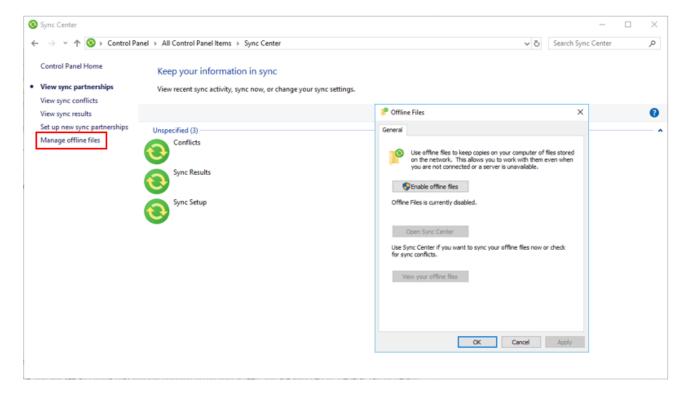| Applet	Description
System and Security	- Security and Maintenance is used to review recent error messages and options for resolving issues. - Windows Defender Firewall is used to check firewall status and allow apps through the Windows Firewall. - System allows you to view RAM and processor speed, remote access, remote assistance, or to see the computer name. - Power Options is used to change battery settings, change what the power buttons do, or change when the computer sleeps. - File History is used to save backup copies of your files and to restore your files. - Backup and Restore (Windows 7) is used to backup and restore with the legacy Windows 7 backup utility and to restore files using the legacy Windows 7 backup utility. - BitLocker Drive Encryption is used to manage BitLocker settings and protect your files and folders from unauthorized access. - Storage Spaces is used to save files to two or more drives to help protect you from drive failure. - Work Folders is used to make your work files available on all devices you use, even when offline. - Administrative Tools is used to clean up hard disk space, run defragmenter, optimize drives, format disks, view event logs, and schedule tasks.
Network and Internet	- Network and Sharing Center is used to view network status, connect to a network, and to view network computers and devices. - Internet Options in Network & Internet contain the following tabs and they are used to: - General tab to modify your browser home page, startup window, tabs, history, and appearance. - Security tab to determine your security zone and security level. - Privacy tab to manage website privacy and enable and disable pop-ups and InPrivate Browsing. - Content tab to view certificate, AutoComplete, and Feeds and Web Slices settings. - Connections tab to set up an Internet connection. - Programs tab to manage your default browser, add-ons, and other internet programs and file associations. - Advanced tab to set and reset advanced browser settings.
Hardware and Sound	Hardware and Sound is used to view and configure the current system sound settings, installed audio devices, sound cards, printer settings, and other hardware settings.
Programs	Programs is used to uninstall programs, turn Windows features on or off, view installed updates, run programs from previous versions of Windows, get additional programs, and change default settings for media and devices.
User Accounts	User Accounts is used to view and modify user accounts, give users access to the computer, change account types, manage web credentials, and manage windows credentials.
Appearance and Personalization	Appearance and Personalization is used to configure navigation properties, modify the behavior of input and display devices to accommodate users with special needs, specify single or double click options, show or hide hidden files, and add or remove fonts on the computer.
Clock, Language, and Region	Clock, Language, and Region contains settings to configure various items such as language preference, default currency symbols, and date and time notation.
Ease of Access	Ease of Access is used to optimize visual display, modify sound and visual cues, change mouse and keyboard settings, and set up speech recognition or a microphone.

Sync Center

Windows 10 computers can be set up to sync files with a network server with Sync Center. With Sync Center, you are able to do the following:

- Check the results of your recent sync activity.
- Have access to copies of your network files even when your computer isn't connected to the network.
- Keep information in sync between your computer and files stored in folders on network servers, which are called Offline Files.
- Sync files between your PC and mobile devices that are compatible with Windows 10 Sync Center.

To use Sync Center you need to enable the offline files. This is done from the Control Panel. To configure Sync Center, do the following:

1. Select **Start**.
2. Select **Windows System**.
3. Select **Control Panel**.
4. In the upper right corner search field, enter **Sync Center** and press **Enter**.
5. Select **Manage offline files**.
6. In the Offline Files dialog box, select the **General** tab if not selected
7. Select **Enable offline files**.

There are other tabs where you can further configure options for Windows 10 Sync such as disk usage and encryption.

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