CompTIA A+ Core 2 Exam 220-1102

Lesson 10

Configuring Windows

Objectives

- Configure Windows user settings

- Configure Windows system settings
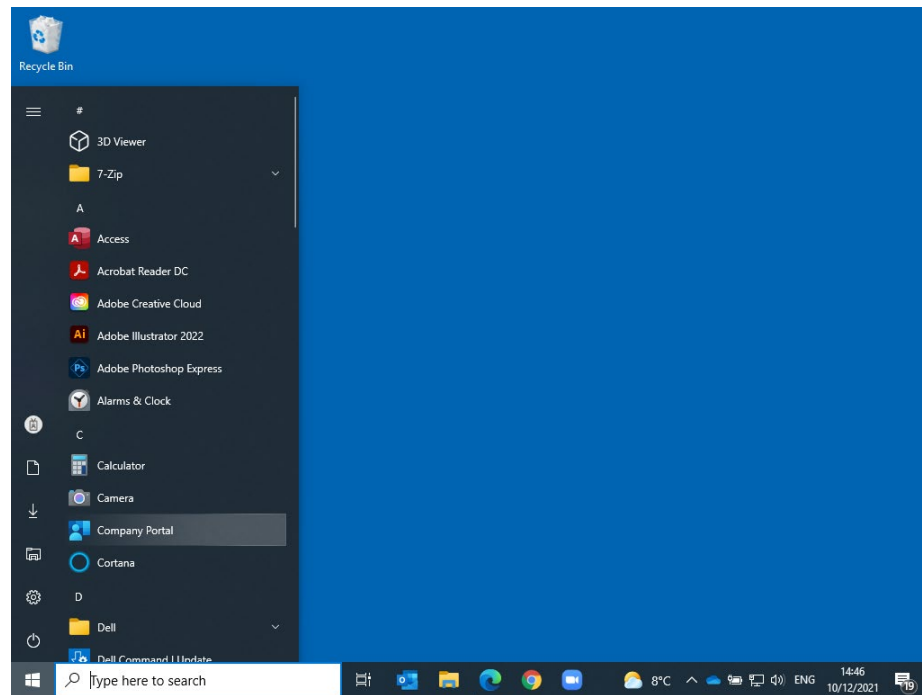
Topic 10A

Configure Windows User Settings

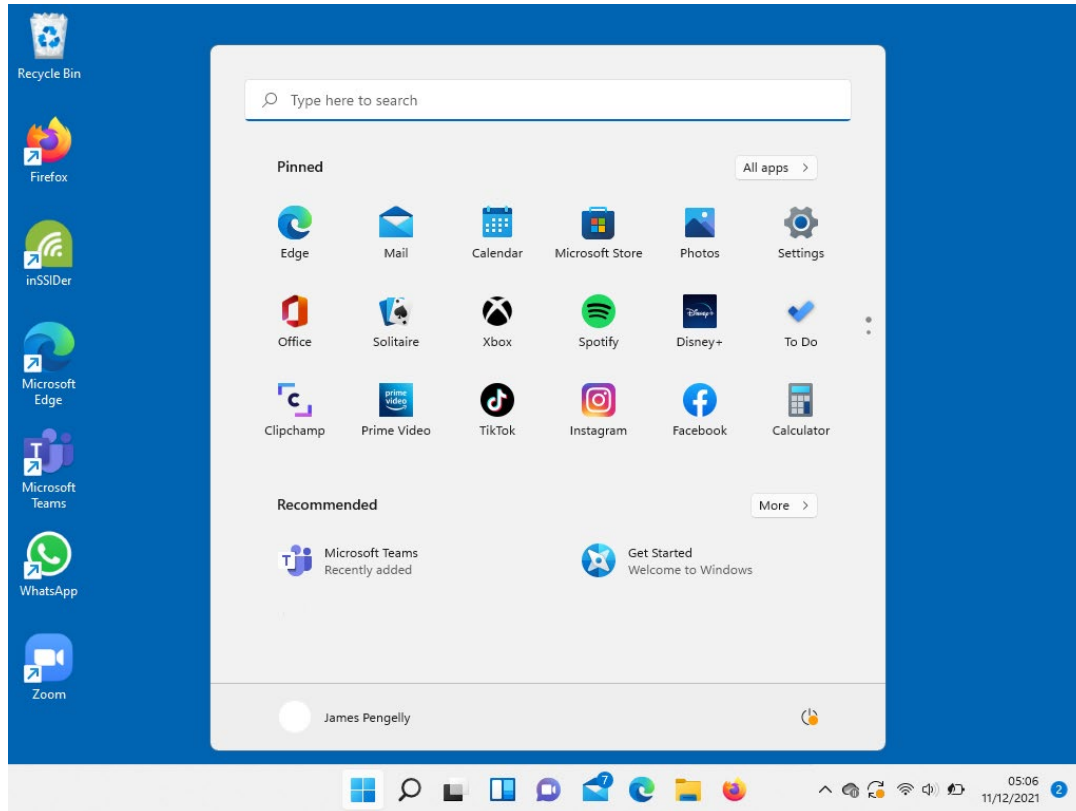# Windows Interfaces

- Graphical user interface (GUI)/shell

- Desktop

- Start menu

- Taskbar
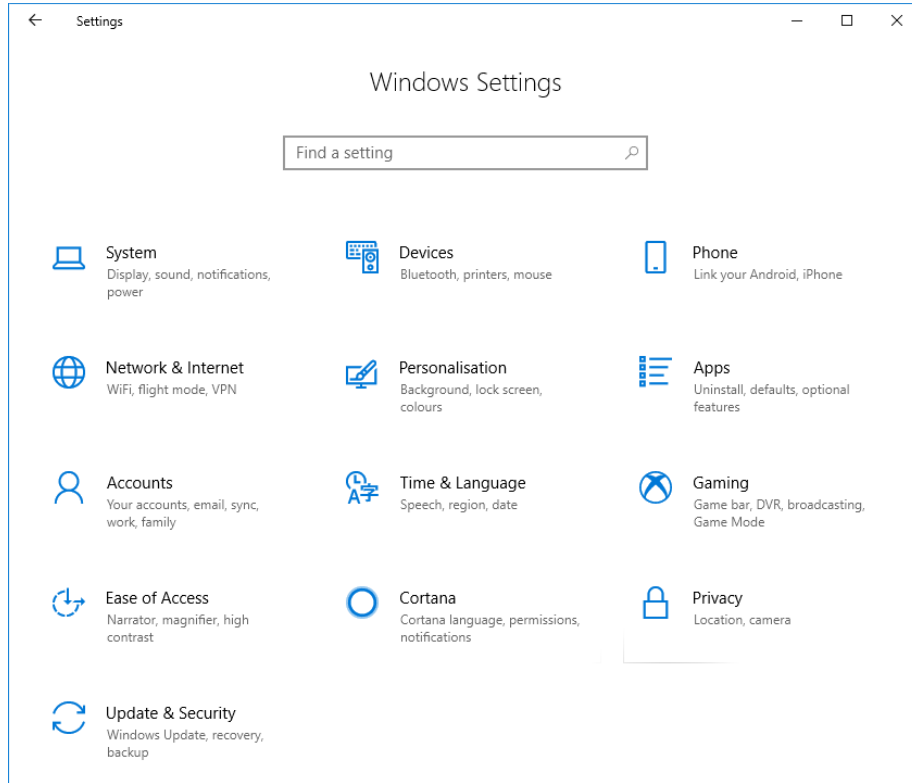
  - Instant search

  - Task View

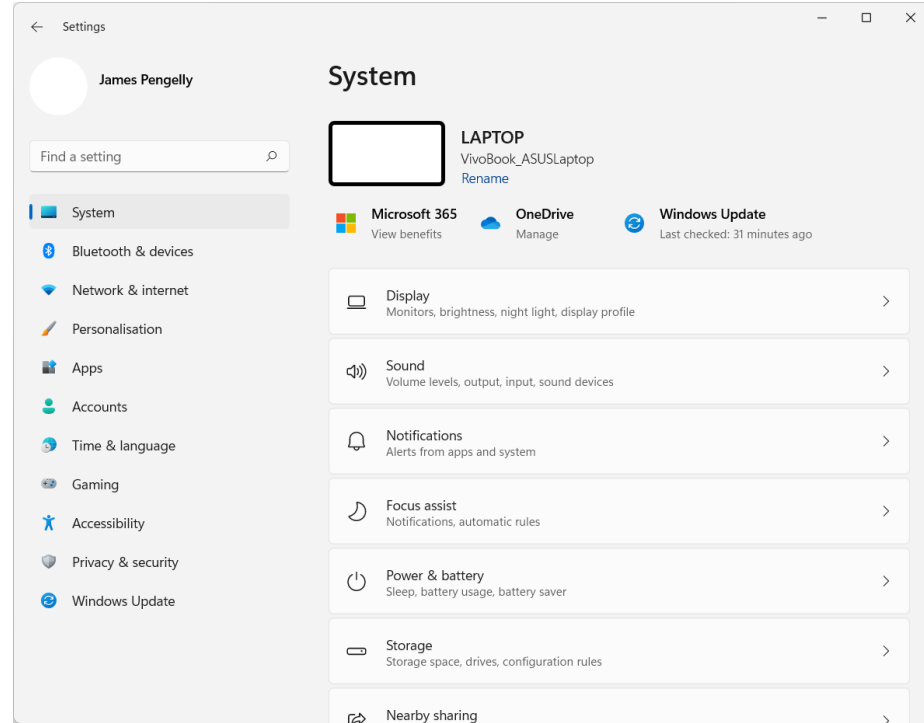 - Notification area

Screenshot courtesy of Microsoft

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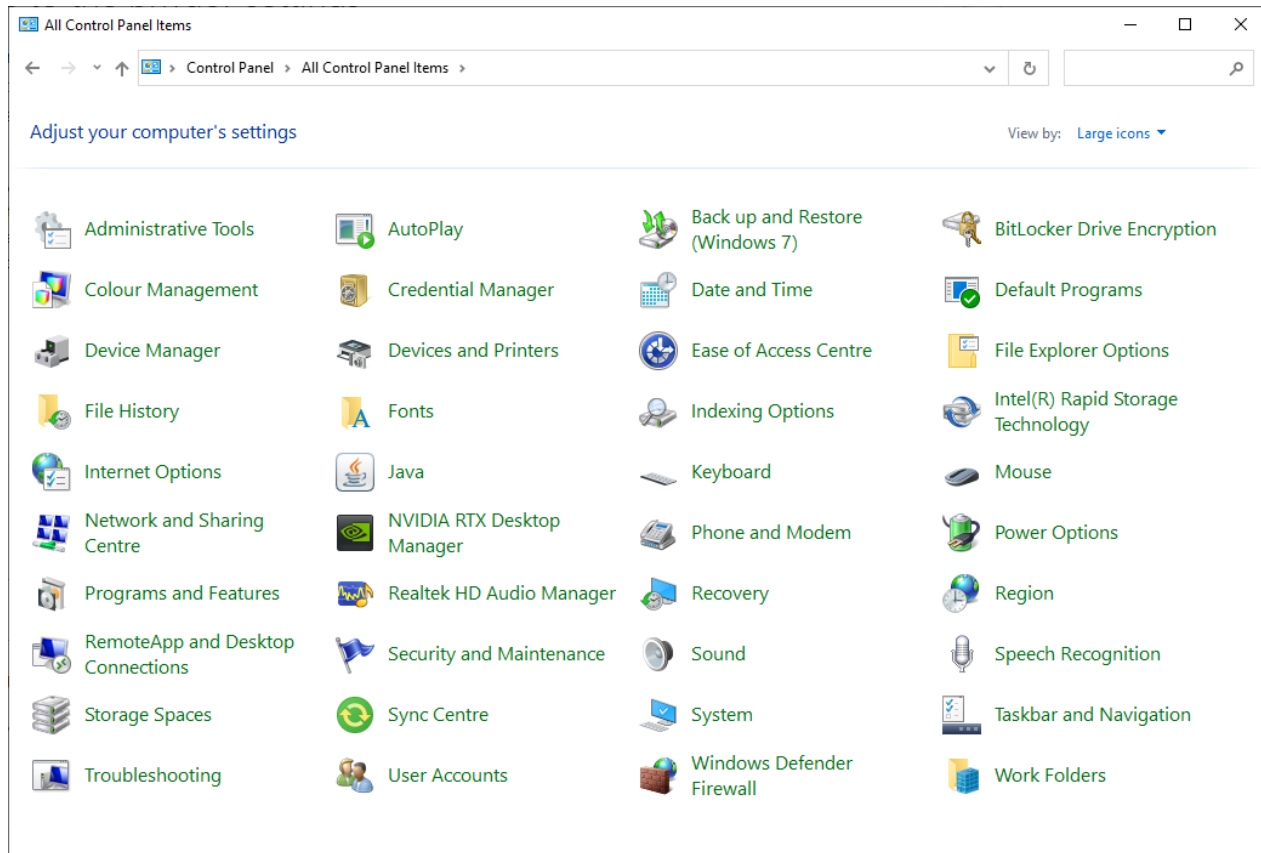*Screenshot courtesy of Microsoft*

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Windows Settings and Control Panel

Screenshot courtesy of Microsoft

Screenshot courtesy of Microsoft

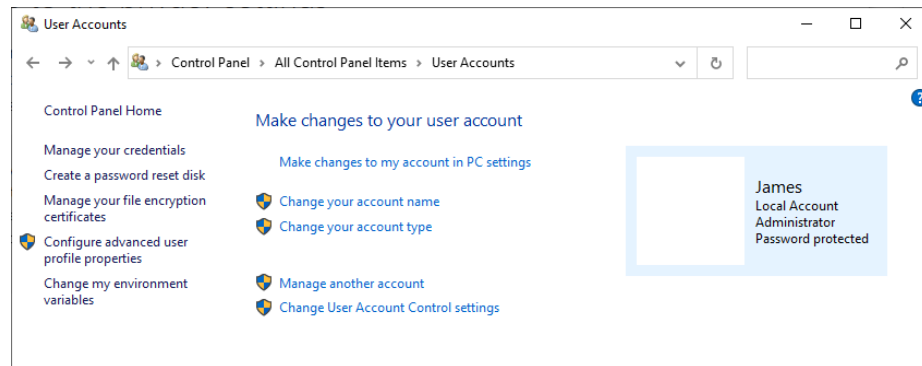# Windows Settings and Control Panel
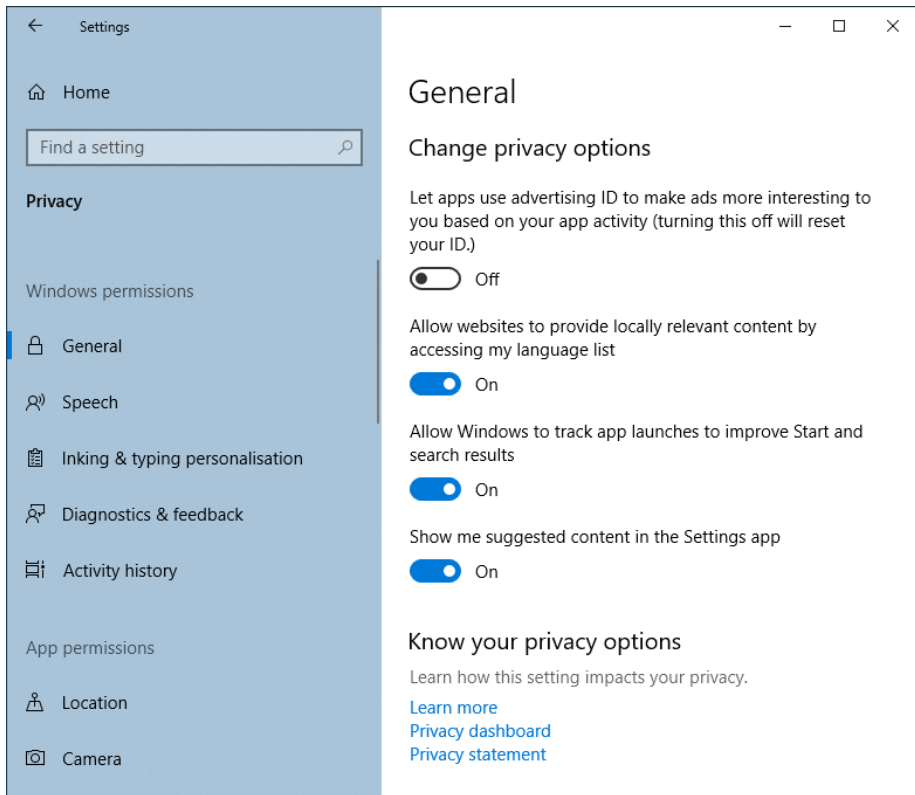

Screenshot courtesy of Microsoft

Accounts Settings

- Accounts settings app

  - Local versus Microsoft account

  - Administrator versus standard user

  - Sign-in options

  - Add other users plus family settings

- User Accounts control panel applet

  - Manage other accounts and change account type

  - Change User Access Control (UAC) settings

Screenshot courtesy of Microsoft

# Privacy Settings

Screenshot courtesy of Microsoft

- Data collection

  - Ad and services personalization

  - Speech recognition and typing personalization

  - Diagnostics

  - Activity history
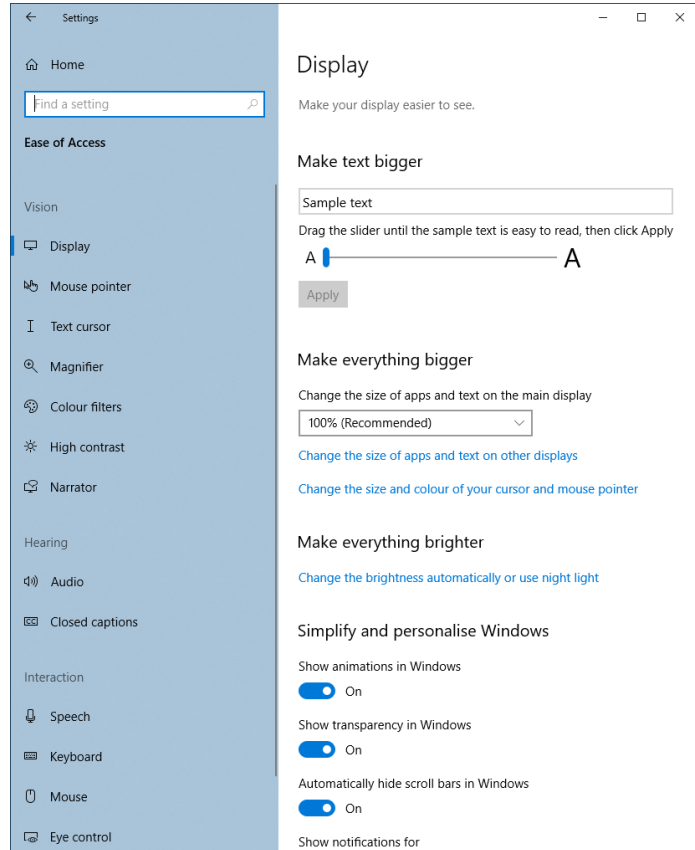
- App permissions

Desktop Settings

- Time and language (Settings)

  - Set time and time zone

  - Configure region localization and keyboard layout

- Personalization (Settings)

  - Desktop theme

  - Lock screen settings

  - Start and taskbar settings
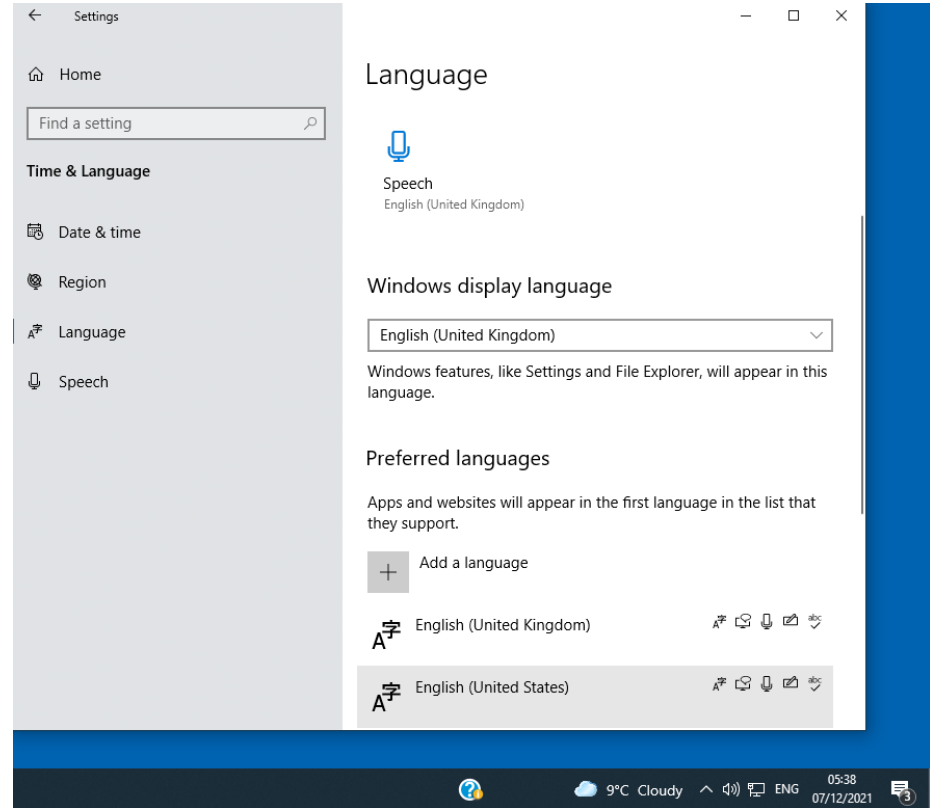
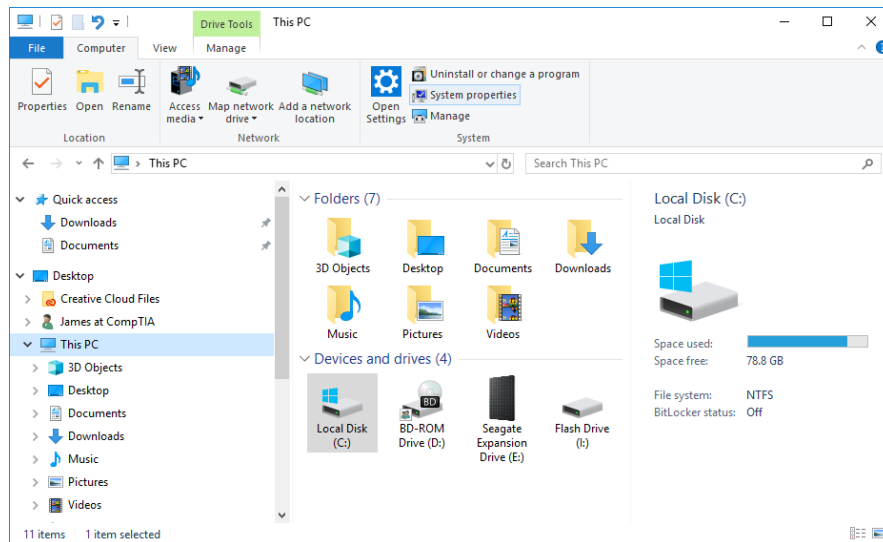*Screenshot courtesy of Microsoft*

Ease of Access Settings

Screenshot courtesy of Microsoft

- Configure input and output settings that are appropriate to user needs

- Vision

  - Contrast and font scaling

  - Pointer and cursor settings

  - Narrator

  - Magnifier

- Hearing

  - Levels, notifications, and closed captioning

- Interaction

  - Input device settings, speech control, and eye control

File Explorer

- System objects

  - User account, OneDrive account, This PC, Network, Recycle Bin, …

- Drives, folders, and files

- System files

  - Windows

  - Program Files

  - Users

Screenshot courtesy of Microsoft
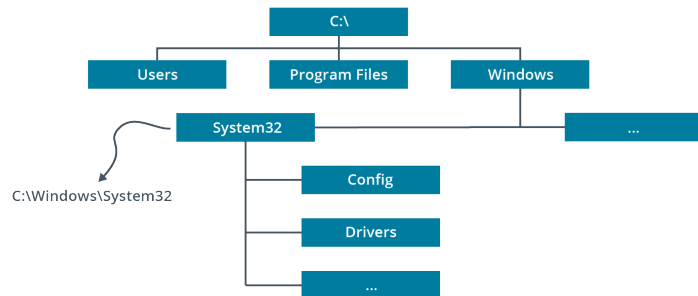
File Explorer Options and Indexing Options
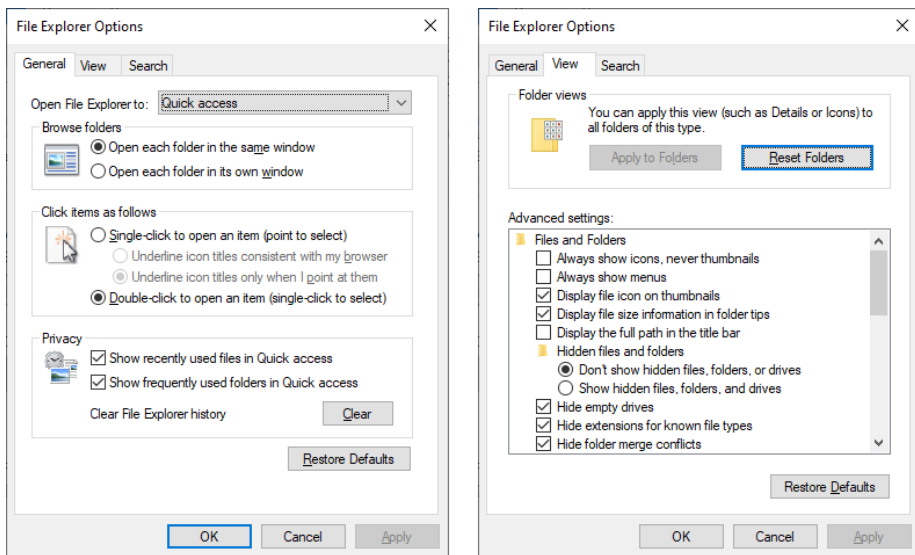
Screenshot courtesy of Microsoft

Screenshot courtesy of Microsoft

Review Activity: Windows User Settings

- Windows Interfaces

- Windows Settings and Control Panel

- Account Settings

- Privacy Settings

- Desktop Settings

- Ease of Access Settings

- File Explorer

- File Explorer Options and Indexing Options

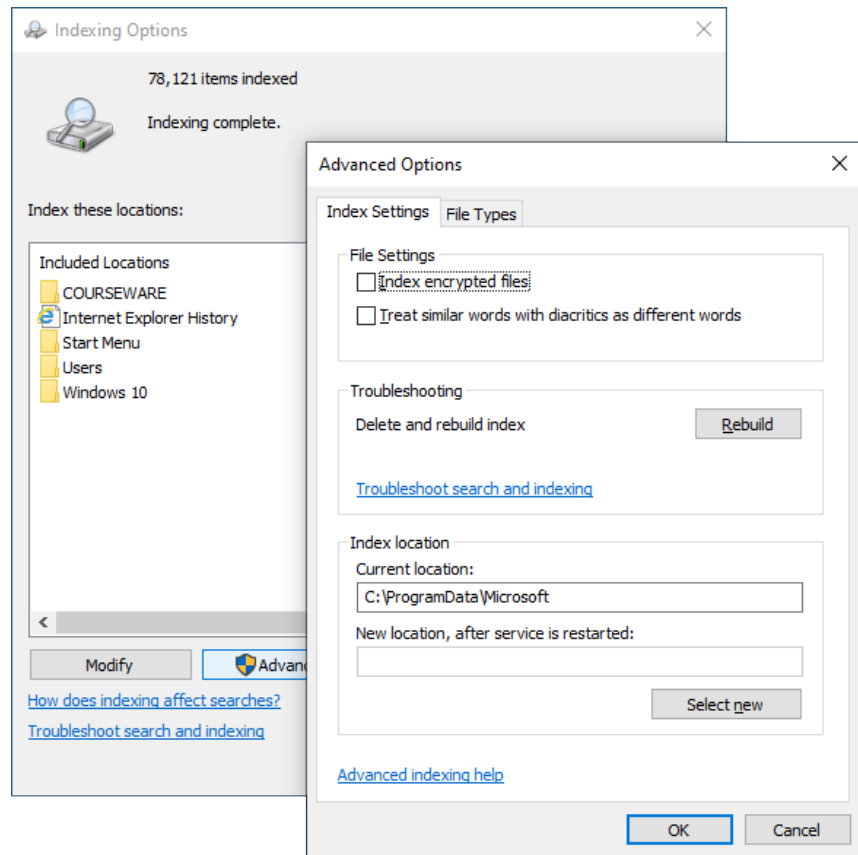# 🧪 Lab Activity

- Assisted Lab: Explore the VM Lab Environment

- Assisted labs guide you step-by-step through tasks

- Complete lab

  - Submit all items for grading and check each progress box

  - Select "Grade Lab" from final page

- Save lab

  - Select the hamburger menu and select "Save"

- Cancel lab without grading

  - Select the hamburger menu and select "End"
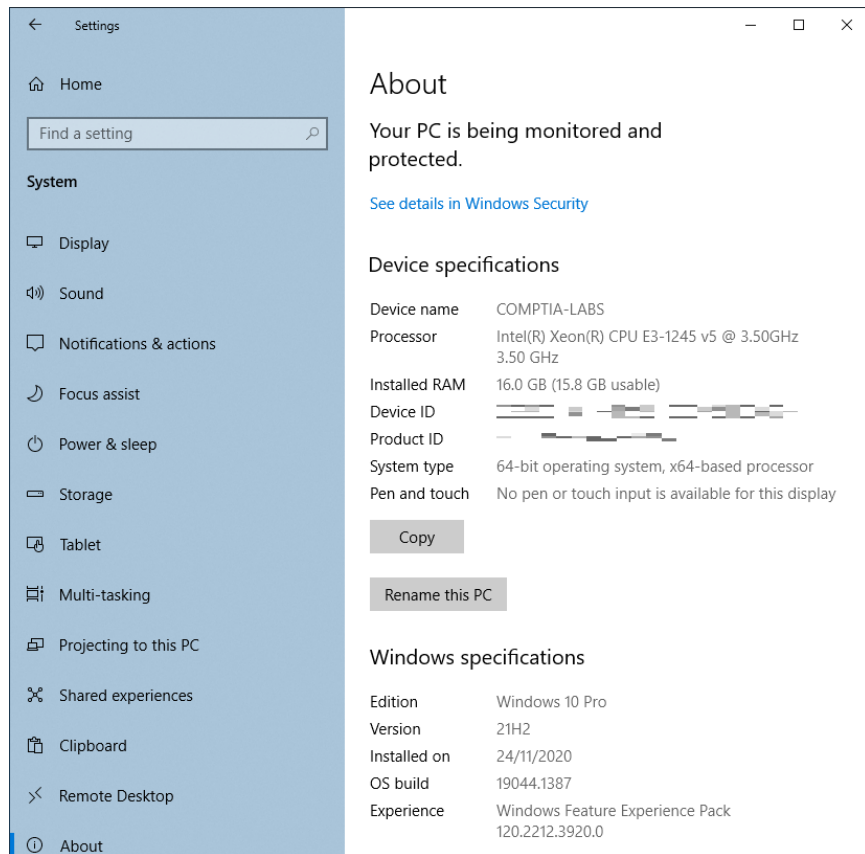
🧪 Lab Activity

- Assisted Lab: Manage User Settings in Windows

  - Configure a user account and desktop settings to support a conference event

- Assisted Lab: Support Windows 11

  - Identify changes made to the desktop and user interface between Windows 10 and Windows 11

Topic 10B

Configure Windows System Settings
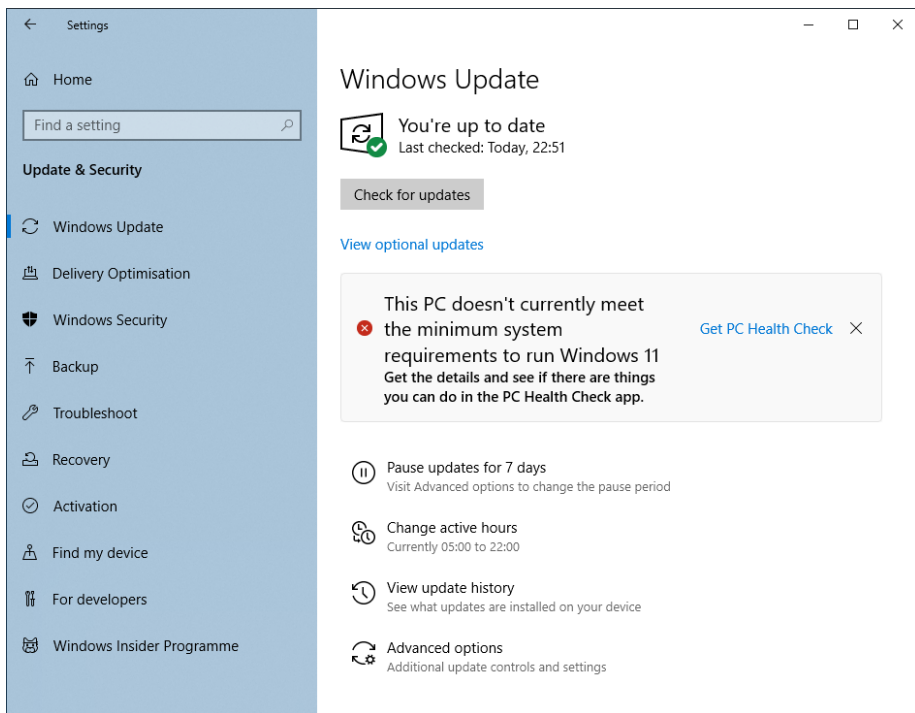
System Settings

Screenshot courtesy of Microsoft

- Display, sound, and notification settings

- Power/battery status and configuration

- About

  - Support information

- Advanced performance and virtual memory settings

Update and Security Settings

Screenshot courtesy of Microsoft

- Keeping the system up to date (patch management)

- Built-in Windows security apps

- Windows Update

  - Manual check

  - Scheduling

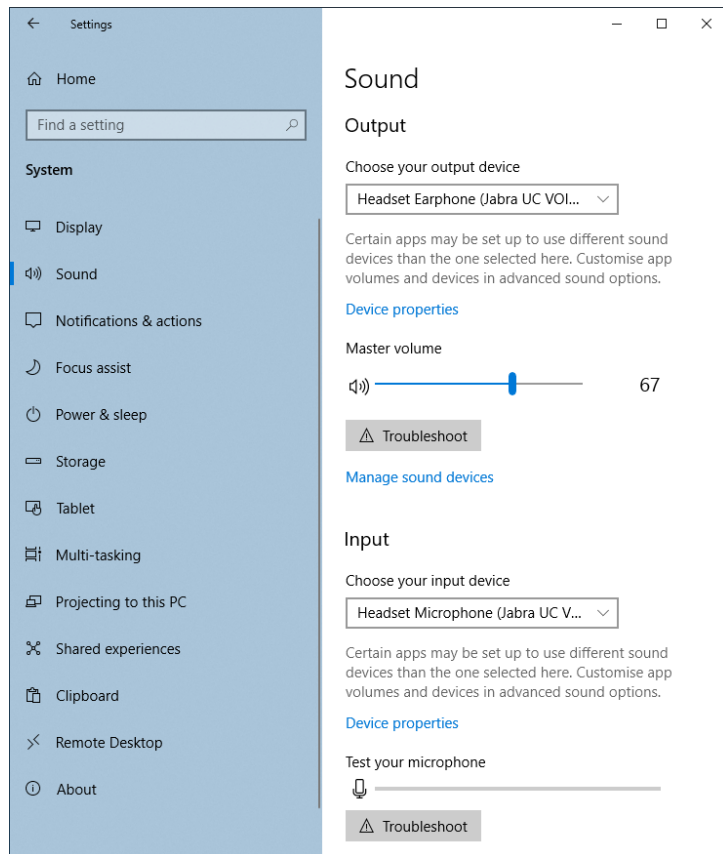- Windows Security

- Activation

Device Settings

- Hardware device configuration and management

  - System settings for display and sound

  - Devices settings for input and peripherals (Bluetooth and USB)

  - Phone settings

  - Devices and Printers applet (Control Panel)

  - Device Manager
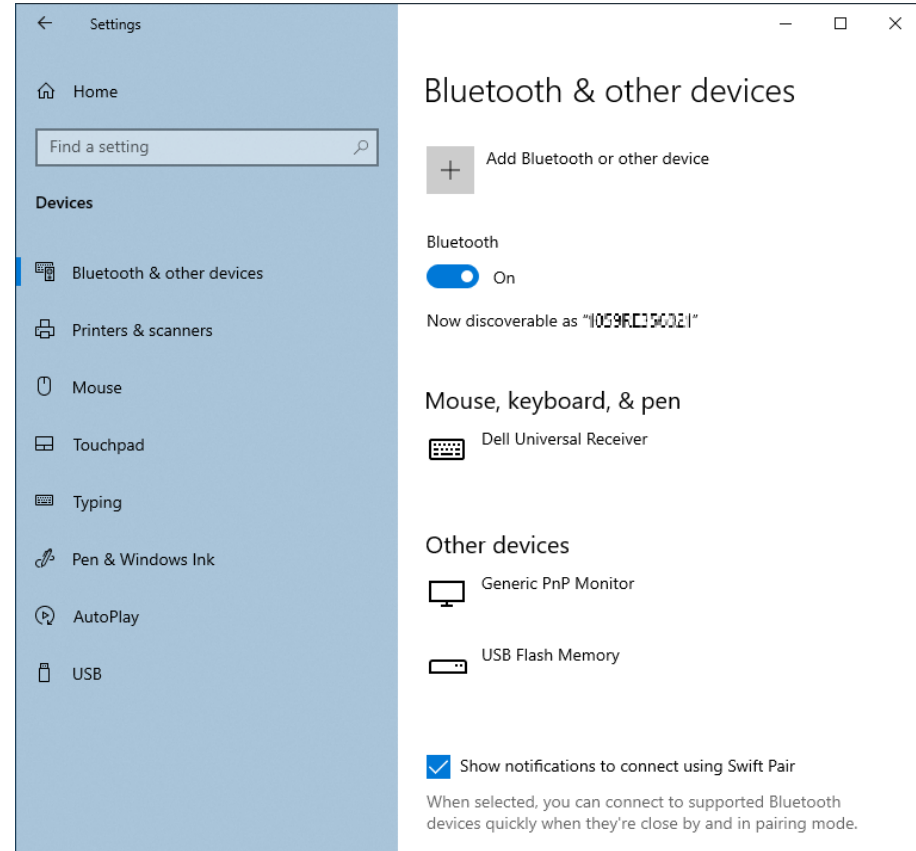
Screenshot courtesy of Microsoft

# Display and Sound Settings

Screenshot courtesy of Microsoft

- Display settings

  - Scaling

  - Color calibration

  - Multiple displays

  - Resolution and refresh rate

- Sound settings/applet

  - Select input (microphone) and output (headphones/speakers) devices

  - Set and test audio levels

  - Taskbar volume control

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Power Options

- Basic options under System > Power & sleep

- Advanced options under Control Panel > Power Options

  - Power plan

  - Sleep/suspend versus standby versus hibernate

  - Close lid action

  - Fast startup

  - USB selective suspend
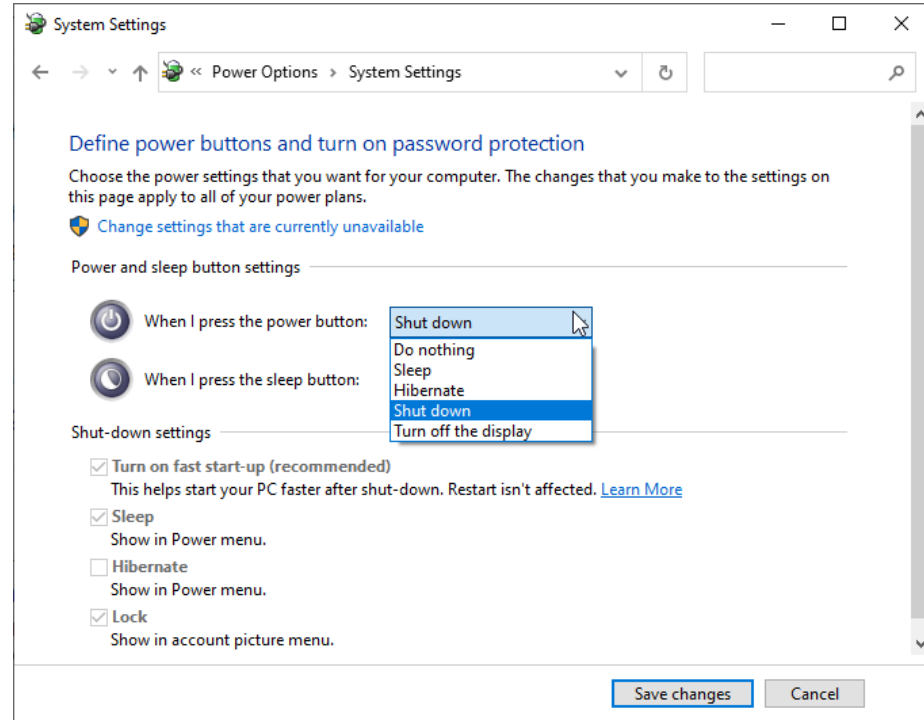
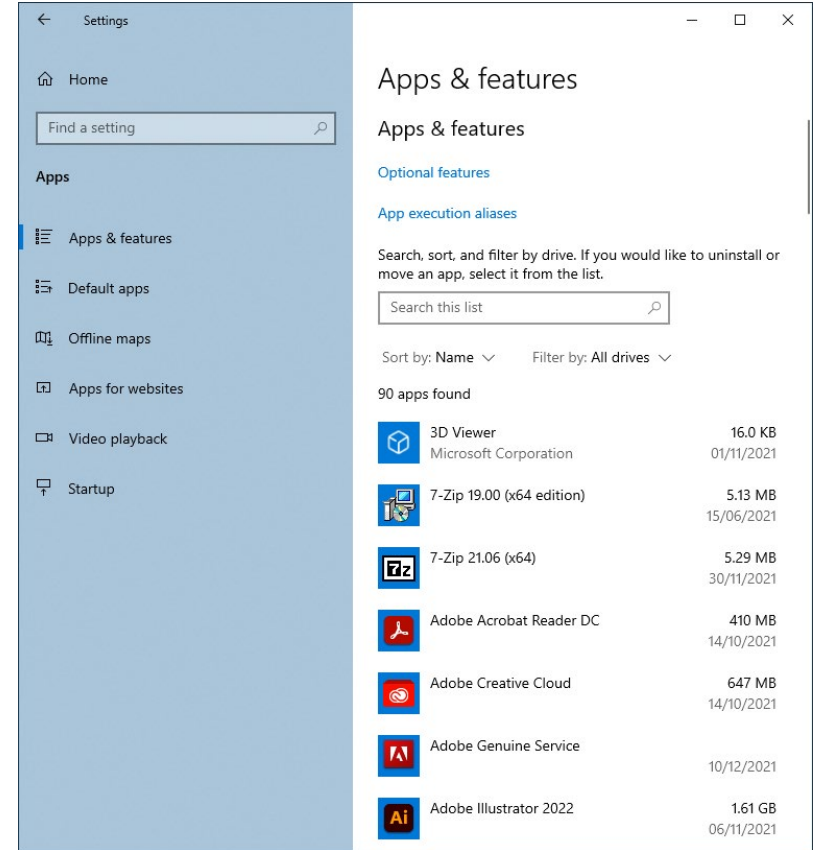*Screenshot courtesy of Microsoft*

Apps, Programs, and Features

- Windows Features

- Store apps

- Desktop apps

- Windows Subsystem for Linux (WSL)

Apps Settings

- Apps settings page

  - Uninstall apps

  - Add/remove Windows Features

  - Set defaults

- Control Panel applets

  - Programs and Features

  - Mail (Microsoft Outlook)

- Gaming settings page

Screenshot courtesy of Microsoft

Network Settings

- Network adapter types and configuration

    - Ethernet, Wi-Fi, cellular radio, and virtual private network (VPN)

    - Internet Protocol (IP) and network trust (public, private, or domain)

- Network & Internet settings

    - Adapter status and configuration

- Network Connections applet

    - Legacy interface for adapter status and configuration

- Network and Sharing Center and Advanced sharing settings applets

- Windows Defender Firewall

- Internet Options applet (Internet Explorer browser settings)

Administrative Tools

- Management consoles

  - Computer Management (compmgmt.msc)

  - Defragment and Optimize Drives (dfrgui.exe)

  - Disk Clean-up (cleanmgr.exe)

  - Event Viewer (eventvwr.msc)

  - Local Security Policy (secpol.msc)

  - Resource Monitor (resmon.exe) and Performance Monitoring (perfmon.msc)

  - Registry Editor (regedit.exe)

  - Services (services.msc)

  - Task Scheduler (taskschd.msc)
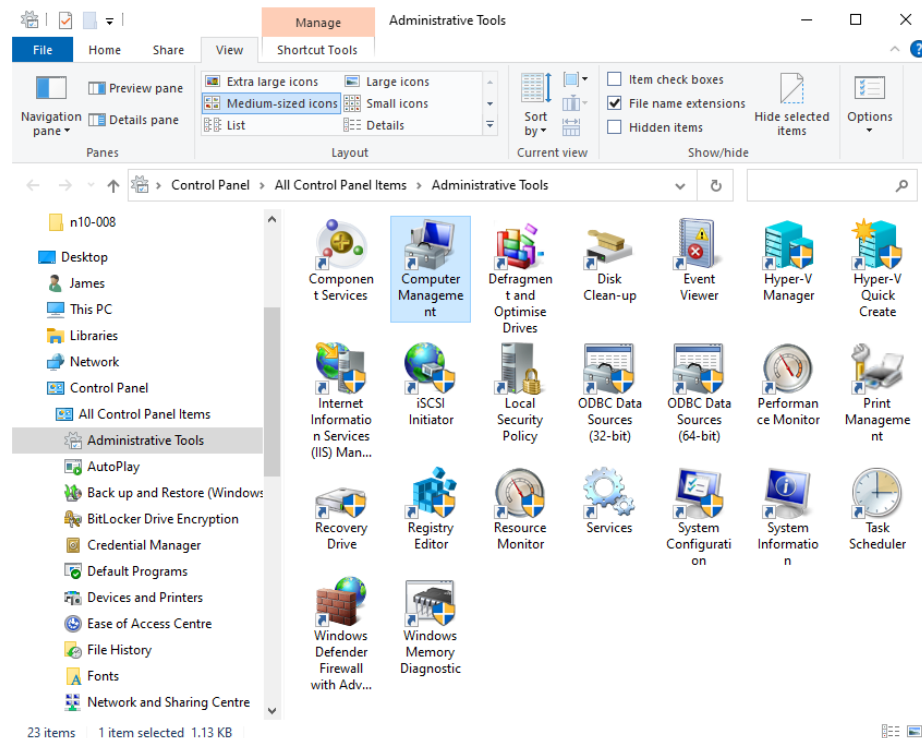
Screenshot courtesy of Microsoft

Management Shortcuts
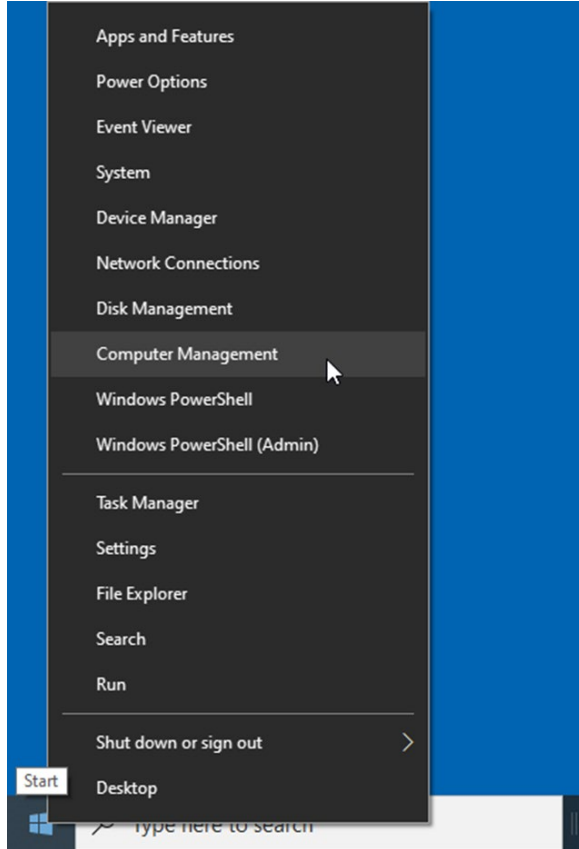
Screenshot courtesy of Microsoft

- START+X

- Instant search

- START+R

- Shortcut menus

Review Activity: Windows System Settings

- System Settings

- Update and Security Settings

- Device, Display, and Sound Settings

- Power Options

- Apps, Programs, and Features and App Settings

- Network Settings

- Administrative Tools

- Management Shortcuts

🧪 Lab Activity

- Assisted Lab: Configure Windows System Settings

  - Use System settings to view a system's hardware and software details, change power settings, and change its display zoom

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Lesson 10

Summary