Lab – Explore Control Panel Categories

# Introduction

In this lab, you will investigate the options provided in the various commonly used Control Panel items.

# Background / Scenario

The Control Panel allows you to view and change system settings as necessary. You can add and remove hardware and software, modify user accounts, change accessibility options and configure network settings.

# Required Resources

* Windows PC

# Instructions

## Control Panel Views

By default, the Control Panel is divided into categories. Each category controls a group of related function in Windows.

* + - 1. To open the Control Panel, click **Start** and search for **Control Panel**.
      2. In the Control Panel, click the **View by:** drop-down box.

#### Question:

What are the viewing options?

Category, Large icons, small icons

Type your answers here.

* + - 1. Select the **Category** view as necessary.

#### Questions:

Name a few of the Control Panel categories.

Network and Internet, Programs, User Accounts, Ease of Access.

Type your answers here.

## System and Security

The System and Security category provides computer system information and settings and configures the computer security settings.

Navigate to the **System and Security** category in the Control Panel. Use the subcategories to answer the following questions.

#### Questions:

Which subcategory would help you troubleshoot common problems?

Security and Maintenance. your answers here.

Which subcategory allow a program through Windows Firewall?

Windows Defender Firewall>Allow an app through Windows Firewall.

Type your answers here.

## Network and Internet

The Network and Internet category allows you to view the network status and configure network related setting and preferences.

#### Question:

Which subcategory allows you to view the basic network information and set up connections?

Network and Sharing Center>View Network status and tasks

Type your answers here.

## Hardware and Sound

The Hardware and Sound category allows you to add and configure hardware devices including printers and Bluetooth capable devices, customize power options, and adjust sound related settings.

#### Questions:

Which subcategory allows you to choose what happens when you insert a media or device?

Type your answers here.

Which subcategory allows you to add a printer?

Devices and Printers> Add a device

Type your answers here.

## Programs

The Programs category provides program installation and uninstallation and the selection of specific programs that the Windows operating system will use by default. This category also allows you to install/uninstall windows features such as remote access and file transfer clients.

#### Questions:

Which subcategory would you use to have a specific file type always open in a specified program?

Default Programs answers here.

Which subcategory would you use to uninstall a program?

Program and Features>Uninstall a program

Type your answers here.

Which subcategory would you use to install the Windows telnet client?

Program and Features>Turn windows features on or off>clip on “tenet client” and then “ok”.

Type your answers here.

## User Accounts

The User Accounts category allows you to adjust user settings, such as account types and change passwords.

#### Questions:

Which subcategory would you use change the account type from administrator to standard?

User Accounts>Change account type

Type your answers here.

Which subcategory would you use to view, edit, or remove the web and Windows credentials?

Credential Manager>Manage Windows Credentials

Type your answers here.

## Appearance and Personalization

The Appearance and Personalization category allows you to configure the look and feel of Windows, such as the taskbar, navigation, and File Explorer options.

#### Questions:

Which subcategory would you use to customize the Taskbar?

Taskbar and Navigation>Navigation properties

Type your answers here.

Which subcategory would you use to show hidden files and folders?

File Explorer Options>Show hidden files and folders

Type your answers here.

Which subcategory would you use to show extensions for known file types?

File Explorer Options>view>unclip “hide extensions for known file types” and press “ok”.

Type your answers here.

## Clock and Region

The Clock and Region category allows you to change the date, time, and region settings.

#### Questions:

Which subcategory would you use to change the time zone?

Date and Time>Change the time zone. answers here.

Which subcategory would you use to change date format?

Region>Change date, time, or number formats. here.

Which subcategory would you use to synchronize the time on a computer with a specific web server on the Internet?

Date and Time>internet time>change settings.. choose one server on the list and press “Update now” and then press “ok”. your answers here.

## Ease of Access

The Ease of Access category allows you to customize the Windows operating system for all types of users. This category also provides the configuration of voice control of the computer.

#### Questions:

Which subcategory would you use to configure the computer to read aloud any text on the screen?

Ease of access Center

Which subcategory would you use to improve the computer’s ability to understand your voice and improve the dictation accuracy?

Speech Recognition

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