

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

Step 1: Control Panel Views

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

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

Question:

What are the viewing options?

Type your answers here.

- Select the **Categories** view as necessary.

Name a few of the Control Panel categories.

Type your answers here.

Step 2: 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?

Type your answers here.

Which subcategory allow a program through Windows Firewall?

Type your answers here.

Step 3: 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?

Type your answers here.

Step 4: 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?

Type your answers here.

Step 5: 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?

Type your answers here.

Which subcategory would you use to uninstall a program?

Type your answers here.

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

Type your answers here.

Step 6: User Accounts (or User Accounts and Family Safety in Windows 8.1 and 7)

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?

Type your answers here.

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

Type your answers here.

Step 7: 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?

Type your answers here.

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

Type your answers here.

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

Type your answers here.

Step 8: Clock and Region (Clock, Language, and Region)

The Clock and Region category allows you to change the date, time, and region settings in Windows 10. In Windows 8.1 and 7, the Clock, Language, and Region category allows you to change the language settings in addition to date, time, and region settings.

Questions:

Which subcategory would you use to change the time zone?

Type your answers here.

Which subcategory would you use to change date format?

Type your answers here.

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

Type your answers here.

Step 9: 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?

Type your answers here.

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

Type your answers here.