CONTROL PANEL SEMINAR

Sun City Summerlin Computer Club

Revised: 12/18/05

PERSPECTIVE

◆ **BOOT CAMP**   5 SESSIONS

◆ **SEMINARS**

  ‣ **FILE MANAGEMENT**   1 SESSION

  ‣ **ADD/REMOVE PROGRAMS**   1 SESSION

  ‣ **CONTROL PANEL**   1 SESSION

  ‣ **WORD PROCESSING**   1 SESSION

OVERVIEW

WHAT IS IT?
HOW DO I ACCESS IT?
MOUSE
KEYBOARD
DATE/TIME
DISPLAY
SOUNDS AND AUDIO DEVICES
FONTS
PRINTERS AND FAXES
SYSTEM
ADD OR REMOVE PROGRAMS
SECURITY CENTER
ETC.

WHAT IS IT?

THE PORTION OF A COMPUTER CONSOLE

THAT CONTAINS MANUAL CONTROLS

FOR REGULATING COMPUTER OPERATIONS

HELPFUL HINT: Write current settings down on paper before experimenting with new ones.

HOW DO I ACCESS IT?

START

(SETTINGS, IF PRE-XP)

CONTROL PANEL

HELPFUL HINT: Once opened, the Control Panel may be viewed in either Category View (all content items are grouped into, probably, 10 categories) or Classic View (all content items are listed individually.)   The number of items in your particular Control Panel is determined by the specific configuration of your own computer.

MOUSE

◆ **BUTTONS**
  ‣ BUTTON CONFIGURATION (LEFT HAND VS RIGHT HAND)
  ‣ DOUBLE-CLICK SPEED

◆ **POINTERS**
  ‣ SCHEME
  ‣ CUSTOMIZE (C:\WINDOWS\CURSORS)

◆ **POINTER OPTIONS**
  ‣ MOTION
  ‣ SNAP TO
  ‣ VISIBILITY

◆ **WHEEL**

◆ **HARDWARE**

KEYBOARD

◆ **SPEED**
  ‣ **CHARACTER REPEAT**
  ‣ **CURSOR BLINK RATE**

◆ **HARDWARE**

DATE/TIME

◆ **DATE & TIME**

◆ **TIME ZONE**

HELPFUL HINT: Access to this control can also be achieved by simply left double-clicking on the corresponding display in the System Tray in the lower right hand corner of your desktop

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DISPLAY

◆ **THEMES**

◆ **DESKTOP (BACKGROUND = WALLPAPER)**

◆ **SCREEN SAVER (SCREEN SAVER, MONITOR POWER)**

◆ **APPEARANCE (WINDOWS & BUTTONS, COLOR SCHEME, FONT SIZE)**

◆ **SETTINGS (SCREEN RESOLUTION, COLOR QUALITY)**

HELPFUL HINT: Access to this control can also be achieved by simply right single-clicking on an empty spot on the desktop and left-clicking on properties.

SOUNDS AND AUDIO DEVICES

- ◆ **VOLUME**

- ◆ **SOUNDS**

- ◆ **AUDIO**

- ◆ **VOICE**

- ◆ **HARDWARE**

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FONTS

- ◆ **FILE**
  - ‣ **OPEN (C:\WINDOWS\FONTS)**
  - ‣ **INSTALL**
  - ‣ **DELETE**

- ◆ **VIEW: LIST FONTS BY SIMILARITY**

HELPFUL HINTS:
- ● **"Installing" a font is really just copying it**
- ● **TT (icon) = True Type font**
- ● **Red A (icon) = System Font (NEVER delete it)**
- ● **Copy font you wish to delete to floppy before deleting it**

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PRINTERS AND FAXES

- ◆ **ADD A PRINTER**
  - ‣ **INITIATES "ADD PRINTER WIZARD"**
  - ‣ **LISTS PRINTER MODELS BY MANUFACTURER**

- ◆ **INDIVIDUAL PRINTER ICONS**
  - ‣ **DEFAULT PRINTER IDENTIFIED BY CHECK IN BLACK CIRCLE**
  - ‣ **SINGLE RIGHT CLICK TO:**
    - • **SET AS DEFAULT**
    - • **PAUSE PRINTING**
    - • **ETC.**

- ◆ **SET UP FAXING**

HELPFUL HINT: Access to this control can also be achieved by simply clicking on Start, then Printers and Faxes.

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CONTROL PANEL SEMINAR   Page 13

SYSTEM

- ◆ GENERAL
- ◆ COMPUTER NAME
- ◆ HARDWARE
- ◆ ADVANCED
- ◆ SYSTEM RESTORE
- ◆ AUTOMATIC UPDATES
- ◆ REMOTE

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CONTROL PANEL SEMINAR   Page 14

ADD OR REMOVE PROGRAMS

- ◆ **CHANGE OR REMOVE PROGRAMS**
- ◆ **ADD NEW PROGRAMS**
- ◆ **ADD/REMOVE WINDOWS COMPONENTS**
  - ‣ COMPONENTS
  - ‣ SUB-COMPONENTS
- ◆ **SET PROGRAM ACCESS AND DEFAULTS**

HELPFUL HINTS:
- ● Before installing, ensure no other programs are running. Turn off:
  - - Screen saver
  - - Any imminent Scheduled Tasks (Accessories/System Tools)
  - - All tasks displayed with ALT+CTRL+DEL
- ● Attend separate seminar exclusively on Add/Remove Programs

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CONTROL PANEL SEMINAR   Page 15

SECURITY CENTER

- ◆ FIREWALL
- ◆ AUTOMATIC UPDATES
- ◆ VIRUS PROTECTION

HELPFUL HINT: Security Center was added to the Control Panel with the introduction of Service Pack 2 to the Windows XP Operating System. If your Operating System is not that current, you will not find this item in your Control Panel.

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ETC.

- ◆ ACCESSIBILITY OPTIONS
- ◆ ADD HARDWARE
- ◆ ADMINISTRATIVE TOOLS
- ◆ FOLDER OPTIONS
- ◆ INTERNET OPTIONS
- ◆ MAIL
- ◆ NETWORK CONNECTIONS
- ◆ PHONE AND MODEM OPTIONS
- ◆ REGIONAL AND LANGUAGE
- ◆ ETC.

We are ALL students

We only differ in our current level of learning

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