

# MS Windows-10 Control Panel and More

## In this chapter, you will learn about :

- The purpose of the Control Panel
- Various view of the Control Panel
- The look and feel of the Windows 7 desktop
- How to control and manage keyboard and mouse
- How to control and manage the notification area icons and taskbar icons
- How to control and manage the system time and date
- The Windows 7 gadgets

## CONTROL PANEL


As the name indicates, Control Panel is that part of Windows that lets you control and customize its various functions. Yes, if you know where and how to do it, you can control the functioning of your computer through the Control Panel.


The Control Panel is seen as a standard folder in the Windows operating system.

The folder contains tools that enable you to view and control various function of the computer.

### Opening the Control Panel

To open Control Panel follow these steps:

**Step 1 :** Click on the Start or .

**Step 2 :** Click on the  button. This opens the Control Panel window on your screen.

### View of the Control Panel

The Control Panel offers three different views: Category, Large Icons and Small Icons.

### Category View

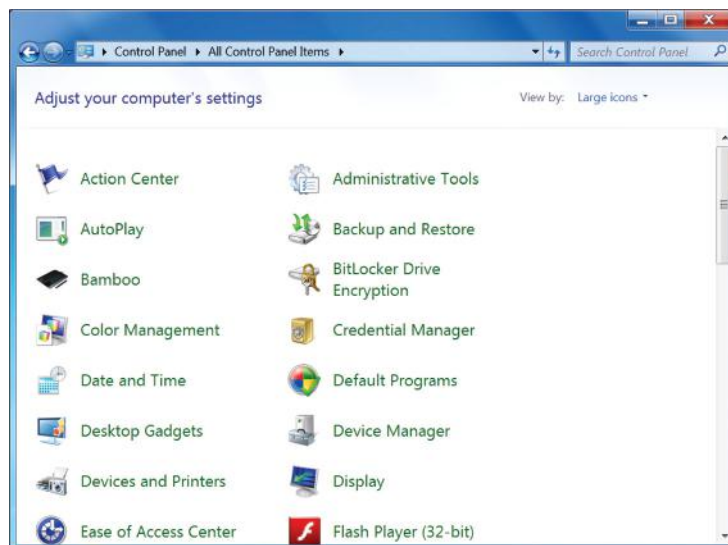
In this view, the tools and commands are grouped under eight categories.



The Control Panel window of Windows 7

## Large Icons View

In this view, individual tools are displayed as a list of large icons.



Large Icons view



Small Icons view




## Small Icons View



In this view, individual tools are displayed as a list of small icons.

## APPLETS

An application program which can be executed by another program is called an Applet. The Control Panel contains several applets. See Table for a partial list of applets.

Table : A partial list applets found in the Control Panel

Applet	Icon	Function
Personalization		To control and manage your desktop and other Windows features.
Keyboard		To control the functions of your keyboard.
Mouse		To customize your mouse settings, such as mouse pointers, motion speed, etc.


Notification Area Icons		You can add, remove and modify the icons to alert yourself of changes and updates in your programs.
Date and Time		To set the system date and time displayed on the Taskbar in the bottom-right corner of the screen.

## PERSONALIZING THE DESKTOP

Just as you like to do up your room or set up your study table in your own style, you can customize the look and feel of your computer desktop. You can change its colour combination, add your favourite images, and do a lot of other things.

Desktop features that you can personalize are Theme, Wallpaper and Screen saver.

To access features for personalization of Windows Desktop, try any of the following methods:

Click on the  Personalization Change the theme Appearance and Personalization option in the Control Panel Category view. Now, click on the button.

OR

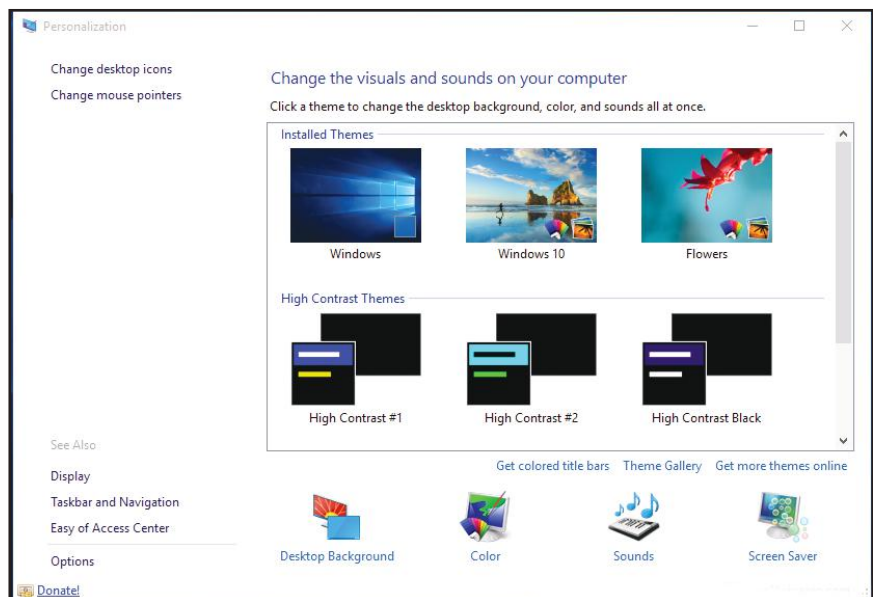
Click on the  Personalization Change the theme button in the Control Panel Large/Small icons view.

OR

Right-click in an empty area anywhere on your desktop.

A menu pops up. In the pop-up menu, click the Personalize option.

All of these actions open the Personalization dialog box.



The Personalization dialog box

### Applying a Theme

Colour combination, wallpaper and other properties taken together are called a Theme.

Windows 7 comes with many predefined themes such as the Aero Theme or you can download theme online from the net as per your choice.

Another set of theme is called Basic and High Contrast Themes.

You can click on a theme given in the list to apply it to your computer system.

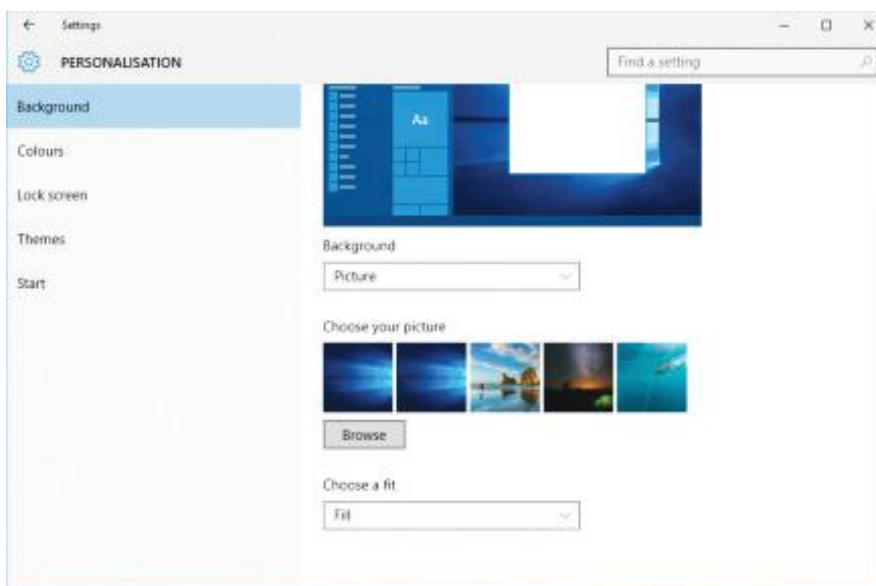
### Changing the Windows Wallpaper

Wallpapers are images that appear in the background on your desktop, behind all your icons. To change the Window Wallpaper, follow these steps:



**Step 1 :** Click on the Desktop Background button in the Personalization dialog box.

It opens a window.

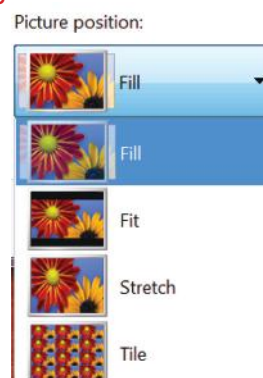


The Desktop Background dialog box

**Step 2 :** Select a background picture from this list. You can select more than one image also. If you select multiple images, they will be shown as slides on the desktop.

**Step 3 :** After you have finalized your choice, click on the Save changes button to apply these changes.

In case the wallpaper you select is smaller than the desktop screen area, you can specify how the picture will be placed. Use Picture position option for specifying the positioning of the wallpaper.



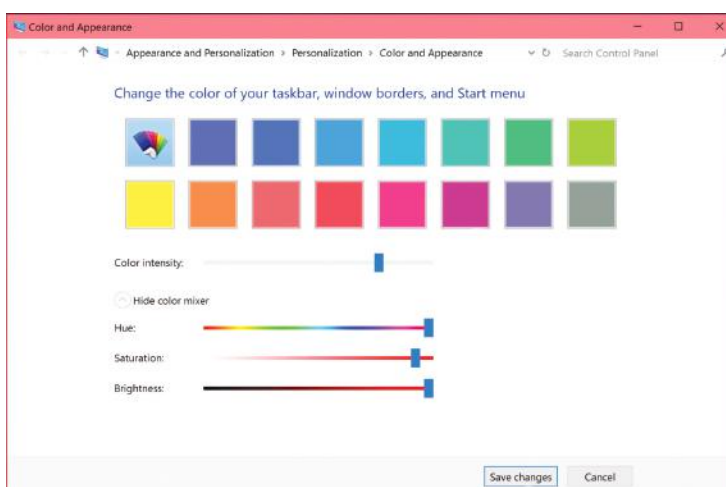
Picture Position Option

### Changing the Window Colour

To change the window colour, follow these steps:

**Step 1 :** Click on the Window Color button in Personalization dialog box. It opens the Window Color and Appearance dialog box.

**Step 2 :** Scroll through the list, select a colour of your choice and then click on Save changes to apply.



The Window Color and Appearance dialog box

### Applying the Screen Saver

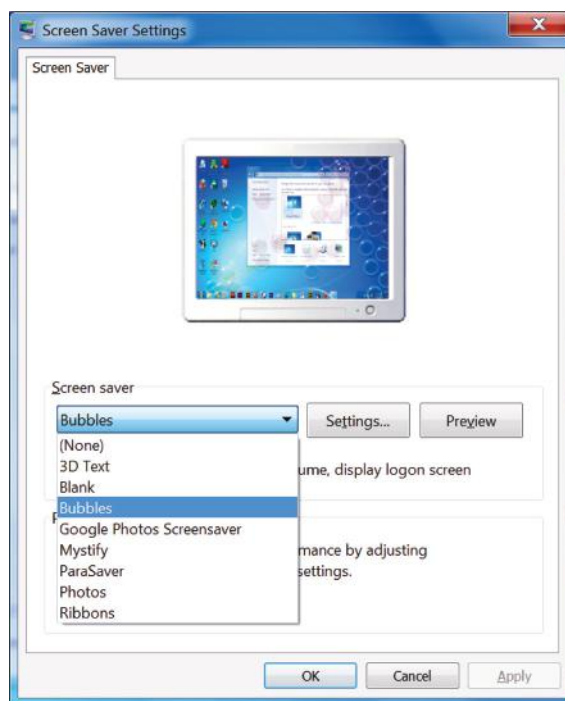
Screen savers appear when your computer is on but not in use. They are usually some form of animation or moving images. The normal wallpaper comes back the moment you hit a key on the keyboard or click or even move the mouse. To set up a screen saver, follow these steps:

**Step 1 :** Click on the Screen Saver button in Personalization dialog box.

It opens the Screen Saver Settings dialog box.

**Step 2 :** Select a screen saver from the Screen saver drop down list. As you make a selection, you can see the preview of the desktop.

**Step 3 :** In the Wait : spinner box  minutes, you can specify the number of minutes the system will remain idle before the screen saver starts running ( minutes it is 1 minute here). Windows 7 will start the screen saver after the system remains idle for the specified time.



The Screen Saver Settings dialog box

You can also design your own screen saver. Here are the steps to be followed :

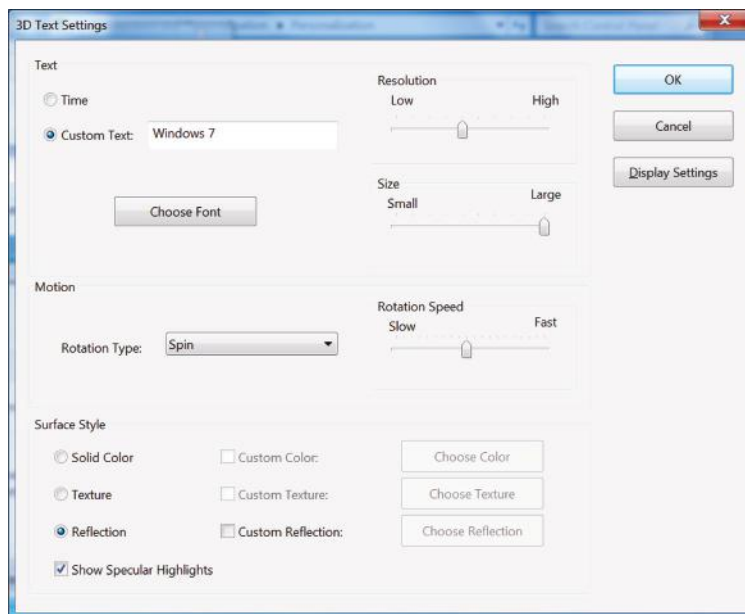
**Step 1 :** Click on  button in the screen saver drop down list in the Screen Saver Setting dialog box.

**Step 2 :** Click on  button. This opens a 3D Text Setting dialog box.

**Step 3 :** Type your own message to be shown in the screen saver. You can select the font, type, size and other properties. You can specify the type of movement and speed.

**Step 4 :** After you have set the desired properties, click on the OK button.

**Step 5 :** Watch the preview. When done, Click on the Apply button and then on the OK button to apply the screen saver you just designed.



The 3D Text Settings dialog box


## CONTROLLING THE KEYBOARD

You can control and customize the functioning of your keyboard through the applet, Keyboard, on the Control Panel.

To make changes in the functioning of your keyboard, follow these steps:



**Step 1 :** Open the Control Panel.

**Step 2 :** Click on the applet  **Keyboard** in the Control Panel Large icons view. This will open the keyboard Properties dialog box.

There are two tabs in this window: Speed and Hardware. Hardware tab is meant for advanced users. You will learn to work with the Speed tab only. This tab controls the properties of the keyboard.

### **Repeat Delay**

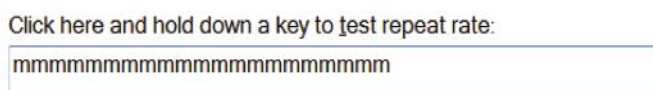
When you press a key on the keyboard, it types a character. If you, however, keep the key pressed for a longer period of time, the character will be repeatedly typed. The time after which the key will start repeating to type itself is called the Repeat delay. You can adjust the time by moving the slider to 'Short' or 'Long' period.

### **Repeat Rate**

When you press a key on the keyboard for a long period of time, the character is typed repeatedly. The number of characters typed within a second is called Repeat rate. You can adjust this rate by moving the slider to the desired value.

You can see the effect of setting different Repeat delays and Repeat rates as follows:

**Step 1 :** Place the cursor in the Click here and hold down a key to test repeat rate : textbox.



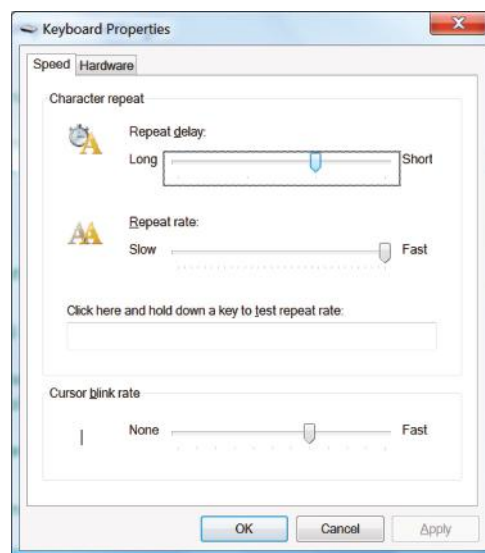
**Step 2 :** Press a key for some time. For example press the key – m.  
You can press any key you want.

**Step 3 :** Note the time delay before the character starts repeating and the speed with which it repeats.

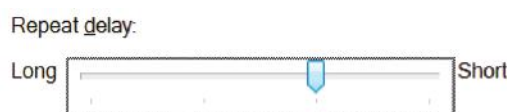
**Step 4 :** Change the settings and see the effect again.

### **Cursor Blink Rate**

You can also specify how fast or slow the cursor should blink. Adjust the slider left or right to make the rate change. Note that as you change the value, the cursor on the left blinks with the new rate.



The Keyboard Properties dialog box




Once you are satisfied with your selection, click on Apply and then on OK. If you do not want to make this change, click on the Cancel button.



## CONTROLLING THE MOUSE

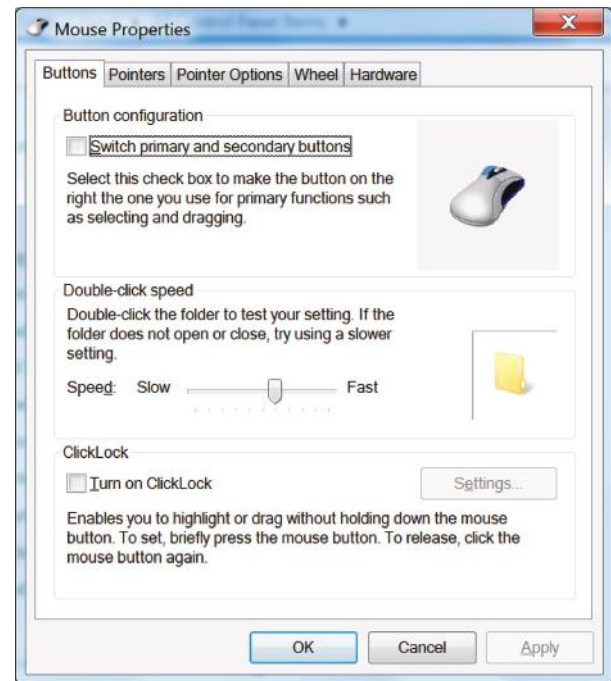
You can control and customize your mouse through the Mouse applet in the Control Panel. To change the settings of your mouse, follow these steps:

**Step 1 :** Open the Control Panel.

**Step 2 :** Click on the applet  in the Control Panel Large icons view.

This will open the Mouse Properties dialog box.

There are five tabs in this dialog box: Buttons, Pointers, Pointer Options, Wheel and Hardware. Wheel and Hardware tabs are meant for advanced users. You will learn to work with the other three tabs only.



The Mouse Properties dialog box

### BUTTONS TAB

A mouse generally has two or three buttons. You can customize mouse buttons in a variety of ways using the commands grouped under this tab.

#### Buttons Configuration

The left button of the mouse generally performs primary actions such as click, click and drag, etc. Left-handed people, however, would like to have these functions attached to the right button. You can change the left-right configuration in the Buttons configuration section by selecting the Switch primary and secondary buttons checkbox.



Now the left button will function like the right button and vice-versa.

#### Double-Click Speed

At times you require to click the mouse in quick succession otherwise Windows may take them as two 'single-clicks' instead of one 'double-click'. How quickly you must make the second click so that Windows should read it as a double-click can be specified by adjusting the Double-click speed.



#### ClickLock

Some of you experience difficulty in clicking and dragging. You find it difficult to keep the mouse button down while moving the mouse. ClickLock provides the solution to this problem. It allows you to click and drag as follows :

**Step 1 :** Click and hold the mouse buttons down for a short while.

**Step 2 :** Move the mouse to the final point without pressing any button.



**Step 3 :** Release the mouse button by clicking it once again.

To switch on ClickLock, just select the checkbox as shown alongside.

You can switch this feature off by clearing the tick sign from the above checkbox.



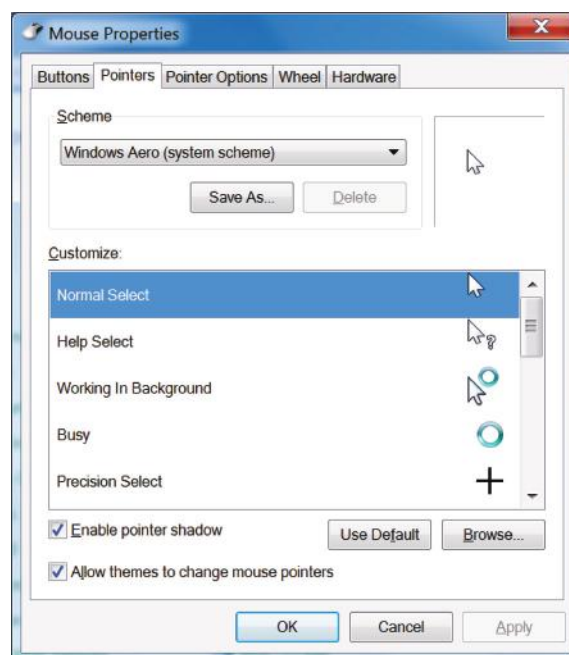
## POINTERS TAB

The position of the mouse is represented by a mouse pointer on the screen. The shape of the mouse pointer changes depending on what is being pointed at. For example, mouse pointer for desktop is  and that for textbox is .

Windows 7 uses pre-designed default mouse pointers. However, the shape of the mouse pointer can be changed as per the requirements of the user.

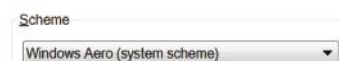
### Scheme

A set of mouse pointers is grouped as a scheme. To view the mouse pointers in a particular scheme, select the scheme from the drop down list of predefined schemes.



The Pointers Tab

The set of mouse pointers assigned to a particular scheme are displayed in the Customize section of this tab.



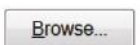
### Customize

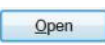
This section of the tab shows the various mouse pointers defined under the currently selected scheme. It also allows you to change the current scheme.

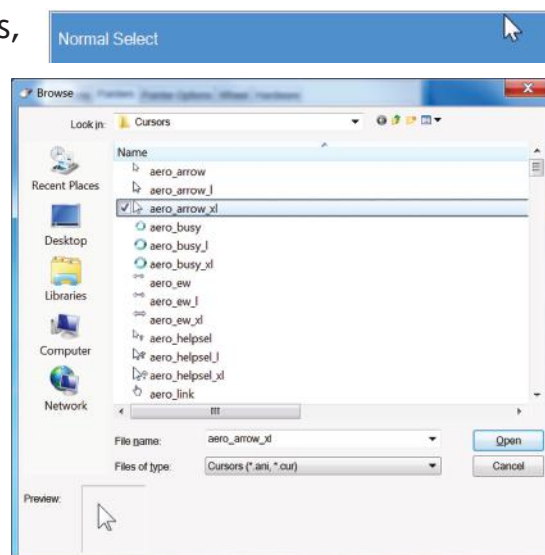
### Modifying a Scheme

You can change a scheme of mouse pointers. To do this, select a scheme from the existing Scheme section. Now, in the Customize section, click at the mouse pointer you want to change.

For example, let us change the Normal Select mouse pointer.

Click the  button to display the mouse pointers stored in the Windows/Cursors folder.

Select the mouse pointer you want and click the  button. You will see that the mouse pointer has changed. You can similarly make other selections. When done, click on Apply and then on Ok button.



The Cursors folder





You have successfully changed the mouse pointer scheme.

Clicking the  buttons will restore the original mouse pointer for the current selection.

### Creating a New Scheme

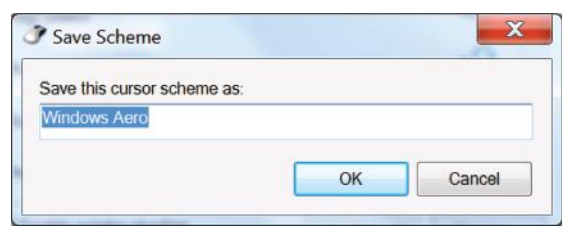
To create a new scheme, follow these Steps :

**Step 1 :** Click on  button.

**Step 2 :** Type a name in the Save Scheme dialog box for this scheme.

You can type a name of your choice.

**Step 3 :** Click OK to save this scheme.



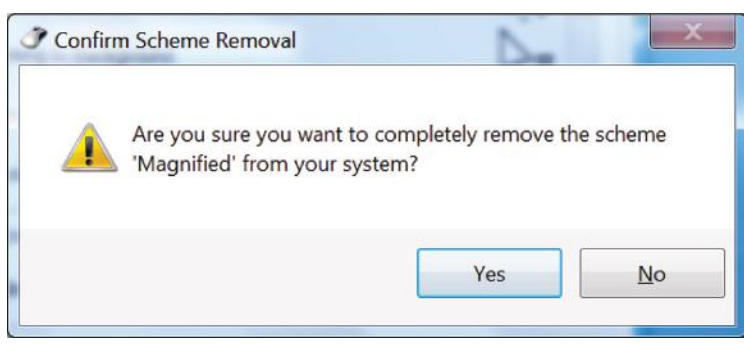
The Save Scheme dialog box

### Deleting a user Scheme

You can delete a scheme that you created earlier. Here are the steps to be followed:

**Step 1 :** Select the scheme and then click on the  button.

The Confirm Scheme Removal dialog box appears.



The Confirm Scheme Removal dialog box

**Step 2 :** Click Yes to delete the scheme or No to cancel the delete command.

### Adding or Removing the Cursor Shadow

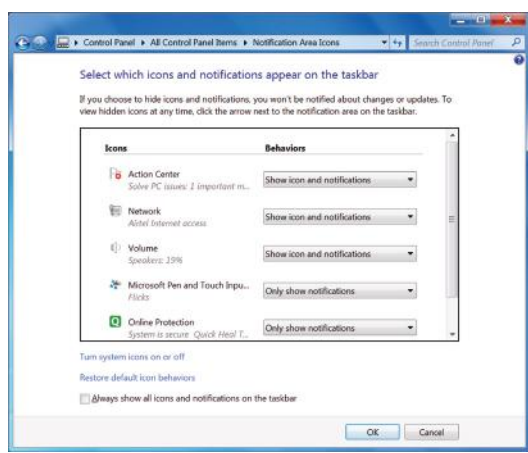
Some mouse pointers are designed with a shadow. You can, however, choose a pointer without a shadow by removing the tick from the Enable pointer shadow check box.

Command	Mouse Pointer	Remarks
<input checked="" type="checkbox"/> Enable pointer shadow		Mouse pointer without shadow
<input type="checkbox"/> Enable pointer shadow		Mouse pointer with shadow

### CONTROLLING THE NOTIFICATION AREA ICONS

The Windows 7 taskbar contains an area (usually at the bottom right-hand side) which shows the status of certain programs. This is called the Notification Area. Windows 7 uses these icons to alert you of something important regarding a program. You can add, remove and modify the behaviour of these icons using the Notification Area Icons applet. Click on the  button in the Control Panel. This will open the Notification Area Icons window.

Here you can specify for each program what you want to



The Notification Area Icons window



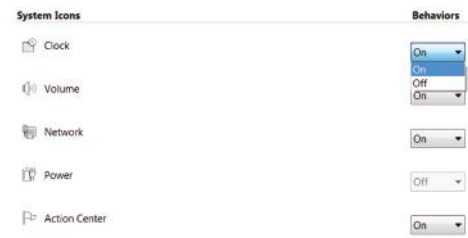
show in the Notification Area. You can also control the display of system programs such as the Clock, Power, etc.

Here are the steps to be followed:

**Step 1 :** Click on the Turn system icons on or off link.

This opens the System Icons folder where you can select the icons you want to show or hide.

**Step 2 :** If you want to show all the system icons in the notification area, select the appropriate checkbox.



The System Icons folder

Command	Notification Area
<input type="checkbox"/> Always show all icons and notification on the taskbar.	
<input checked="" type="checkbox"/> Always show all icons and notification on the taskbar.	

## CONTROLLING SYSTEM DATE AND TIME

Every computer has a system clock. Windows 7 displays this system clock in the Notification Area. You can set the date- and time- related properties using the Date and Time applet of the Control Panel.

To start this applet, try any of the following steps:

Click on the [Date and Time](#) button in the Control Panel Large icons view.

OR

Right-click the clock icon in the Notification Area and click on the Adjust date/time option.

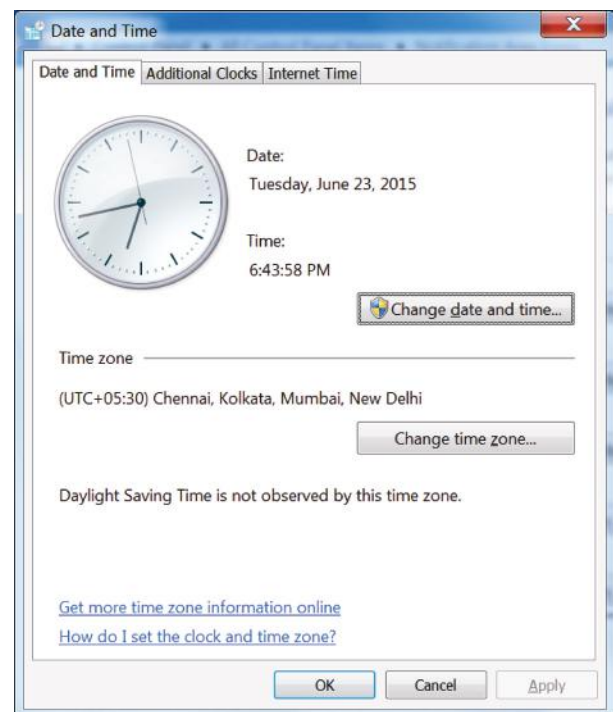
These actions will open the Date and Time dialog box.

There are three tabs in this applet: Date and Time, Additional Clock and Internet Time.

The Internet Time is meant for advanced users. You will learn about the first two tabs of this applet.

### **Date and Time Tab**

This tab shows the current date and time. If you want to make a change, you can do it here. In this tab, you can make two settings.



The date and time dialog box

## Change Date and Time

To change date and time, follow these steps:

**Step 1 :** Click on the  button.

This command opens the Date and Time Setting dialog box.

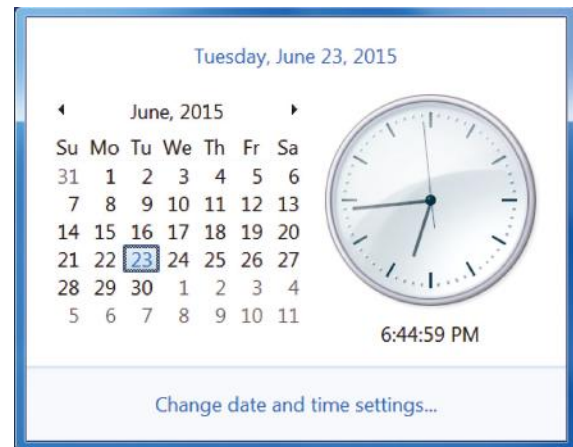
**Step 2 :** Select the right date from the calendar.

You can scroll the calendar to select different months and years. The format of the displayed calendar depends on the Country and Cultural settings.

You can make changes in this format by clicking on Change Calendar Setting.


You can also change time by moving the spin button on the clock or by typing the value in the box.

**Step 3 :** Click on OK after changing the date and time or click on Cancel if you do not want to make changes.



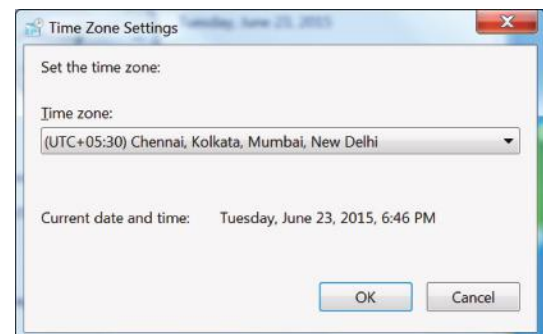
The Date and Time Settings dialog box

## Change the Time Zone

Different countries and places read different times at a given moment. Countries and places, however, in the same time zone read the same time. To change your computer's current time zone, click on the  button. This action opens the Time Zone Setting dialog box.

You can open the drop down list and select the appropriate time zone for your computer.

The time of the clock will be adjusted automatically according to your selection.



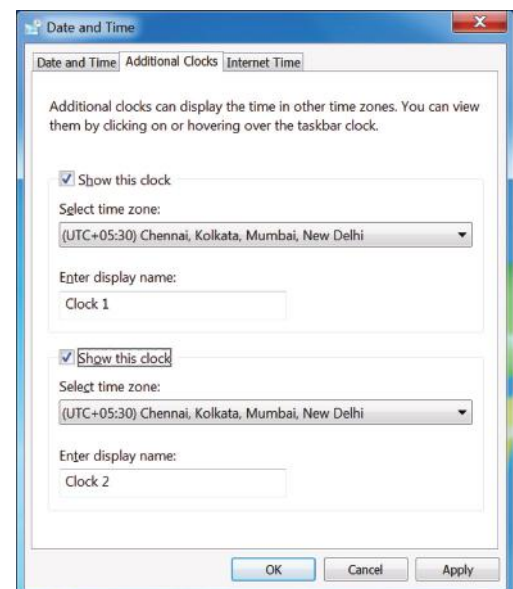
The Time Zone Settings dialog box

## Additional Clocks Tab

This tab of Windows 7 allows you to see two more different clock setups simultaneously with the system clock. Click on the Additional Clocks tab. To see how this works, select both the clocks and choose any two time zones.



Viewing the additional clocks by (a) hovering the mouse pointer  
(b) clicking on the date and time icon



The Additional Clocks Tab






After you have made the necessary changes, click on Apply and then on OK button. You can see these clocks by placing the mouse pointer over the date and time icon in the Notification Area or by clicking on it.

## WINDOWS 7 DESKTOP GADGETS

Gadgets are simple programs contained in Windows 7. Windows 7 comes with a number of predefined gadgets such as Clock, Weather, Slide show, etc. You can also download or buy a variety of gadgets from other companies.


Gadgets are very useful as they show information all the time placing on the  Gadgets desktop.

For example, you can use the Feed Headlines gadget to display the latest news headlines while you are working on your computer.

### Opening the Gadgets Store

You can see the gadgets installed on your computer in the Gadgets store.


You can open the Gadgets store in any of the following ways:

Right-click the empty space on the desktop. In the pop-up menu that appears, click on the  Gadgets option.



The Gadget Store of Windows 7

Or

Click the  button in the Control Panel Large icons view.

Either of these actions will open the Gadgets store. The Gadget store displays all the gadgets that are currently installed on your computer.

This store shows nine gadgets arranged on one page. In case you have many gadgets spread over several pages, you can use the Search gadgets box to search the gadget you want. You can click on the Show details drop down button to show or hide details about the current gadget. You can also get more gadgets from the Internet by clicking on the Get more gadgets online provided your computer is connected to the Internet.

### Desktop Gadgets

Table shows the details of common Desktop Gadgets.

Table : Common Desktop Gadgets

Gadget Function and Properties
<b>Calendar</b> : Displays day, date, month and year on your desktop in two views- Date Flipper and Date and Month Flipper.
<b>Clock</b> : Shows time in your own time zone or any city in the world.
<b>CPU Meter</b> : Displays usage of much are the CPU and RAM.



<b>Currency</b> : Displays equivalent of one currency to those of other currencies. Requires active Internet connection for its useful operations.
<b>Feed Headlines</b> : Displays current and updated news and blogs distributed by various websites. Requires active Internet connection for proper operation.
<b>Picture Puzzle</b> : A puzzle game you can play. In this puzzle a picture is cut into small squares. One square is left blank. Squares are scrambled. Your objective is to move the squares one at a time using the blank square to complete the picture.
<b>Slide Show</b> : Displays a slide show of pictures continuously.
<b>Weather</b> : Shows the current weather conditions of a selected place. Require Internet for operation as updations are received from the Internet.
<b>Windows Media Center</b> : Displays the Windows Media Center. You can play music and video in this gadget.

All gadgets function in a similar way. You should spend some time getting familiar with these gadgets.

To sum up, Control Panel is a part of the Microsoft Window graphical user interface which allows users to view and manipulate basic system settings and control via applets.

### Points to Remember

- Control Panel is a standard folder which contains commands and tools. It enables you to view and control various functions of the computer.
- An Applet is a small application program which can be executed by another program.
- A Theme is the colour combination, wallpaper and other properties taken together.
- The Notification Area is an area (usually at the bottom right-hand side) on the Windows desktop and it displays the status of certain programs.
- A Desktop Gadget is a small program placed on the desktop that displays useful information.



#### A. Tick (✓) the correct option :

- Which of the following is not a view for the Control Panel?  
 (a) Category  (b) Large  (c) Desktop
- Which of the following gadget displays time in your city?  
 (a) Clock  (b) Calender  (c) Currency
- Which applet Control the functions of your keyboard?  
 (a) Mouse  (b) Keyboard  (c) Date and Time
- How many views are there for the Control Panel?  
 (a) One  (b) Two  (c) Three








**B. Fill in the blanks :**

1. A \_\_\_\_\_ is the colour combination, wallpaper and other properties taken together.
2. \_\_\_\_\_ is a folder where control and management tools are located.
3. \_\_\_\_\_ appear when your computer is on but not in use.
4. The position of the mouse is represented by a \_\_\_\_\_.
5. Once a gadget has been added to the desktop. You can \_\_\_\_\_ its position anywhere on the desktop.

**C. Tick (✓) the correct statements and cross (X) the incorrect ones :**

1. You cannot change the Window7 wallpaper.
2. Currency converter gadget requires Internet Connection to function properly.
3. You can add only one Clock gadget to the desktop.
4. To remove the gadget from the desktop click on Close gadget.
5. Date and Time tab shows the current date and time.

**D. Match the columns given below :**

- |                           |     |  |
|---------------------------|-----|--|
| 1. Personalization        | (a) |    |
| 2. Keyboard               | (b) |  |
| 3. Mouse                  | (c) |  |
| 4. Notification Area Icon | (d) |  |
| 5. Date and Time          | (e) |  |

**E. Answer the following Questions :**

1. How can you change the date and time of your computer system?
2. Which Windows 7 features can you personalize?
3. Explain the different views of the Control Panel window.
4. Write the function of the Click Lock and Double-click speed.
5. Write steps to view two more clocks at the date and time icon in the Notification Area.
6. Name and explain the functions of any five desktop gadgets in Windows 7.
7. Write steps to open the Control Panel.



**ACTIVITY**

- Change the following features of your desktop as indicated.
  - a. Set your photograph as wallpaper.
  - b. Faster cursor blinking rate.
  - c. Screen saver to start when the computer is idle for 5 minutes.
  - d. No shadow to the mouse pointer.