Lab – Explore Control Panel Categories (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# 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?

Type your answers here.

The 3 viewing options are Category, Large icons, and Small icons.

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

#### Questions:

Name a few of the Control Panel categories.

Type your answers here.

The available Control Panel categories are: System and Security, Network and Internet, Hardware and Sound, Programs, User Accounts, Appearance and Personalization, Clock and Region, and Ease of Access.

## 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.

Security and Maintenance > troubleshoot common computer

Which subcategory allow a program through Windows Firewall?

Type your answers here.

Windows Defender Firewall > Allow an app or feature through Windows Defender Firewall

## 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.

Network and Sharing Center

## 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.

AutoPlay

Which subcategory allows you to add a printer?

Type your answers here.

Devices and Printers > Add a printer

## 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.

Default Programs > set your default programs or Default Programs > Associate a file type or protocol with a program

Which subcategory would you use to uninstall a program?

Type your answers here.

Programs and Features > uninstall a program

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

Type your answers here.

Programs and Features > Turn Windows features on or off

## 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?

Type your answers here.

User Accounts > Change your account type

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

Type your answers here.

Credential Manager

## 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.

Taskbar and Navigation

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

Type your answers here.

File Explorer Options > Show hidden files and folder > In the View tab, under the Hidden files and folder > click Show hidden files, folders, or drives

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

Type your answers here.

File Explorer Options > Show hidden files and folder > In the View tab, uncheck Hide extensions for known file types

## 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?

Type your answers here.

Date and Time > Change the time zone

Which subcategory would you use to change date format?

Type your answers here.

Region

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

Type your answers here.

Date and Time > Internet Time tab > select Change settings

## 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.

Ease of Access Center > Make the computer easier to use > check Turn on Narrator

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

Type your answers here.

Speech Recognition > Train your computer to better understand you

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