

Control Panel

This area is the central location from which all aspects of the Windows 7 operating system can be managed. There are three views that can be used to display items in the Control Panel.

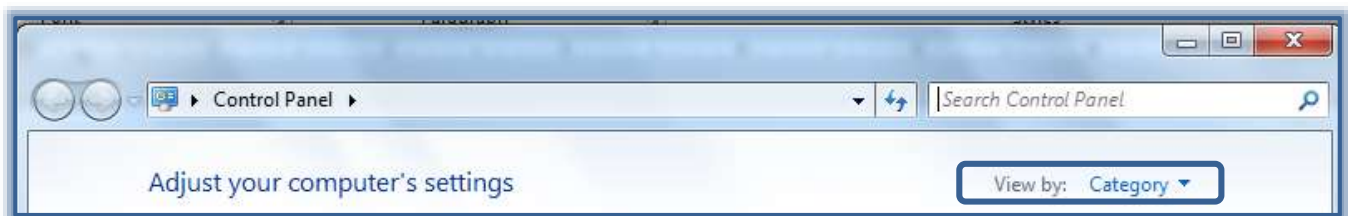
- ✦ **Category** - In this view, Control Panel items are divided into eight categories. Links to the most common tasks are available under the category name.
- ✦ **Large Icons** - When this option is selected, the All Control Panel Items window will display. A list of all the Control Panel items will display.
- ✦ **Small Icons** - When this option is selected, the All Control Panel Items window will display. A list of all the Control Panel items will display.

The most common tasks within each category are listed below the category name. Within the Control Panel category, clicking the subcategory opens that item's window; clicking a task jumps to a specific command center available from the item's window.

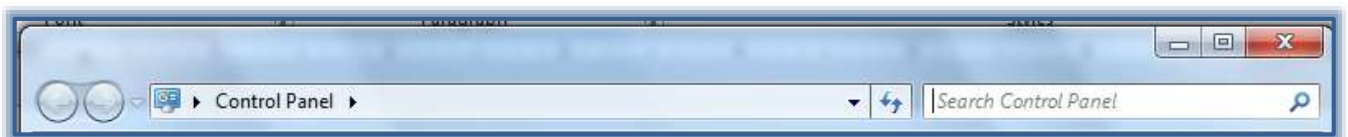
Different Ways of Opening Control Panel

It is possible to access items in the Control Panel in other ways than navigating through the Control Panel categories. These are:

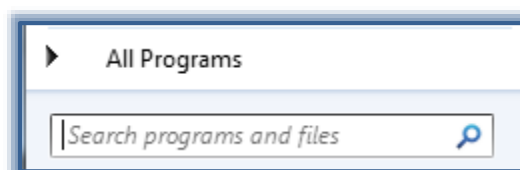
- ✦ **All Control Panel Items Window** - This option can be used when you are not certain of the specific name of an item. To display this list of items, click either **Small Icons** or **Large Icons** in the **View By** list. This list is located in the **upper-right corner** of the **Control Panel**. When the Control Panel item is located, **double-click** on the item (see illustration below).



- ✦ **Search Box** - The **Search Box** is located in the upper-right end of the **Control Panel** window title bar. This option can be used when you know part of the name of the **Control Panel** that is to be opened. When the information is typed into the **Search Box**, a list of items matching the search will appear in the window (see illustration below).



- ✦ **Start Menu Search Box** - This option is the simplest method of opening a **Control Panel** item. Click the **Start** button to open the **Start Menu**. Input part of the item name into the **Search** box (see illustration below). A list of items matching the word or phrase will appear in the left pane of the **Start Menu**. Click the item to open the window or dialog box for that item.



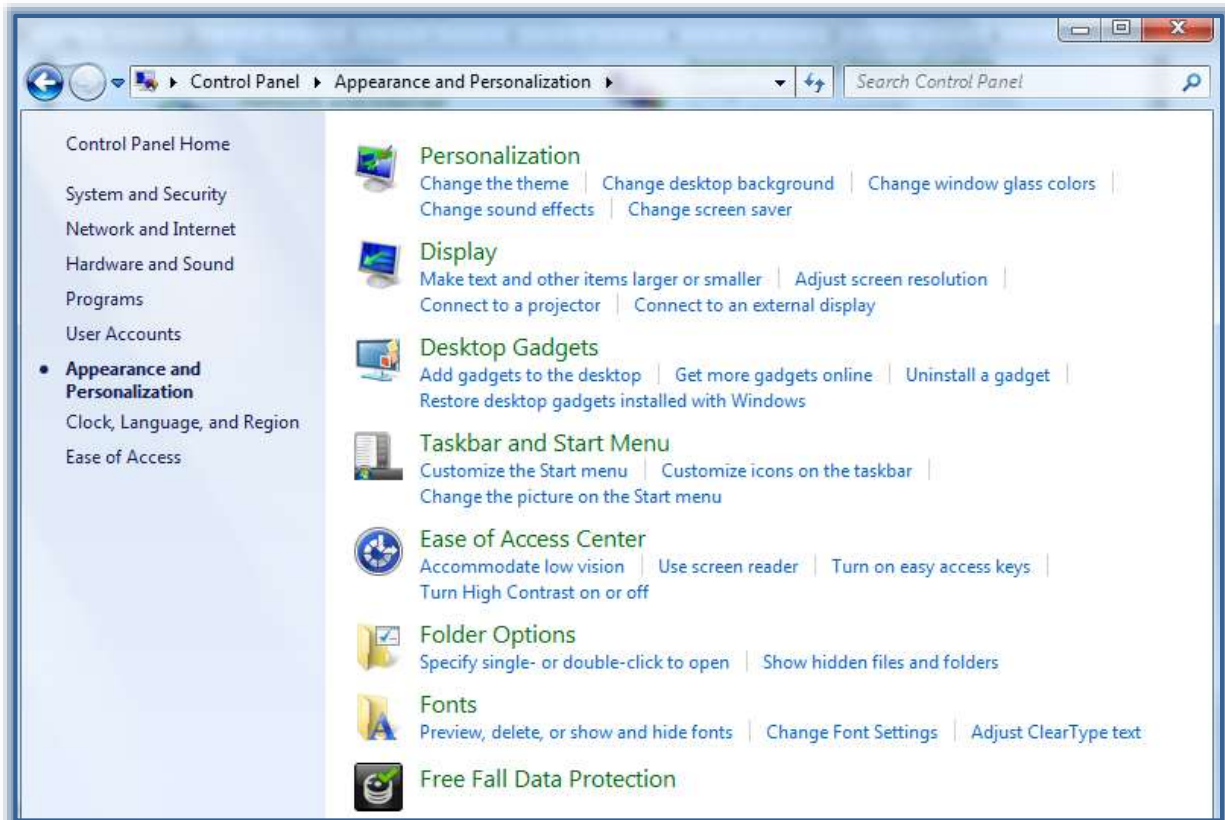
Taskbar and Start Menu Options

This area is used to make changes as to how items appear on the **Taskbar** or the **Start Menu**.

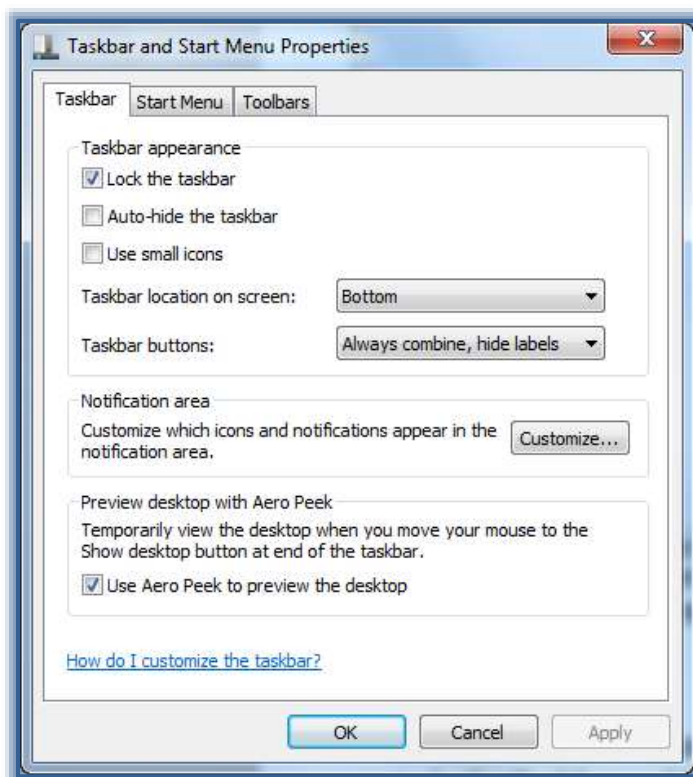
- ✦ Click the **Start Button**.
- ✦ Click **Control Panel**.
- ✦ The **Control Panel** window will display (see illustration below).



- ✦ In **Category View**, click the **Appearance and Personalization** category.
- ✦ The **Appearance and Personalization** window will display (see illustration below).



- ✦ Click **Taskbar and Start Menu**.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display (see illustration below).
or
- ✦ Click the **Start Button**.
- ✦ In the **Search** box, input **Taskbar** or **Start Menu**.
- ✦ A list of items matching the word or phrase will appear in the left pane of the **Start Menu**.
- ✦ Click **Taskbar and Start Menu**.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display (see illustration below).



Taskbar

Auto Hide the Taskbar

- ✦ To **Auto Hide** the **Taskbar**:
 - ✦ In the **Taskbar and Start Menu Properties** dialog box, click the **Auto Hide the Taskbar** check box to select this item.
 - ✦ Click the **Apply** button. The **Taskbar** disappears.
 - ✦ To display the **Taskbar**, move the mouse down over the bottom of the **Desktop**. The **Taskbar** will appear.
- ✦ To undo **Auto Hide**, complete the following steps:
 - ✦ Click the **Auto Hide Taskbar** check box to deselect this item.
 - ✦ Click the **Apply** button. The **Taskbar** reappears.

Use Small Icons on Taskbar

- ✦ In the **Taskbar and Start Menu Properties** dialog box, click the **Use Small Icons** check box.
- ✦ Click the **Apply** button.
- ✦ The icons will appear as **Small Icons**.

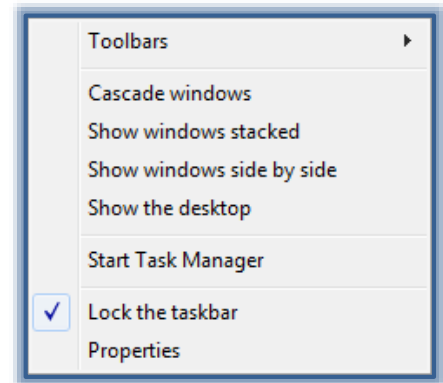
Change Display Location

- ✦ In the **Taskbar and Start Menu Properties** dialog box, click the **Taskbar Location on Screen** list arrow.
- ✦ Choose from one of the four options: Bottom Left, Right, and Top.
- ✦ Click the **Apply** button.
- ✦ The **Taskbar** will move to the specified location.
- ✦ To exit from the dialog box, click **OK**.

Shortcut Menu of Commands

This menu contains commands for working with Windows and the Taskbar, such as accessing Windows toolbars, options for displaying one or more windows, or locking the Taskbar.

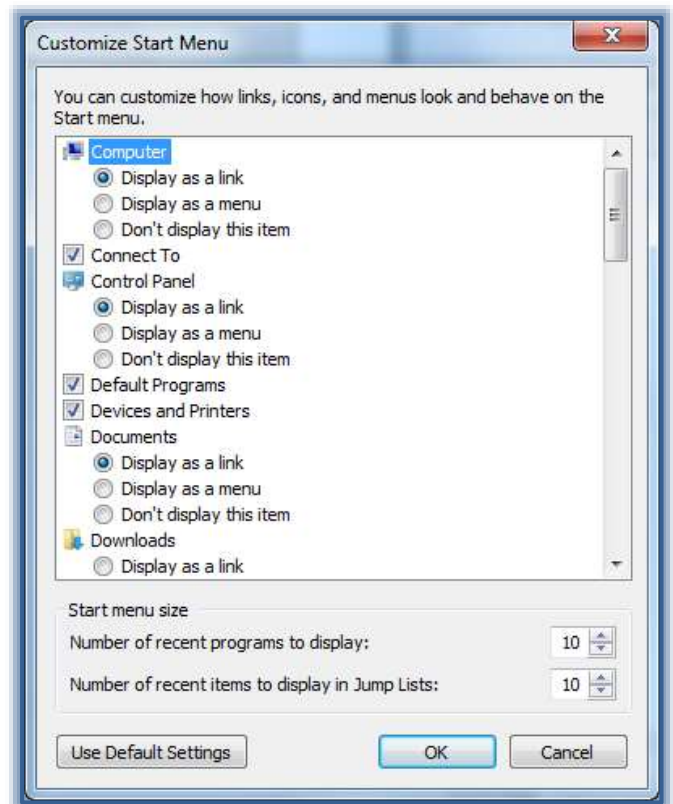
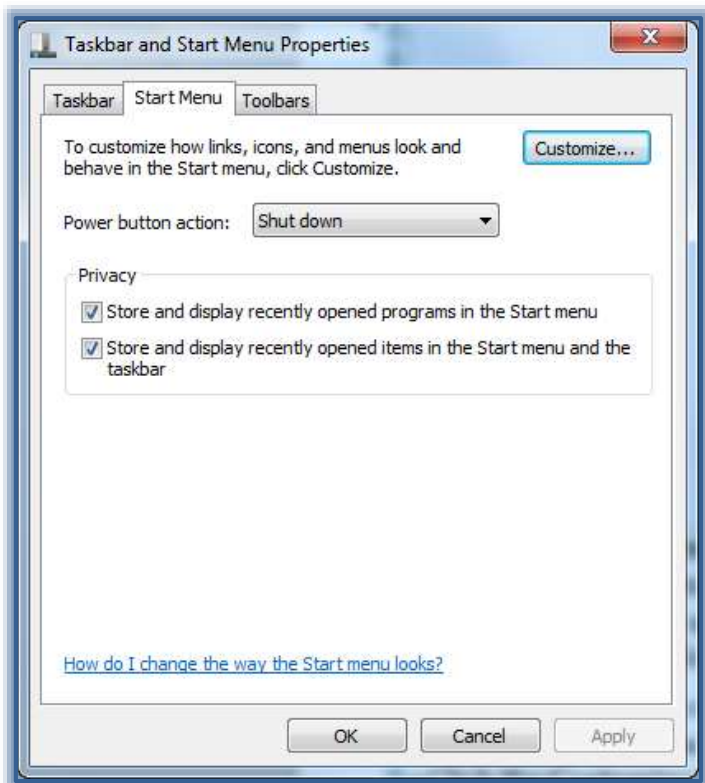
- ✦ **Right-click** on the **Taskbar**.
- ✦ The shortcut menu will appear (see illustration at right).
- ✦ Select a command from the list that appears, such as Cascade Windows, Show Windows Side-by-Side, Show Desktop, or Lock the Taskbar.



Start Menu

Add Recent Items to Start Menu

- ✦ Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box (see illustration below left).



- ✦ Click the **Store and Display Recently Opened Items in the Start Menu and Taskbar** check box under **Privacy**.
- ✦ Click the **Customize** button.

- ✦ The **Customize Start Menu** dialog box will appear (see illustration above right).
- ✦ Scroll through the list of options to locate the **Recent Items** check box.
- ✦ Click the check box for **Recent Items**.
- ✦ Click **OK** twice to exit both dialog boxes.

Clear Recently Opened Files or Programs from Start Menu

When a file or program is cleared from the Start menu it is not deleted from the computer.

- ✦ Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- ✦ Click the **Store and Display Recently Opened Items in the Start Menu and the Taskbar** check box to remove the check mark.
- ✦ Click the **Apply** button.
- ✦ The changes will be applied to the **Start Menu**.
- ✦ To exit from the dialog box, click **OK**.

Adjust Number of Shortcuts for Frequently Used Programs

- ✦ Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- ✦ Click the **Customize** button (see illustration below).
- ✦ The **Customize Start Menu** dialog box will appear (see illustration below).
- ✦ In the **Number of Recent Programs to Display** box, enter the number of programs to display on the **Start Menu**.
- ✦ Click **OK** to close the dialog box and return to the **Taskbar and Start Menu Properties** dialog box.
- ✦ Click the **Apply** button.
- ✦ The changes will be applied to the **Start Menu**.
- ✦ To exit from the dialog box, click **OK**.

Customize Right Pane of Start Menu

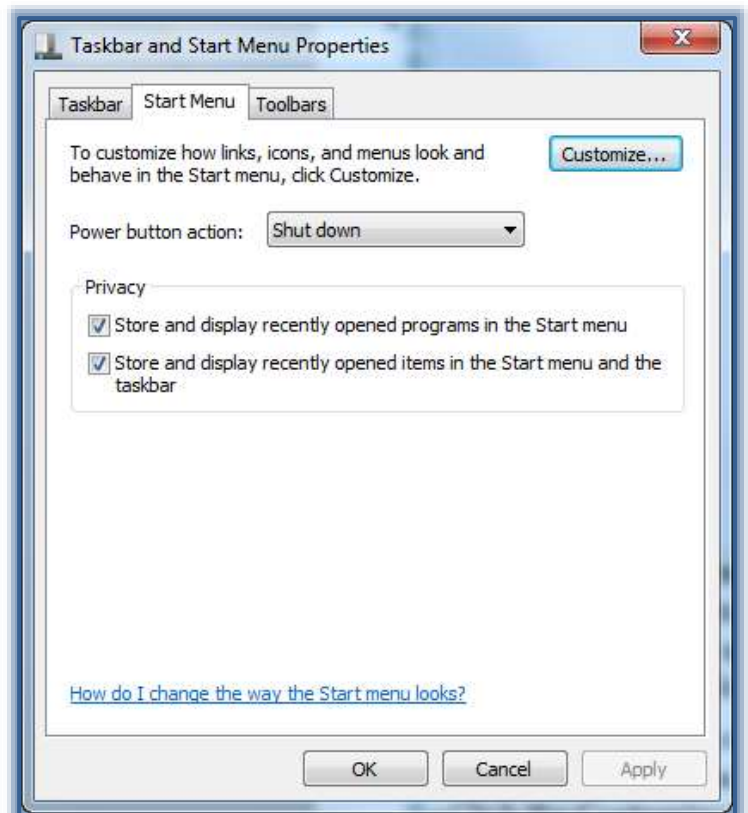
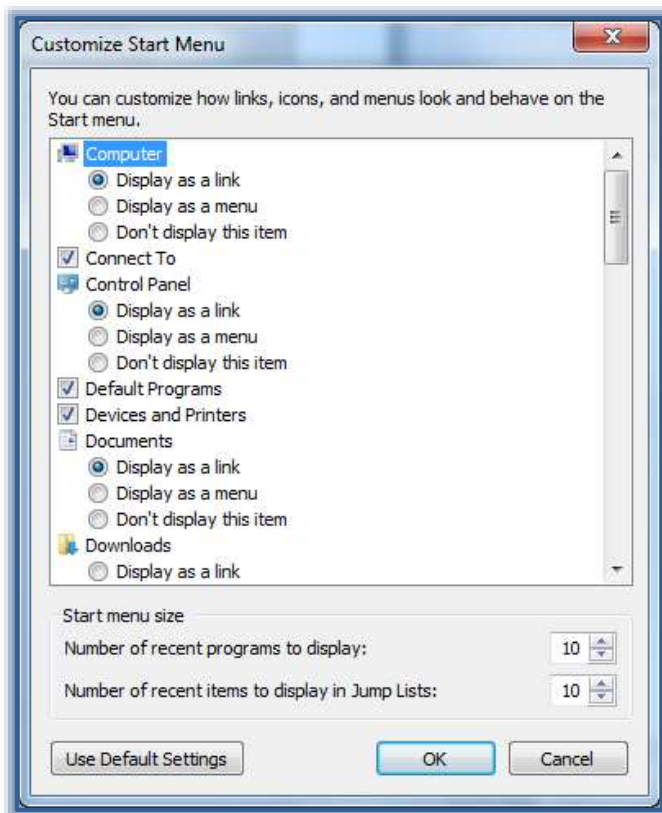
It is possible to add or remove items that appear on the right side of the Start menu, such as Computer, Control Panel, and Pictures. Some items on the Start menu can be changed so that they appear as links or menus.

- ✦ Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear (see illustration on previous page).
- ✦ Select the **Options** in the list that are to be changed.
- ✦ Click **OK** to exit the dialog box and return to the **Taskbar and Start Menu Properties** dialog box.
- ✦ Click the **Apply** button.
- ✦ The changes will be applied to the **Start Menu**.
- ✦ To exit from the dialog box, click **OK**.

Restore Start Menu Default Settings

With Windows 7, it is possible to restore the Start Menu to the original default settings.

- ✦ Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear (see illustration on next page).
- ✦ Click the **Use Default Settings** button on the bottom left side of the dialog box.



- ✦ Click **OK** to exit the dialog box and return to the **Taskbar and Start Menu Properties** dialog box.
- ✦ Click the **Apply** button.
- ✦ The changes will be applied to the **Start Menu**.
- ✦ To exit from the dialog box, click **OK**.

Power Button Action

This option allows you to determine which power option will appear on the **Start Menu**.

- ✦ Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- ✦ Select a **Power Button Action** from the appropriate list (see illustration above right).
- ✦ Click the **Apply** button.
- ✦ The changes will be applied to the **Start Menu**.
- ✦ To exit from the dialog box, click **OK**.

Configure Power Options

Introduction

Windows provides the following plans to help you manage your computer's power:

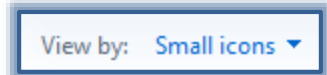
- **Balanced** – This plan offers full performance when it is needed. It saves power during periods of inactivity. This is the best power plan for most people.
- **Power Saver** – With this plan, power is saved by reducing system performance and screen brightness. This plan can help laptop users get the most from a single battery charge.
- **High Performance** – To maximize screen brightness and increase the computer's performance in some circumstances use this plan. This plan uses a lot more energy and will reduce the amount of time that a laptop battery lasts between charges.

These power plans define how the computer uses power. All of the plans determine how long the computer will remain idle before the display is turned off and the computer is placed in Sleep mode. When working on a portable computer that is running on battery power, the Power Saver plan will increase the length of time the battery charge lasts. The default settings are defined in the following table.

Power Plan	Turn off Display	Activate Sleep Mode
Balanced	10 minutes	30 minutes
Power Saver	5 minutes	15 minutes
High Performance	15 minutes	Never

If the built-in Power Saver plans don't meet your needs, a custom Power Plan can be created.

- ✦ Click the **Start Button** (see illustration at right).
- ✦ Click the **Control Panel** link.
- ✦ If the **Small Icons** list is not displayed, click the **View by** link and then click **Small Icons**.
- ✦ Click the **Performance and Information Tools** link.
- ✦ The **Rate and improve your computer's performance** window will display (see illustration below).



Control Panel Home

- Adjust visual effects
- Adjust indexing options
- Adjust power settings**
- Open disk cleanup
- Advanced tools

Rate and improve your computer's performance

The Windows Experience Index assesses key system components on a scale of 1.0 to 7.9.

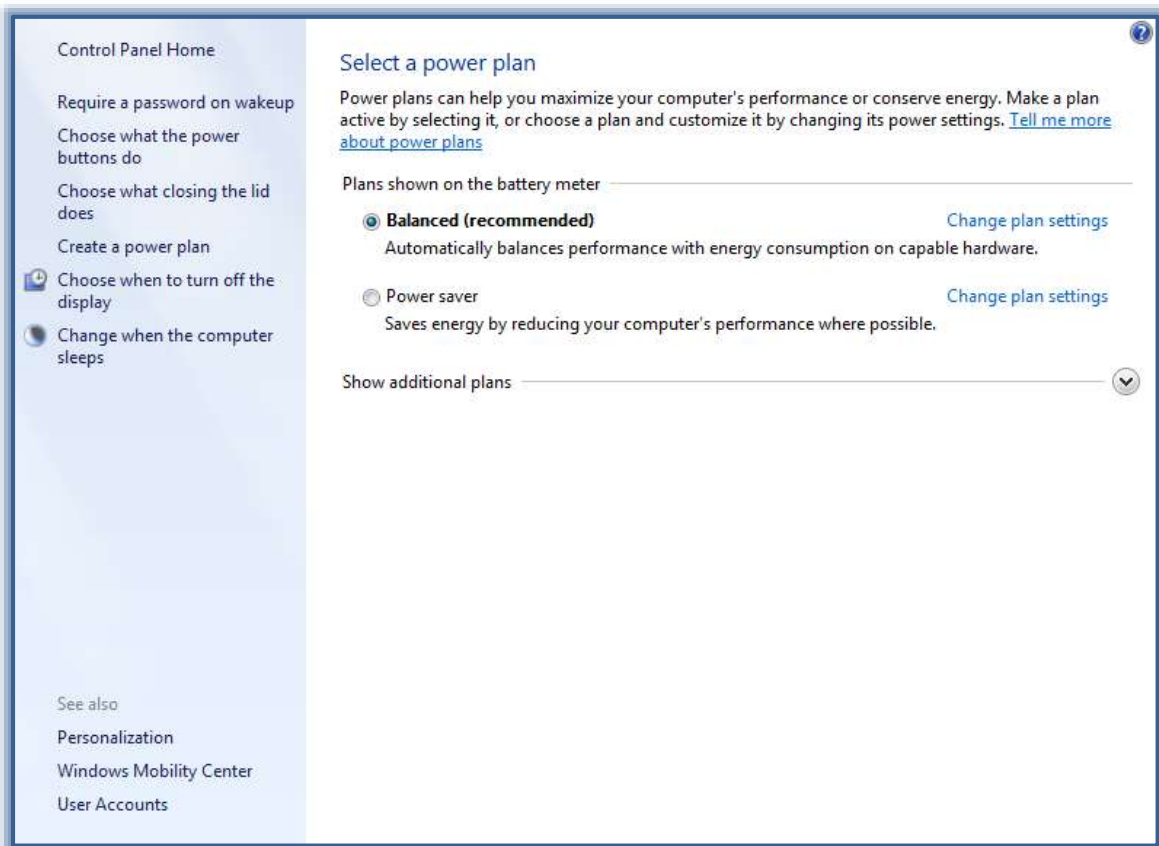
Component	What is rated	Subscore	Base score
Processor:	Calculations per second	6.9	<p>4.9 Determined by lowest subscore</p>
Memory (RAM):	Memory operations per second	7.2	
Graphics:	Desktop performance for Windows Aero	4.9	
Gaming graphics:	3D business and gaming graphics performance	6.3	
Primary hard disk:	Disk data transfer rate	5.9	

[What do these numbers mean?](#) [View and print detailed performance and system information](#)
[Tips for improving your computer's performance.](#)
[Learn more about scores and software online](#)

Your scores are current
 Last update: 8/29/2013 3:35:43 PM [Re-run the assessment](#)

See also
 Action Center

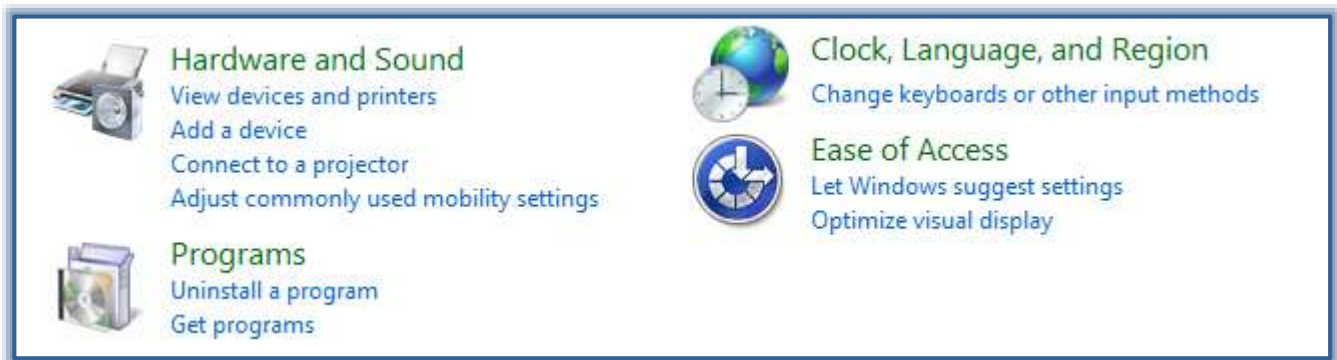
- ✦ In the left frame of this window, click the **Adjust power settings** link.
- ✦ The **Select a Power Plan** window will display (see illustration on next page).
- ✦ In this window, click one of the plans.
- ✦ To display the **High Performance** option, click the **Show additional plans** arrow.



- ✚ To create a new plan, click the **Create a power plan** link in the left frame.
- ✚ Click any of the other options in the left frame to make changes.
- ✚ When all the changes have been made do one of the following:
 - ✦ Click the **Close** button in the upper-right corner of the window.
 - ✦ Click the **Control Panel Home** link in the left frame.

Clock, Language and Region

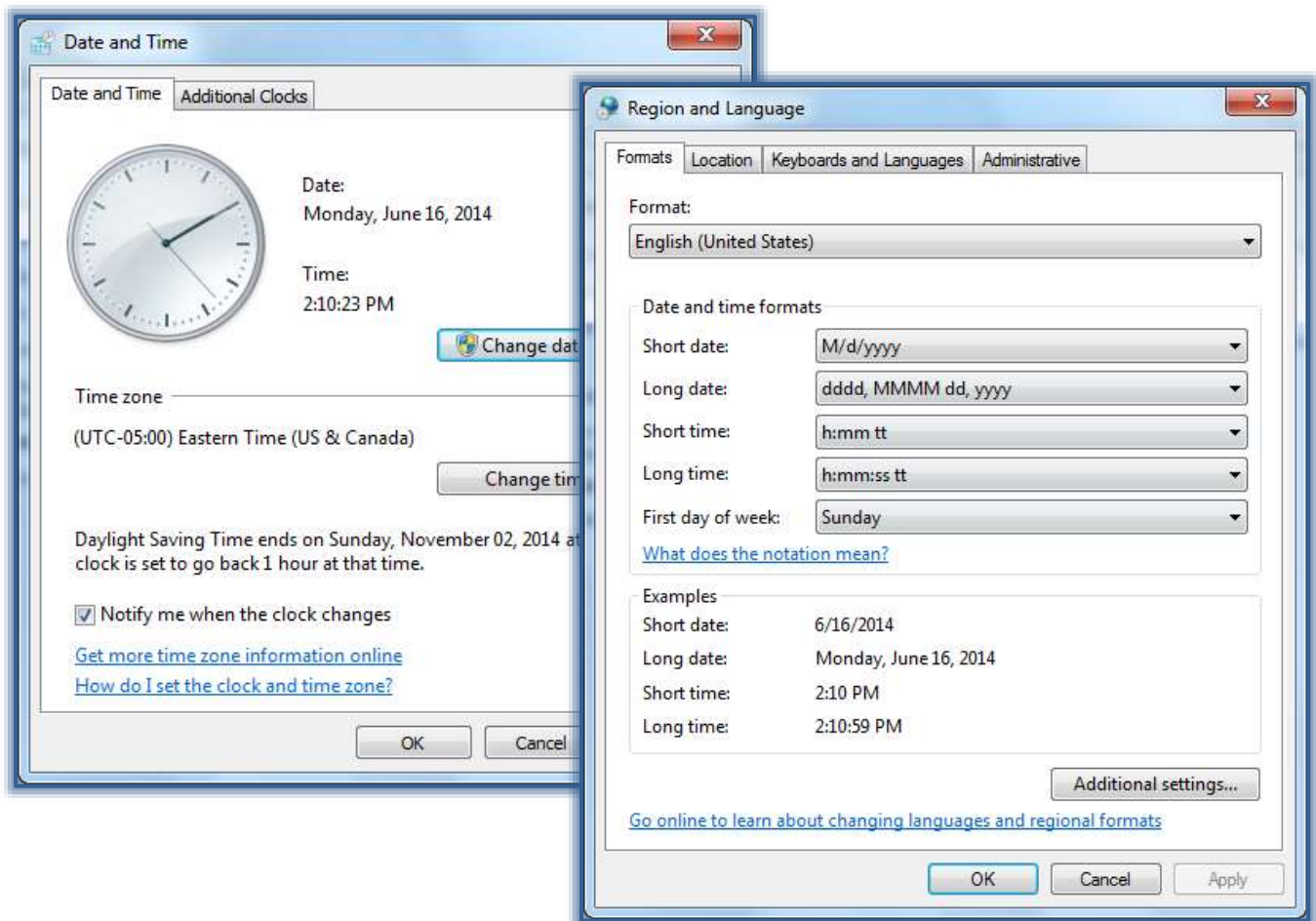
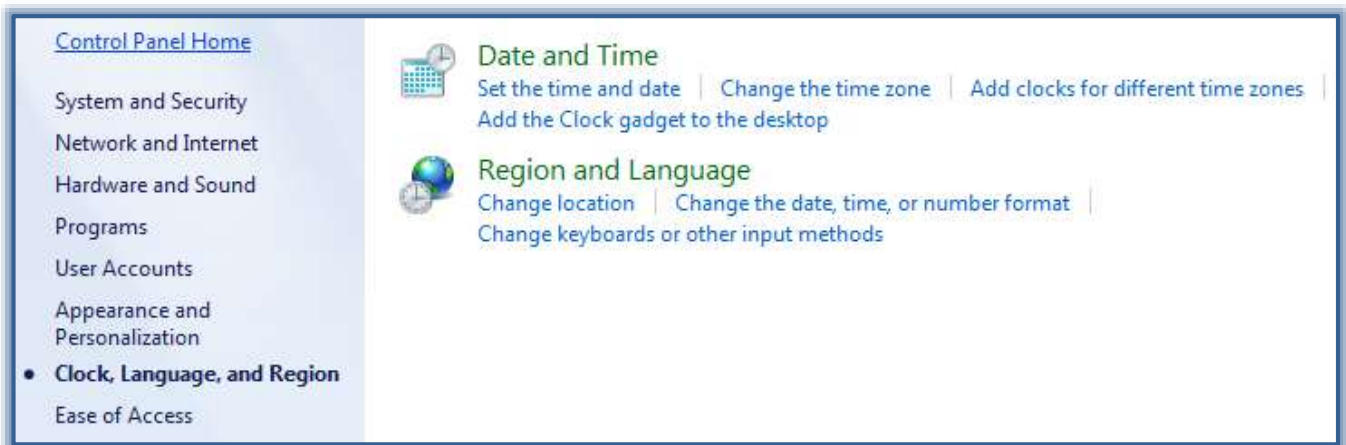
- ✚ In **Category View** of the **Control Panel**, click the **Clock, Language, and Region** link.



- ✚ The **Clock, Language, and Region** window will display (see illustration on next page).

Change Date

- ✚ Click the **Date and Time** link.
- ✚ The **Date and Time** dialog box will appear (see illustration next page left).
- ✚ Click the **Change Date and Time** button.



Change Time Zone

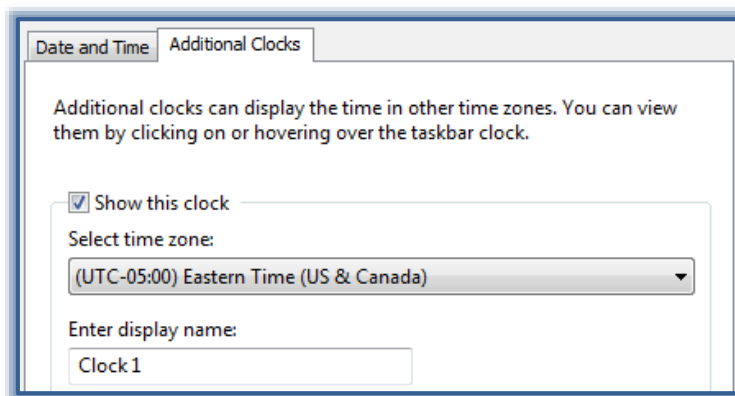
- ✦ To change the **Time Zone**, click the **Change Time Zone** button.
- ✦ The **Time Zone Settings** window will display (see illustration above right).
- ✦ Use the list to select a time zone.
- ✦ Click the **OK** button.

Add Additional Clock

This feature can be used to add up to two additional clocks for other time zones.

- ✦ Click the **Additional Clocks** tab.

- ✦ Click the **Show This Clock** check box.
- ✦ Select a different time zone from the **Show Time Zone** list.



- ✦ Under **Enter Display Name**, input a name for the clock.
- ✦ Click **Apply** to save this information.
- ✦ The clock for the specified time zone will display when you move the mouse pointer over the **Time and Date** in the lower right corner of the **Taskbar**.

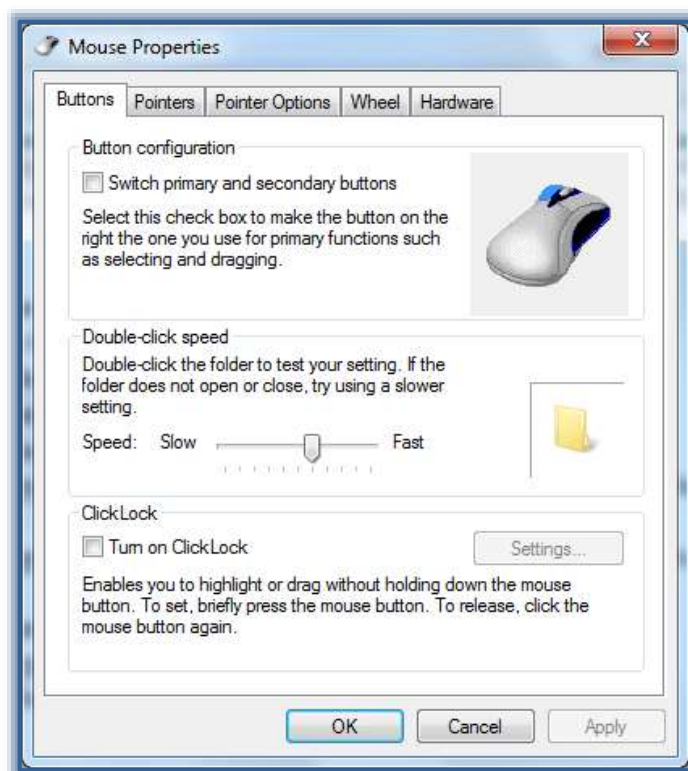
Modify Mouse Settings

It is possible to customize the computer mouse in a variety of ways. For instance, you can swap the functions of your mouse buttons, make the mouse pointer more visible, and alter the scroll speed of the mouse wheel.

- ✦ Click the **Start** button.
- ✦ In the **Search** box, input **mouse**.
- ✦ Click the link for **Mouse** in the left pane of the **Start Menu**.
- ✦ The **Mouse Properties** dialog box should display (see illustration at right).
- ✦ Select the option to change from the list below:

- ✦ **Buttons** - Use this tab to change what happens when a button is clicked.
- ✦ **Pointers** - To change the appearance of the pointers that are used for different tasks, use this tab.
- ✦ **Pointer Options** - To change the speed and other options of the mouse pointers, use this tab.
- ✦ **Wheel** - Use this tab to change how the mouse acts when the wheel is used.
- ✦ **Hardware** - To change the properties of the installed mouse, use this tab.

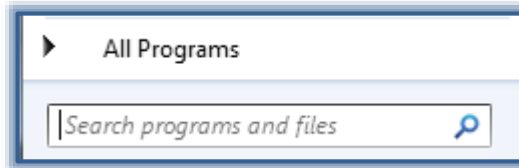
- ✦ When all the desired changes have been made, click **OK**.



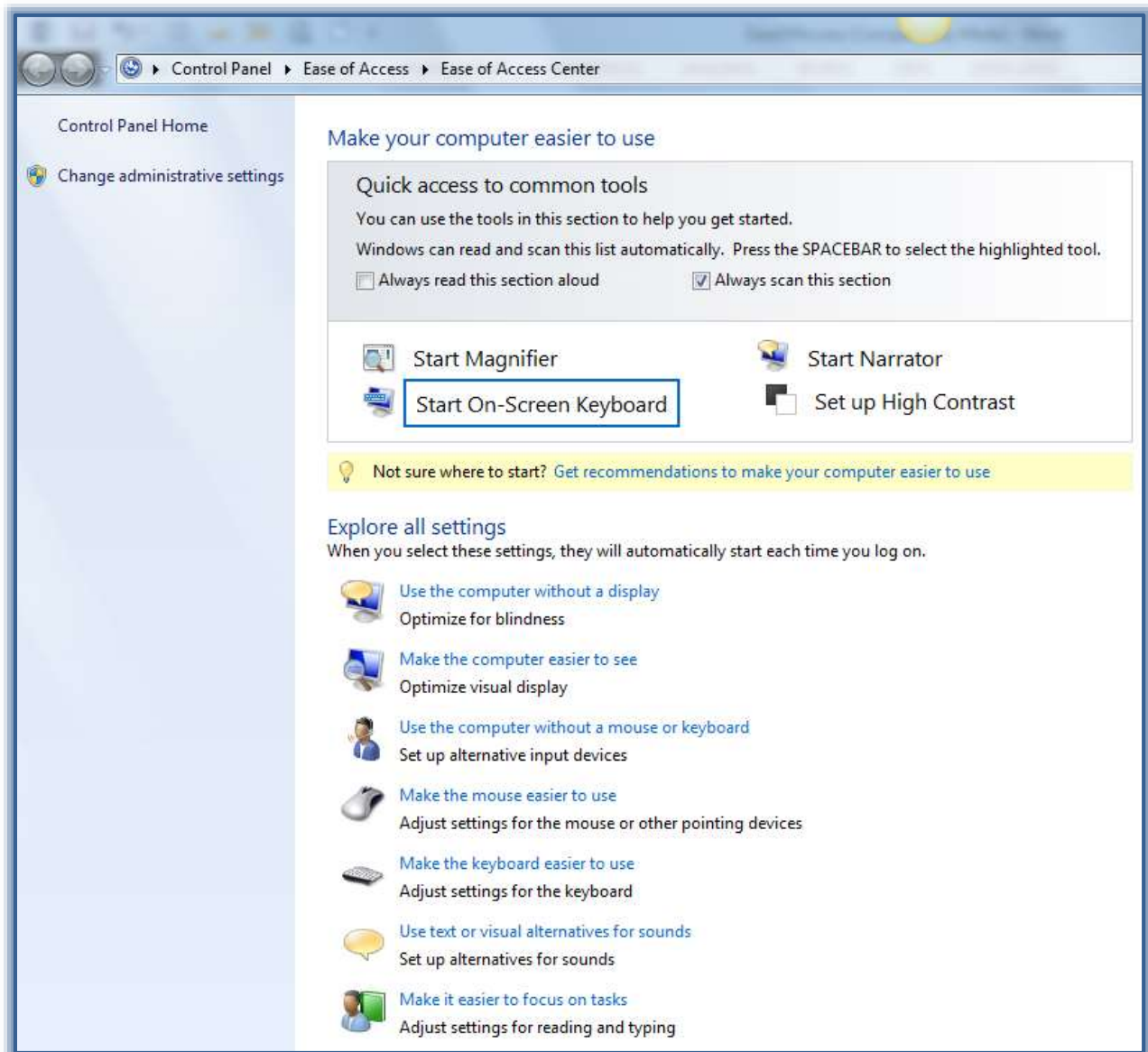
Ease of Access

This area is used to set up the Windows program for use by people with special needs.

- ✦ Click the **Start** button.
- ✦ In the **Search** box, input **Ease of Access**.



- ✦ Click the **Ease of Access** link.
- ✦ The **Ease of Access Center** window will display (see illustration below).

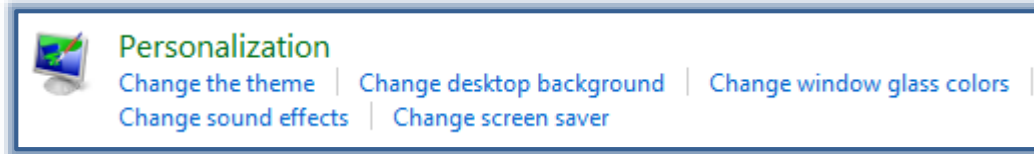


- ✦ Try out some of the options available in this window such as Magnifier, On Screen Keyboard, Narrator, and High Contrast.
- ✦ Scroll down the page to view additional options for people with special needs.

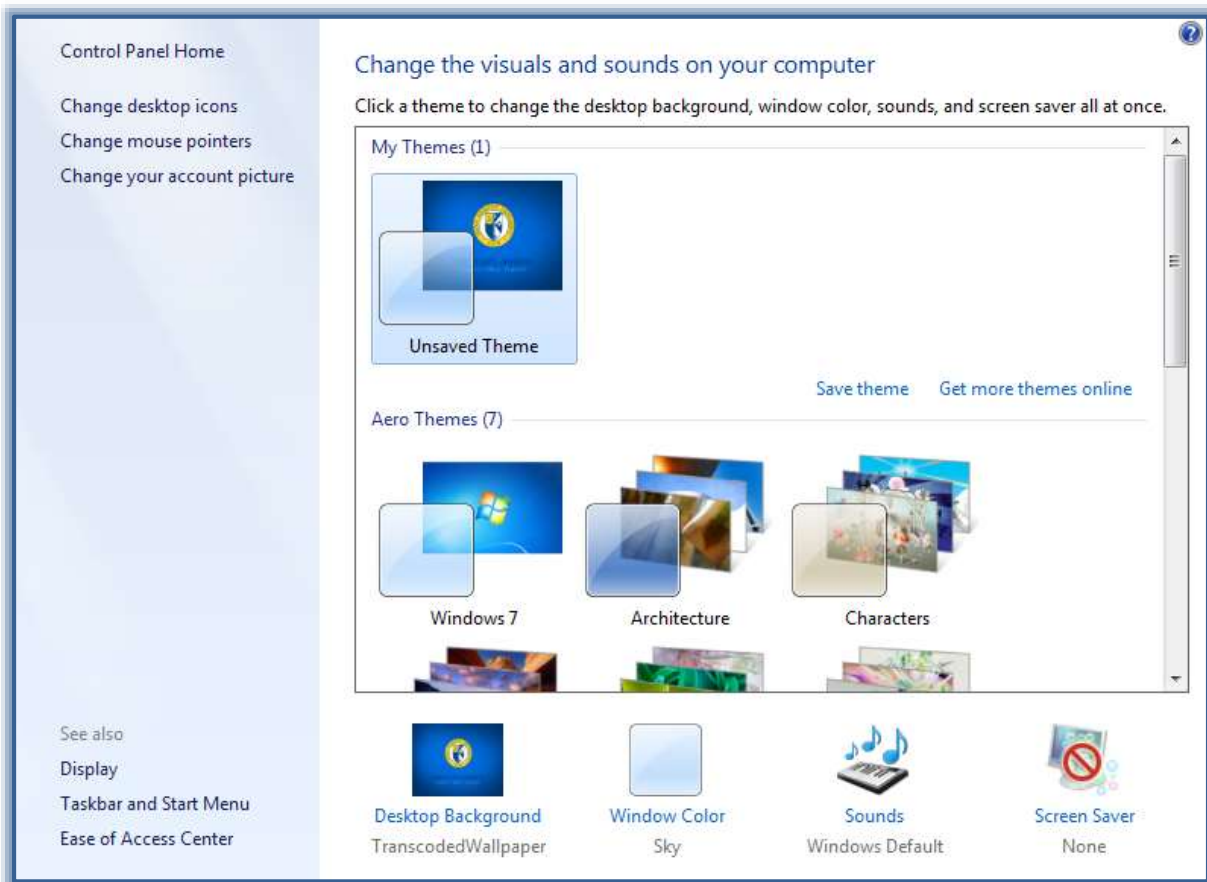
Personalization

Apply a Standard Theme to the Desktop

- ✦ Open the **Control Panel**.
- ✦ In **Category View**, click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change the theme**.



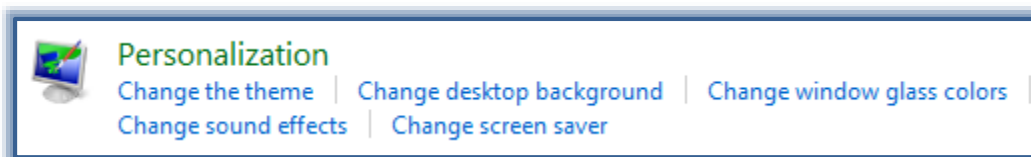
- ✦ The **Personalization** window will display (see illustration below).



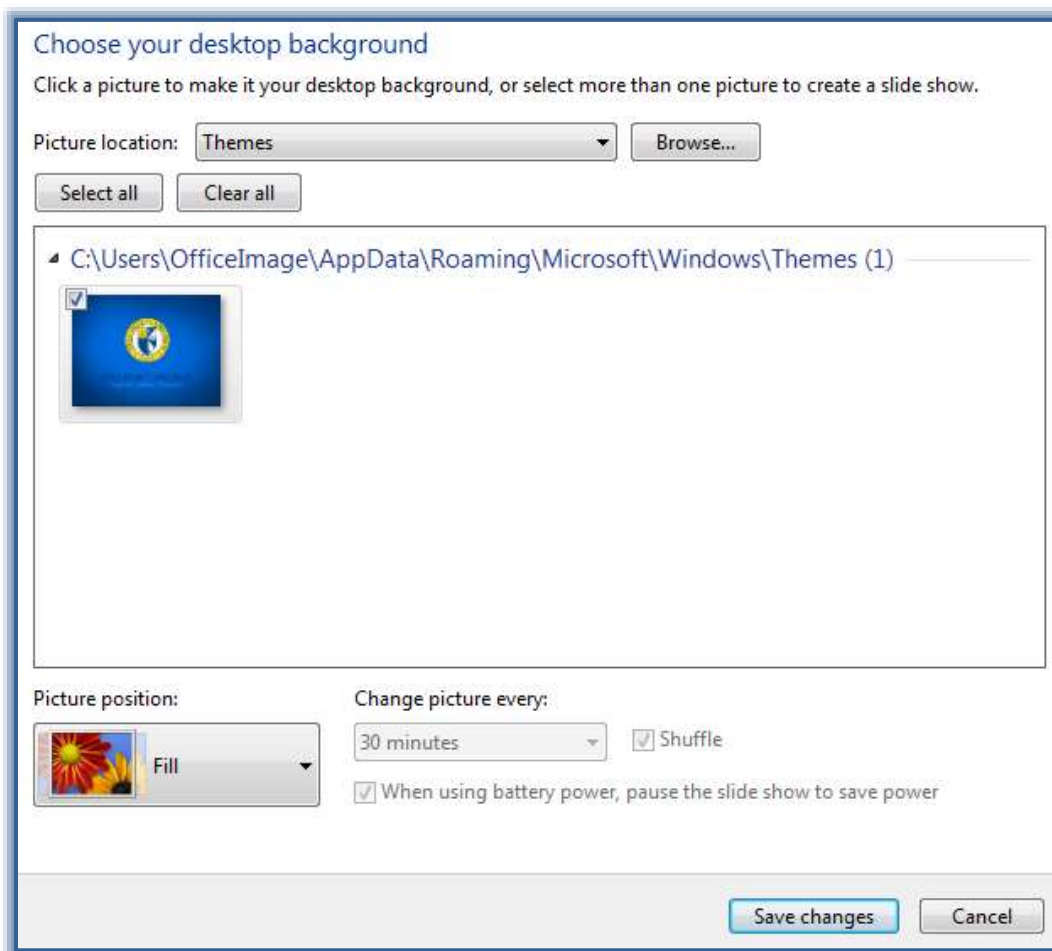
- ✦ Under **Aero Themes** in the right pane, click each of the standard themes.

Change the Desktop Background

- ✦ Open the **Control Panel**.
- ✦ In **Category View**, click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change desktop background**.



- ✦ The **Desktop Background** window will display (see illustration below).



- ✦ Click the **Picture Location** list arrow to select from the following options:
 - ✦ Windows Desktop Backgrounds
 - ✦ Pictures List
 - ✦ Top Rated Photos
 - ✦ Solid Colors
- ✦ A gallery of backgrounds will appear.
- ✦ Select one picture or a group of pictures to display as the background.
 - ✦ Click the **Select All** button to select every picture in the gallery that displays.
 - ✦ Click the **Clear All** button to remove the check mark from the picture to deselect it.
- ✦ When a group of pictures is selected, the pictures will change in the number of seconds selected under **Change picture every**.
- ✦ Click the **Picture Position** list arrow to select one of the options: Fill, Fit, Stretch, Tile, or Center.
- ✦ Click the **Save Changes** button to exit the window and save the changes.

Change the Screen Saver

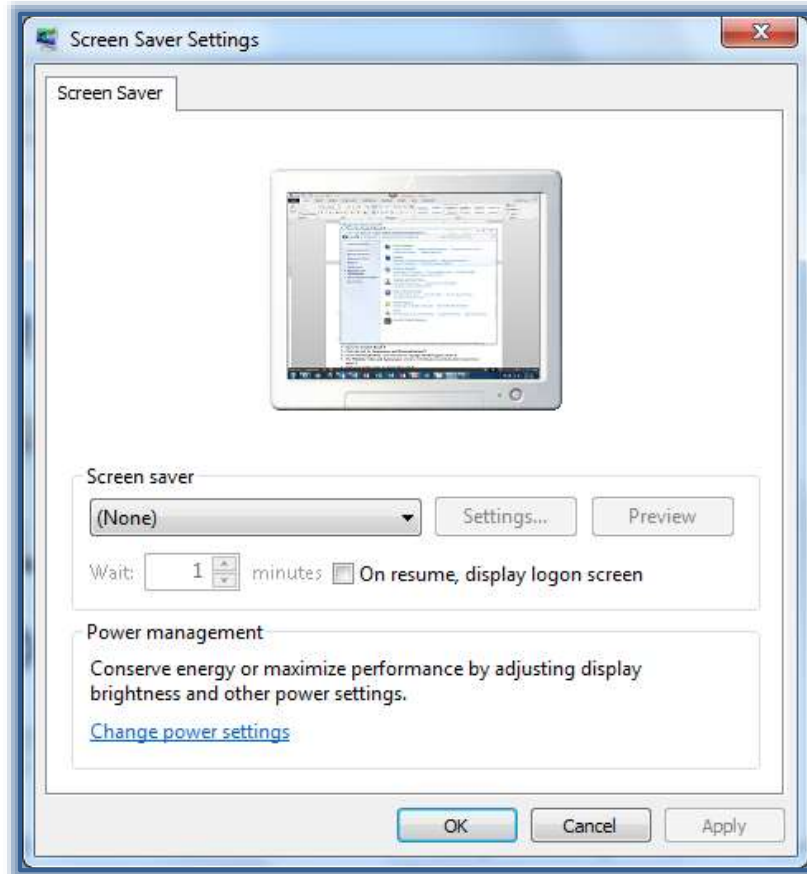
- ✦ Open the **Control Panel**.
- ✦ Click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change screen saver** (see illustration on next page).



Personalization

[Change the theme](#) | [Change desktop background](#) | [Change window glass colors](#)
[Change sound effects](#) | [Change screen saver](#)

- ✦ The **Screen Saver Properties** dialog box will appear (see illustration below).



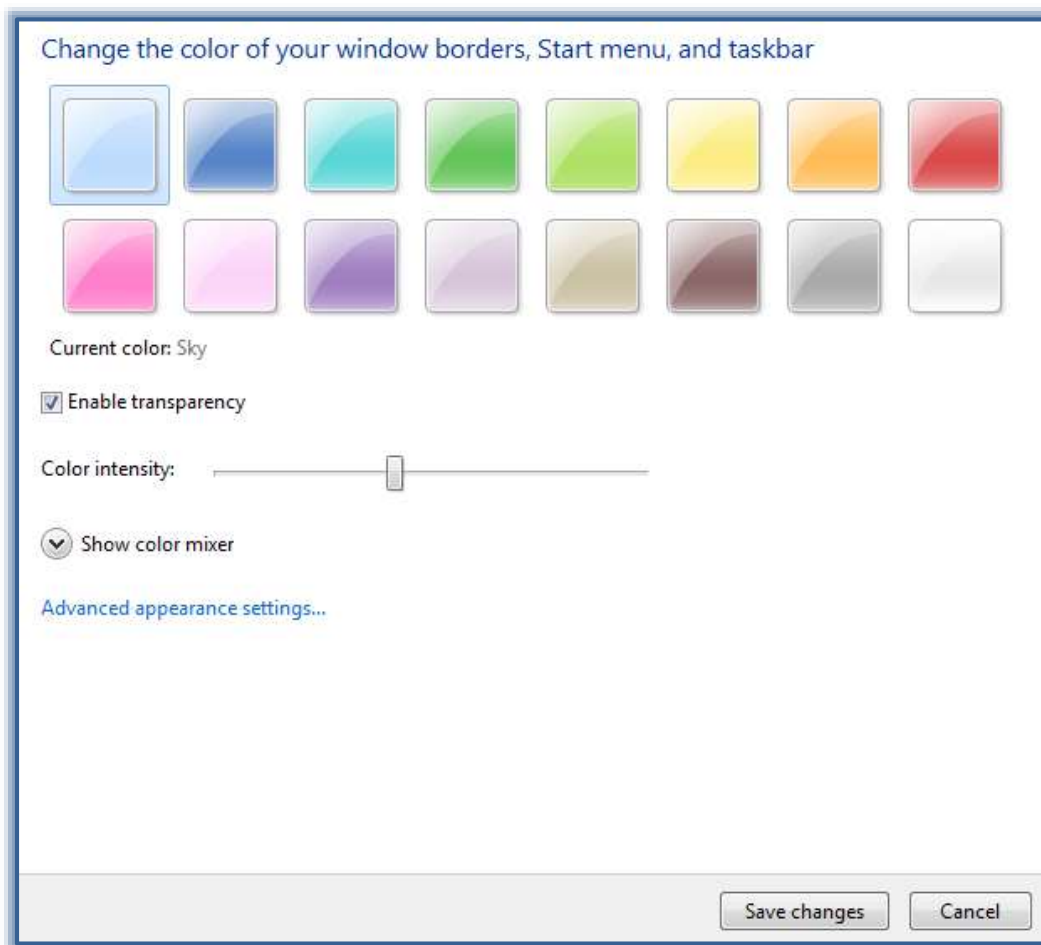
- ✦ Click the **Screen Saver** list arrow.
 - ✦ Click on the choices in the list.
 - ✦ The Screen Saver image will appear in the monitor image at the top of the box.
- ✦ Click the **Settings** option to change how the screen saver will display.
- ✦ Click **Preview** to see what the **Screen Saver** does when displayed.
- ✦ In the **Wait** box, specify the number of minutes the computer should be inactive before activating the Screen Saver.
- ✦ Click **Apply** to set your **Screen Saver** choice.
- ✦ Click **OK**, if you don't wish to make any other changes.

Change Window Glass Colors

This option is used to change the color of the Windows border, Taskbar, and the Start Menu.

- ✦ Open the **Control Panel**.
- ✦ Click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change window glass colors** (see illustration at top of page).

- ✦ The **Window Color and Appearance** window will display (see illustration below).

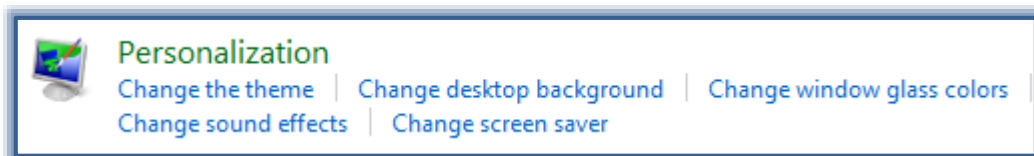


- ✦ Click each of the colors to change the color.
- ✦ Click the **Show color mixer** link to make changes to the selected color.
- ✦ Click the **Save Changes** button to make the changes to the appearance of the Desktop.

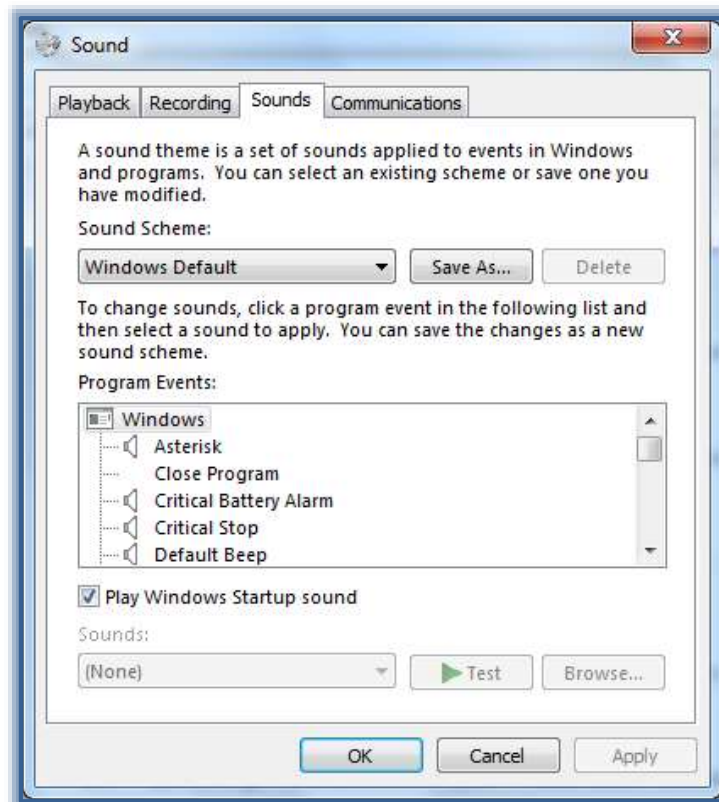
Sounds

The themes in Windows 7 contain a sound scheme. These schemes assign specific sounds to some program events. The sound options can be changed using the Sound dialog box.

- ✦ Open the **Control Panel**.
- ✦ Click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change sound effects**.



- ✦ The **Sound** dialog box will display (see illustration on next page).
- ✦ In the **Sound Scheme** list select a scheme to use.
- ✦ Make any other desired changes to the sounds.
- ✦ Click the **Apply** button to apply the sound scheme to **Windows**.
- ✦ Click **OK** to exit the **Sound** dialog box.



Desktop Gadgets



These items provide up-to-date information or entertainment on your desktop. Gadgets will appear directly on the desktop. There are nine gadgets (see table below) in the Desktop Gadget Gallery. Gadgets have been discontinued in future versions of Windows because of security vulnerabilities. Please access the [Microsoft Windows Web Page](#) for additional information about these security issues and how to protect your Windows 7 machines.

Available Gadgets

Gadget	Description
Calendar	This gadget will display the current date, a calendar for the current month, or both. When the date is displayed, double-click it to switch to the calendar. When the calendar is displayed, double-click the date on the Calendar to display it that date. Click the Larger Size button on the gadget's control panel to display both. Click the Smaller Size button to return to the most recently active view.
Clock	To display the current time in the current time zone, choose this gadget. There are eight faces to choose from. You can also name the clock, change the time zone, and add a second hand.
Currency	Use this gadget to display the current equivalent of one currency in another currency. Currencies and other data providers can be added.
Feed Headlines	This gadget will display four of up to 100 headlines from a variety of RSS feeds. It is possible to restrict the number of headlines and the type of feed to display. Click on a headline to display a synopsis of the article in a separate window. To display the entire article, click the Read Online link in the window.
HD Photo Print	Use this gadget to print photos to the default printer on your computer. Click the options button to select the different settings for the printer.
Picture Puzzle	To display a 4-by-4 grid containing 15 jumbled picture pieces and one blank square, choose this gadget. To reassemble the pictures move the pieces around. There are a total of eleven pictures to choose from.
Slide Show	This gadget will display a rotating set of pictures from the folder you select. The transition speed and effect, as well as the display order, can be set.
Weather	To display the temperature and an image representing the type of weather in a specified location, choose this gadget. The location can be changed. The temperature can be displayed in Fahrenheit or Celsius. To display a description of the current weather conditions, point to the city name. Click the city name to display the corresponding MSN Weather page.
Windows Media Center	This gadget provides quick access to the music and pictures in your Windows Media Center catalog.

Display Gadgets

- ✦ Click the **Start** button.
- ✦ Click **All Programs**.
- ✦ Click **Desktop Gadget Gallery**.



- ✦ The **Desktop Gadget Gallery** will display (see illustration on previous page).
- or
- ✦ Right-click the **Desktop**.
- ✦ Click **Gadgets**.
- or
- ✦ Click the **Start** button.
- ✦ Input **Gadgets** into the **Search** box.
- ✦ Click **Desktop Gadget Gallery** or **Desktop Gadgets**.
- ✦ The **Desktop Gadget Gallery** will display.
- ✦ At the bottom of the gallery, click **Show details** to see a description of each gadget.
- ✦ Double-click on the gadget to add it to the **Desktop**.

