

Open Control Panel

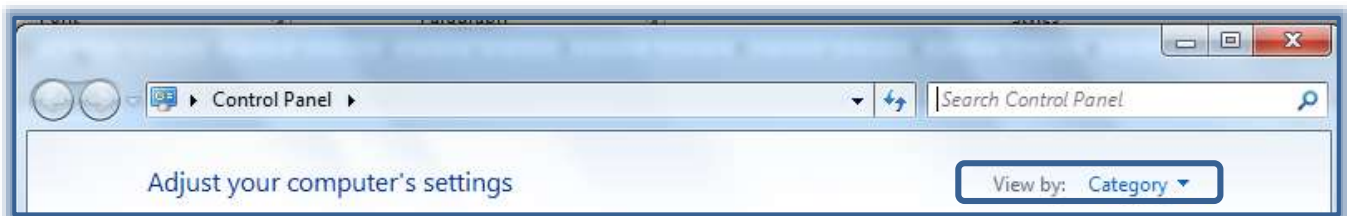
This area is the central location from which all aspects of the Windows 7 operating system can be managed. There are three views that can be used to display items in the Control Panel.

- ✦ **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.

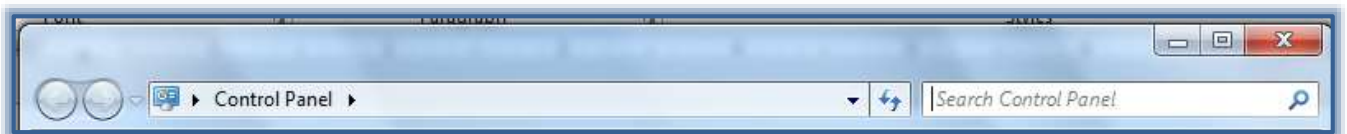
The most common tasks within each category are listed below the category name. Within the Control Panel category, clicking the subcategory opens that item's window; clicking a task jumps to a specific command center available from the item's window.

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.

