

CONTROL PANEL-OVERVIEW

This area is the central location from which aspects of the Windows 10 operating system can be managed. There are three views that can be used to display items in the Control Panel.

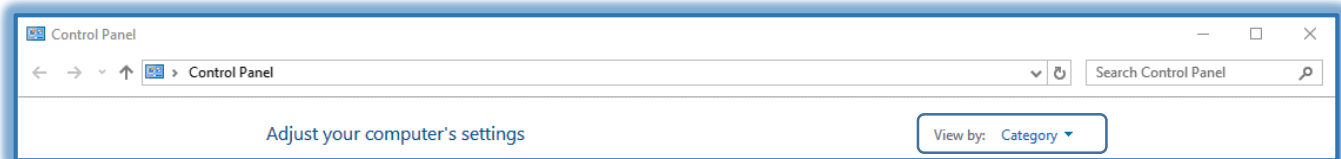
- ✦ **Category** – In this view, Control Panel items are divided into eight categories. Links to the most common tasks are available under the category name.
- ✦ **Large Icons** – When this option is selected, the All Control Panel Items window will display. A list of all the Control Panel items will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

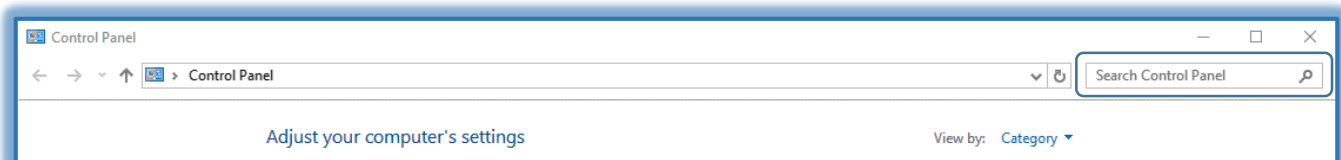
Access Items in Control Panel

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

- ✦ **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.



- ✦ **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.



- ✦ **Windows Search Box** – This option is the simplest method of opening a **Control Panel** item. The **Search Box** appears to the right of the **Start Menu**. When the item is input, a list of items matching the word or phrase will appear at the top of the **Start Menu**. Click the item to open the window or dialog box for that item.

