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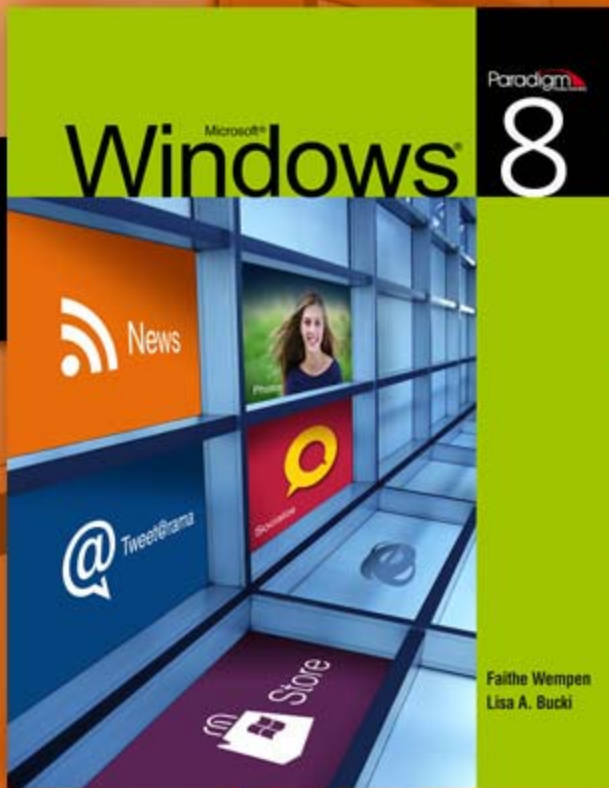


News

Photos



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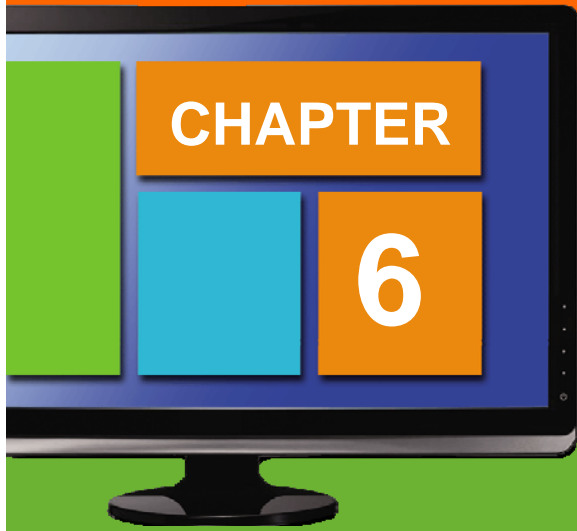


Chapter 6

Customizing the Desktop and Start Screen

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- [Working with the System Date and Time](#)



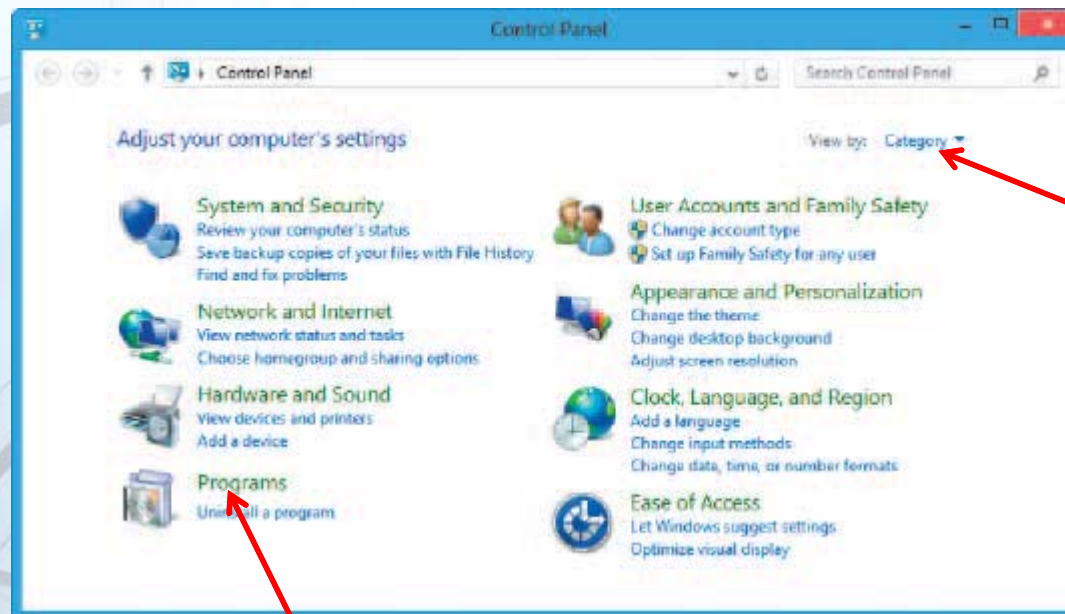
Understanding the Control Panel

Understanding the Control Panel

- Control Panel provides a central location in which you can access and change system settings.
- To open the Control Panel:
 - From the Start screen, select the search charm, scroll right, and under Windows System, click Control Panel.
 - From the desktop, select the Settings charm, and then click Control Panel.
 - In File Explorer, if Show All Folders is enabled, select Control Panel from the navigation pane.



Control Panel Window



Use to
change views

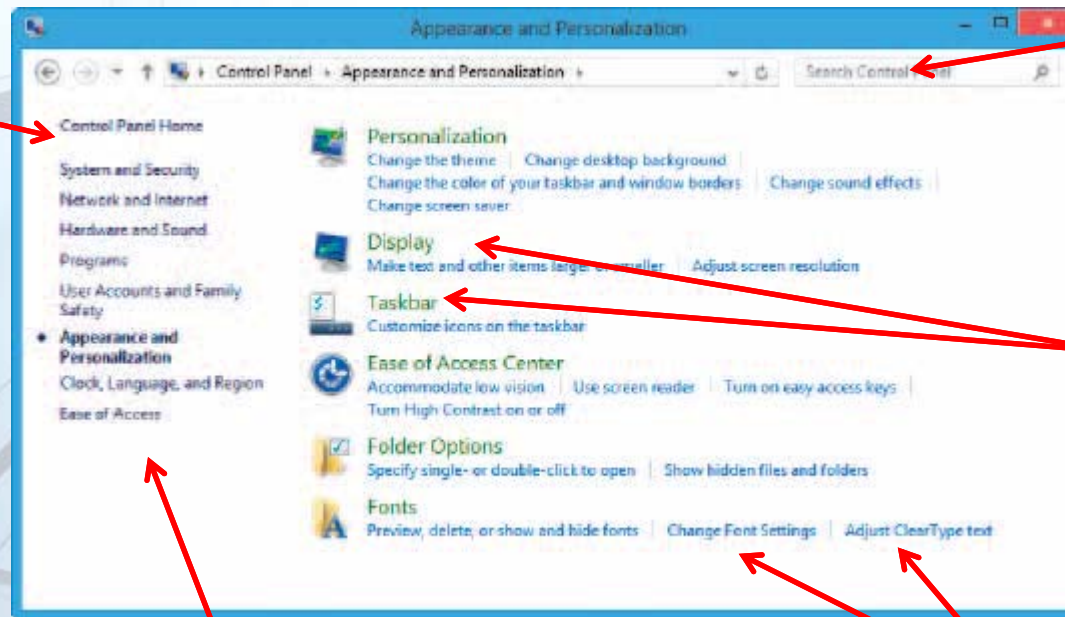
Click a category icon or link to see
all the choices in each category

Understanding the Control Panel

- Click a category icon or name to display subcategories and tasks. Click a task link under a subcategory.
- The Address bar in the Control Panel window shows the path to the current subcategory or task.
- To return to the Control Panel home window, click the Control Panel Home link at top left.
- Click the Control Panel window Close (X) button to close it after you finish working.

Subcategories and Tasks Example

Click to return to Home

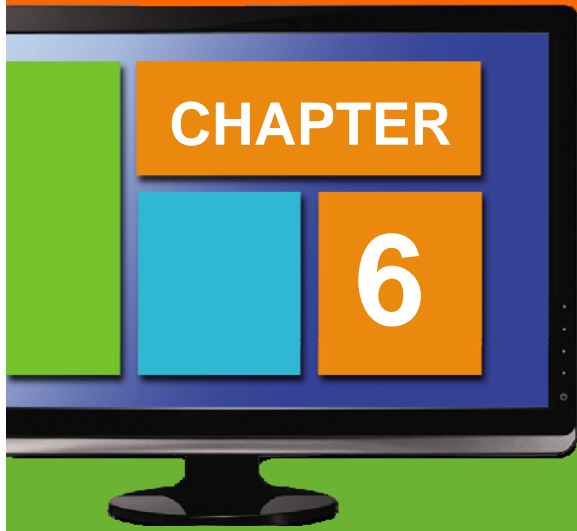


Search

Subcategories

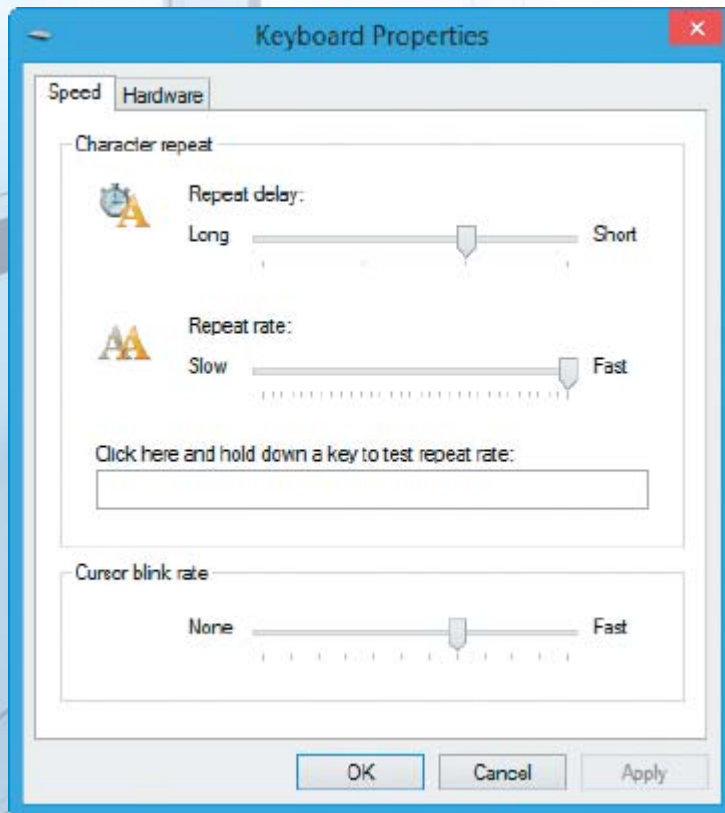
Other categories

Task links



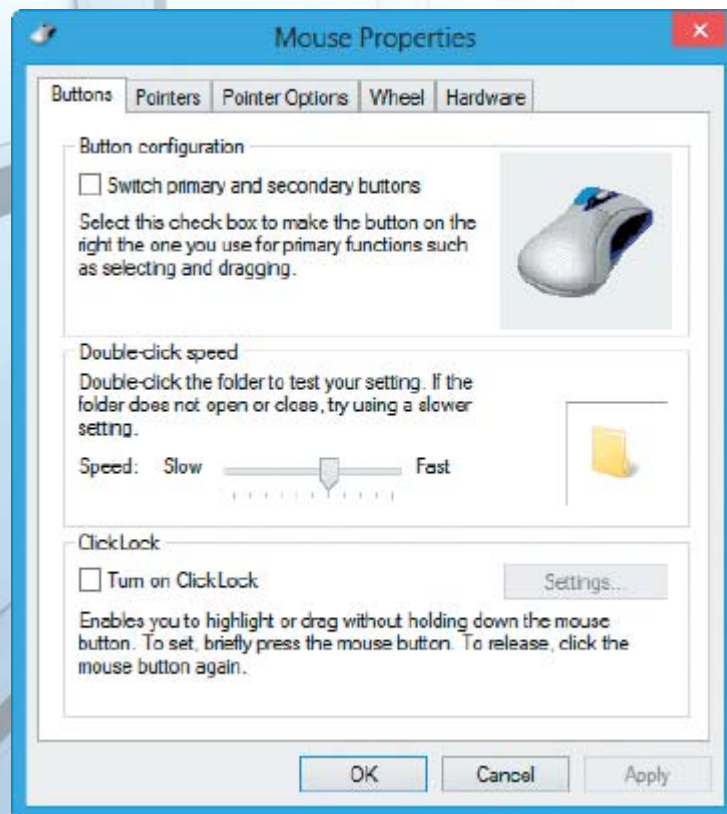
Changing Keyboard and Mouse Settings

Changing Keyboard Settings



- The keyboard and mouse are user input devices that enable you to give commands and enter information.
- In Control Panel, type keyboard in the search box and then click the Keyboard link that appears to access keyboard settings.

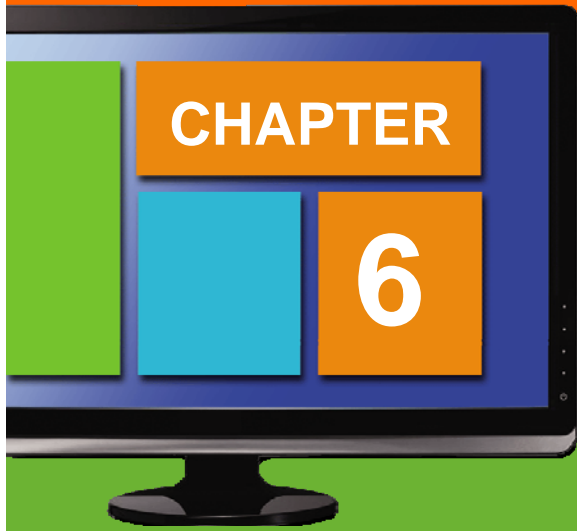
Changing Mouse Settings



- The Mouse Properties dialog box offers tabs of settings for customizing mouse behavior: Buttons, Pointers, Pointer Options, Wheel, and Hardware.
- In Control Panel, click Hardware and then click Mouse under Devices and Printers to access mouse settings.

Checkpoint

- What is Control Panel?
- How do you display Control Panel?
- Name an example of a keyboard setting that you can adjust.
- Name an example of a mouse setting that you can adjust.



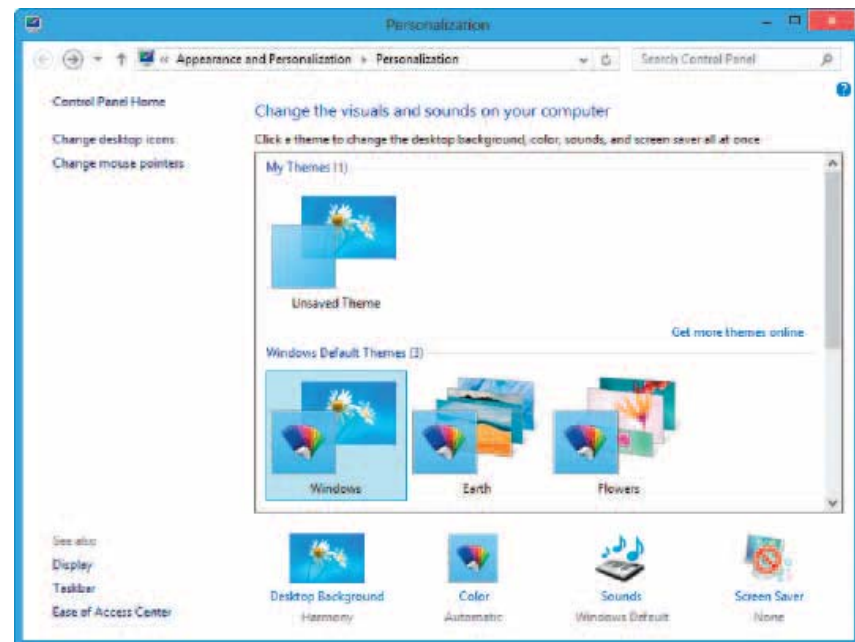
Changing Display Settings

Changing Display Settings

- You can change a variety of appearance-oriented settings such as the picture used for the desktop or the color scheme.
- To access display settings, in Control Panel, click Appearance and Personalization, and then click Personalization.
- Or, right-click the desktop and click Personalize.

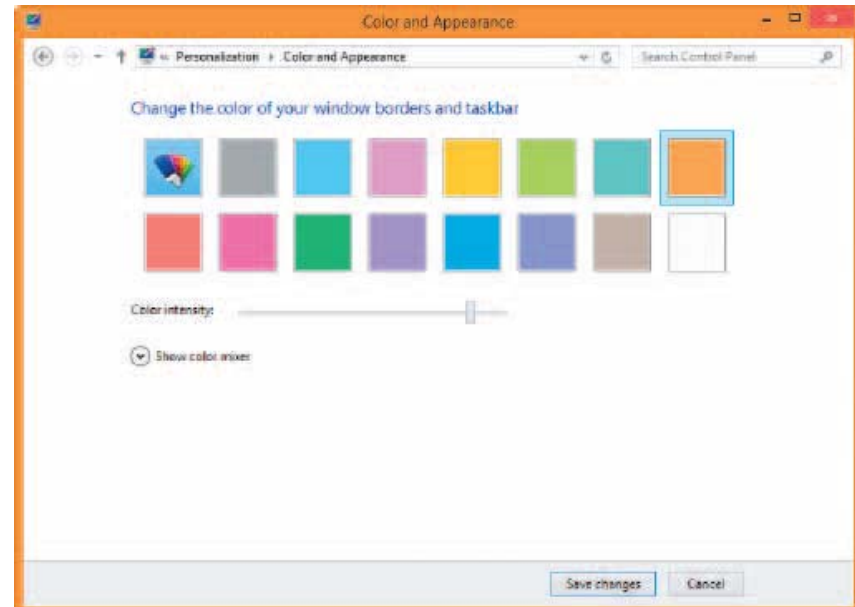
Changing the Background

- You can apply a picture to the desktop.
- Display the Personalization choices in Control Panel, click Desktop Background, and choose the picture.
- You can play selected pictures as a desktop slideshow.



Changing Window Color

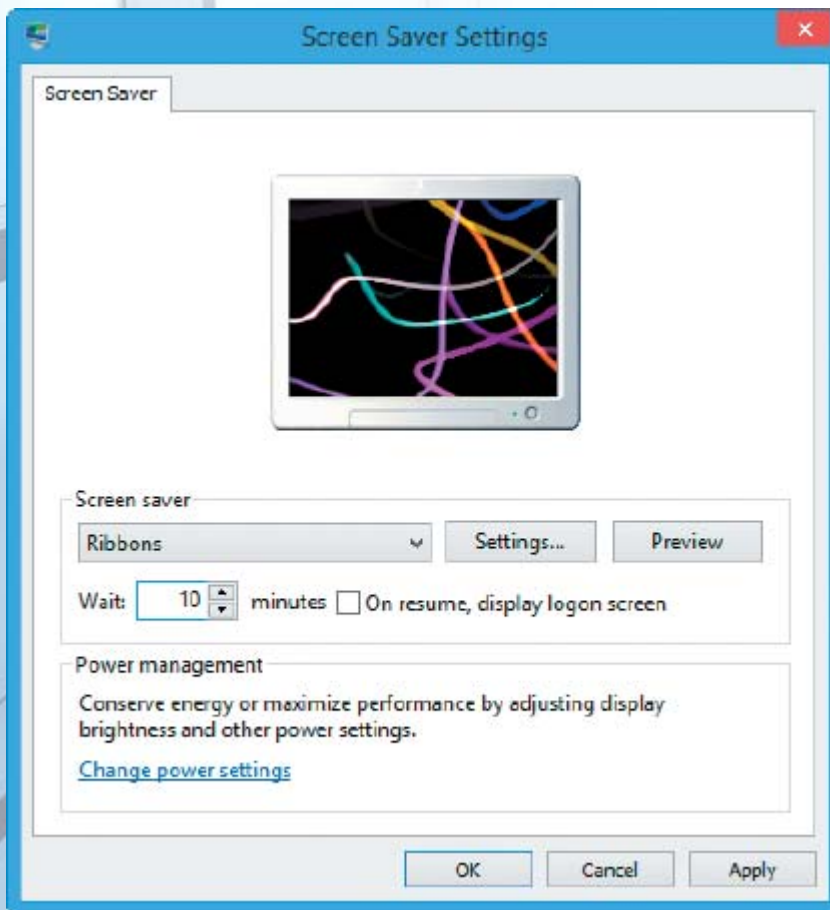
- You can change window color.
- After displaying the Personalization choices in Control Panel, click Color to view and change settings.
- Drag the Color Intensity slider to adjust the brightness of the color.



Changing Display Settings

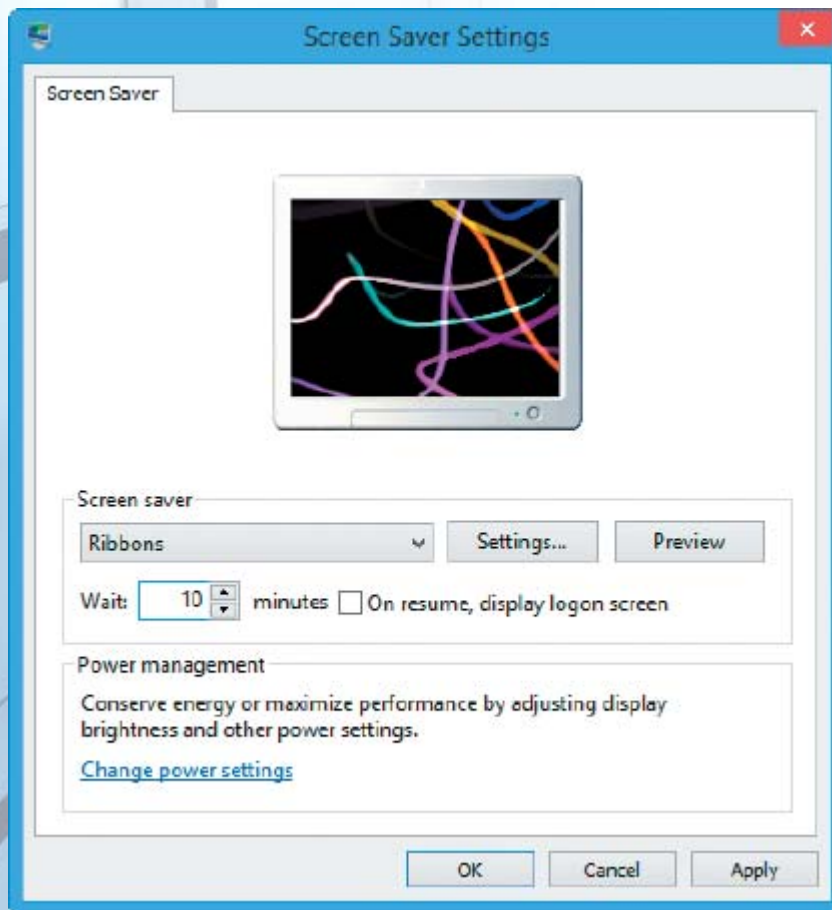
- You can choose different resolution (pixel dimensions), refresh rate, and color settings for the monitor.
- You may need to change these settings when working with an external monitor or projector.
- Right-click the desktop and click Screen resolution to view and change settings. Clicking Advanced settings opens a dialog box with additional choices.

Choosing a Screen Saver



- A screen saver appears on-screen when your computer has been idle for a designated period of time.
- Choose the screen saver and specify idle time and whether the logon screen appears when resuming.

Choosing a Screen Saver



- After displaying the Personalization choices in Control Panel, click Screen Saver to view and change settings.

Choosing a Theme

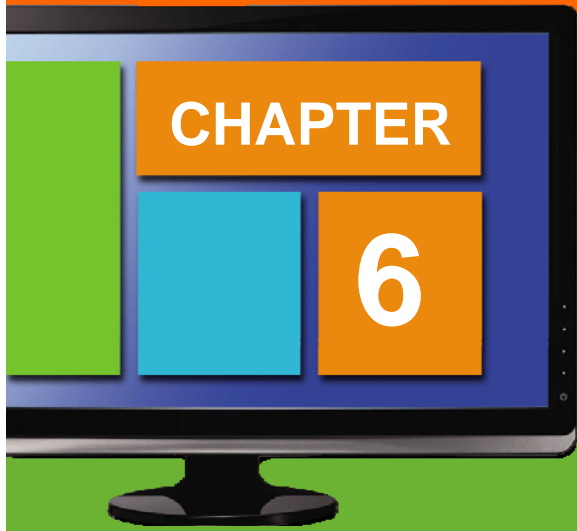
- A theme specifies a variety of appearance settings for the desktop, including the background, icons, window appearance, and so on.
- After displaying the Personalization choices in Control Panel, scroll down the list of themes and click one to select it.

Changing Text and Icon Size

- The default text size is 96 ppi (pixels per inch).
- Changing to the 125% (120 ppi) or 150% (144 ppi) size increases the size of icons, menus, and dialog boxes.
- Open Control Panel, click Appearance and Personalization. Under Display click Make text and other items larger or smaller to display the size choices.
- You must sign out and log back in for the changes to take effect.

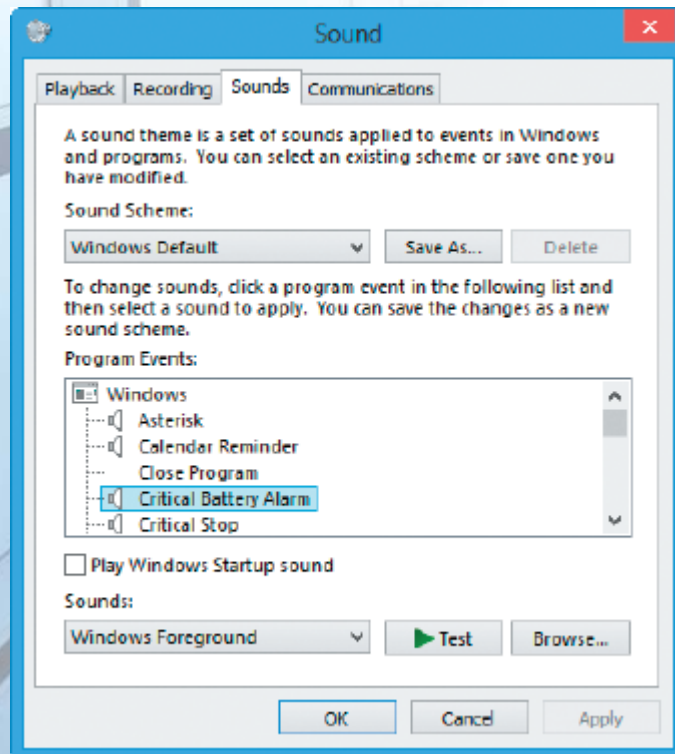
Checkpoint

- How do you change the background image on the desktop?
- How do you specify the amount of idle time before a screen saver activates?
- Where in the Control Panel do you adjust text size?

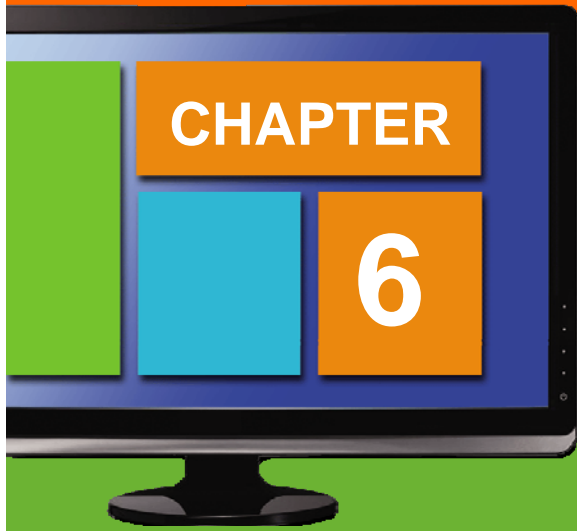


Customizing Sound Settings

Customizing Sound Settings



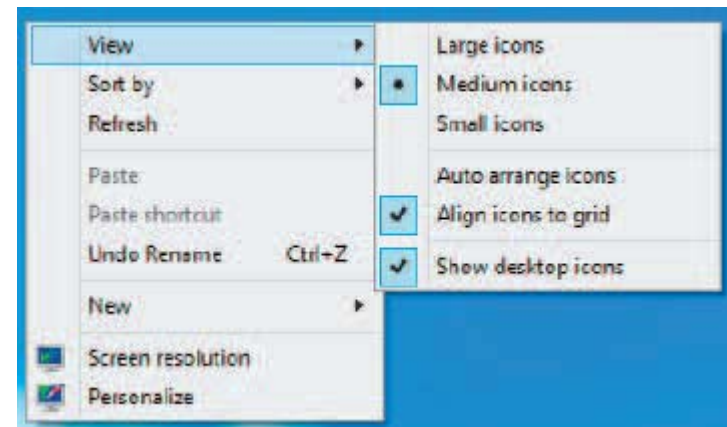
- You can make changes to the alert sounds that occur when certain events happen.
- After displaying the Personalization choices in Control Panel, click Sounds.
- Make the desired changes on the Sounds tab.

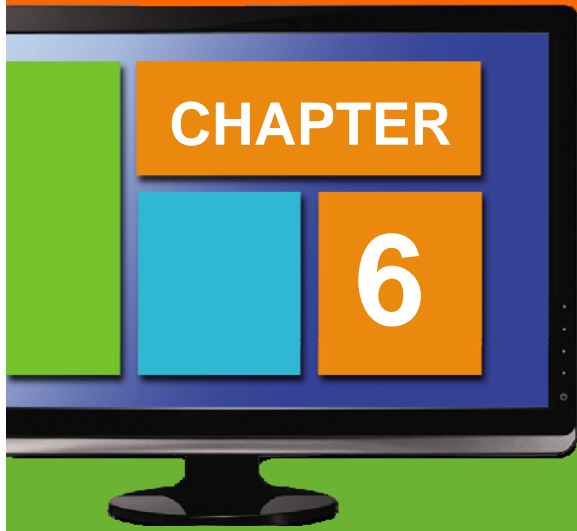


Working with Desktop Icons

Sizing and Arranging Icons

- You can show and hide or resize desktop icons.
- Right-click the desktop and point to the View command for icon choices.
- The Align icons to grid and Auto arrange icons choices affect icon placement.
- To sort icons right-click the desktop, click Sort By, and click a sort choice.

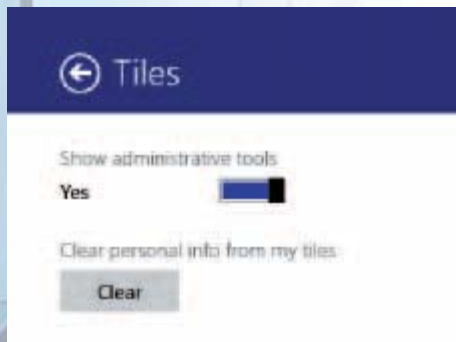




Customizing the Start Screen

Customizing the Start Screen

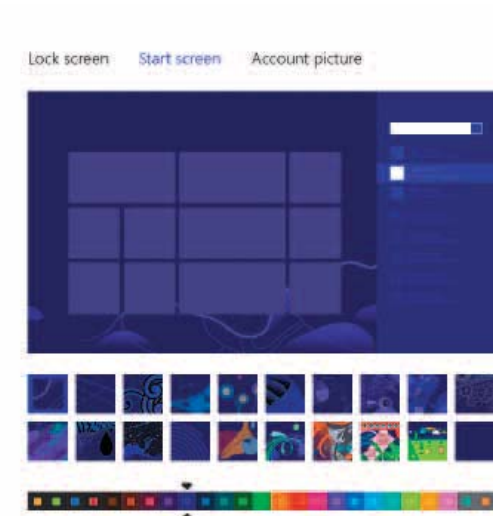
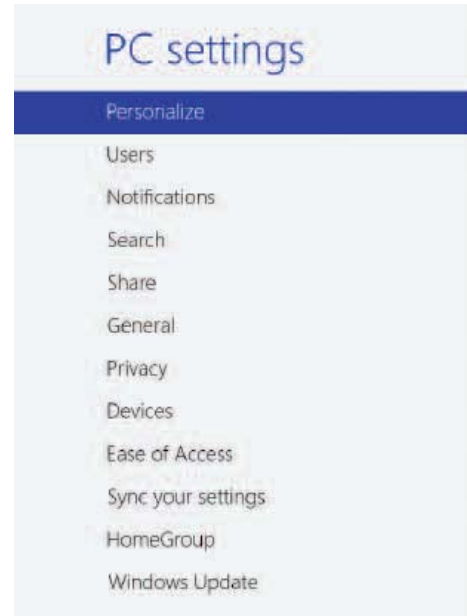
- From the Start screen, select the Settings charm.
- Click Tiles to choose whether or not to show administrative tools as tiles and to clear personal information from tiles.



Customizing the Start Screen

To choose a background color for the Start screen:

1. Select the Settings charm and click Change PC Settings.
2. Click Personalize.
3. Click Start screen.
4. Make your selections.



Pinning a Shortcut to the Start Screen

- Pinning a shortcut to the Start screen places a tile for it there.
- You can pin an app to the Start screen via the Search charm or File Explorer.

Search charm method:

1. Select the Search charm.
2. Find the desired app and right-click it.
3. Click Pin to Start.

File Explorer method:

1. In File Explorer, find the executable file for the desired app and right-click it.
2. Click Pin to Start.

Resizing or Deleting a Tile

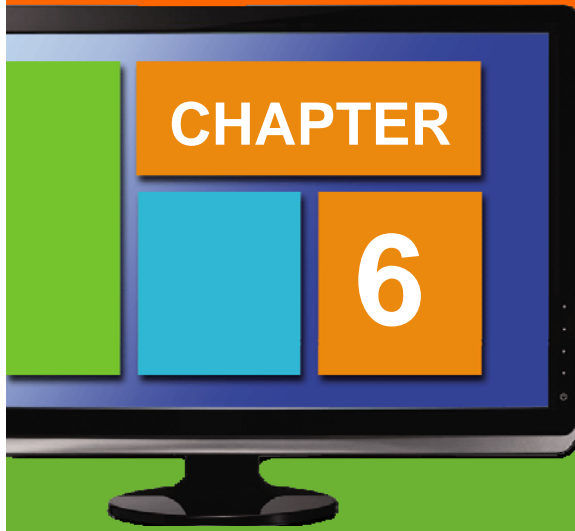
To unpin a tile from the Start screen:

1. Right-click the tile.
2. Click Unpin from Start.

To resize a tile:

1. Right-click the tile.
2. Click Smaller or Larger.





Customizing the Taskbar and Notifications Area

Pinning a Program to the Taskbar

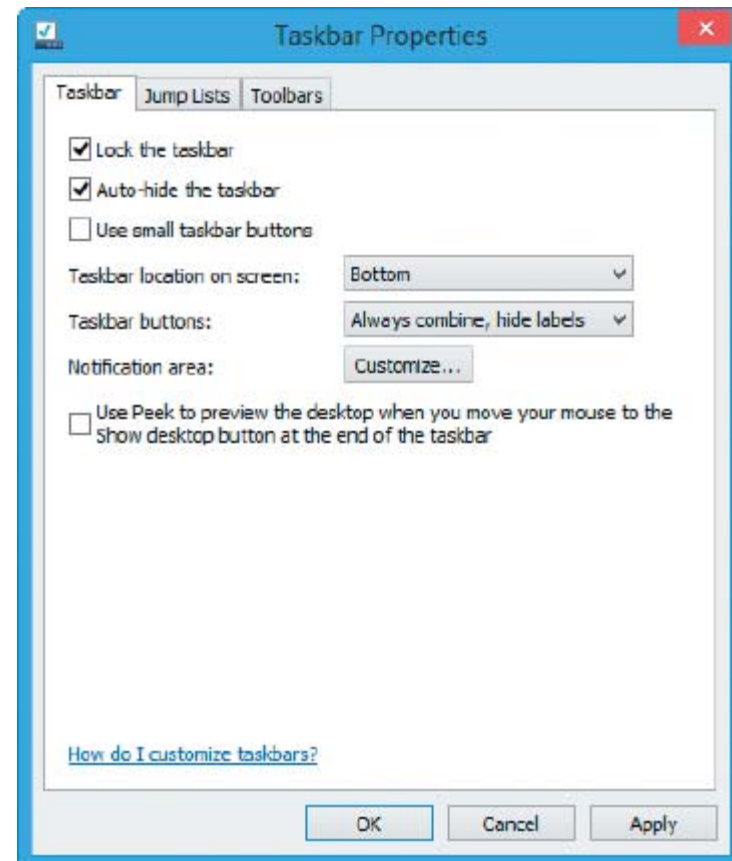
- If the program is already pinned to the Start screen, and is a desktop app, right-click its Start screen tile and choose Pin to taskbar.
- If the program is running on the desktop, right-click it on the taskbar and choose Pin this program to taskbar.
- You can also locate the program file in File Explorer, right-click it, and choose Pin to Taskbar.
- To unpin, right-click the icon on the taskbar and choose Unpin this program from taskbar.

Customizing the Taskbar

- Right-click the taskbar, point to Toolbars, and click a toolbar to display it on the taskbar.
- Right-click the taskbar and click Lock the taskbar to toggle locking on and off.
- When the taskbar is unlocked, you can drag it to another on-screen location.

Auto-Hiding the Taskbar

- When enabled, auto-hide hides the taskbar unless you move the mouse pointer where the taskbar should appear.
- Right-click the taskbar and click Properties. Check the Auto-hide the taskbar check box and click OK.

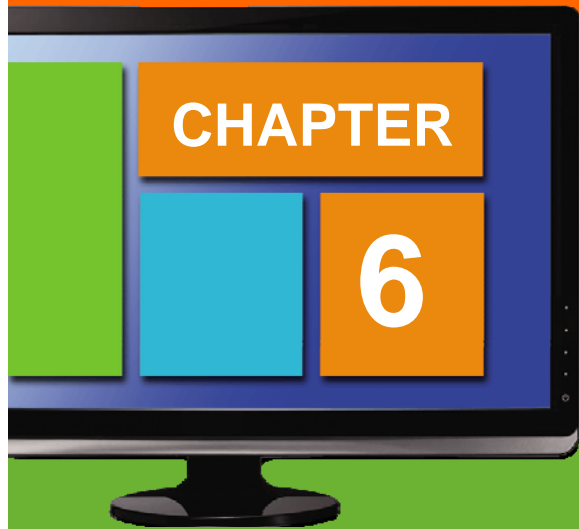


Changing Notification Settings

- Right-click the taskbar, click Properties, and click the Customize button to see settings for working with notification area icons, including whether to hide inactive icons.
- You can choose whether to Show icons and notifications, Hide icon and notifications, or Only show notifications for each listed item.
- Click OK after you finish making your choices.

Checkpoint

- Why might you want to customize the Start screen and taskbar?
- How do you pin a shortcut to the Start screen?
- What do you have to do to the taskbar to be able to move it?
- What is the feature that hides the taskbar until you point to it called?

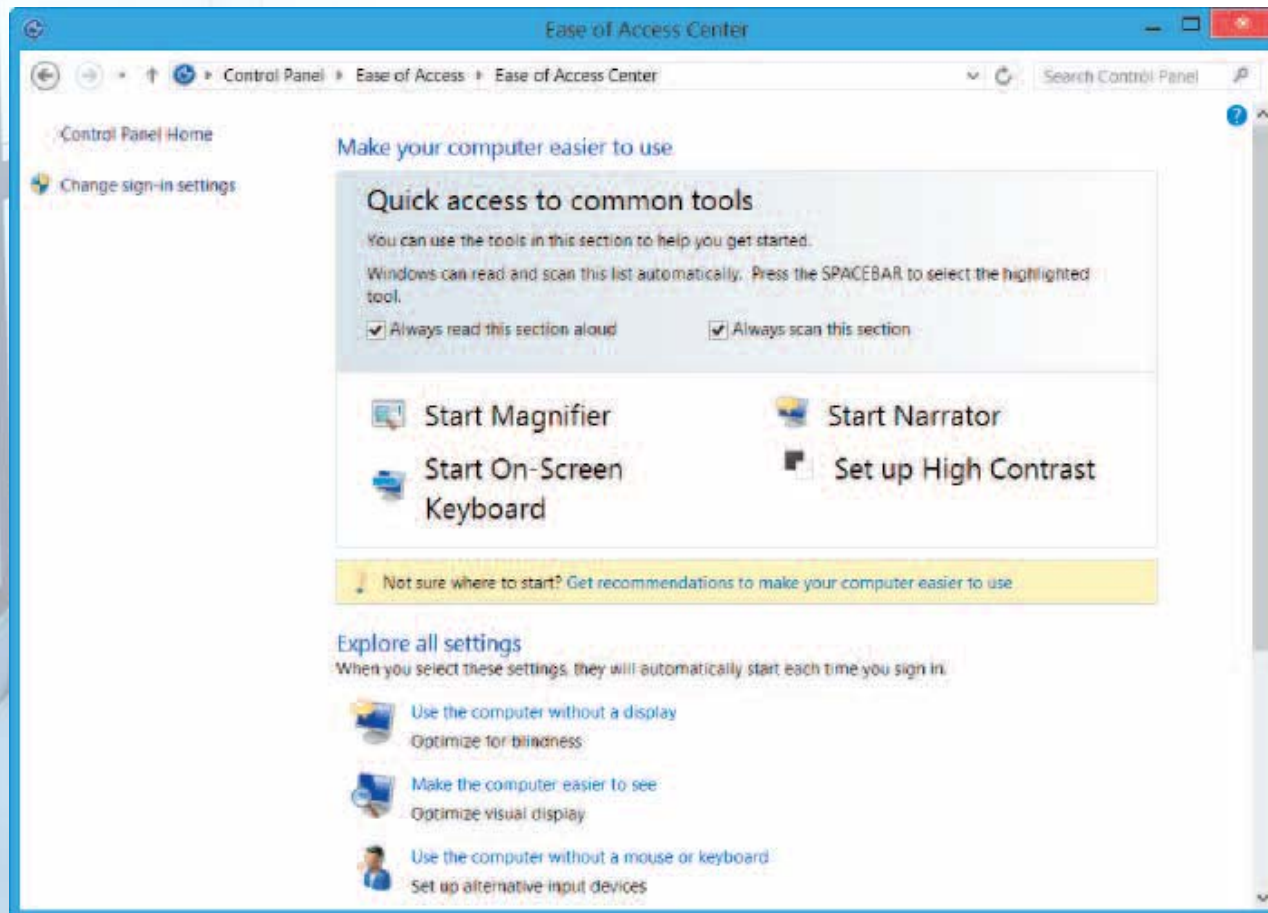


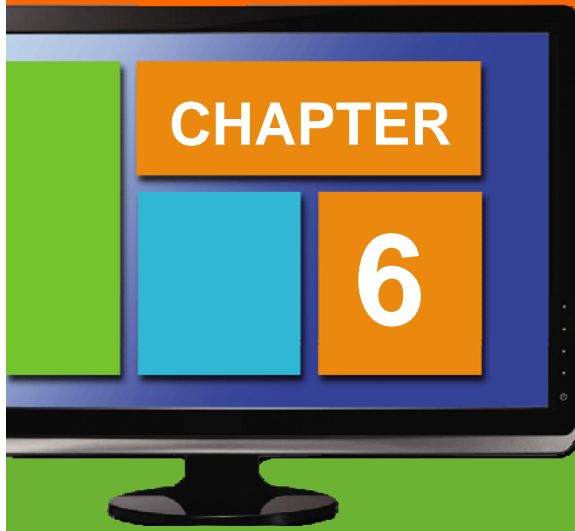
Using the Ease of Access Settings

Using the Ease of Access Center

- The Ease of Access Center enables you to set up a system for use by someone with visual impairments and other special challenges.
- Choose settings such as enabling the Narrator, making the screen easier to see, or changing to Speech Recognition or On-Screen Keyboard for input.
- In Control Panel, click the Ease of Access category, and click Ease of Access Center to open it.

Ease of Access Center

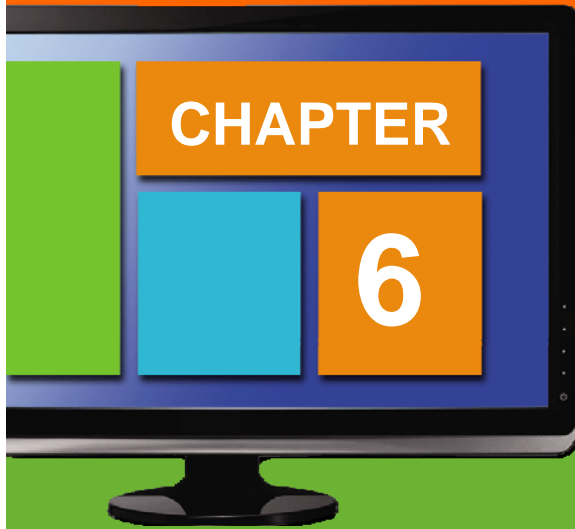




Working with the System Date and Time

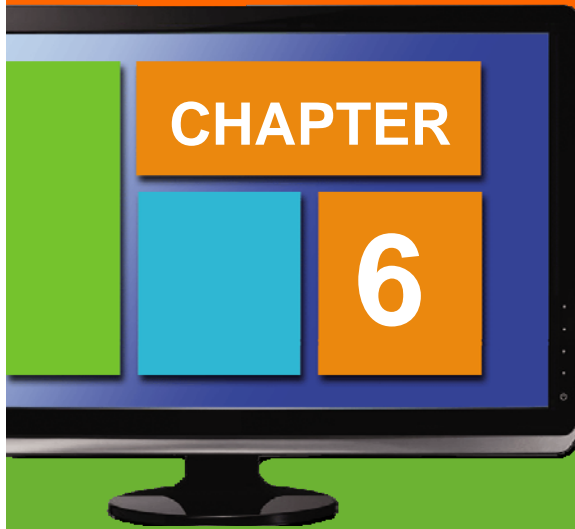
Changing the System Date and Time

- Right-click the clock in the notification area, click Adjust date/time, and click Change date and time.
- If prompted, enter an administrator password and click Yes.
- Use the choices in the Date and Time Settings dialog box that appears to change the date and time.
- After you click OK, you can click Change time zone to select another time zone or use the Internet Time tab to synchronize the system to an Internet time server.



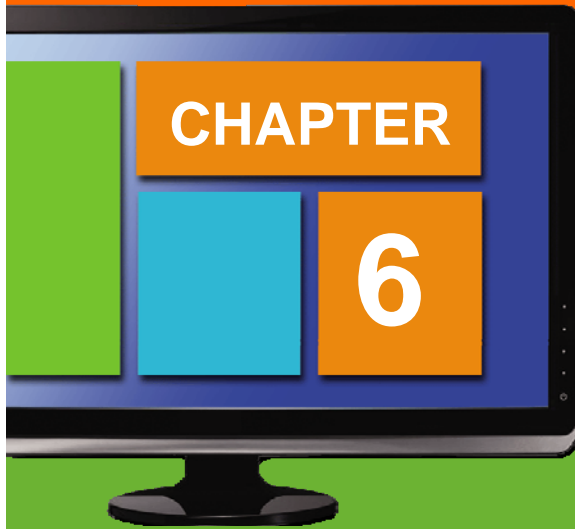
Wrap Up

- Use the Control Panel to change various system settings.
- Select the Settings charm and click Control Panel to open the Control Panel window.
- Click categories and tasks in the Control Panel.
- Change keyboard and mouse settings for more comfortable user input.



Wrap Up

- You can change the desktop background, window display colors, and overall color scheme.
- Right-click the desktop and use the View and Sort By submenu commands to work with icons.
- Pin programs to the taskbar for easier access.



Wrap Up

- Customize the taskbar by moving it or enabling auto-hide.
- Add, remove, and move desktop gadgets to control desktop information.
- Change the system date or time for accuracy.