

Microsoft Windows 7 - Illustrated

Unit E: Customizing Windows Using the Control Panel

UNIT
E

Windows 7



Objectives

- **Change the desktop background**
- **Change the desktop screen saver**
- **Change desktop screen settings**
- **Change the desktop appearance**
- **Work with fonts**

Objectives

- **Customize the taskbar**
- **Customize the Start menu**
- **Work with desktop gadgets**
- **Set the date and time**

Unit Introduction

- You can customize Windows 7 to suit your personal needs and preferences
- Use the **Control Panel** to change Windows settings
 - Contains several links, each which open a dialog box or window to change **properties**, or characteristics of a specific computer element such as the desktop, the taskbar, or the Start menu
- Before you can run Windows Aero, you need to set the proper setting in the Control Panel

Changing the Desktop Background

- The desktop **background**, or wallpaper, is a picture that is the backdrop on which icons and windows appear
- You can select background pictures provided by Windows 7 or use ones stored in the Pictures Library folder, or one you select
 - if selecting more than one picture, you can display a slide show and shuffle the pictures

Changing the Desktop Background (cont.)

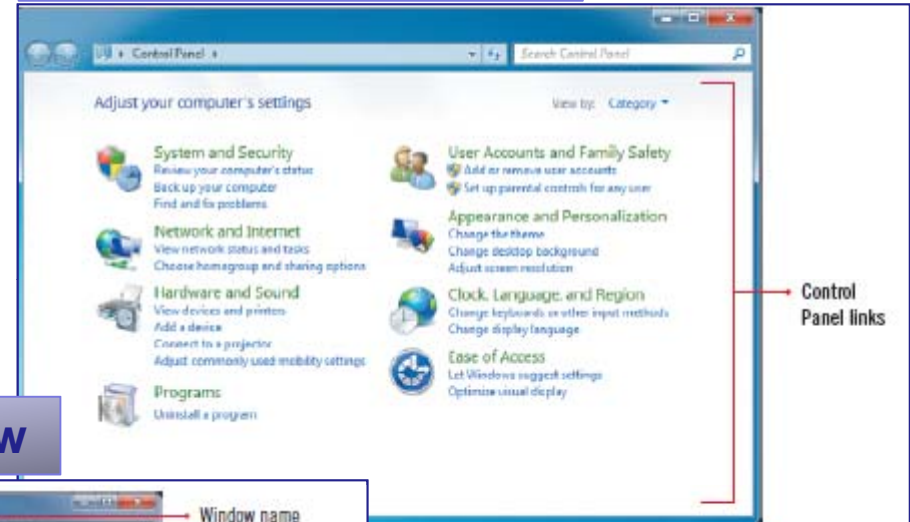
- The desktop background can be displayed in several ways, including:
 - Fill-displays the picture to fill the screen
 - Fit-resizes the picture and displays it to fit the size of the screen
 - Stretch-resizes the picture to fill the screen
 - Tile-displays the picture in small boxes that fill the screen
 - Center displays the picture in the center of the screen
- Instead of selecting a background picture, which can sometime make icons on the desktop difficult to see, you can also change the background to a color

Changing the Desktop Background (cont.)

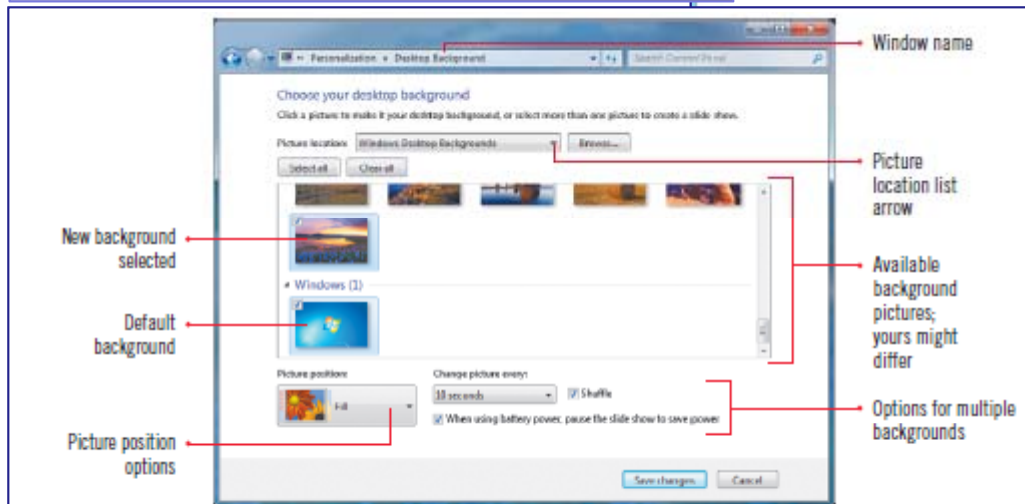
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Windows 7

Control Panel window



Desktop Background window



Setting a picture as the desktop background

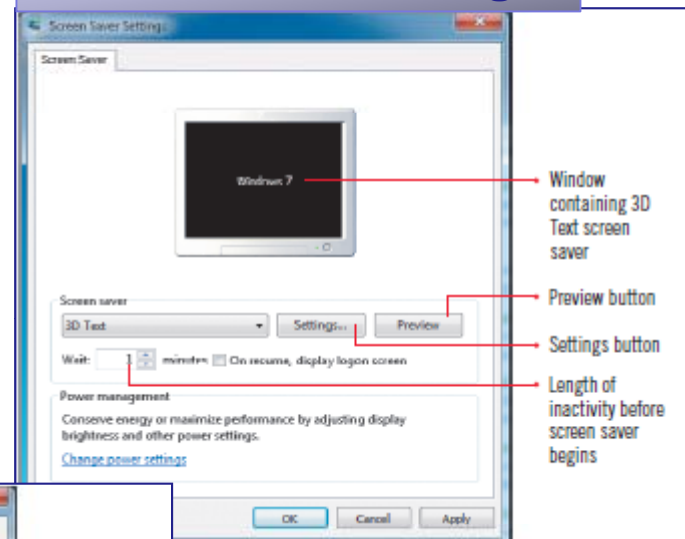
- **Select a picture from your hard disk or the Internet as your background:**
 - right-click the picture you want to use in a Windows Explorer window or on a Web page
 - click **Set as desktop background** or **Set as Background** on the shortcut menu
- **You can use Paint or any graphics program to create new background designs or change existing ones**
- **Acceptable file formats include:**
 - **Bitmap**
 - **JPEG**

Changing the Desktop Screen Saver

- When your computer is idle for a specified period, a **screen saver**, a continual motion display to prevent monitor **burn-in**, a condition that occurs when the same display remains on the screen for extended periods of time and becomes part of the screen
- In addition to protecting your computer monitor, screen savers can also be used as a security measure
 - you can set an option in the **Screen Saver Settings** dialog box to resume computer usage with the **Windows 7** logon screen, which can require users to specify a username and password

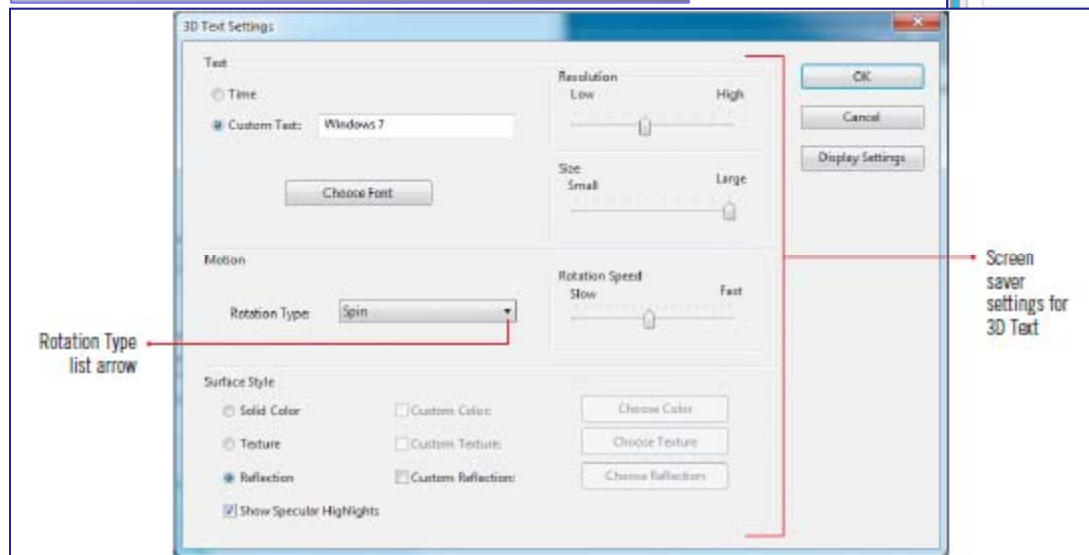
Changing the Desktop Screen Saver (cont.)

Screen Saver Settings



- Window containing 3D Text screen saver
- Preview button
- Settings button
- Length of inactivity before screen saver begins

3D Text Settings dialog box



Rotation Type list arrow

Screen saver settings for 3D Text

Changing power settings

- From the Screen Saver Settings dialog box, you can change power option properties for a portable or laptop computer to reduce the power consumption and maximize battery life
 - if you often leave your computer for a short time while working, you can set your computer to go into **sleep**, or **standby**, a state in which your monitor and hard disks turn off after being idle for a set time
 - if you are often away from your computer for an extended time, you can set it to go into **hibernation**, a state in which your computer first saves everything in memory on your hard disk and then shuts down
 - to set power options, you can choose one of the **power plans**, a predefined collection of power usage settings, included with Windows or modify one to suit your needs

Changing Desktop Screen Settings

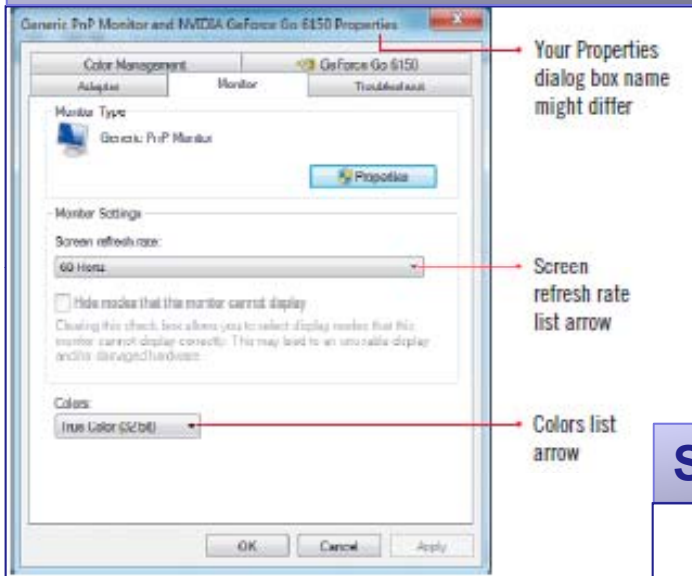
- A monitor displays pictures by dividing the display screen into thousands or millions of dots, or **pixels**
 - Pixels are so close they appear connected forming the image you see on the monitor
 - the **screen resolution** refers to the number of pixels on the screen, which determines the amount of information shown on the screen
 - a low screen resolution, such as 640 by 480 pixels, (width by height) displays less information, but items appear larger
 - a high screen resolution, such as 1040 by 768 pixels, displays more information, but items appear smaller

Changing Desktop Screen Settings (cont.)

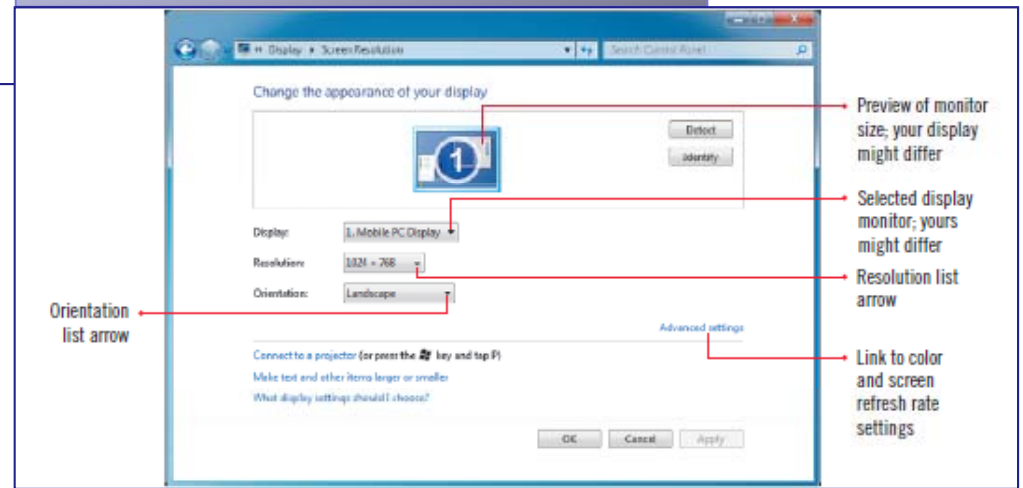
- Many monitors have different shapes and sizes so you can adjust the screen orientation to suit your needs
 - Landscape, the default, appears as 1024 by 768 pixels, which would be 768 by 1024 in Portrait
- Another factor in making text and graphics easy to read on screen is the color quality
 - the higher the color quality, the more colors are displayed, but this requires greater system memory
 - the most common color quality settings are 16-bit, which displays 768, and 24-bit and 32-bit, both of which display 16.7 million colors
- You can change the screen refresh rate or **Hertz**, which is a unit frequency to measure a monitor display; the higher the refresh rate the better the screen display

Changing Desktop Screen Settings (cont.)

Properties with Monitor tab



Screen Resolution window



Using more than one monitor

- Adding another monitor increases the size of your workspace and your productivity because it allows you to work on one thing on one monitor and perform additional tasks using another
 - one monitor is the primary monitor, which displays dialog boxes when you start your computer or a program
 - the other monitor is the secondary monitor, which displays windows, icons, and programs you drag to it from the primary monitor
 - before you can use an additional monitor, you need to install another display adaptor, which is a hardware device that allows a computer to communicate with its monitor
 - you can set different screen resolutions and color settings for each monitor

Changing the Desktop Appearance

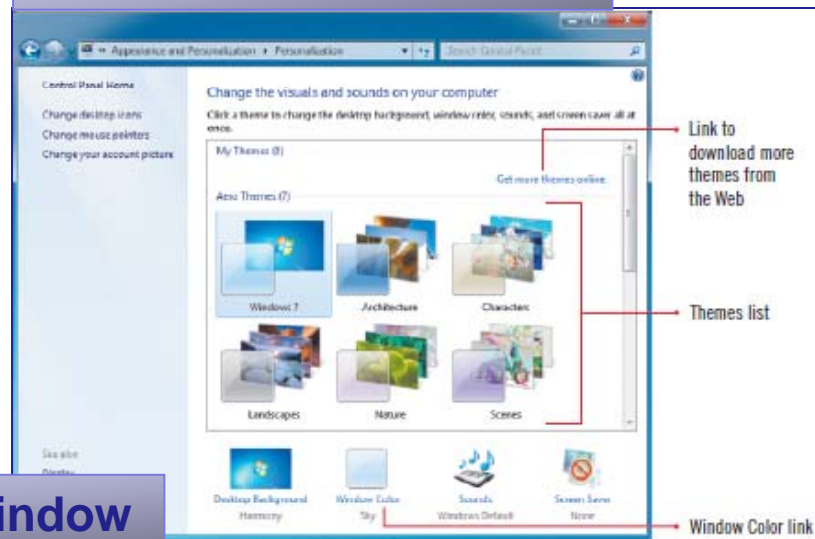
- You can change the entire appearance of the desktop using themes
 - a desktop **theme** changes the background, screen saver, mouse pointers, sounds, icons, and fonts to coordinating colors and designs
 - you can use a predefined theme, either an Aero Theme or Basic and High Contrast Theme, or create your own
 - Themes can be customized to change the appearance of colors, fonts, and sizes used for major window elements such as title bars, icons, menus, border, and the desktop itself

Changing the Desktop Appearance (cont.)

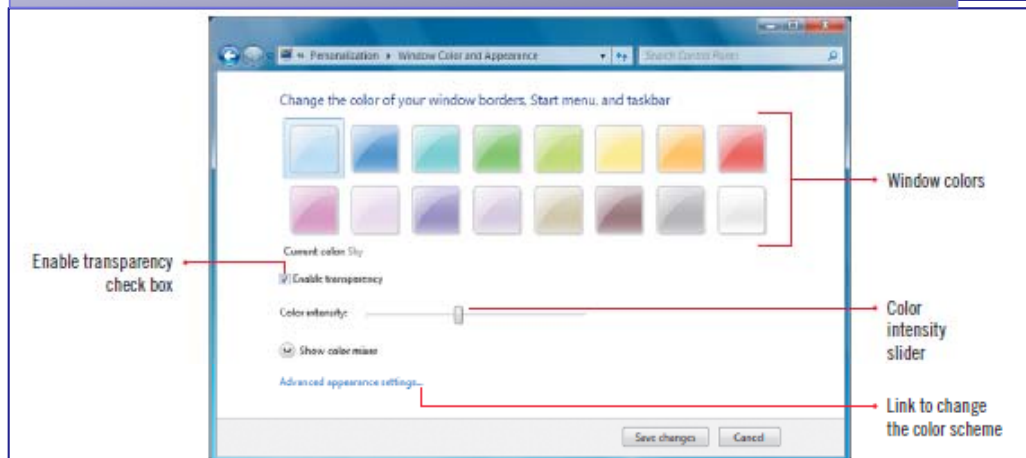
- **Schemes** are predefined combinations of settings that assure visual coordination of items
 - the predefined schemes allow you to switch between Windows 7 Basic and Windows Aero, the two user experiences provided by Windows 7; if customizing, save the scheme with a unique name

Changing the Desktop Appearance (cont.)

Personalization window



Window Color and Appearance window



Adding Sound Effects

- To add sound effects to common Windows commands and functions, such as starting and exiting Windows, or opening and closing folders, printing complete, or emptying the Recycle Bin
- To add sound effect, click the Appearance and Personalization link in the Control Panel, then click the Change sound effects link
- The events that happen in Windows to which sounds can be attached are listed in the Program Events list
- Windows comes with sound schemes, which contain related sounds for the events
 - be sure to use a unique name if saving your settings as a sound scheme

Working with Fonts

- Everything you type appears in a **font** which is a typeface, or a particular design set of letters, numbers, and other characters
 - the height of characters is measured in **points**, each point being approximately 1/72 of an inch
 - common fonts are Times New Roman, Arial, Courier, and Symbol
- The Fonts window lists the fonts available on your system and indicates whether each is a TrueType, Open Type, or screen font
 - **TrueType** and **OpenType** fonts are **outline** (sometimes called **vector** or **scalable**) fonts based on a mathematical equation that creates resizable letters
 - a screen font, also known as **raster** consists of **bitmapped characters**, which are small dots organized to form a letter

Working with Fonts (cont.)

- TrueType and OpenType fonts are designed for quality screen display and desktop printer output at any size, whereas screen fonts are designed for quality screen display and desktop printer output at only the font sizes installed on the computer
- In addition to scalability, outline fonts look better at high resolutions; and do not look very good on low-resolution devices, such as display monitors
- If you are having problems seeing the text on your monitor, **ClearType** makes on-screen text clearer, smoother, and more detailed

Installing, removing, or hiding a font

- Many fonts come with Windows but you can also purchase and install additional fonts
- To install a new font, drag the font into the Fonts window or right-click the font in a Windows Explorer window, then click Install
 - this installs the new font so that it is available in the Fonts window and to all your Windows programs
- To remove a font, select the font in the Fonts windows, then click the Delete button on the toolbar
- To hide/show a font in your programs, select the font (grayed out are hidden) in the Fonts window, then click the Hide/Show button on the toolbar

Changing the screen text size

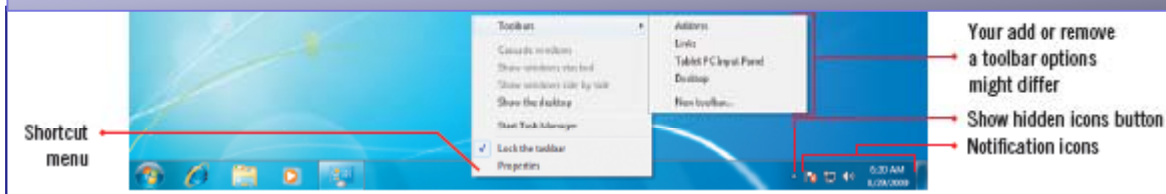
- If text and other items, such as icons, on the screen are not large enough for you to comfortably view, you can customize the screen to display items larger
- Windows 7 allows you to increase the screen scaling option, known as the dots per inch (dpi) scale, which is the number of dots that a device can display or print per linear inch
 - the greater number of dots per inch, the better the resolution
 - to set a custom DPI setting, click the [Set custom text size \(DPI\)](#) link in the Display window
 - to change the screen size, click the [Change font size](#) link in the Fonts window

Customizing the Taskbar

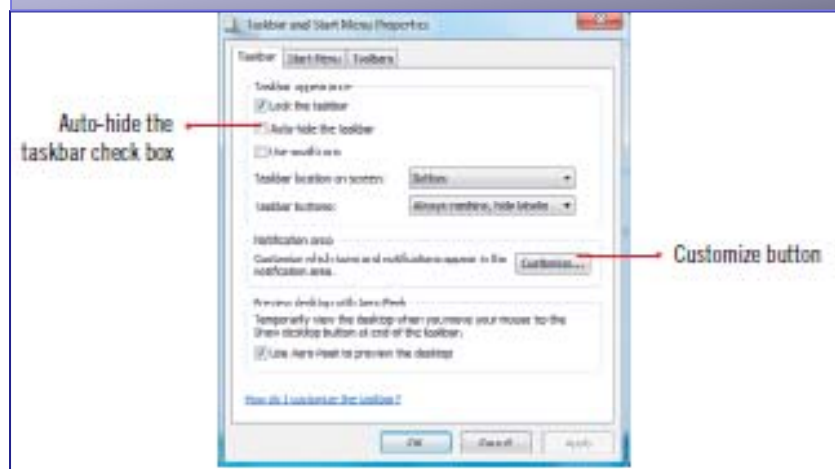
- The **taskbar**, located at the bottom of the desktop by default, is most often used to switch from one program or window to another
- You can customize the taskbar to:
 - change its size and location
 - customize its display
 - add or remove toolbars
 - apply **Auto-hide** to hide the taskbar automatically when it's not in use
 - you can lock and unlock the taskbar, set to use or not use Aero Peek to preview the desktop button
- You can also customize the notification area of the taskbar to always show icons you want to use
 - when you hide an icon, you can choose to hide or show any notification alerts that go with it

Customizing the Taskbar (cont.)

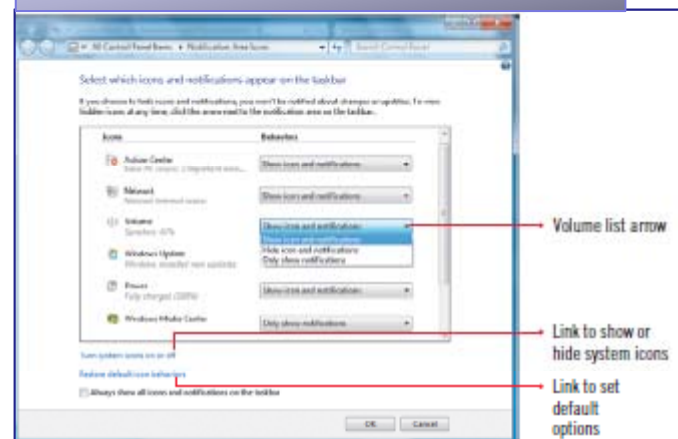
Taskbar with the Toolbars submenu displayed



Taskbar and Start Menu properties



Notification Area Icons



Pinning and unpinning Items to the taskbar



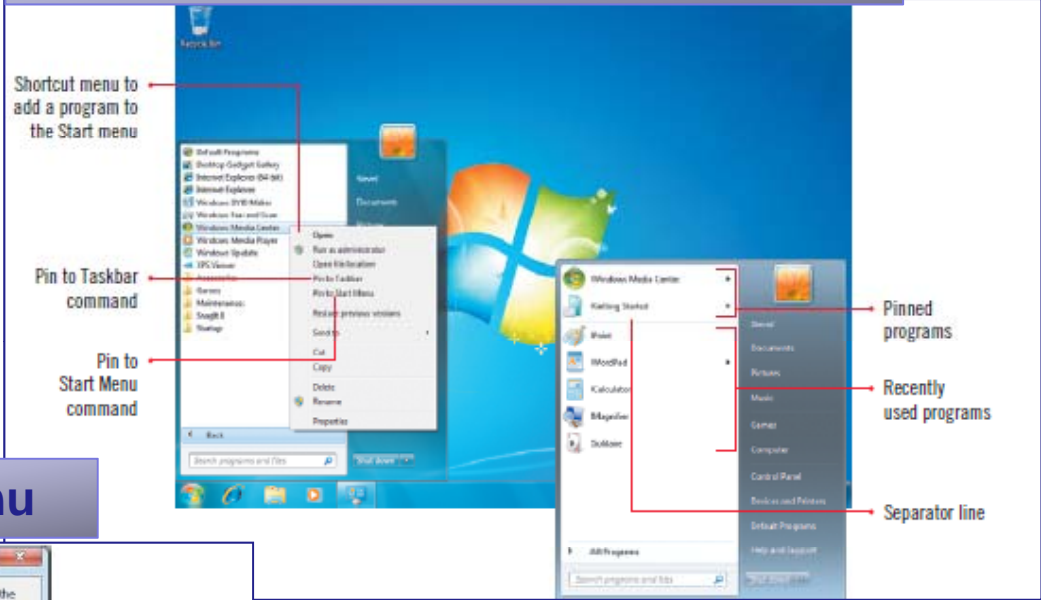
- The taskbar allows you to start programs, and open files and windows
- There are three pinned default programs on the taskbar: Internet Explorer, Windows Explorer, and Windows Media Player
- The pinned items remain on the taskbar, like a push pin holds paper on a bulletin board, until you unpin them
 - to pin a program to the taskbar, open the program, right-click the icon on the taskbar, then click Pin this Program to taskbar
 - to unpin a program, right-click the pinned icon, then click Unpin this program from taskbar

Customizing the Start Menu

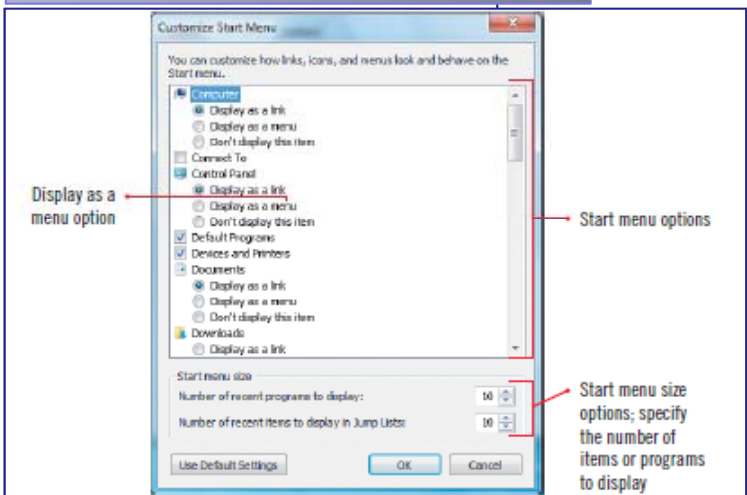
- The Start menu is the beginning point for accessing most programs and features in Windows 7 which can save you time and effort
- You can add shortcuts to programs, files or folders to the Start menu or customize the way the Start menu looks and functions
 - the left column of the Start menu is separated into two lists; pinned items above the separator line and most frequently used programs below
 - the **pinned items** remain on the Start menu, like a push pin holds paper on a bulleting board until unpinned
 - the right column provides easy access to folders, Windows settings, devices and printers, help information, as well as shutdown options and can be customized to display additional menu/submenu items

Customizing the Start Menu (cont.)

Adding a program to the Start menu



Customize Start Menu



Working with Start menu items






- In addition to tracking frequently used programs, Windows also tracks recently opened files, known as jump lists
 - when you point to a program on the Start menu with an arrow next to it, a list of recently opened files or folders and related tasks appear for easy access
 - you can also pin recently opened files to the Start menu that you want to use on a regular basis
 - if you want to clear all recently opened documents from the Start menu, clear the Store and display recently opened items in the Start menu and the taskbar check box on the Start Menu tab in the taskbar and start Menu Properties dialog box

Working with Desktop Gadgets

- You can use your Windows 7 desktop to get quick access to gadgets such as news headlines and updates, weather information, traffic maps, Internet radio streams, and slide shows of online photo albums
- **Gadgets** are miniapplications that can connect to Web services, such as an **RSS (Really Simple Syndication) feed** (which automatically delivers Web content, such as headline news to your desktop), or integrate with many of your applications, such as viewing your calendar or e-mail and browsing the Web

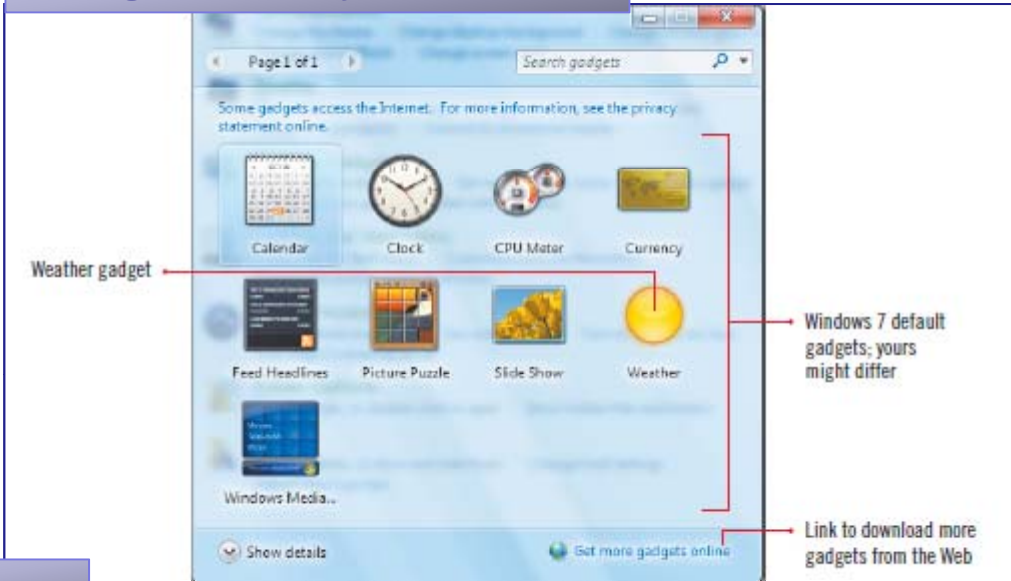
Working with Desktop Gadgets (cont.)

- Windows 7 comes with a set of gadgets to get you started, including one for Windows Media Center
- You can move gadgets anywhere on your desktop to suit the way you work, such as whether you want them to appear above or below maximized windows
- You can easily download more gadgets from an online gadget gallery

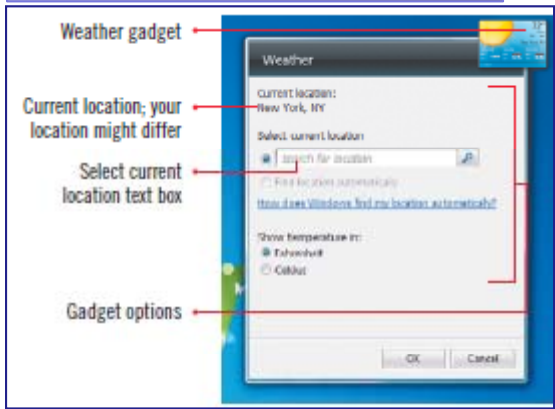
to:	do the following:
Close a gadget	Point to the gadget you want to close, click the Close button  in the small bar that appears to the right of the gadget, then click Close Gadget if a dialog box opens.
Change gadget options	Point to the gadget you want to change, click the Options button  in the small bar that appears to the right of the gadget, select the options you want, then click OK.
Move a gadget	Point to the gadget, then drag it or  to another location on the desktop.
Resize a gadget	Point to the gadget, then click the Smaller size button  or Larger size button  in the small bar that appears to the right of the gadget.

Working with Desktop Gadgets (cont.)

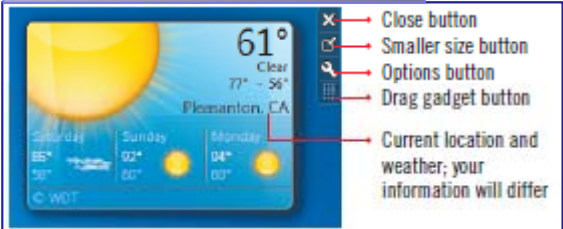
Gadget Gallery window



Weather dialog box



Weather gadget



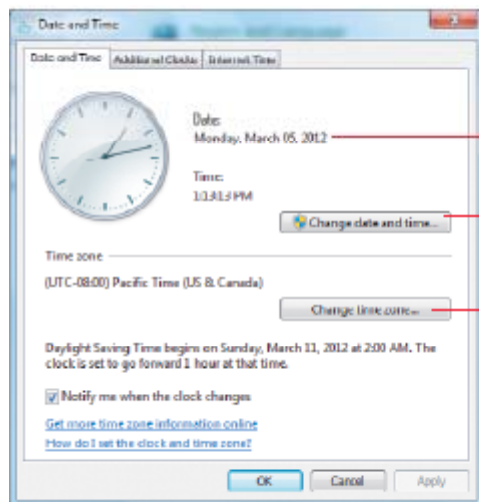
Setting the Date and Time

- **The time appears in the notification area**
 - when you click or hover over the clock in the notification area, the date appears
- **Programs use the date and time to establish when files and folders are created and modified**
 - To change the date and time, you modify settings in the Date and Time dialog box
 - When you modify the time it is important to verify or update the time zone setting in the Time Zone Settings dialog box, which is used to accurately display creation and modification dates and send e-mail with the accurate date and time in different time zones

Setting the Date and Time (cont.)

- **With an Internet connection, you can synchronize your clock to a computer on the Internet that keeps accurate time**
- **In addition to changing the date and time, you can also change their format**
 - **this is handy if you work on documents from a different country or region of the world**
 - **to change the date and time display, you modify the setting on the Formats tab in the region and Language dialog box**

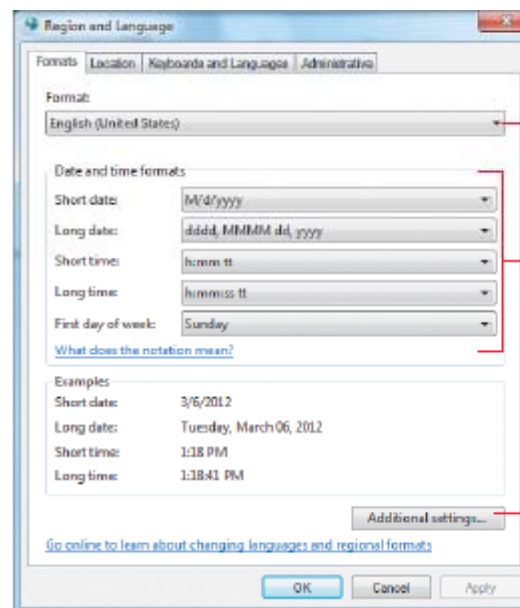
Setting the Date and Time (cont.)



Current date and time;
your information will differ

Change date and
time button

Change time
zone button



Format list arrow

Date and time
format options

Links to number, date
and time formats
customization options

Adding and displaying another clock

- If you need to know the time in other time zones, you can add one or two additional clocks using the Additional Clocks tab in the Date and Time dialog box
- After you add a clock, you can display by clicking or hovering over the taskbar clock
- To add a clock, click the taskbar clock, click Change date and time settings link, click the Additional Clocks tab, select the Show this clock check box, select a time zone, enter a display name, then click OK



Summary

- **Windows 7 can be customized to suit your personal needs and preferences**
- **Your desktop background can be displayed in several different ways**
- **You can set a screen saver if away from your computer for long periods of time to prevent a burned in image on the screen**
- **Changing the computer's power setting saves energy**
- **You can change the entire appearance of the desktop using themes**

Summary (cont.)

- Sounds can be attached to different events that happen in Windows
- Fonts are sets of type which modify the type on the screen that can increase the ease of readability
- The taskbar allows you to start programs, and open files and windows
- You can add shortcuts to programs, files or folders to the Start menu or customize the way the Start menu looks and functions
- You can use your Windows 7 desktop to get quick access to gadgets
- Programs use the date and time to establish when files and folders are created and modified

Setting the Date and Time (cont.)

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