Module 5

Control Panel Utilities
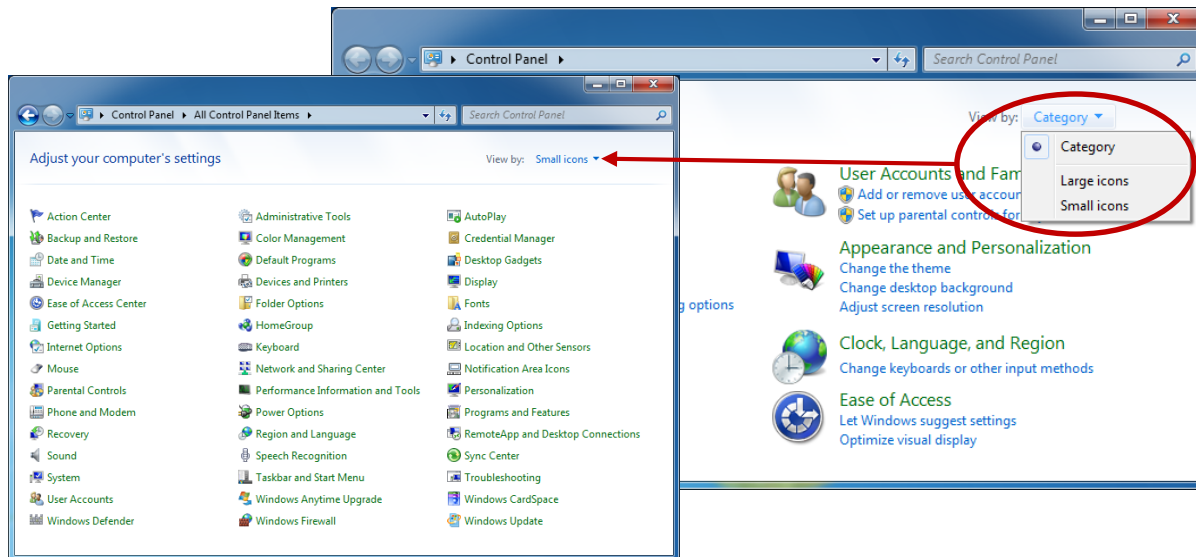
Objectives

1. [1.5 Use Control Panel Utilities](#)

CONTROL PANEL

Control Panel

1. Use Control Panel to change settings for Windows
2. Control nearly everything about how Windows looks and works
3. Use them to set up Windows so that it's just right for you
4. Windows 7 organized by category or icons

Internet Options

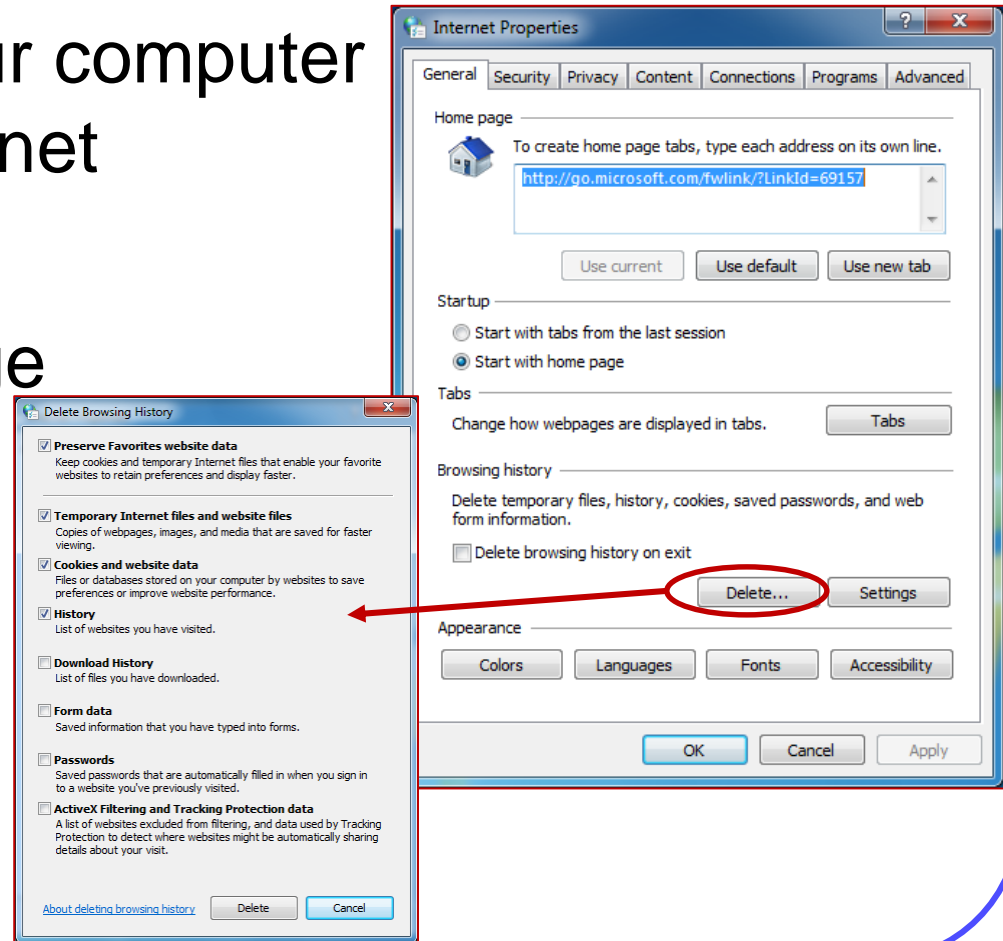1. Manage the way your computer connects to the Internet
2. **General Tab**:
   A. Set the home page
   B. Tab display
   C. Delete browsing history
   D. Control appearance

Internet Options

Security tab

1. Used to set and change options that can help protect your computer from potentially harmful or malicious online content

2. You can:

   A. Set security levels for Internet, Intranet, Trusted Sites, and restricted sites

   B. Protection mode – Greatly restricted privileges but allows you to install wanted ActiveX controls or add-ons when you are logged in as an administrator
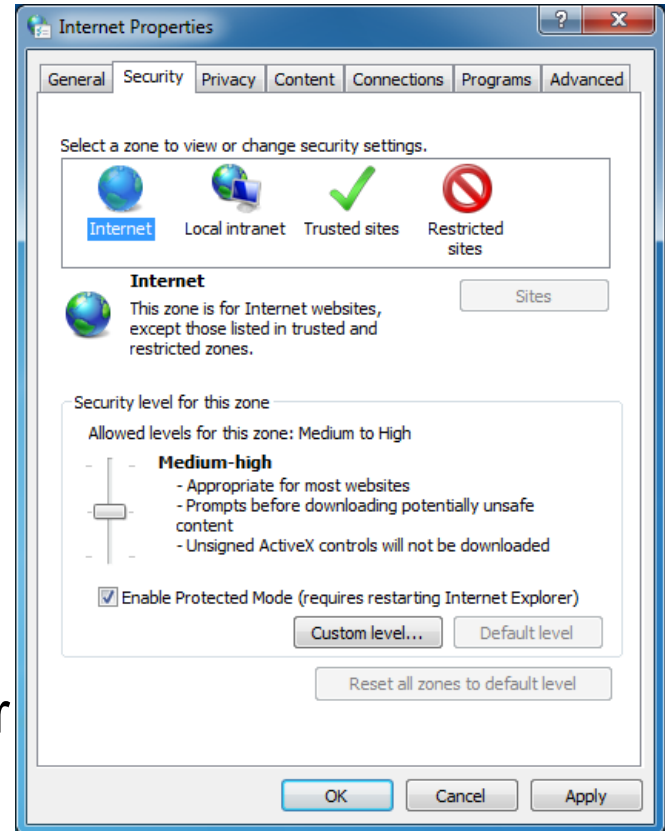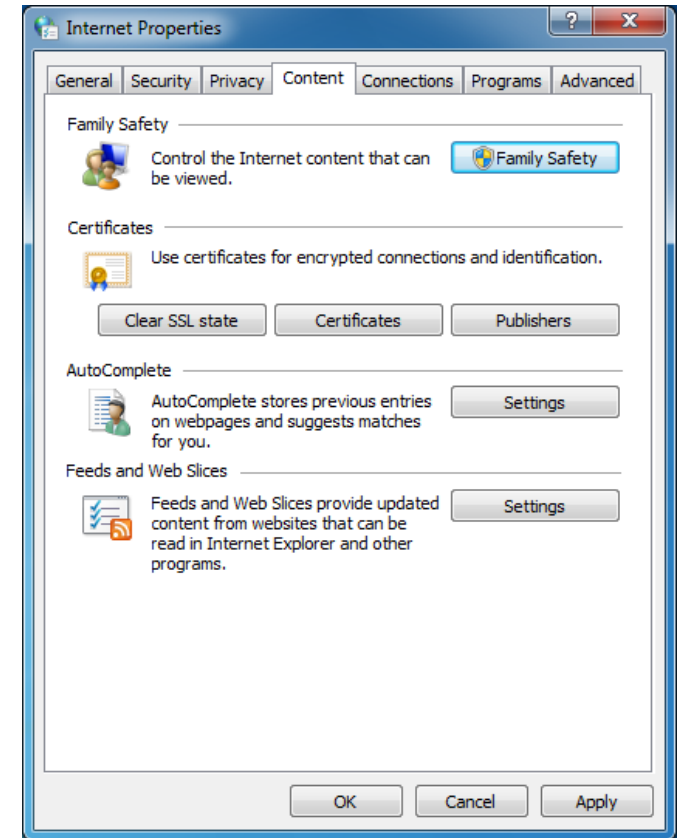
Internet Options

Privacy tab
1. Helps prevent targeted advertising, fraud, and identity theft
2. You can:
   A. Set Internet zone settings
   B. Restrict physical location
   C. Manage the Pop-up Blocker
   D. Enable InPrivate Browsing – Prevents IE from storing data about your browsing session
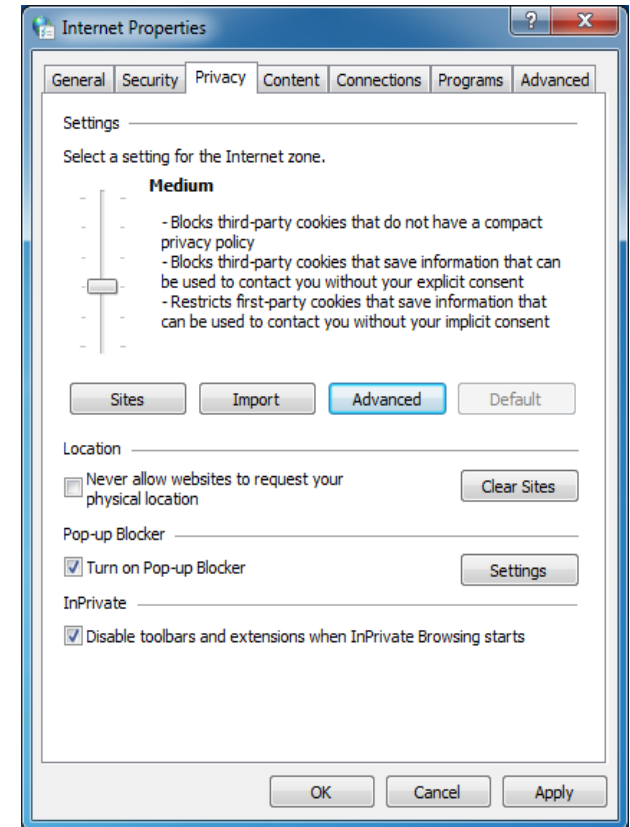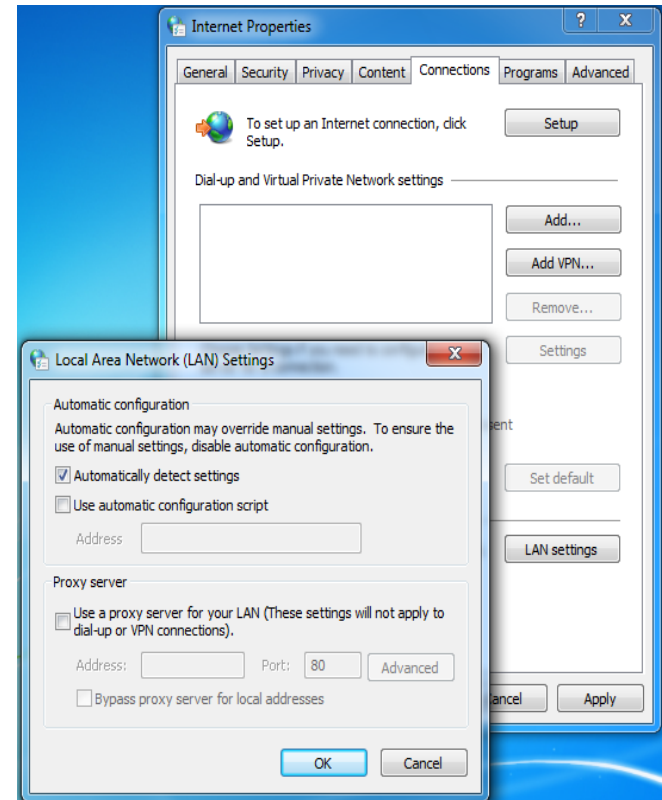
Internet Options

Content tab

1. Enables you to control the type of content Internet Explorer is allowed to view

2. You can:

   A. Set Parental controls and Content advisor

   B. Manage Certificates

   C. Manage AutoComplete
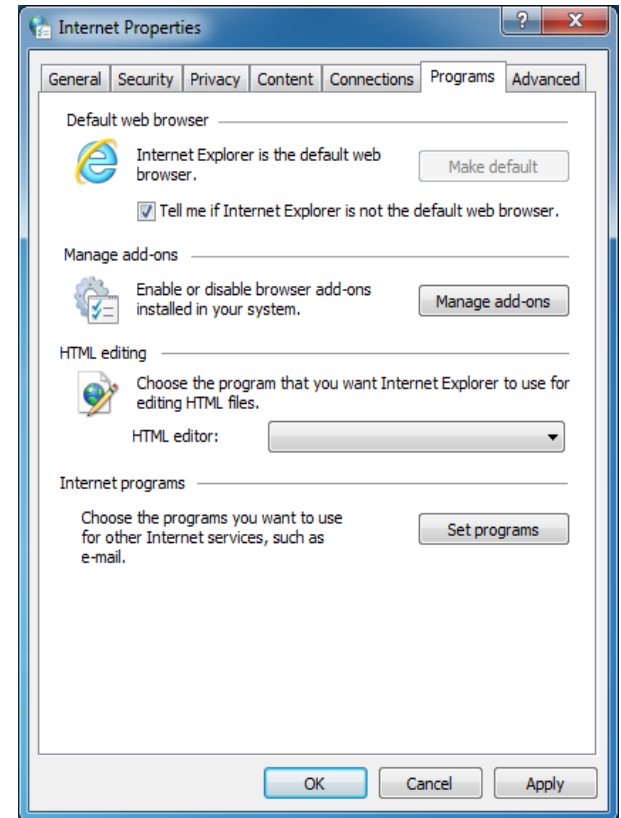
Internet Options

Connections tab

1. Controls Internet and Network Connections

2. You can:

   A. Add Internet connections

   B. Setup connections

   C. Set proxy settings
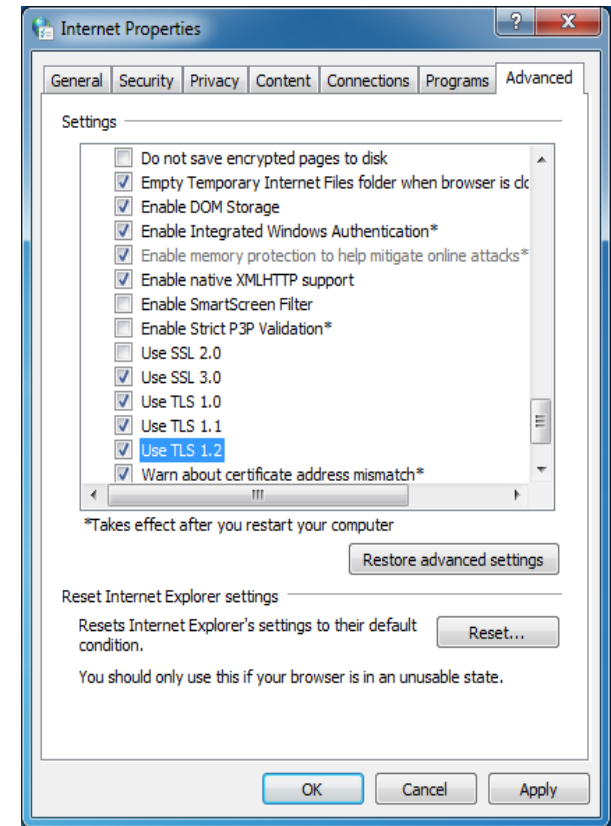
Internet Options

Programs tab

1. Shows the Default Programs used with Internet Explorer and its services

2. You can:

    A. Check for default browser

    B. Manage add-ons

    C. Manage HTML editors

   D. Manage other programs

Internet Options

Advanced tab

1. Shows options for configuring the advanced IE settings

2. You can:

   A. Empty temporary Internet files

   B. SSL type

   C. TLS type

Display Settings

1. How your display is setup and shared
2. Accessed through Display in Control Panel or right-click desktop and choose Personalization
3. Common settings:
   A. Screen resolution
   B. Refresh rate
   C. Color
   D. Desktop Background
   E. Screen Saver
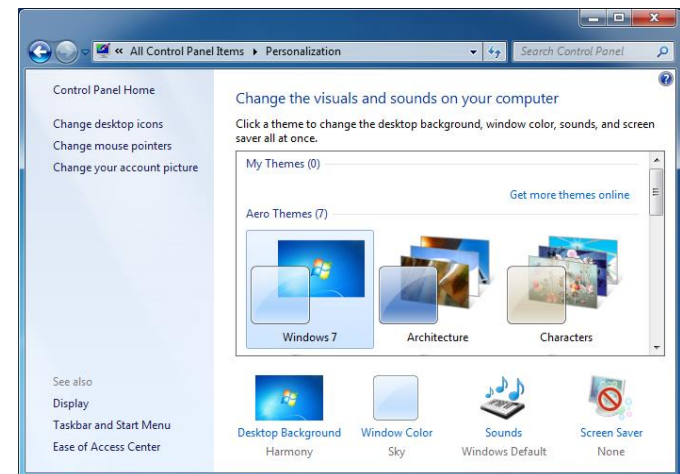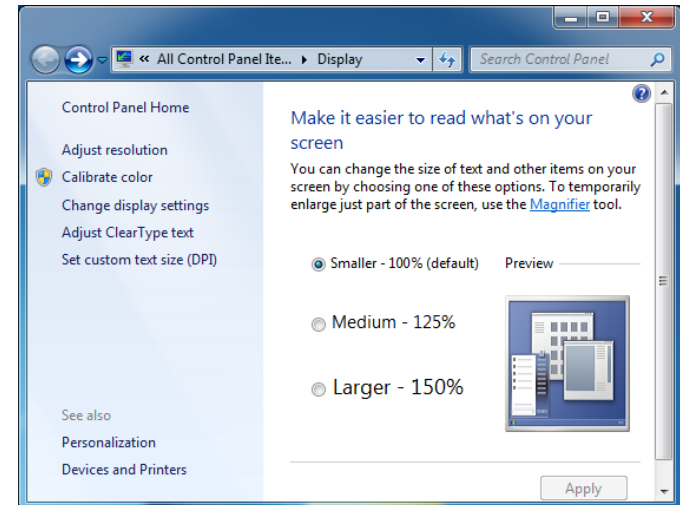
Power Options

1. Adjust how your computer performs and uses energy
2. Used to adjust:
   A. Monitor sleep
   B. Power button settings
   C. When to put the computer to sleep and wakeup
   D. Power saving modes
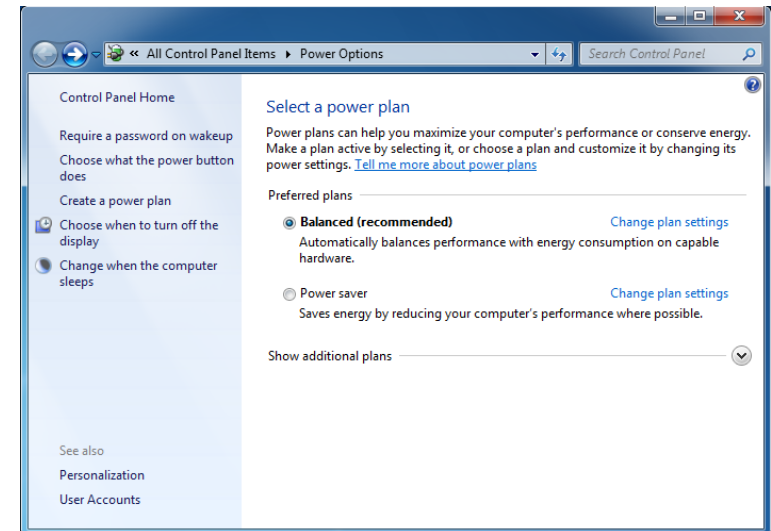
Folder Options Panel
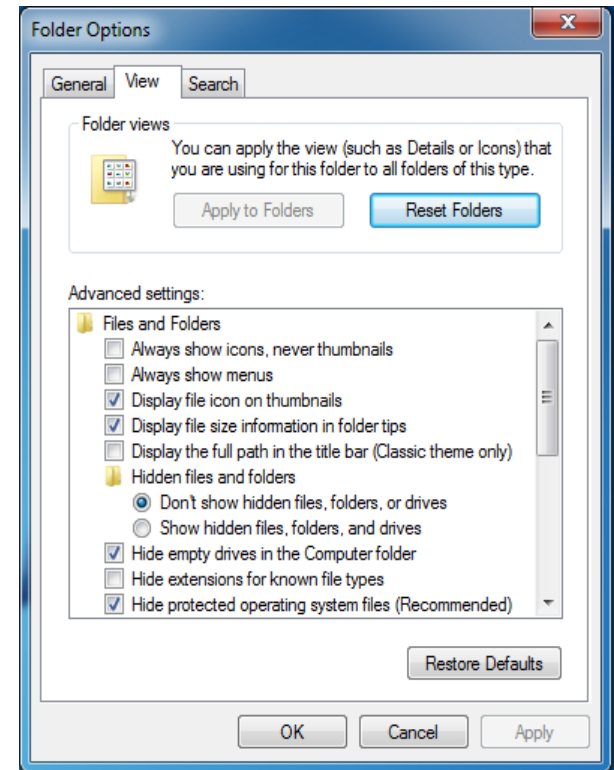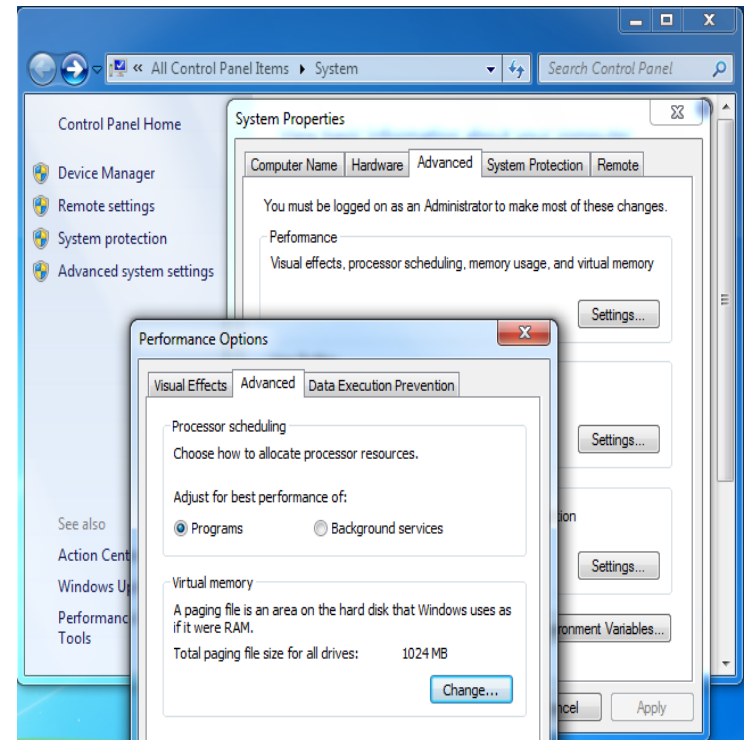
1. Adjust how drives and folders appear
2. You can:
   A. View hidden files
   B. Show extensions
   C. Show OS files

System Panel

Performance

1. Found in the System Control Panel > Advanced system settings > Advanced tab > Performance settings > advanced tab

2. **Virtual Memory** – combines your computer's RAM with temporary space on your hard disk to free up RAM

System Panel

Remote setting
1. Manages how you access a computer running Windows from another computer running Windows that is connected to the same network or to the Internet
2. Found in Control Panel, System, Advanced System Settings
3. Allow you to manage who is allowed to connect to your computer
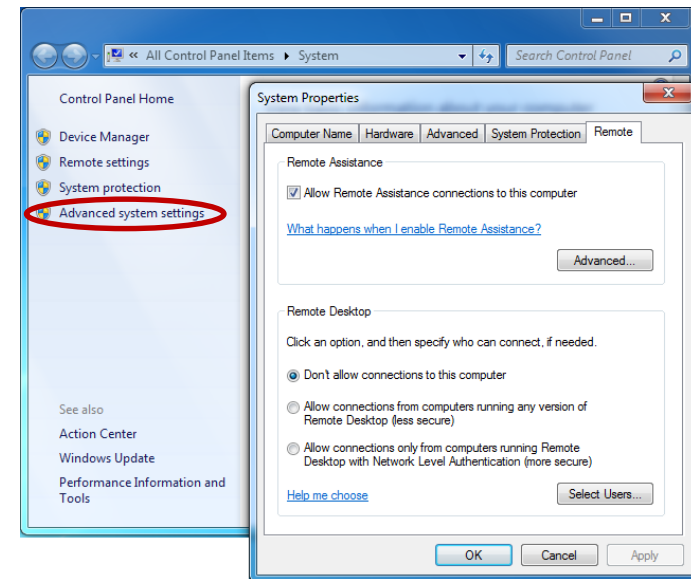
Remote Desktop Connection

1. Used connect to your work computer from home.
2. You will have access to all of your programs, files, and network resources, as if you were sitting in front of your computer at work
3. While you are connected, the remote computer screen will appear to be blank to anyone at the remote location who sees it
4. To start Remote Desktop on the computer you want to work from:
   A. Open Remote Desktop Connection by clicking the Start button, All Programs, Accessories, and then clicking Remote Desktop Connection (or type mstsc in the Search box)
   B. In Computer, type the name of the computer that you want to connect to, and then click Connect (or the IP address instead of the computer name)
5. Included in the Professional, Business, or Ultimate versions of Windows. Home editions do not have remote desktop
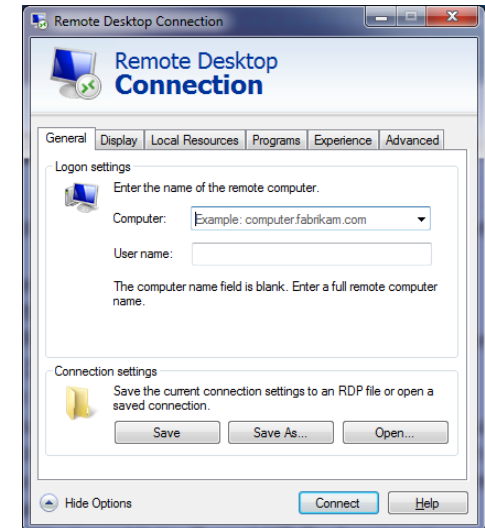
Remote Desktop Connection

To connect to a remote computer:

A. Remote computer must be turned on and awake

B. Must have network access to the remote computer (this could be through the Internet)

C. Remote Desktop must be enabled

D. Must have permission to connect
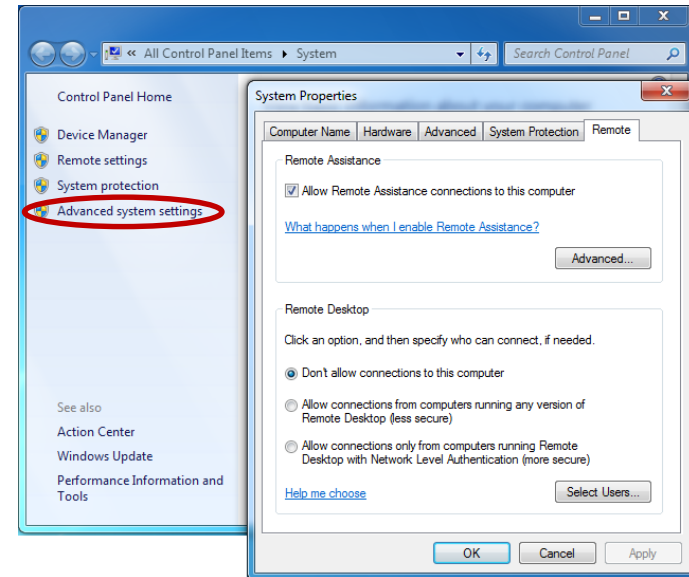
Remote Assistance

1. Used by someone you trust to connect to your computer and walk you through a solution
2. Both you and the other person see the same computer screen
3. If you decide to share control of your computer with your helper, you will both be able to control the mouse pointer.
4. All sessions are encrypted and password protected
5. To help someone by using Easy Connect:
   A. Remote Assistance generates a temporary password that the remote person you're helping gives to you
   B. You can use the password to directly connect to that person's computer
   C. When the connection is made, contact information is exchanged between your computer and the other person's computer that will allow you to quickly connect in the future without using the password
6. To help someone by using an invitation file
   A. A special type of Remote Assistance file is sent to you that you can use to connect to connect to a remote computer
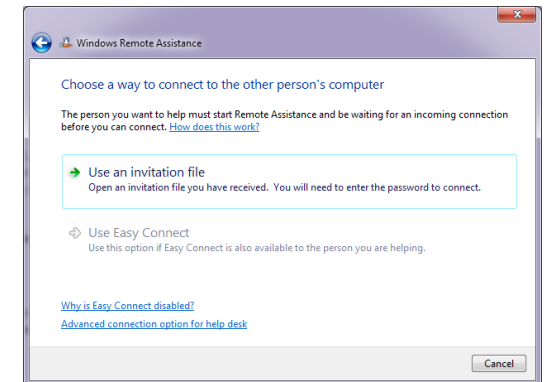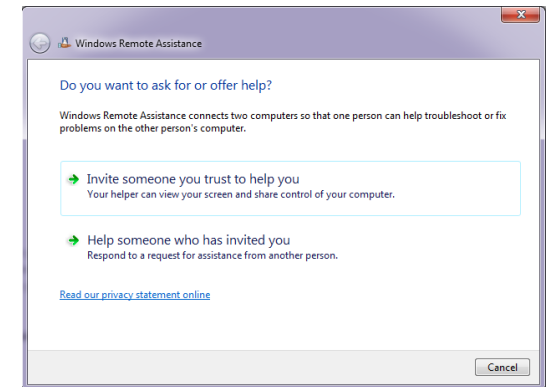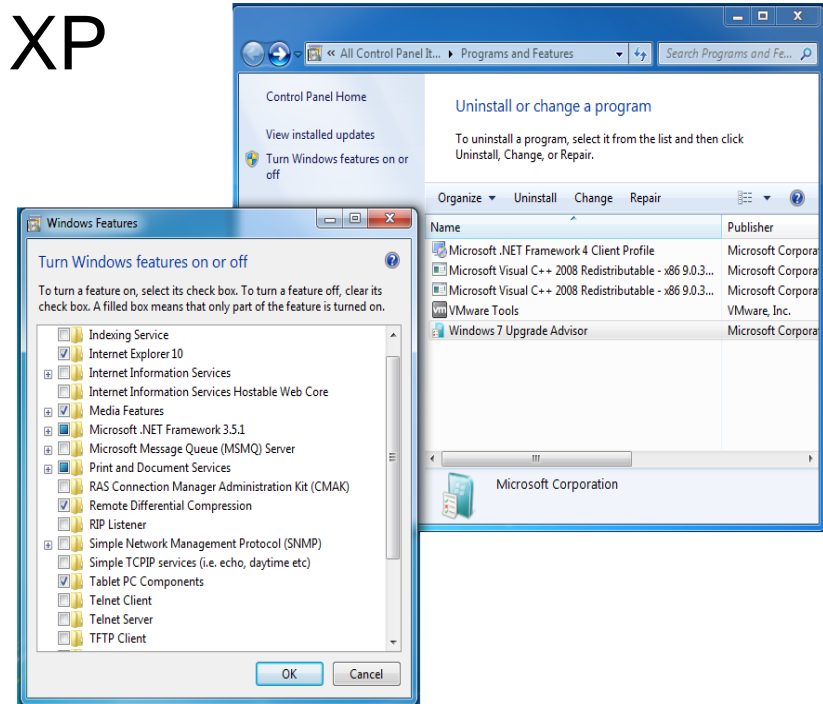
Programs and Features

1. Add/Remove Programs in XP
2. Allows:
   A. Uninstall programs
   B. Reconfigure programs
   C. Add/Remove Windows features

Tablet PC Settings

1. Configured via the Control Panel, through two separate locations:
   A. Tablet PC Settings
   B. Pen and Touch
2. To see Tablet PC Settings and Pen and Touch, you must be using a Tablet PC or a computer with a touchscreen
3. Features
   A. Use flicks to perform actions quickly and easily with your tablet pen
   B. Use navigational flicks (drag up, drag down, move back, and move forward)
   C. Use editing flicks (copy, paste, undo, and delete)
   D. Onscreen Keyboard
   E. With Tablet PC Input Panel, you can enter and correct text without using the keyboard
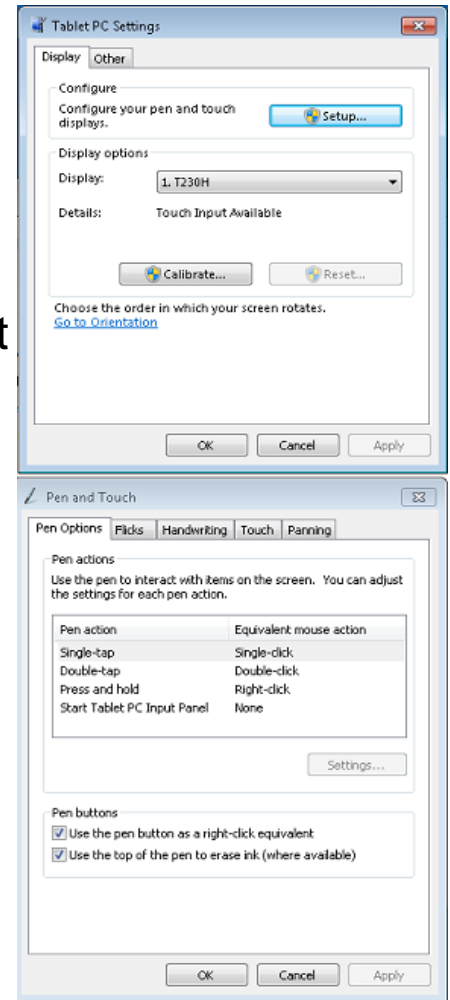
Offline Files

1. Used to access copies of your network files even when your computer isn't connected to the network
2. Choose the files (or folders) on your network that you want to make available offline and Windows automatically creates a copy of each file on your computer
3. The next time you connect, Windows will automatically sync your offline files with the original files in the network folder
4. Advantages:
   A. Remain unaffected by network outages
   B. Work with files while you are away from the network
   C. Easily sync with network files
   D. Boost your efficiency when working over a slow connection
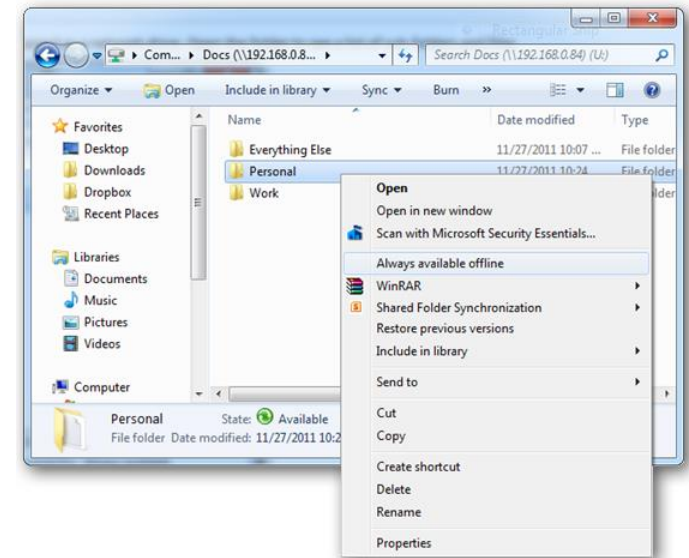
HomeGroup

1. Connect two or more PCs running Windows 7 on your home network to automatically start sharing printers, media, and document libraries

2. HomeGroup is password protected

3. Join a HomeGroup in any edition of Windows 7

4. You can only create one in Windows 7 Home Premium, Professional, Ultimate, or Enterprise editions
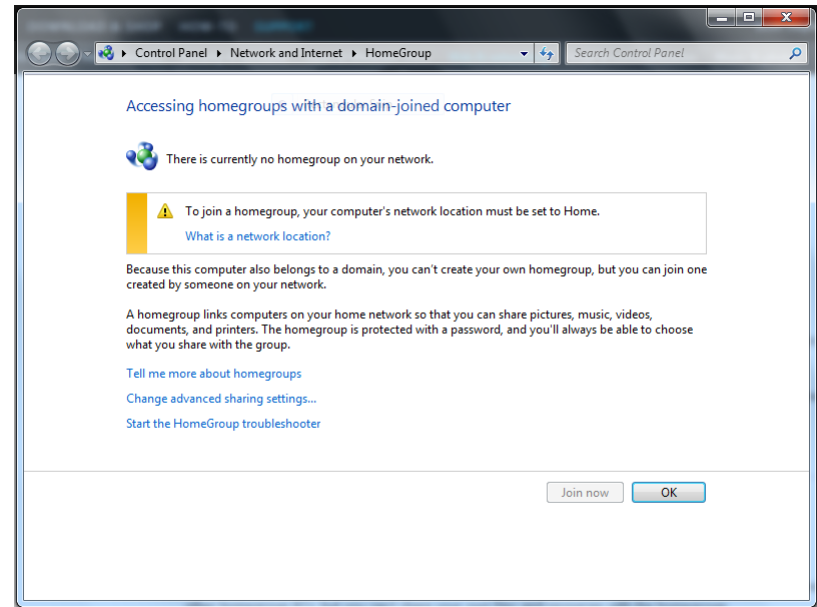
Action Center

1. Central place to view alerts and take actions that can help keep Windows running smoothly
2. Lists important messages about security and maintenance settings that need your attention.
   A. Red items – labeled Important, and indicate significant issues that should be addressed
   B. Yellow items – suggested tasks that you should consider addressing
3. Open by clicking Start, Control Panel, System and Security, clicking Review your computer's status
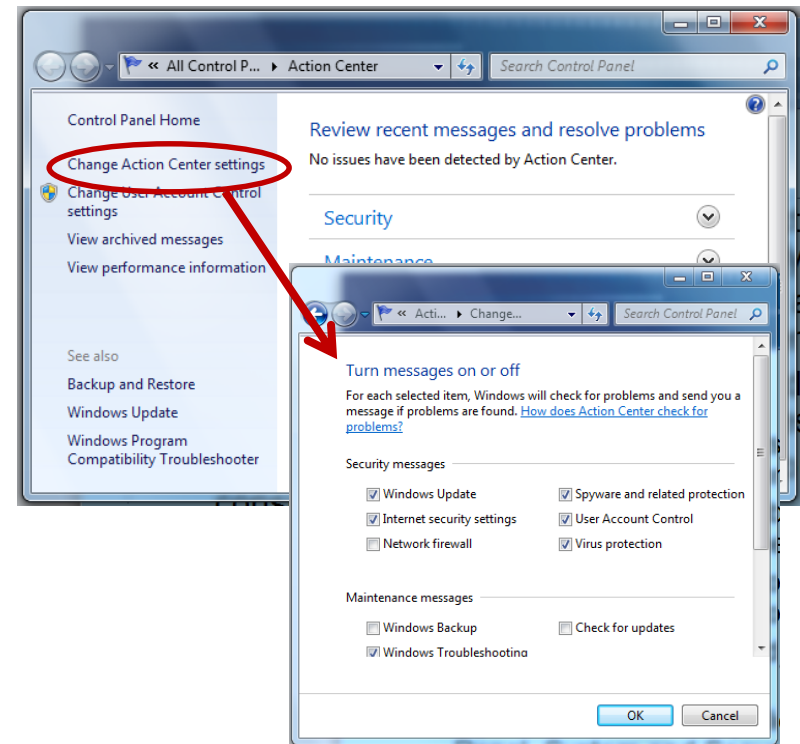
Summary

In this module we discussed:
1. The purpose of the control panel
2. How to configure its look and feel
3. Common control panel settings:
   A. Internet Options
   B. Display setting
   C. Power options
   D. Folder options
   E. System options
   F. Remote Desktop
   G. Remote Assistance
   H. Programs and Features
   I. Tablet PC settings
   J. HomeGroup
   K. Action Center

Glossary and Terms

- **InPrivate Browsing** – Prevents IE from storing data about your browsing session.
- **Certificate** – A way to verify that a user is who he/she claims to be, and provides the sender and receiver with the means to encode data.
- **AutoComplete** – A feature that allows a program to remember what you typed or predict word you are try to type.
- **Proxy** – A computer system that acts as an intermediary for requests from clients.
- **SSL** – Secure Sockets Layer
- **TLS** – Transport Layer Security

Glossary and Terms

- **Virtual Memory** – combines your computer's RAM with temporary space on your hard disk to free up RAM.
- **MSTSC** – Microsoft Terminal Services Client commonly called Remote Desktop Services.
- **Remote Desktop** – It allows a user to access applications and data on a remote computer over a network or Internet.
- **Remote Assistance** – Allows a user to temporarily view or control a remote Windows computer over a network or the Internet.
- **Flicks** – Gestures on a touchscreen monitor that allow a user to control a display.
- **HomeGroup** – A secure feature that easily allows users to share printers and folders located anywhere on a shared network.