

SESSION # 2 NOTES

CONTROL PANEL

Control Panel gives one an option to look and see how the computer is performing; to make a variety of changes as to how the computer operates; the ability to add or remove hardware and programs; to change the screen display, sounds, etc., etc.

Accessing Control Panel

1 - Left click on the “Start” button on the lower left side of the Taskbar.

2 – On the box that appears you will see “Control Panel” on the right side, about half way up the box. Left click on “Control Panel”.

Changing how you view “Control Panel”

1 – With “Control Panel” open you have the option to view Control Panel in either the Classic View or the Category View. You make your selection by putting a check in the box in the upper left corner of the screen, just below the tool bar, and then click “Apply”. I suggest that if you do not have the Classic View that you click on “Switch to Classic View”, as I find it easier to work in “Control Panel” with this setting.

To open any icon in Control Panel simply double click the icon

ACCESSIBILITY OPTIONS

This icon gives computer users with various disabilities the option to make their computer more “user friendly”, and to make computing easier for themselves. There are five tabs revealed after clicking accessibility Options.

KEYBOARD TAB -- You can make several keyboard modifications by selecting this tab.

STICKY KEYS -- allows you to push “Control–Alt–Del” one key at a time. To activate this feature you push the “shift” key 5 times in a row. To de-activate **STICKY KEYS** just push CTRL-ALT, or ALT-DEL at the same time.

DISPLAY TAB -- Gives a person with vision problems the option to see the screen more clearly.

HIGH CONTRAST - allows you to change the contrast on the screen for better viewing.

CURSOR OPTIONS - gives you an option to change how rapidly the cursor blinks and its width

WINDOWS FIREWALL

In most cases, unless you have a specific reason you do not want it activated, you will want to have the Windows Firewall “ON”. Simply click in the “ON” button to activate.

SYSTEM -- There are a number of items one can view in “System”.

GENERAL TAB – This panel will show the operating system that is being used. If you are using Win XP and it does NOT show that Service Pack 2 has been installed you should do install it immediately. This tab will also tell you the processor you are using, the speed, and the amount of RAM that you have.

HARDWARE TAB -- There are four options to choose from on this panel.

DEVICE MANAGER – allows one to see how the various components of the computer are operating. Double clicking on a component will give additional information.

AUTOMATIC UPDATES TAB -- gives you the option to receive Windows updates automatically. You may, or may not want to have them installed automatically.

ADD OR REMOVE PROGRAMS

Use this feature to remove those programs you no longer need or use. Simply select the program and click “remove”.

DISPLAY -- After opening “DISPLAY” you have five options to choose from at the top of the panel.

SCREEN SAVER - allows you to select and set a screen saver. Clicking on the “Power” option on the bottom of this panel will allow you to set up various “Power Schemes”.

SETTINGS - allows selection of screen resolution and color quality. Select a screen resolution that is pleasing to yourself, but, in most cases, select the highest color quality that your computer offers.

MOUSE

There are a number of options available for setting up a mouse and your options will depend on the software that you have installed on your computer. If “Pointer Options” is available you may want to activate the “Snap To” feature by checking the box. The “Snap To” feature will automatically move the cursor to an appropriate box if another choice is needed, thus eliminating your having to move the cursor to that box.

DATE & TIME

Three tabs allow you to make adjustments or corrections to your computer. The “Internet Time” tab will connect to an Atomic Clock and will update your computer clock to the second. A great tool for keeping your computer clock accurate and for setting your wrist watch.

POWER SCHEMES -- This icon is the same panel as was found under DISPLAY / Screen Savers .

PRINTERS & FAXES

All printers and faxes associated with your computer will be shown here. If you are having a problem with a printer open this icon to be sure that your printer is listed, and to be sure that it is selected as the “default” printer. To select a printer as the default simply hi-lite the printer, right click your mouse, to bring up a menu, and then left click on “Set as Default Printer”.

TASKBAR

The TASKBAR is the bar that we see at the bottom of the DESKTOP. It actually consists of four parts. To the far left is the START button. In the next area you may, or may not, have QUICK LAUNCH buttons. The next area will show the programs that you presently have open. At the far right are the icons showing which programs have loaded into memory when you started your computer. Note, that of all the programs that have loaded into memory some will not be shown here.

QUICK LAUNCH BUTTONS

If the desktop is filled with a program you have running and you want to start another program at the same time it could be helpful to have a QUICK LAUNCH BUTTON available on the TASKBAR to start that program. To put a program icon on the QUICK LAUNCH TASKBAR do the following:

Creating the Quick Launch Taskbar -

- 1 - Put your cursor on the TASKBAR and right click your mouse.
- 2 - From the menu that pops up left click on "Properties".
- 3 - The Taskbar & Start Menu Property box will appear.
- 4 - The 5th box down will be the Show Quick Launch box.
- 5 - If there is not a green check mark in the box left click in the box to place a check mark into the box.
- 6 - Left click "Apply" at the bottom of the screen

Placing an icon onto the Quick Launch Taskbar -

- 7 - Left click on the icon you want to place on the taskbar and continue to hold down the left mouse button. Drag the icon onto the taskbar and release the mouse button.