Course Name : O Level(B4-Ist sem.) Topic : Control Panel Subject : ITT&NB Date : 27-03-20

Control Panel

The **Control Panel** is a component of Microsoft **Windows** that provides the ability to view and change system settings. It consists of a set of applets that include adding or removing hardware and software, controlling user accounts, changing accessibility options, and accessing networking settings.

How to open Control Panel in Windows 10

Way 1: Open it in the Start Menu.

Click the bottom-left **Start button** to open the Start Menu, type **control panel** in the search box and select **Control Panel** in the results.

Way 2: Access Control Panel from the Quick Access Menu.

Press **Windows+X** or right-tap the lower-left corner to open the Quick Access Menu, and then choose **Control Panel** in it.

Way 3: Go to Control Panel through the Settings Panel. Open the Settings Panel by Windows+I, and tap Control Panel on it.

Way 4: Open Control Panel in the File Explorer.

Click the File Explorer icon on the taskbar, select Desktop and double-tap Control Panel.

Way 5: Open the program via Run. Press Windows+R to open the Run dialog, enter control panel in the empty box and click OK.

Changing System Date and Time

Step 1: Click the bottom-right clock icon on the taskbar, and select **Date and time settings**. Or we can right click the clock icon, click **Adjust data** /time.

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	aday, m						Toolbars
May	/ 2019)				V	Adjust date/time
	Мо		We	Th		Sa	Customize notification icons
			1	2	З	4	Search
5	6		8	9	10	11	 Show Task View button
12	12	14	15	16	17	10	Show touch keyboard button
14	15	14	15	10] 17	10	Cascade windows
19	20	21	22	23	24	25	Show windows stacked
26	27	28	29	30	31		Show windows side by side
							Show the desktop

Step 2: As the Date and time Windows opens, we can turn off Set time automatically.

<- Settings			- 0	×
STIME & LANGUAGE		Find a setting		2
Date & time	Date and time			
Region & language	11:56 AM, Thursday, May 16, 2019			
Speech	Set time automatically			
	Change date and time			
	Time zone			
	(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi 🗸 🗸			
	On			
	Formats			
	First day of week: Sunday			
	Short date: 5/16/2019			
	Long date: Thursday, May 16, 2019			
	Short time: 11:56 AM			
	Long time: 11:56:30 AM			
	Change date and time formats			

Step 3: In the Date and Time Settings window, respectively change date and time, and then tap **OK** to confirm the changes.

Change date and time	
Date May V 16 V 2019 V	
Time 11 ~ 56 ~ AM ~	
	Change Cancel

Exercise:

1. Write the steps to change System date and time.