ITI 499 – Mastering Windows Fundamentals

CLASS EXERCISES

SESSION FOUR: Personalization & Settings

1) **ADJUST DESKTOP BACKGROUND SETTINGS**
   1. Navigate to **Settings** on your computer/laptop
   2. Click on **Personalization** and then click on **Background**
   3. Change the background color by selecting a color of your choice from the options at the bottom
   4. The background has now been changed to that color
   5. You can also add a picture to your background; to do so, you will first need the respective picture file saved to your computer – then you can select it by clicking "Browse" where it says Choose your picture.

2) **EXPLORE START MENU & TASKBAR SETTINGS (also in Personalization)**
   1. Navigate to **Settings** → Click **'Personalization'**
      (*2ⁿᵈ option*: Right-click on the Desktop and select 'Personalize')
   2. Select the option for **'Start'** and explore what is available
   3. Select the option for **'Taskbar'** and explore what is available

3) **CHANGE MOUSE & POINTER SETTINGS**
   1. Navigate to **Settings** on your computer/laptop
   2. Click on **Devices**
      (This is where you will see options to configure many peripheral devices such as Bluetooth devices (mice, keyboards, headphones, speakers, etc))
   3. Click on the **Mouse** on the left-hand side
   4. Change the primary button on your mouse to the right button (now right click functions the way left click was previously)
   5. Change the primary button back to the Left button
   6. Click Adjust mouse & cursor size on the right
   7. Using the sliding bar, increase your pointer size to 5
   8. Change your pointer color to purple
   9. Now change the size back to 1 and the color back to white.

4) FIND YOUR SYSTEM INFORMATION

1. Navigate to **Settings** on your computer/laptop
2. Click on **System**
3. Click on **About** (located on the lower left of the menu)
4. You will now see your system specifications (Device name, Processor type, RAM, system type, Windows version information, etc.)

5) CHECK WINDOWS UPDATE

1. Navigate to **Settings** on your computer/laptop
2. Select **Update & Security**
3. Check for updates to Windows by clicking "Check for updates" (this may take a few minutes)
4. If there are updates that need to be installed you will have the option to install; otherwise your machine will state that it is up to date

6) EXPLORE POWER/SLEEP OPTIONS

1. Navigate to **Settings** on your computer/laptop → Go to **System**
2. Click on **Power & Sleep**

7) EXPLORE CONTROL PANEL

1. Type **control panel** in the **Search Bar**

   This is where you can manage User Accounts and other aspects such as Hardware, Programs, Clock/Region, etc.

8) EXPLORE DEVICE MANAGER

1. **Right-click the Start Button** → select **'Device Manager'**
   (alternatively, you can search 'Device Manager' in the Search Bar)

   This is where you can view & manage all the hardware that is part of your machine (whether it is installed internally or connected externally; this is used heavily when troubleshooting issues.