Worksheet – 5 Subject: - Computer   Class: - V   Teacher: - Mrs. Suudha Sharma
Name: _____   Class & Sec: _____   Roll No. _____   Date: 07.05.2020

Ch 2: Using the Control Panel

Working with Control Panel

You must have guessed from the name that the "Control Panel" must be something from where you can control the settings of your computer.

Around Us….	In Computers….
In a room you have an electrical switchboard from where all lights, fans, etc. are switched ON and OFF. This is the electrical control centre to control the electrical settings of your room.	In the same way, you have a Control Panel in the Windows operating System of your computer. From there you can change the hardware and software settings of your computer.

Control Panel of Windows:

The following operations can be done from the Control Panel of the Windows Operating System.

1. Change the background of the desktop and set a screen saver.
2. Change hardware (like printer and mouse) settings.
3. Set date & time and change their format.
4. Add Gadgets to the desktop. Remove the unwanted software from the hard disk.

Operating the Control Panel:

To work with the Control Panel, you need to open the Control Panel Window. The various options are present there in the form of icons:

Activity1: Click on the start button, click on the Control Panel. The control panel window opens.

Purpose of various icons in the Control Panel:

1. Maintains important security settings for the computer and provides Backup facility.
2. Create and manage user's accounts on a computer.
3. Changes the appearance of the desktop items and apply screen saver.
4. Change the date and time settings.
5. You can turn on and set up accessibility settings. You can adjust settings that make it easier to use the mouse and keyboard and use other input devices.
6. Uninstall or remove programs.
7. Change the setting of your printer, mouse and other hardware and change sound settings.
8. Create a connection to the network and internet.

Setting the Desktop Background:

The background which you set for the desktop is called the wallpaper. You can select and set the desktop background of your choice. Many ready-made backgrounds are available in Windows. **Activity2**: To set the Background of the desktop

1. In the Control Panel windows, in the Appearance category, click on *Change Desktop background*.
2. Select a picture to apply as the background. Click on *Save changes button*.
3. The picture will set as the Desktop background.

Remember: The Tile option keeps the current image size but repeats the picture over and over again covering your entire computer screen.

Setting the Screen Saver:

A screen saver is a moving image or pattern which gets displayed on a monitor screen when there are no keystrokes or mouse movements for a specified duration.

You can select the wait time after which the screen saver gets activated.

Activity 3: To set the Screen Saver

1. In the Control Panel window, click on the *Appearance*.
2. Click on *Change Screen Saver*.
3. The S*creen Save settings dialog box* opens. Select a screen saver from the *Screen Saver drop down list*. Click on OK button.

Fact File: A screen Saver helps to prevent monitor burn-in. Burn –in is the image impression which stays on the screen if the same image is left too long on a computer monitor.

Now, answer the following questions:

Q1: Tick (√) the correct answers:

1. The place from where all the settings of your computer are controlled is :

   a. Control Panel   b.   Start Button   c.   Taskbar   d.   Wallpaper

2. The Background of the desktop is also known as:

   a. Towel paper   b.   Wallpaper   c.   Bed Paper   d.   Desktop Paper

3. Screen Saver gets displayed when:

   a. You click on Control Panel   c.   You are working on the computer

   b. There are no actions for a fixed time   d.   You click on Display Properties

Q2: Write (T) for true and (F) for false against the statements:

1. The background of the desktop is also called towel paper.   (   )
2. Screen saver gets displayed while you are working on a computer. (   )
3. Both date and time can be set in your computer.   (   )

Q3: Fill in the blanks:

1. The _____ is the place from where all the settings of your computer are controlled.
2. In the Control Panel, Click on the _____ category to change the screen saver.
3. A _____ is the display of moving pictures which gets activated when the computer is left idle for a certain time.
4. This is the first screen of Windows Operating System _____
5. The background which you set for the desktop is also called _____
6. _____ is placed at the bottom of the Desktop.

Q4: Answer the following:

1. What is the use of Control Panel in windows Software?
2. Which category options in the Control Panel lets you change the date and time format?
3. Which category options in the Control Panel lets you change the desktop background?
4. Which category option is used to create and manage users?
5. What is a Screen Saver?
6. Why name Control Panel is suitable?

               Home Work: Try all the three activities given in the worksheet.

Answers

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Q1: Tick (√) the correct answers:

1. Control Panel
2. Wallpaper
3. There are no actions for a fixed time

Q2: Write (T) for true and (F) for false against the statements:

1. False
2. False
3. True

Q3: Fill in the blanks:

1. Control Panel
2. Appearance
3. Screen saver
4. Desktop
5. Wallpaper
6. Taskbar

Q4: Answer the following:

1. The following operations can be done from the Control Panel of the Windows Operating System.
   a. Change the background of the desktop and set a screen saver.
   b. Change hardware (like printer and mouse) settings.
   c. Set date & time and change their format.
   d. Add Gadgets to the desktop. Remove the unwanted software from the hard disk.
2. Clock, language and region options in the Control Panel let us to change the date and time format.
3. In the Control Panel windows, in the Appearance category let us change the desktop background.
4. User, account and family safety option is used to create and manage users in the control panel.
5. A screen saver is a moving image or pattern which gets displayed on a monitor screen when there are no keystrokes or mouse movements for a specified duration.
6. We have a 'Control Panel' in the Windows operating System of your computer from where we can change the hardware and software settings of our computer.