



Computer applications for health science

" The Seven lecture"

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- Control panel

You can use Control Panel to change settings for Windows. These settings control nearly everything about how Windows looks and works, and you can use them to set up Windows so that it's just right for you.

- How to access control panel

For Windows 7: Click the Start button, and then click Control Panel.

- - -Ontrol Panel + - 4 Search Control Panel 🔎 Adjust your computer's settings View by: Category * System and Security User Accounts and Family Safety Review your computer's status Add or remove user accounts Back up your computer Set up parental controls for any user Find and fix problems Appearance and Personalization Network and Internet Change the theme View network status and tasks Change desktop background Choose homegroup and sharing options Adjust screen resolution Hardware and Sound Clock, Language, and Region View devices and printers Change keyboards or other input methods Add a device Change display language Ease of Access Programs Let Windows suggest settings Uninstall a program Optimize visual display

- How to change your background in Windows

You can change your background on Windows 7 in two different ways.

If you already have your new background image saved on your computer, simply right-click on it and choose to set it as your desktop background.

Open
Preview
Set as desktop background
Edit
Print
Rotate clockwise
Rotate counterclockwise

You can also navigate through your settings to change your background and customize it as you wish:

- 1. Right-click on your desktop, click on "Personalize"
- 2. Go to "Desktop Background" and click on "browse"
- 3. From here choose the location of the photo you want to use and it should allow you to use it as your wallpaper.
- 4. Click on "Save Changes" and the image should become your new wallpaper.

- Changing the System Date and Time

Follow these steps to change the date and time settings.

1. Click the displayed time in the taskbar and then click Change date and time settings.



- 2. Click the Date and Time tab.
- 3. Click Change time zone. Make sure the correct time zone is selected. Place a checkmark next to Automatically adjust clock for Daylight Saving Time if it is not already selected, and then click OK.

	x					
(UTC-08:00) Pacific Time (US & Canada) Image: Automatically adjust clock for Daylight Saving Time						
OK Cancel						
	(US & Canada) lock for Daylight Saving Time Wednesday, November 11, 2009, 12:17 PM OK Cancel					

- 4. Click Change date and time.
- 5. Click the small left and right arrows in the calendar to select a month and year, and then click a day within the month.

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6. Change the time by entering the hour, minute, AM or PM, or by clicking the up and down arrow buttons. Click OK when the time matches the current time.

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The time zone, date, and time have been set.

- Changing the input language for keyboards in Windows 7

After you change the language used by Windows, you may also want to change your keyboard to match your language.

- 1. Click Start ^(a), and then click **Control Panel**.
- 2. Under Clock, Language, and Region, click Change keyboards or other input methods.

3. Click Change keyboards.

🔗 Region and Language															
Formats Location Keyboards and Languages Administrative															
Keyboards and other input languages To change your keyboard or input language click Change keyboards.															
<u>Change keyboards</u> <u>How do I change the keyboard layout for the Welcome screen?</u> Display language Install or uninstall languages that Windows can use to display text and where supported recognize speech and handwriting.															
								🔞 Install/uninstall languages							
								C <u>h</u> oose a display language:							
English 🔹															
How can Linstall additional languages?															
OK Cancel Apply															

4. Select the language from the drop-down list.

If the language is not listed, click Add, select the keyboard(s) you want to use, and then click OK.

👷 Text Services and	Input Languages	×							
General Language	General Language Bar Advanced Key Settings								
Default input lang Select one of the fields. English (United S	e as the default for all input								
Installed services Select the service Use the Add and EN English (Uni Keyboar Italian (Italy)	es that you want for each input Remove buttons to modify this ted States) d d	language shown in the list. list. Add <u>Remove</u> <u>Properties</u> Move Up							
	ОК	Cancel Apply							

- 5. Click Apply, and then OK. The new keyboard is added to the list of available keyboards and a keyboard icon appears on the system tray, allowing you to switch between the keyboard that you want to use with the mouse.
- 6. To change your default keyboard, select the language in the Installed services area and then click Move up until it is the first in the list.