## How to launch the control panel



On the Taskbar click the start button (typically on the lower left hand side of the screen):

- 1. Some start menus may show the Control Panel among a group of popular functions.
- 2. Otherwise if you navigate through the All Programs menus it may be found inside the Accessories menu.
- 3. Or you can search for it. Type in the words Control Panel and hit the Enter key or click the spy glass symbol. Note that this will bring up another view in which you will have to click Control Panel like this:



This is the Control Panel. Note that the panel can be viewed different ways. I'll show you how it looks each way. The organization of settings and functions is different. However all 3 views access the same settings and functions.





Please note that each PC maybe configured slightly different. Therefore the list of settings/functions may vary. The next page covers the search function which will help find what you need.

## Search

Search can be helpful in locating the task that you want to manage. In this example I will should how to search for Control Panel instructions for managing the mouse.

To start launch the Control Panel:



Enter the text "mouse" into the search box:

| mouse - Control Panel |       | _     | - 🗆 ×      |   |
|-----------------------|-------|-------|------------|---|
| 🥮 ト Control Panel →   | v c . | mouse | ×          |   |
|                       |       |       | enter text | ^ |

Which will produce the following topics:



## Then to change mouse settings click on that topic:

|         | 🤪 mouse - Control Panel   |           | <br>× |
|---------|---|-----------|-------|
| 1<br>i: |   | v 🖒 mouse | ×     |
|         | Change mouse settings<br>Change now the mouse pointer looks<br>Change how the mouse pointer looks<br>Change how the mouse pointer looks when it's moving<br>Change mouse click settings<br>Change mouse wheel settings<br>Change the mouse pointer display or speed<br>Customize the mouse buttons<br>Make it easier to see the mouse pointer |           |       |