PIN THE CONTROL PANEL TO THE TASKBAR

Do you find yourself accessing the Control Panel periodically to reset some of your computer's 50 settings? If so, why not place it on your Taskbar for easy access?

To pin the Control Panel icon to the Taskbar:

1. From the Search bar, type *Control Panel.*

2. Right-click on the Control Panel icon that appears at the top of the column.

3. Select *Pin to Taskbar.*

4. The Control Panel icon will appear on the Taskbar.

5. Now you can access the control panel whenever you want without all the mouse manipulation.

6. If you ever want to get rid of it, just **right-click** and select "**Unpin this program from taskbar**".

ADD THE CONTROL PANEL AS ONE OF THE "DESKTOP ICONS".

You can change the icons shown on the desktop. For example, you can enable or disable any of the following icons: This PC, Users' Files, Network, Recycle Bin, and *Control Panel*.

To enable or disable a "desktop" icon on the desktop, follow these steps:

1. Open **Settings** (Windows + I).
2. Click **Personalization**.
3. Click **Themes**.
4. Click **Desktop Icon Settings**.
5. Check the desktop icons that you want to enable.
6. Click OK.
7. Close Settings.

ACCESS THE CONTROL PANEL WITHOUT ADDING CLUTTER

If you need access to the Control Panel only infrequently, you may not want to add its icon to either the Desktop or the Taskbar.

1. From the Search bar, type *Control Panel.*

2. Left-click on the Control Panel icon that appears at the top of the column.

3. This action will take you directly to the Control Panel.