

PC Tools

The Control Panel is full of tools to change the way Windows looks and behaves. Here we will discuss the most important tools.

- **Add hardware**
- **Add or remove programs**
- **Automatic updates**
- **Date and time**
- **Display**
- **Internet options**
- **Mouse**
- **Keyboard**
- **Network connections**
- **Regional and language setting**
- **Sounds and audio devices**
- **User accounts**
- **Windows firewall**



Add Hardware

The “Add Hardware” Wizard enables you to add new hardware or troubleshoot any hardware-related problems.

Add Or Remove Programs

“Add or Remove Programs” helps you manage programs and components on your computer. You can use it to add or remove programs (such as Microsoft Excel or Word) from a CD-ROM,

Automatic Updates

With “Automatic Updates”, Windows checks for updates that can help protect your computer against the latest viruses and other security threats, it also enhance the performance of your computer

Date And Time

You can change date and time of your computer by using this tool.

Display

The following tasks are frequently performed when you want to change various display settings on your computer

- Choose a different desktop theme
- Create your own desktop theme
- Choose a desktop background
- Increase the size of Windows text fonts
- Change your screen resolution

Internet Options

By using Internet option tool, we can change Internet properties. We can change or organize Security, Privacy, and Connections settings.

Mouse

By using mouse tool we can manage different functions of mouse like clicking speed, movement of mouse cursor etc.

Keyboard

By using keyboard tool we can manage different functions of keyboard.

Network Connections

By using this tool we can manage our network connections, we can add or remove or change the setting of networks.

Regional And Language Setting

With the help of this tool, we can select our region, country, location and language.

Sounds And Audio Devices

The following tasks are frequently performed to customize system sounds.

- Assign sounds to system events
- Change the system sound volume
- Adjust the volume for multimedia recording devices
- Adjust the volume for multimedia playback devices
- Adjust speaker volume

User Accounts

By using this tool, we can create, delete or manage accounts. We can change name of account, password and display picture.

Windows Firewall

Firewall helps to keep your computer more secure. Firewall act as a barrier that checks information (often called traffic) coming from the Internet or a network and then either turns it away or allows it to pass through to your computer, depending on your firewall settings.



Norton Utilities

Norton Utilities help to boost your computer's performance by offering comprehensive system management and registry tools.

We can use following three main tools to manage and boost the performance and keep our computer running optimally.

- **Performance**
- **Privacy**
- **Recovery**



Performance

We can use following tools under the performance menu to enhance the performance of your computer system

- Clean your registry
- Compact you registry
- Defragment disks
- Optimize window
- Boost your windows startup

Registry cleaning helps you detect and remove invalid entries or references. Where Defragmentation is a process by which fragmented files that are stored on a disk are rearranged for the best performance. And if your system takes a long time to startup, "Boost your windows startup" option will help for speeding up the windows startup.

Privacy

Computer saves history of all events whenever we use computer for general purpose like, working on files or surfing Internet. This function allow us to clean and manage the

- Document History
- Find and Search History
- Scan Disk Temporary Files
- Clipboard Contents
- Run History
- Temporary Files Directory
- Recycle Bin
- Browser History
- Third-Party Software Traces

Recovery

With the help of “Recovery” option, Norton Utilities Recover deleted Files. This tool can also find duplicate files so that we can manage the capacity of our hard disk, we can also repairing drivers and uninstall the unused or unwanted software.

- Recover lost files
- Find duplicate files
- Repair drivers
- Restore registry backups
- Uninstall unused software

Graphics

Pictorial representation helps to summarize and highlight important ideas and assist professionals in communicating material effectively. Graphics software transforms numeric information into line graphs, pie charts or bar graphs.

Graphics programs often allow the medical assistant to import files from spreadsheet or database applications, so that data from these files can be summarized graphically and displayed on screen. Graphic software also used in creating and developing custom artwork for patient brochures and newsletters

Data Base

Databases are used to store and organize large amounts of data. Typically, database software can be used to manage various type of information, such as that found in large mailing lists, inventories, and hospitals.

Databases help you to enter, store, save, filter, retrieve, and summarize the information, then generate meaningful reports.

Common database programs include Microsoft Access, Lotus Approach.



Microsoft Excel (Spreadsheet)

Spreadsheet software enables you to perform calculations and other mathematical tasks. Spreadsheets contain data entered in columns and rows and enable you to perform calculations, graphs and charts.

When any formula is used for calculation purpose, spreadsheet automatically updates the calculation result when we make any change in our values or data. Microsoft Excel and Lotus are examples of spreadsheet programs.

Common features found in most spreadsheet packages include the ability to format numbers. Values can be displayed in decimal format, in a currency format with a dollar sign, or as a percent sign (%). Labels can be formatted and align.



Simple Spreadsheet Features

- Formulas for calculation purpose
- Functions for different purposes
- Graphs, like line graphs, bar graphs, pie graphs
- Cell formats (Numbers, Strings, Currencies, Dates, Times)
- Merging rows and columns according to the requirement
- Cell locking
- Cut, Copy, Paste with single cells or ranges of cells
- Custom column groups
- Custom names for columns and rows
- Custom styles for columns, rows and column groups
- Operations like deleting and inserting columns/rows

Microsoft Word (Word Processor)

Word processing like Microsoft Word is largely concerned with the production of textual material; we can create reports, medical transcription, memos, business letters and articles.

Microsoft Word allows the medical assistant to produce a document needed quickly and easily.



Simple Word Processing Features

Insert Text

We can insert text anywhere in the document.

Delete Text

We can erase characters, words, lines, or pages easily.

Cut And Paste

We can remove (cut) a section of text from one place in a document and insert (paste) it somewhere else.

Copy

We can copy any word, line, paragraph or page anywhere else in the file.

Spell Check

Spell check is very important feature of most word processing programs. Medical spell checkers can be added to most word processing programs and can be used to check medical terminology in word-processed documents.

Importing And Exporting Data

Importing and exporting Data allow users to carry a text file into another compatible application program.

Page Formatting

In page formatting we can decorate or document by different font style, text size, colors, highlighting, aligning the text, making text Bold, Italic, underline, or by creating the line numbers or bullets.

Page Size And Margins

We can define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.

Search And Replace

We can search for a particular word. We can also direct the word processor to replace one group of characters with another word everywhere in the document.

Word Wrap

The word processor automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the margins.

Print

We can print our document to get hardcopy.