



Coffee Break

Question on Software or Operating system.

Quick Control Panel Access

This is a simple task that many would not think of applying. Create a shortcut to the Control Panel. If you access the control panel often to remove unwanted programs. Creating a shortcut would save you the task of the double entree to get there. Most on the start menu allow you to make a shortcut to the desktop by right clicking the mouse button and choosing the option Send to Desktop. The control panel listing does not show that option.

The screenshot shows the Windows Start menu for a user named Tom. The Start menu is open, displaying a list of programs and folders. The 'Control Panel' item is highlighted in blue. A red arrow points from the 'Control Panel' item to the desktop, indicating the drag-and-drop action. Another red arrow points from the 'Control Panel' item to the text 'Clicking the shortcut instantly opens the control panel.' A red circle with the number '1' is placed over the Start button in the taskbar. A red circle with the number '2' is placed over the 'Control Panel' item in the Start menu.

(1) Left click the [Start] button.

(2) Move up to [Control Panel], lift click and simply drag the the Icon to the desktop.

The original Icon will stay there but will make a short cut on the desktop.

Clicking the shortcut instantly opens the control panel.