

Lesson 3: Changing the Settings and Customizing the Desktop

Definitions of Key Words

- **Background:** A pattern or picture that can be used on the desktop.
- **Control Panel:** A program accessed from the Start menu that provides specialized features used to change the way Windows looks and behaves.
- **Desktop shortcuts:** Icons you can create and place on the desktop to represent an application, folder, or file. When you click the shortcut icon, the application, folder, or file opens immediately.
- **Desktop theme:** A set of predefined elements, such as icons, fonts, colors, and sounds that determines the look of your desktop.
- **Internet Explorer:** A Web browser used for communication on the Internet.
- **My Computer:** A feature that displays the contents of your computer, provides information about different system resources, and allows you to perform tasks, such as formatting disks and running applications.
- **My Documents:** A personal folder for storing files you create and use.
- **My Network Places:** If connected to a network, it is used to display all connected computers and servers and to browse networked files.
- **Shortcut:** A pointer to an application or document file; double-clicking the shortcut icon opens the actual item to which the shortcut is pointing.
- **Wizard:** A Windows program that simplifies a task by guiding you through a series of prompts and questions.