

Desktop Management Tools

- Windows 10 Settings app
- Control Panel
- RSAT
- Scheduling tasks

The Settings app

Windows 10 continues to use many of the same computer controls that previous Windows versions have included, such as the Control Panel.

However, in Windows 10, many of the Control Panel functions are available in the Settings app.

The Settings app contains several settings that you can use to configure your device. These settings appear in nine different categories: System, Devices, Network & Internet, Personalization, Accounts, Time & Language, Ease of Access, Privacy, and Update & Security. In Windows 8.1, you used the Charms feature to access Settings.

However, Windows 10 does not include the Charms feature. Instead, you can use the Start menu or the taskbar to access the Settings app and other features that were accessible through the Charms feature in Windows 8.1.

You can access the Settings app by using any one of the following steps:

- Open **Action Center**, and in the lower portion, click the **All settings** tile.
- Click **Start**, and then click **Settings** on the menu.
- Type **Settings** in the search box located on the taskbar, and then press the Enter key.

The Settings app page has nine different icons that represent the main categories that you can configure. When you click any of these icons, you will access a page with subcategories that

appear in a console tree on the left side of the page. Depending on the subcategory that you select, more items and configurable settings appear in the details pane.

Using the Control Panel

The Control Panel lets you adjust your computer's settings. Much of the functionality in the new Settings app is also present in the Control Panel.

The Control Panel has been part of every Windows version from Windows 2.0. However, in Windows 10, there are significant changes in the Control Panel. The Settings app replaces many possible configurable actions that were previously in the Control Panel, and it is the quickest way to make configuration changes. However, the Control Panel allows you to make more advanced changes that might not be available in the Settings app.

The Control Panel appears as a File Explorer folder. You can also open Control Panel in any one of the following ways:

- Right-click the Windows Start icon, and then click Control Panel.
- Press the Windows logo key + X, and then click Control Panel.

By default, items in the Control Panel appear in the Category view. However, you can also display items in the Large or Small icon views.

Scheduling tasks

The ability to schedule tasks can be very useful to administrators who are very busy. Windows 10 enables you to configure a scheduled event by using the Task Scheduler. You can use Task Scheduler to schedule simple or complex tasks, either on the local computer or a remote computer.

To open Task Scheduler, click **Start**, and then scroll through the apps list. In the **Windows Administrative Tools** folder, click **Task Scheduler**. To create a basic task, use the following steps:

1. In Task Scheduler, in the **Actions** pane, click **Create Basic Task**.
2. In the **Create Basic Task Wizard**, on the **Create a Basic Task** page, type a Name and Description for your task, and then click **Next**.
On the **Task Trigger** page, specify when you want the task to start. Choose from the following: Daily, Weekly, Monthly, One time, When the computer starts, When I log on, When a specific event is logged. Click **Next**.
3. If you choose a time trigger, you must then specify the time. For example, if you chose Weekly, you must define when during the week, and then click **Next**.
4. On the **Action** page, choose **Start a program**.
5. On the **Start a Program** page, specify the name and location of the program and any

command-line switches for the program, and then click **Next**.

7. On the **Summary** page, click **Finish**. You can optionally select the **Open the Properties dialog for this task when I click Finish** check box to review your task settings.

After you have created your task, you can reconfigure it from the Task Scheduler by following the below steps:

1. Locate your task.
2. Right-click the task, and then click **Properties**.
3. Use the tabbed dialog box to reconfigure the settings, and then click **OK**.

Remote server administration tools (RSAT)

Windows 10 enables you to perform remote server administration by using the RSAT. This toolset provides the complete set of management console snap-ins that enable you to perform all management tasks for your servers, including Dynamic Host Configuration Protocol (DHCP), Active Directory Domain Services (AD DS), Domain Name System (DNS), and many other server roles and features. RSAT also includes the additional Windows PowerShell modules to enable management of many roles from the Windows PowerShell command-line. You can download RSAT from the Microsoft Download website and install them on your Windows 10 administrative workstation