IT Essentials 5.0

5.3.2.24 Lab - Regional and Language Options in Windows 7

Introduction

Print and complete this lab.

In this lab, you will examine regional and language settings.
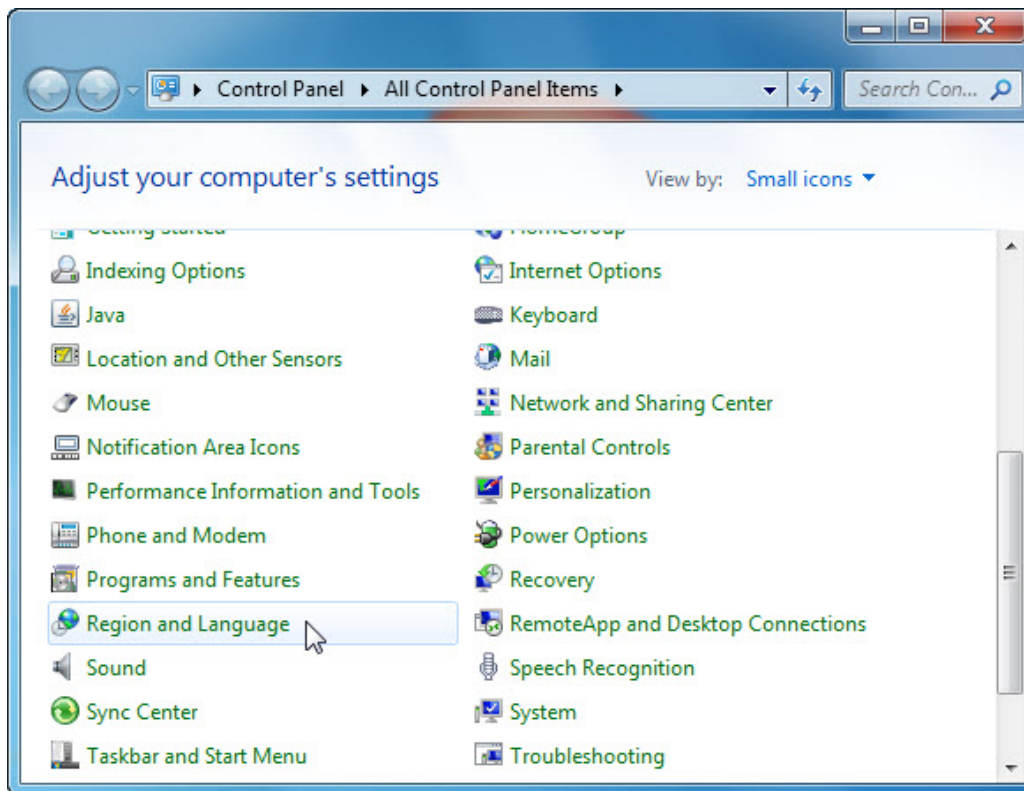
Recommended Equipment
The following equipment is required for this exercise:
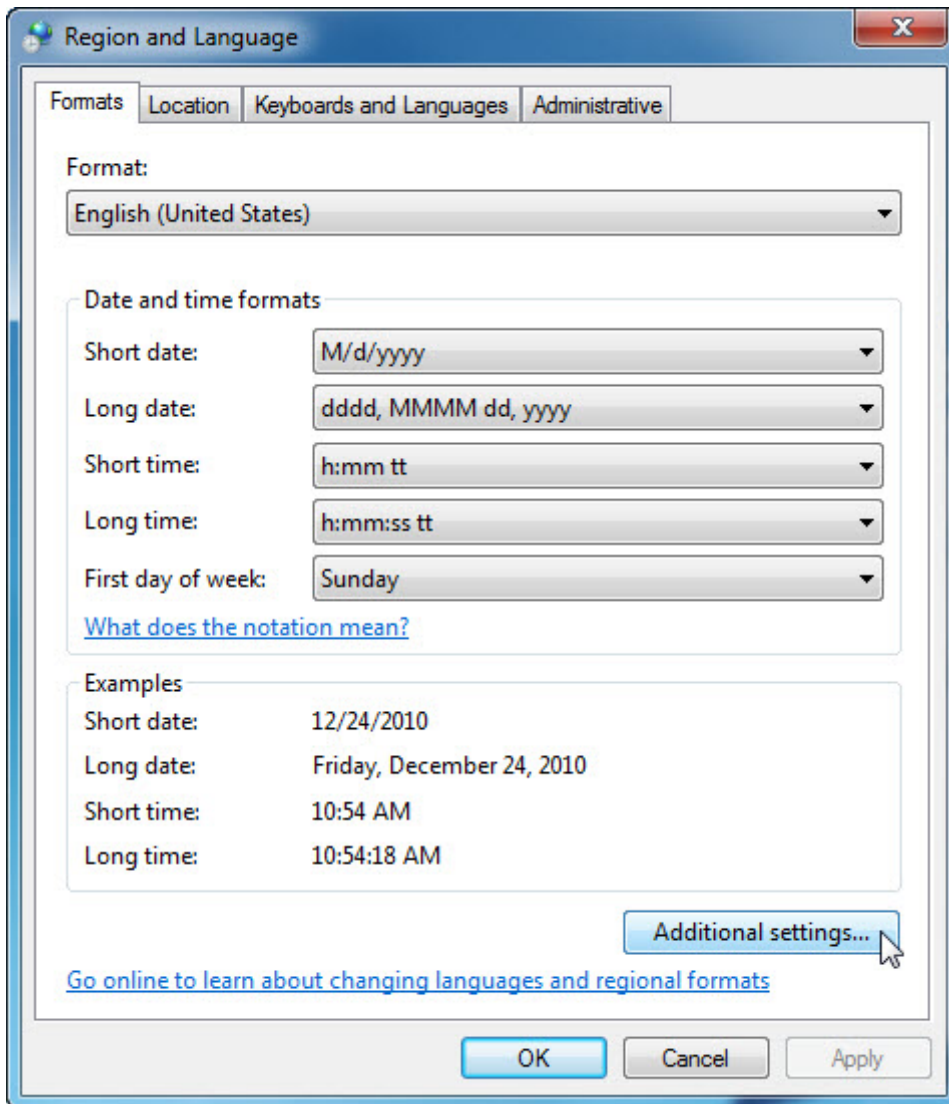   • A computer running Windows 7

Step 1
Log on to the computer.

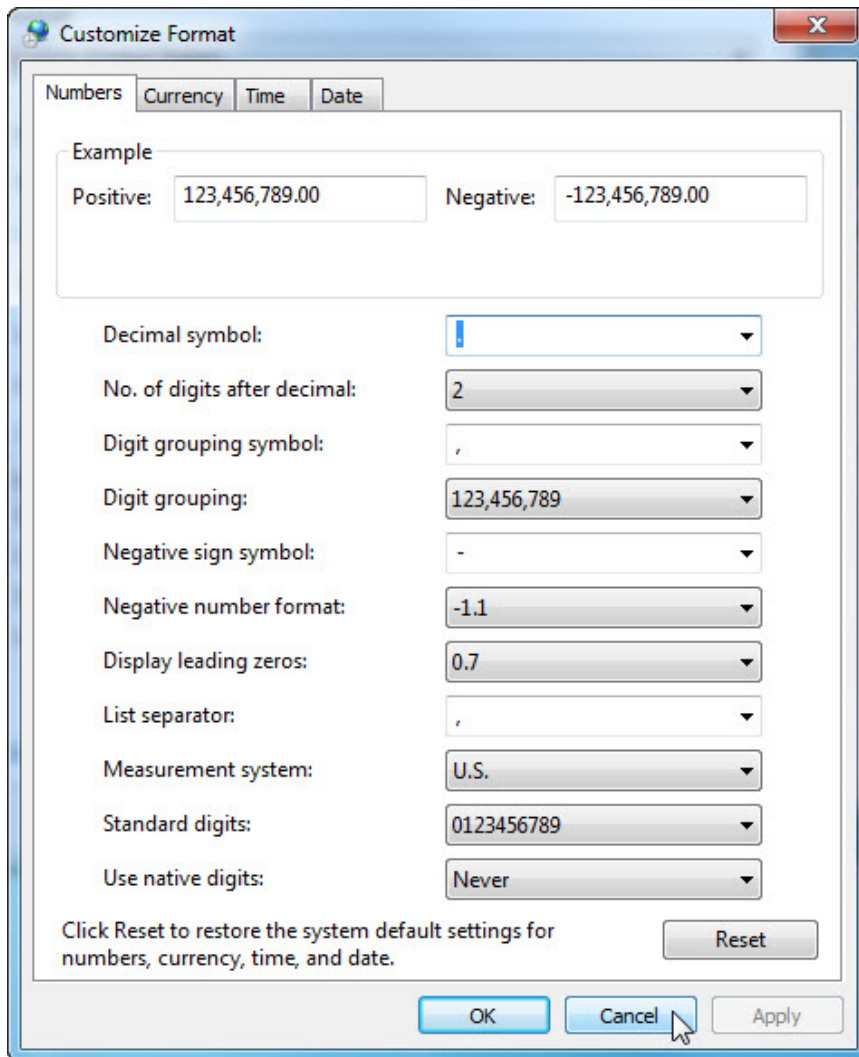Click **Start > Control Panel > Region and Language**.

The "Regional and Language" window opens.
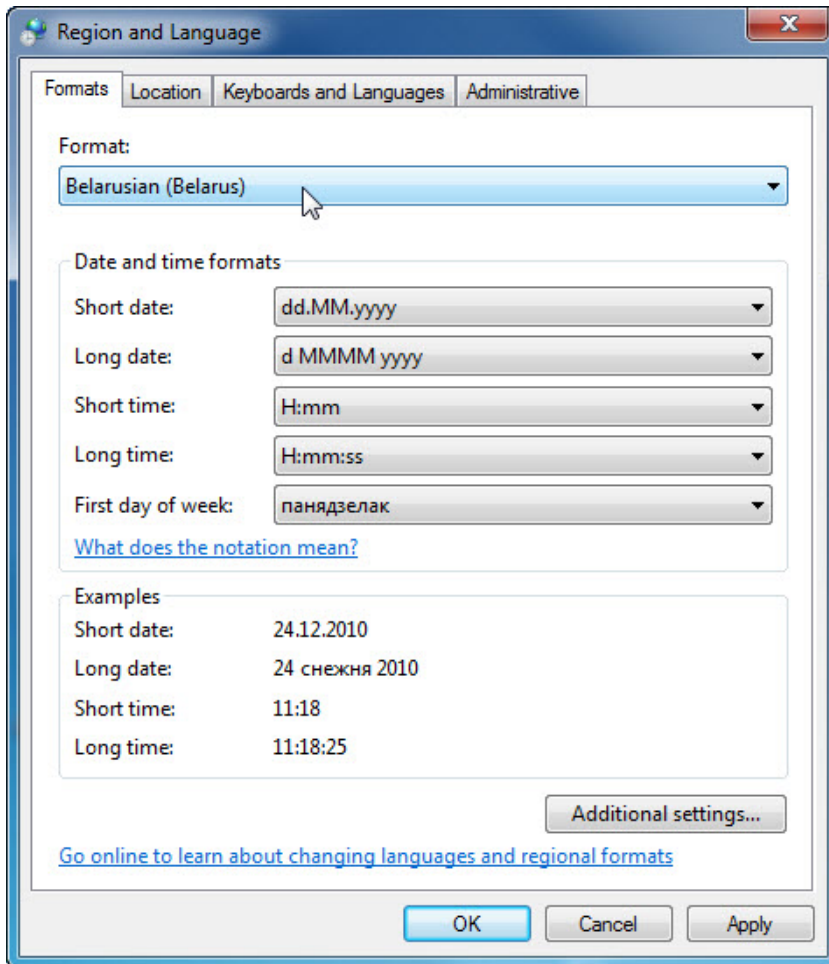
What regional format is being used?

Click **Additional settings**.

The "Customize Format" window opens.

What are the tabs that can be customized?
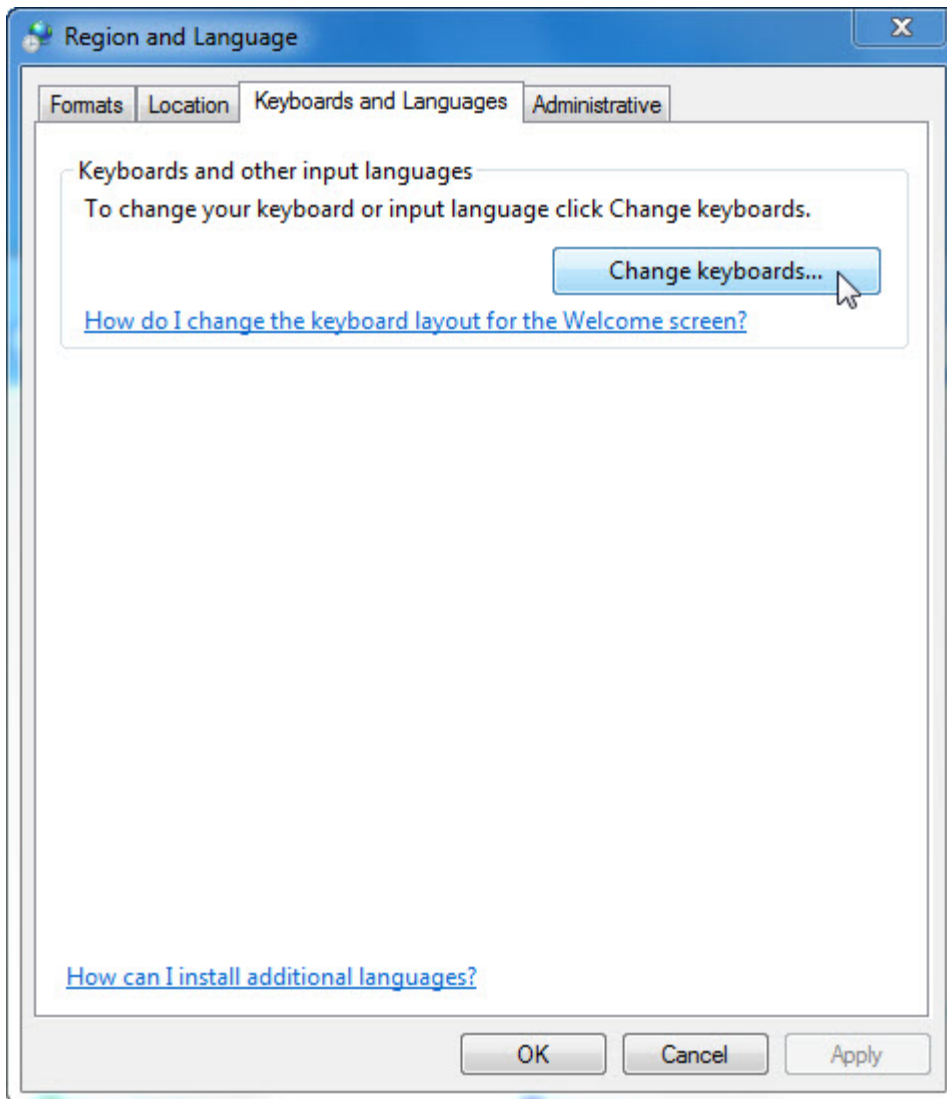

Click **Cancel**.

Click the drop-down menu in "Format" area. Select **Belarusian (Belarus)**.

Notice the changes to the output in the "Examples" area of how data is displayed using this format.
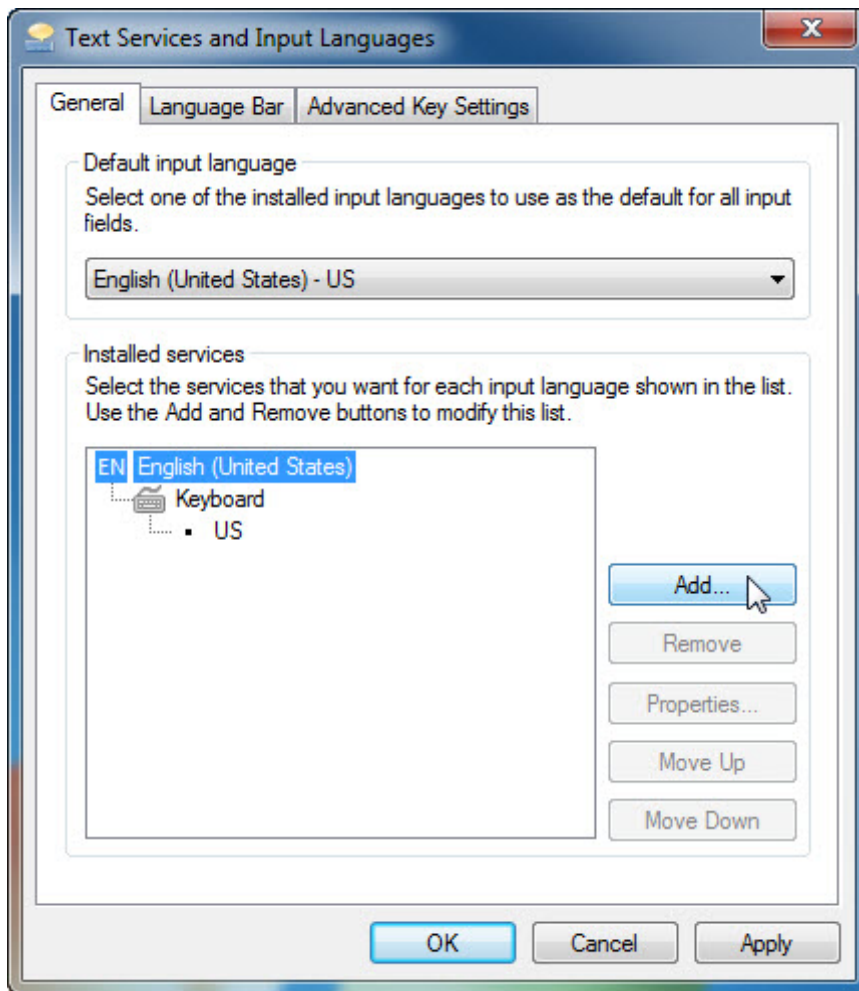
Click the drop-down menu in the "Format" area.
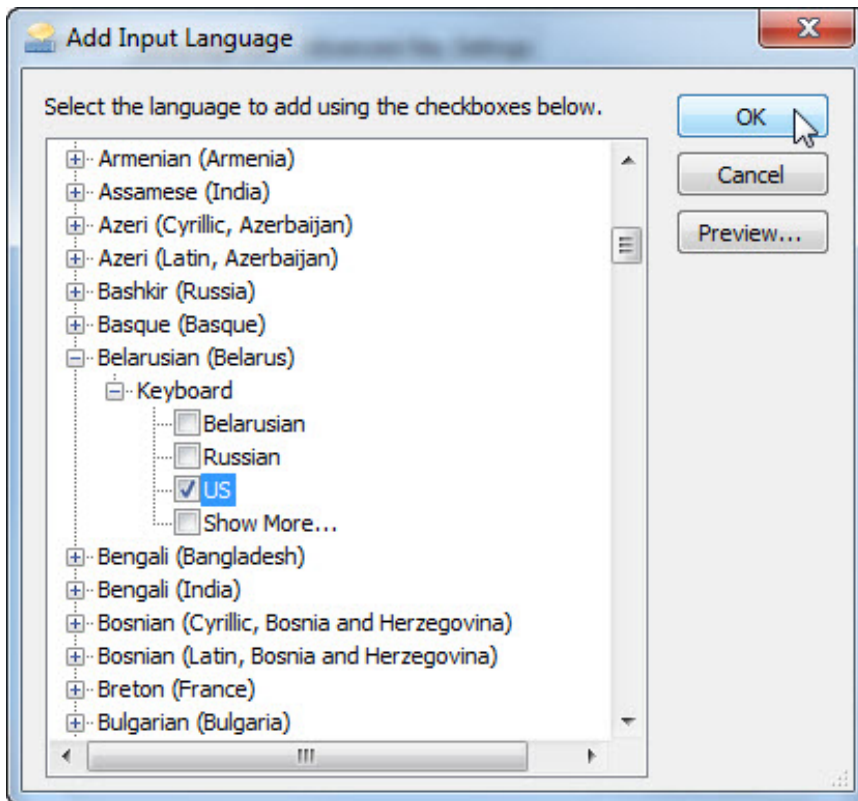
Return the setting to the original format.

Click **Keyboards and Languages** tab **> Change keyboards**.

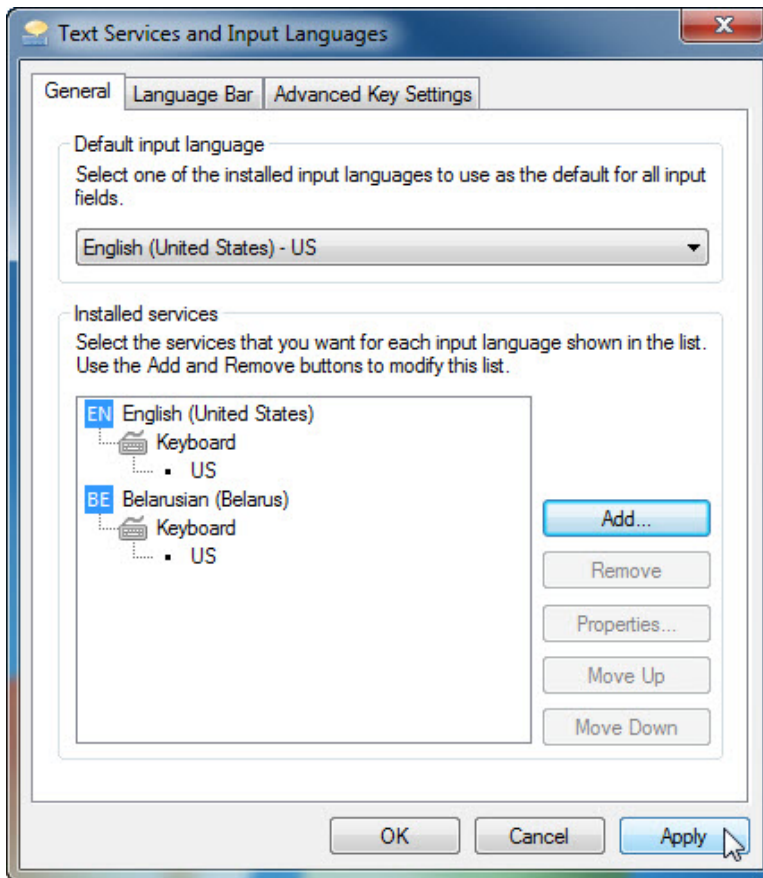The "Text Services and Input Languages" window opens.

Click **Add**.

The "Add Input Language" window opens.

Scroll down the list of options and expand **Belarusian (Belarus) > Keyboard >** select **US > OK**.

Click **Apply** to accept the changes.

The "Text Services and Input Languages" window appears.
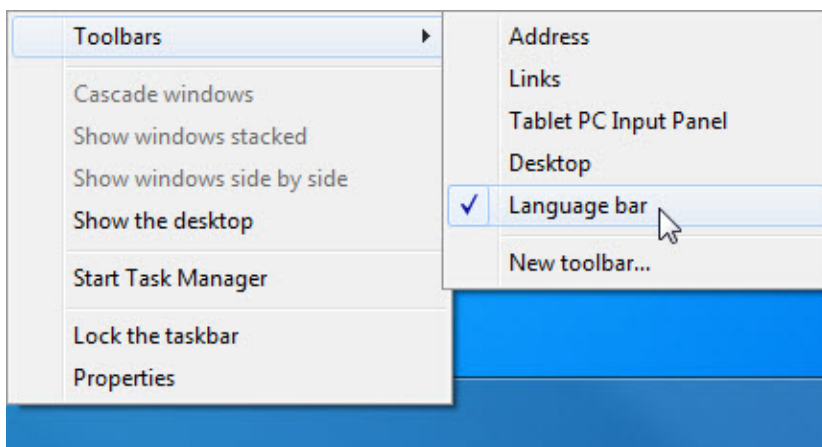
What is the default input language?
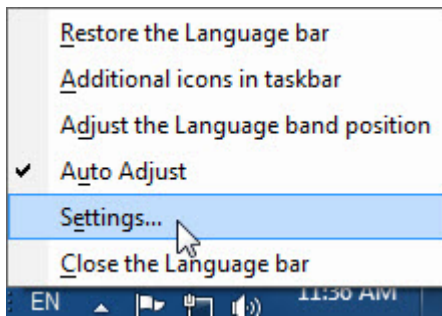
Close all opened windows

Step 2

Right-click the **Taskbar**.

Select **Toolbars > Language bar** to ensure that the Language bar is shown in the Taskbar.
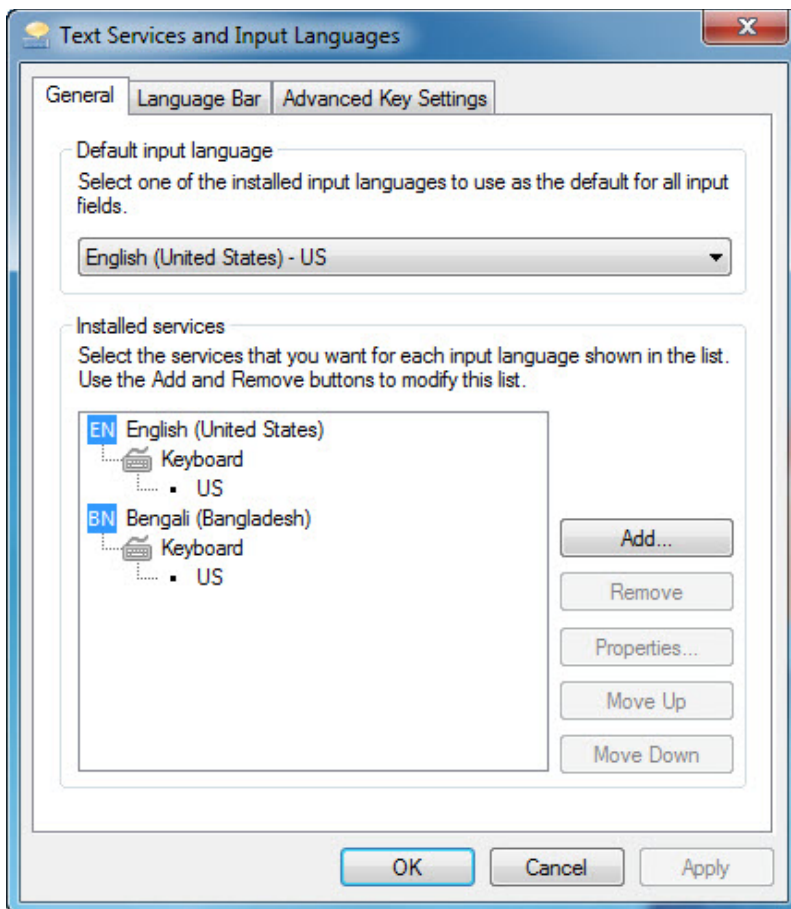

Right-click the **Language bar** in the Taskbar.

Select **Settings**.

The "Text Service and Input Languages" window opens.

What is the Default input language?

Close all open windows.