IT Essentials 5.0

5.3.2.25 Lab - Regional and Language Options in Windows Vista

Introduction

Print and complete this lab.

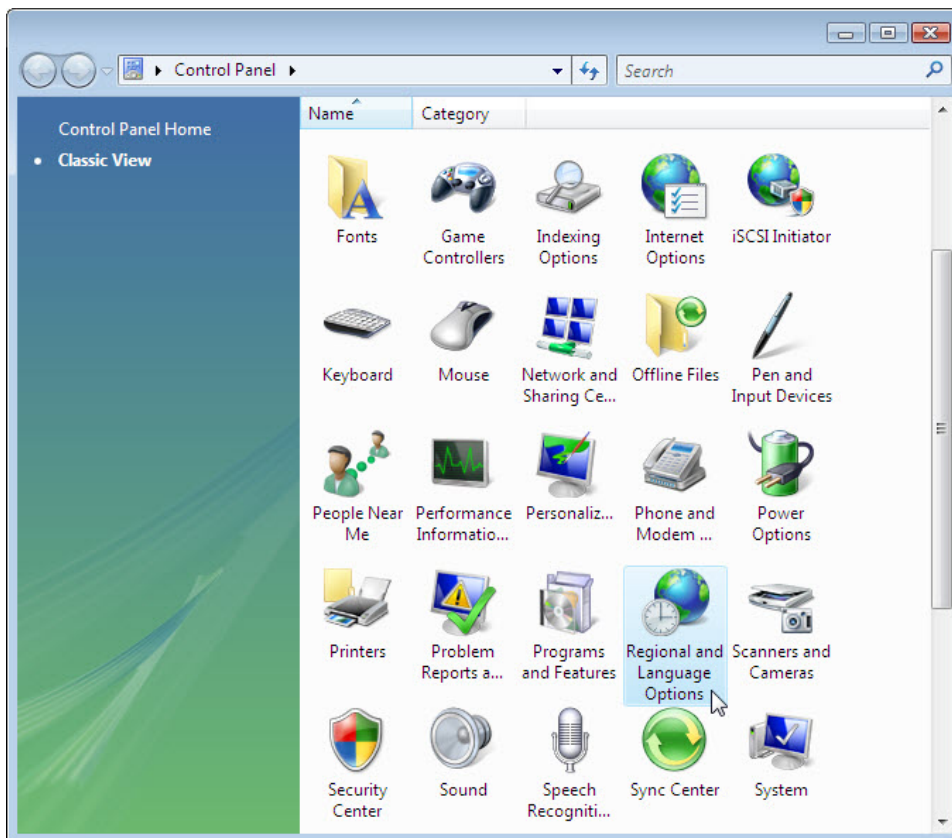In this lab, you will examine regional and language settings.

Recommended Equipment
The following equipment is required for this exercise:
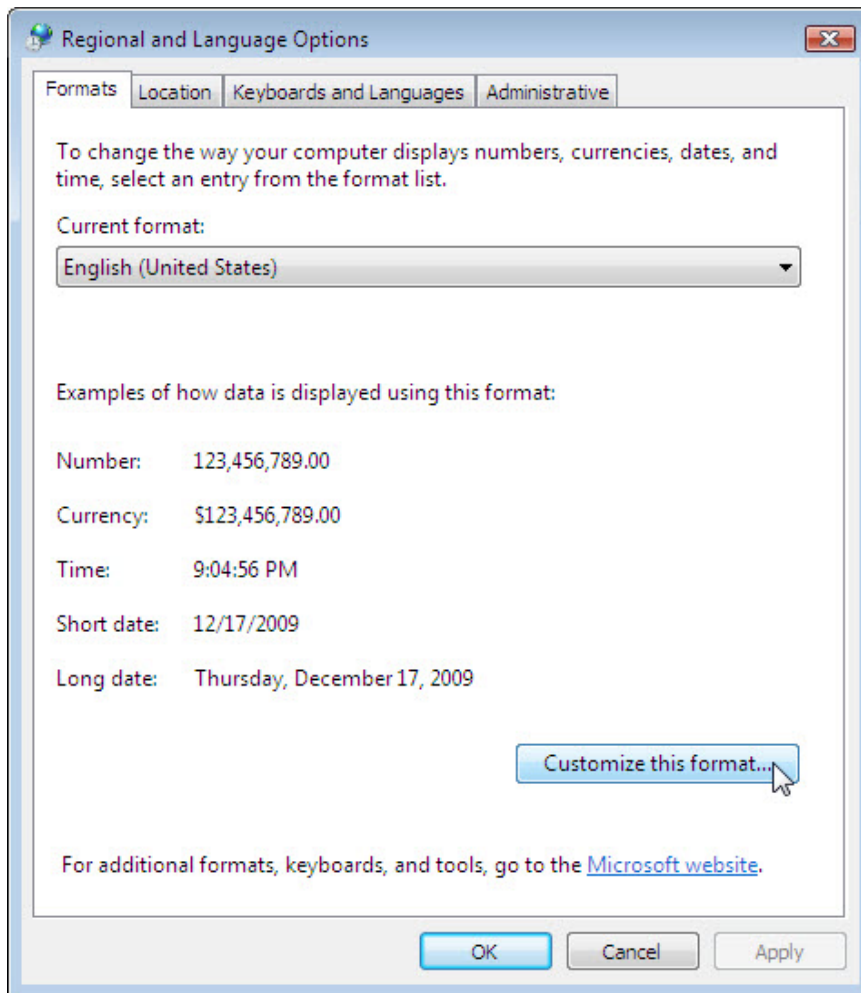- A computer running Windows Vista

Step 1
Log on to the computer.

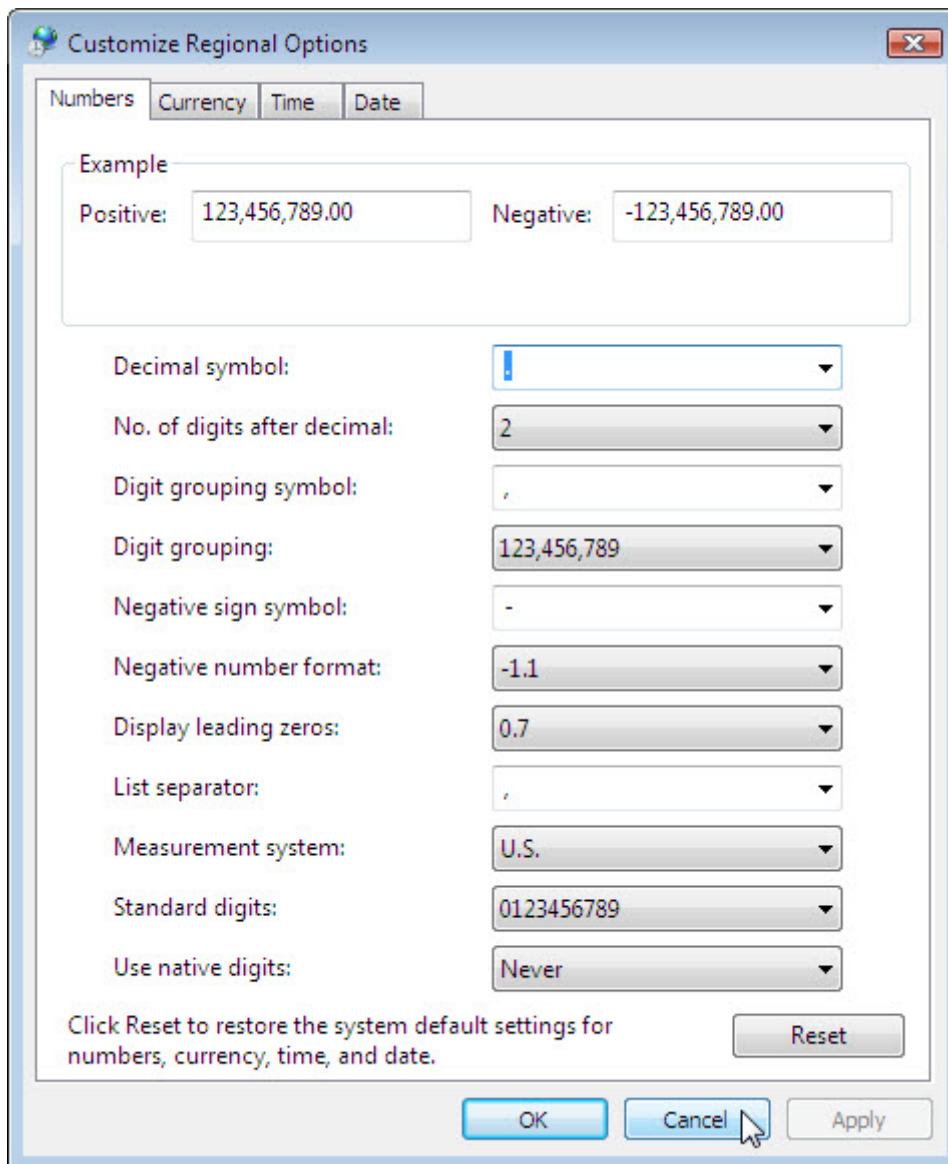Click **Start > Control Panel > Regional and Language Options**.

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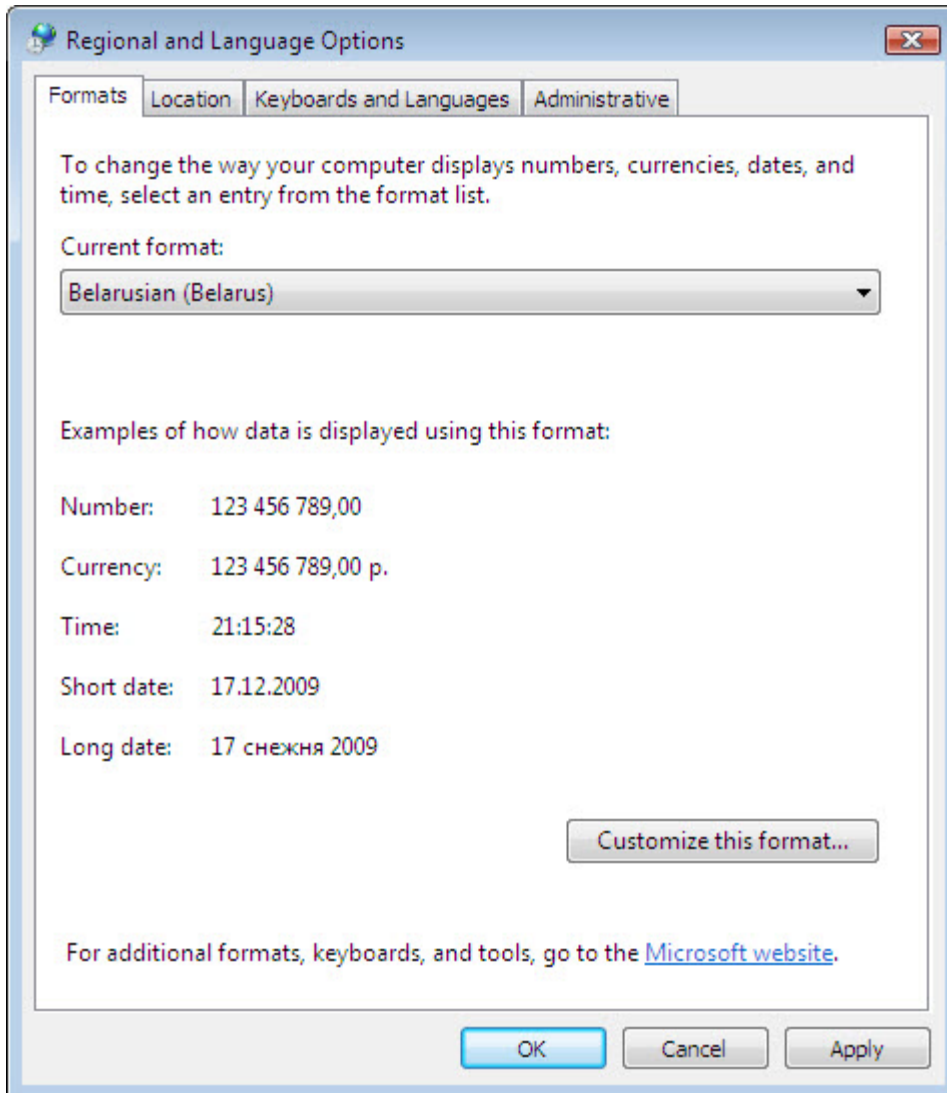
What regional options format is being used?

Click **Customize this format**.

The "Customize Regional Options" window opens.

What are the tabs that can be customized?
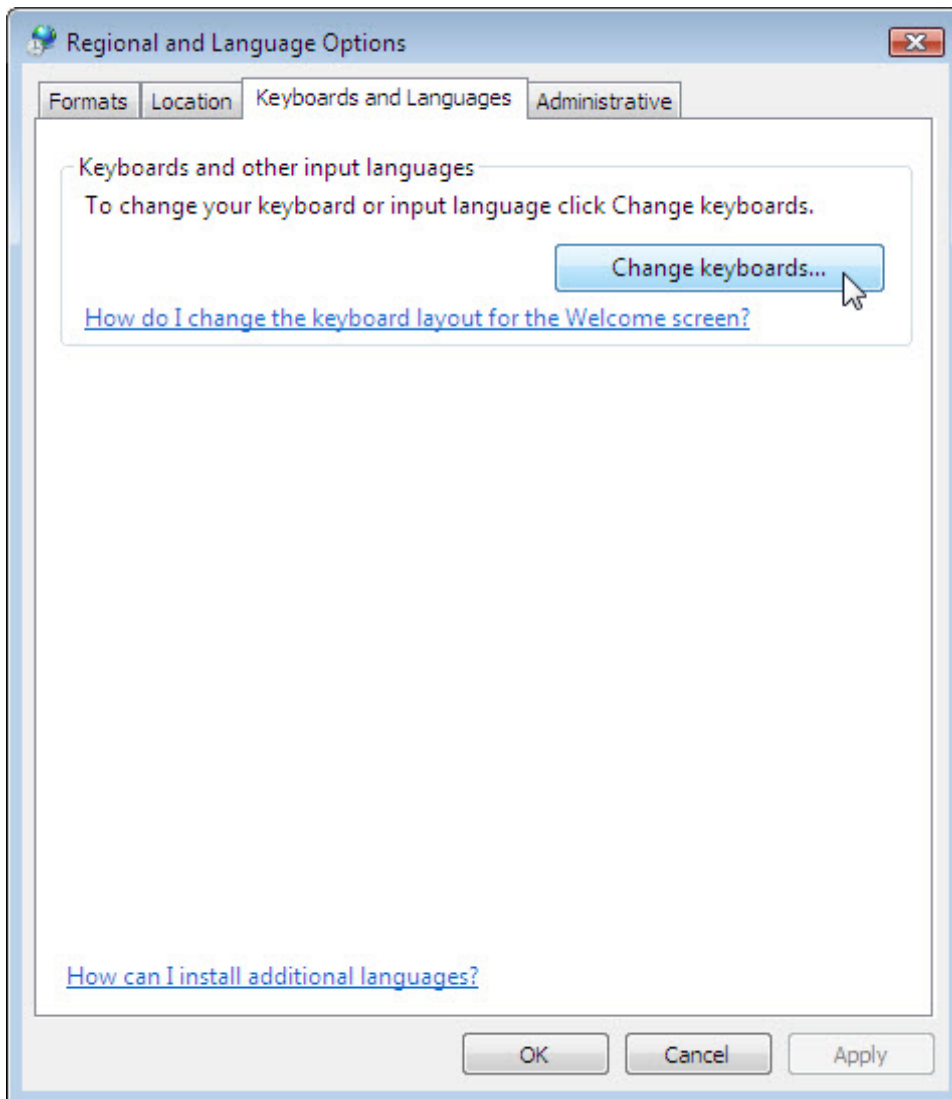

Click **Cancel**.

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

Notice the changes to the output in the "Example of how data is displayed using this format:" fields.
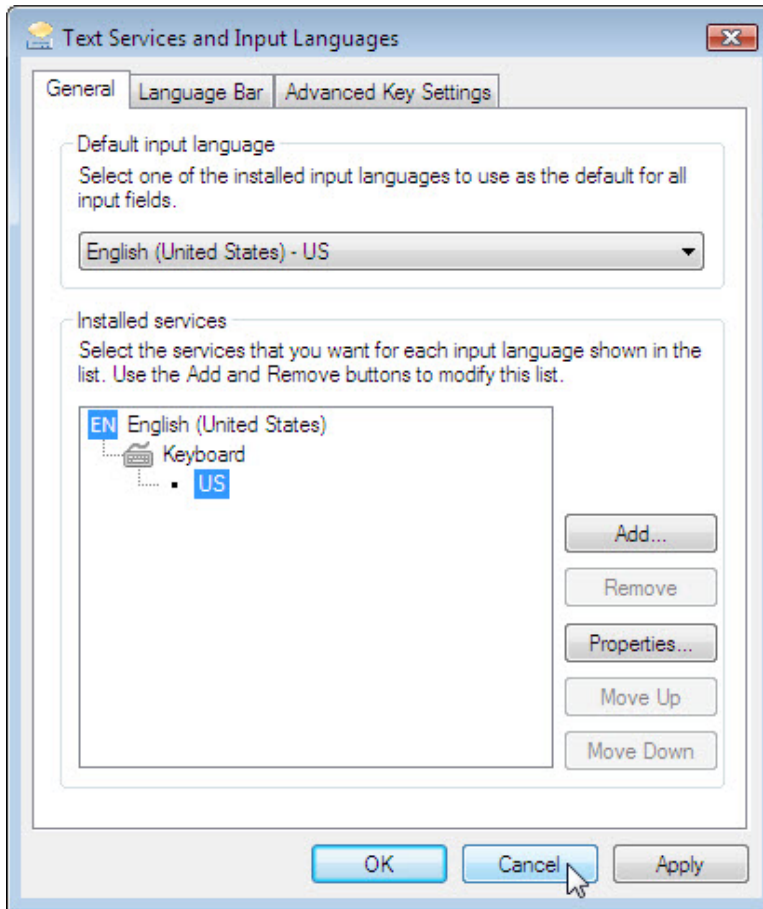
Click the dropdown menu in the "Current format" area.

Return the setting to the original format.

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

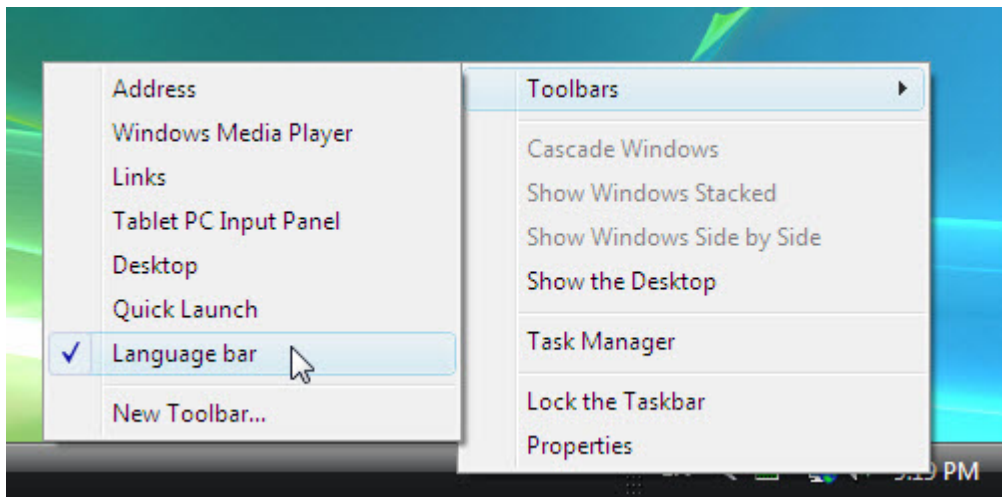The "Text Services and Input Languages" window opens.

What is the default input language?

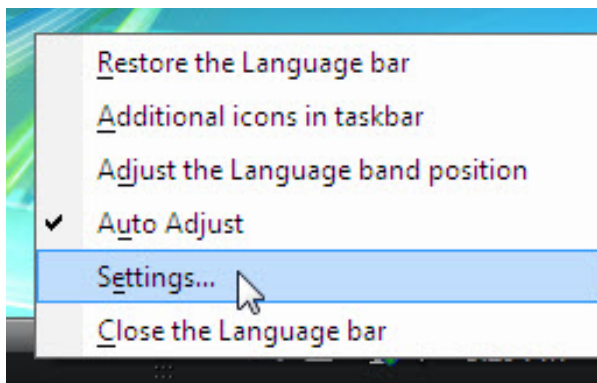Click **Cancel > Cancel** to close all opened windows.

Step 2

Right-click the **Taskbar**.

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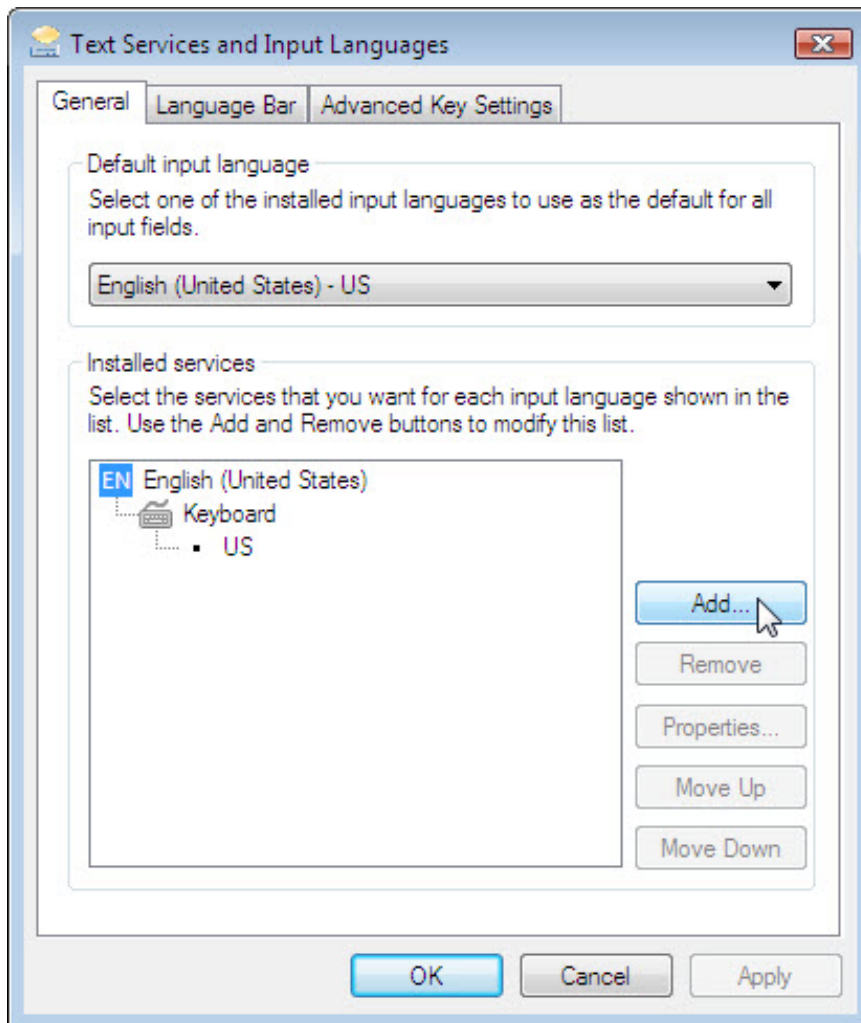
Right-click the **Language bar** in the Taskbar.

Select **Settings**.

The "Text Services and Input Languages" window opens.

What is the Default input language?

Close all open windows.