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.

🐓 Regional an	d Language Options	×
Formats Loca	ation Keyboards and Languages Administrative	
To change the time, select a	he way your computer displays numbers, currencies, dates, and an entry from the format list.	
Current form	nat:	
English (Uni	ited States) 🔻	
Examples of	how data is displayed using this format:	
Number:	123,456,789.00	
Currency:	\$123,456,789.00	
Time:	9:04:56 PM	
Short date:	12/17/2009	
Long date:	Thursday, December 17, 2009	
	Customize this format	
For addition	al formats, keyboards, and tools, go to the <u>Microsoft website</u> .	
	OK Cancel App	ly 📄

What regional options format is being used?

Click Customize this format.

The "Customize Regional Options" window opens.

Numbers Currency Time Date				
Positive: 123,456,789.00	Negative: -123,456,78	9.00		
Decimal symbol:	I	•		
No. of digits after decimal:	2	-		
Digit grouping symbol:		+		
Digit grouping:	123,456,789	-		
Negative sign symbol:	-	-		
Negative number format:	-1.1	-		
Display leading zeros:	0.7	0.7 🗸		
List separator:	· ·			
Measurement system:	U.S. 👻			
Standard digits:	0123456789	0123456789		
Use native digits:	Never			
Click Reset to restore the system defa numbers, currency, time, and date.	ault settings for	Reset		

What are the tabs that can be customized?

Click Cancel.

🐓 Regional an	d Language Options	×
Formats Loca	ation Keyboards and Languages Administrative	
To change the time, select a	he way your computer displays numbers, currencies, dates, and an entry from the format list.	
Current form	nat:	
Belarusian (Belarus) 🔻	
Examples of	how data is displayed using this format:	
Number:	123 456 789,00	
Currency:	123 456 789,00 p.	
Time:	21:15:28	
Short date:	17.12.2009	
Long date:	17 снежня 2009	
	Customize this format]
For addition	al formats, keyboards, and tools, go to the <u>Microsoft website</u> .	
	OK Cancel App	у

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.

Language bar Auvanceu	Key Settings
Default input language Select one of the installed input lar input fields.	nguages to use as the default for all
English (United States) - US	-
Installed services Select the services that you want f list. Use the Add and Remove butt EN English (United States) Keyboard	or each input language shown in the ons to modify this list.
	Add
	Add Remove
	Add Remove Properties
	Add Remove Properties Move Up
	Add Remove Properties Move Up Move Down

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.

Address	Toolbars 🔸
Windows Media Player Links Tablet PC Input Panel Desktop Quick Launch	Cascade Windows Show Windows Stacked Show Windows Side by Side Show the Desktop
✓ Language bar	Task Manager
New Toolbar	Lock the Taskbar Properties

Right-click the Language bar in the Taskbar.

4	11	
		Restore the Language bar
		Additional icons in taskbar
2		Adjust the Language band position
	~	A <u>u</u> to Adjust
		S <u>e</u> ttings
		<u>C</u> lose the Language bar

Select Settings.

The "Text Services and Input Languages" window opens.

deneral	Language Bar	Advanced Key	Settings	
Default	input language	e		
Select input fie	one of the insta elds.	alled input langua	iges to use as	the default for all
English	n (United State	es) - US		▼]
Installe	d services			
Select f	the services the	nat you want for e Remove buttons	ach input lang	juage shown in the
	Kala /I lackad)	Chatara)		
	nglisn (United) 🕷 Keyboard	States)		
	US			
				Add
				Remove
				Dressetian
				Properties
				Move Up
				Move Down
				Move Down

What is the Default input language?

Close all open windows.