IT Essentials 5.0

5.3.2.26 Lab - Regional and Language Options in Windows XP

Introduction

Print and complete this lab.

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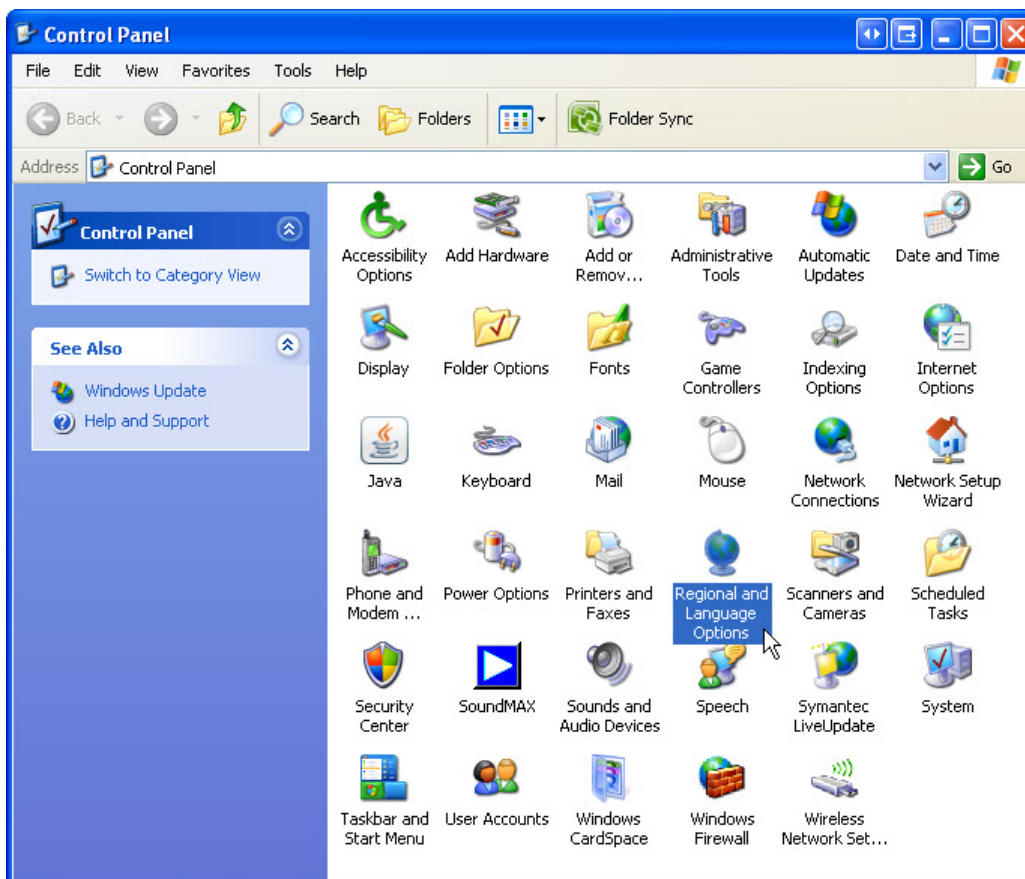
Recommended Equipment

The following equipment is required for this exercise:
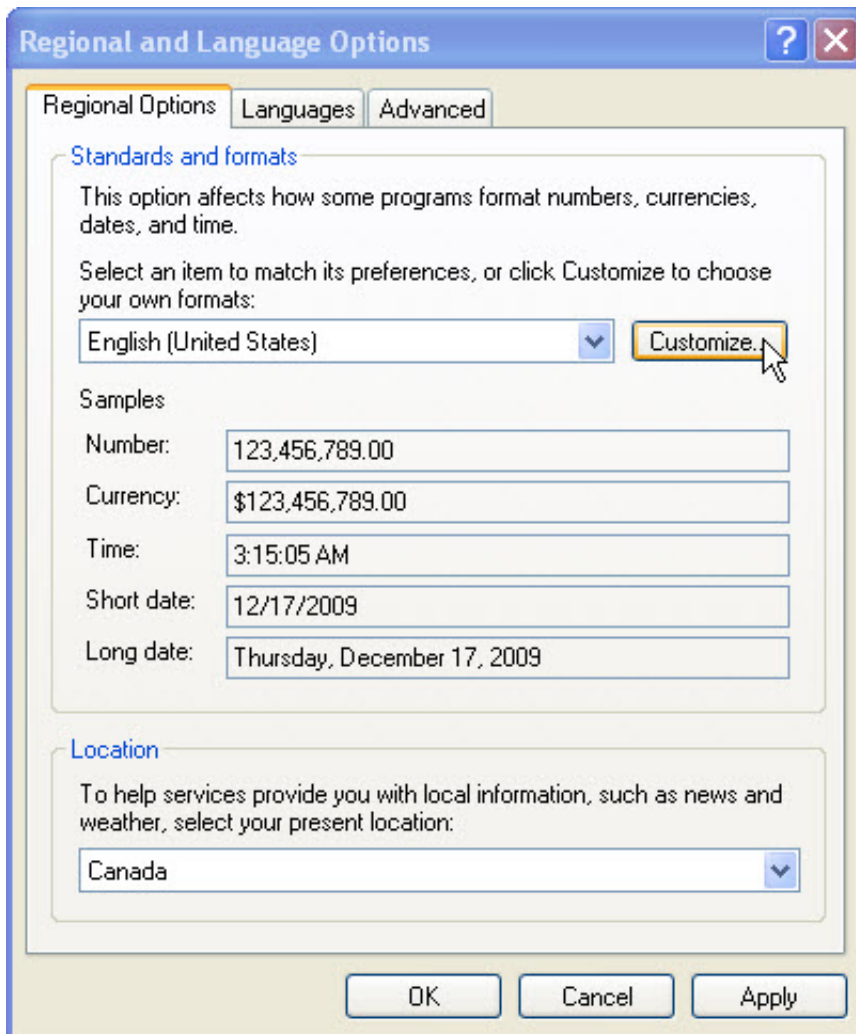
   • A computer running Windows XP Professional

Step 1

Log on to the computer.

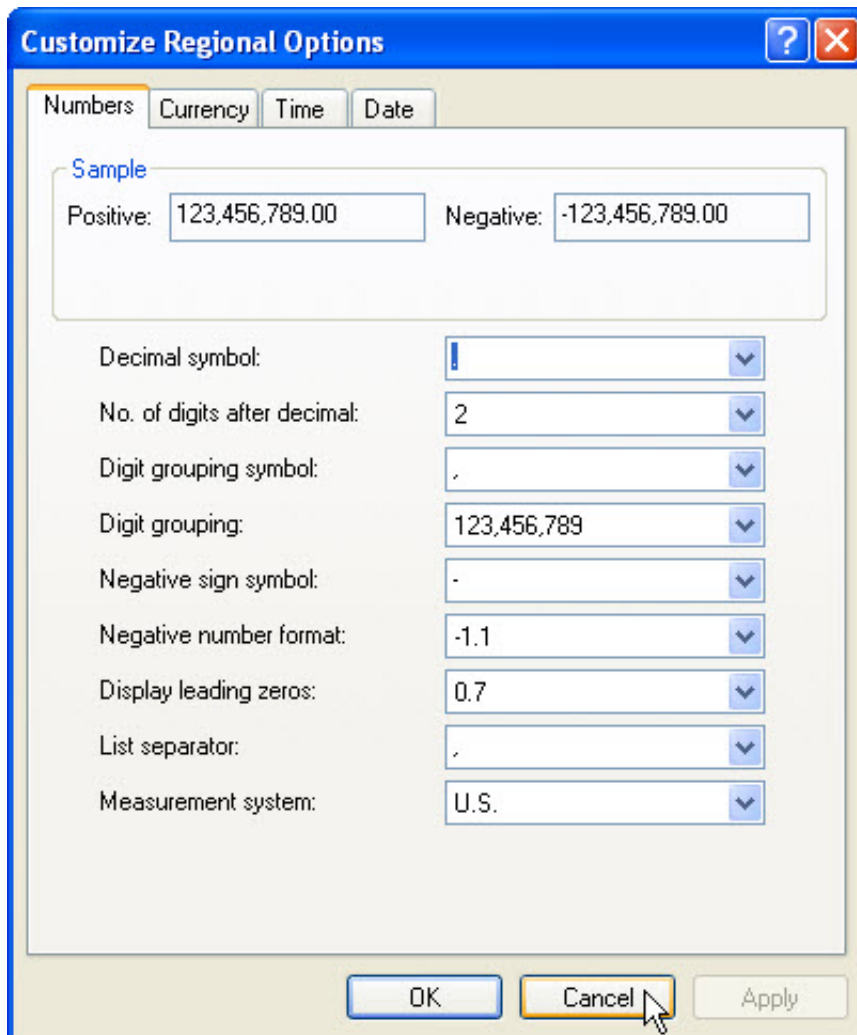Click **Start > Control Panel > Regional and Language Options**.

The "Regional and Language Options" window opens.
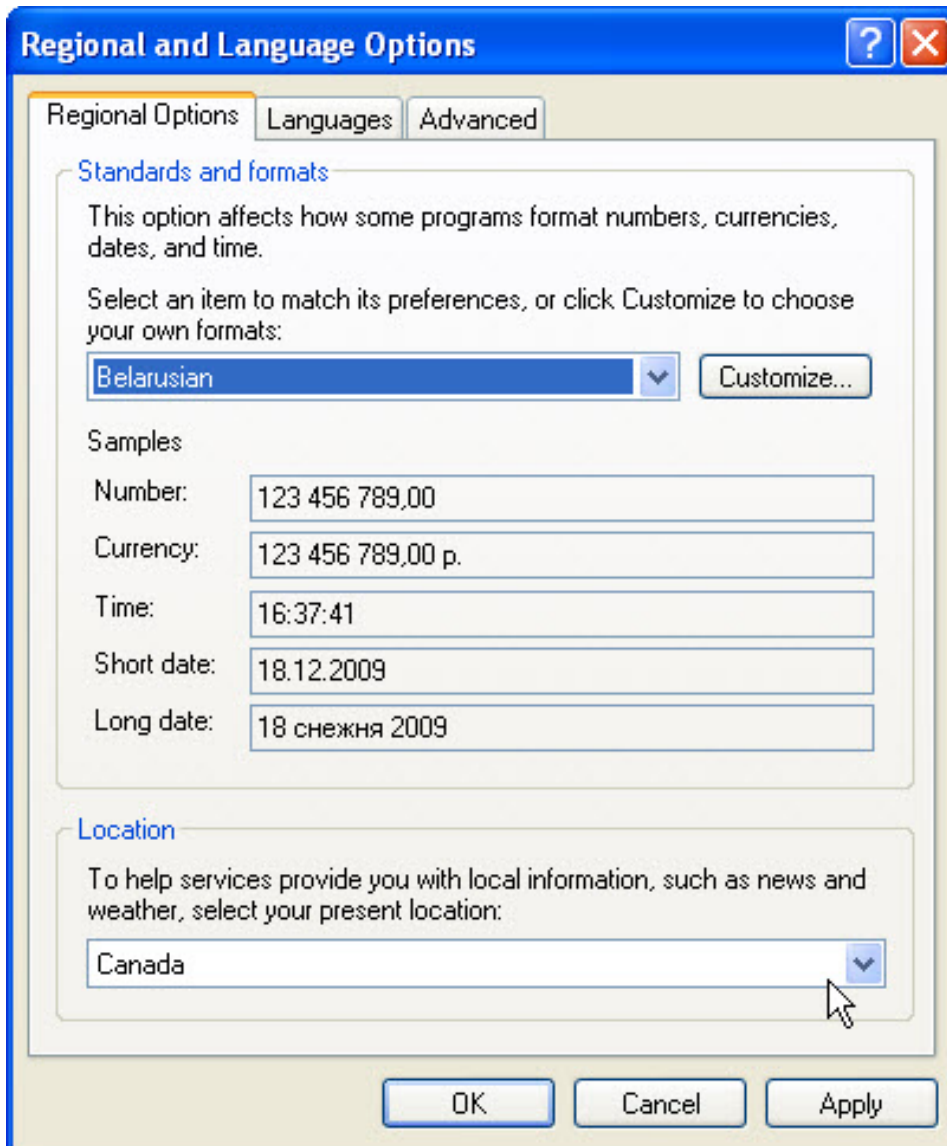

What regional options format is being used?

Click **Customize**.

The "Customize Regional Options" window opens.

Customize Regional Options

Numbers | Currency | Time | Date

Sample

Positive: 123,456,789.00   Negative: -123,456,789.00

Decimal symbol:	.
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
List separator:	,
Measurement system:	U.S.

OK   Cancel   Apply

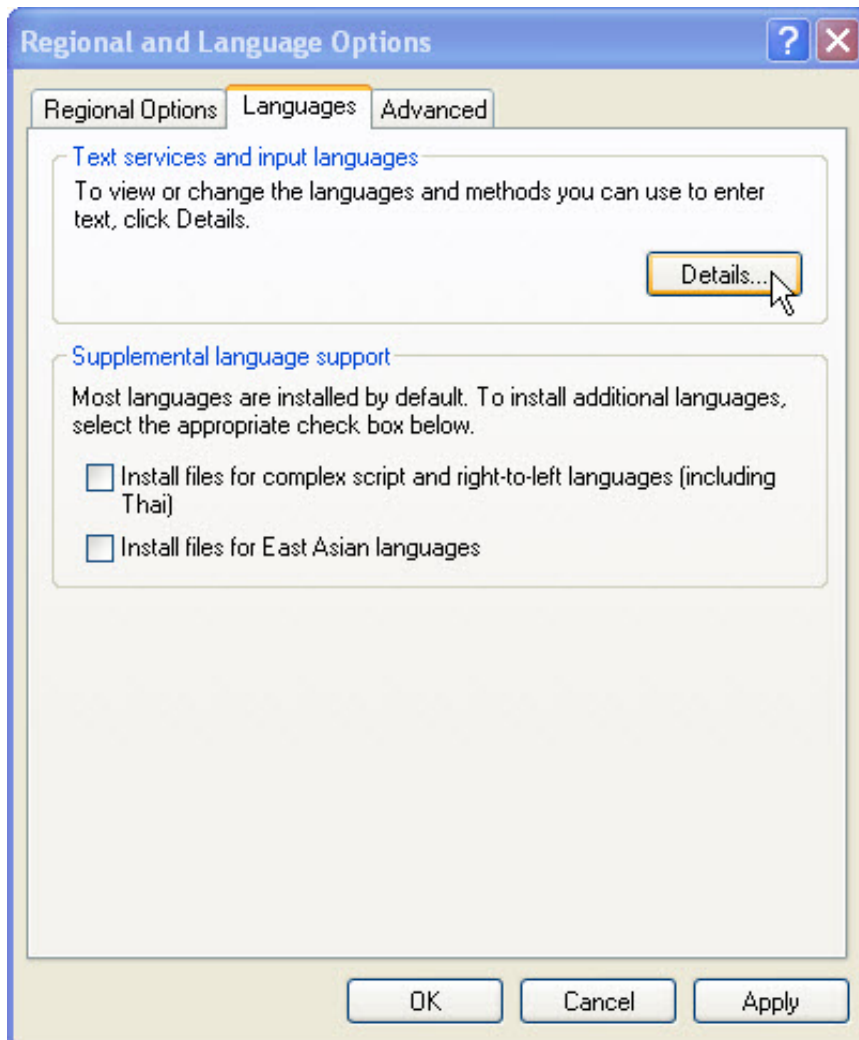What are the tabs that can be customized?

Click **Cancel**.

Click the drop-down menu in "Standards and formats" area. Select **Belarusian**.

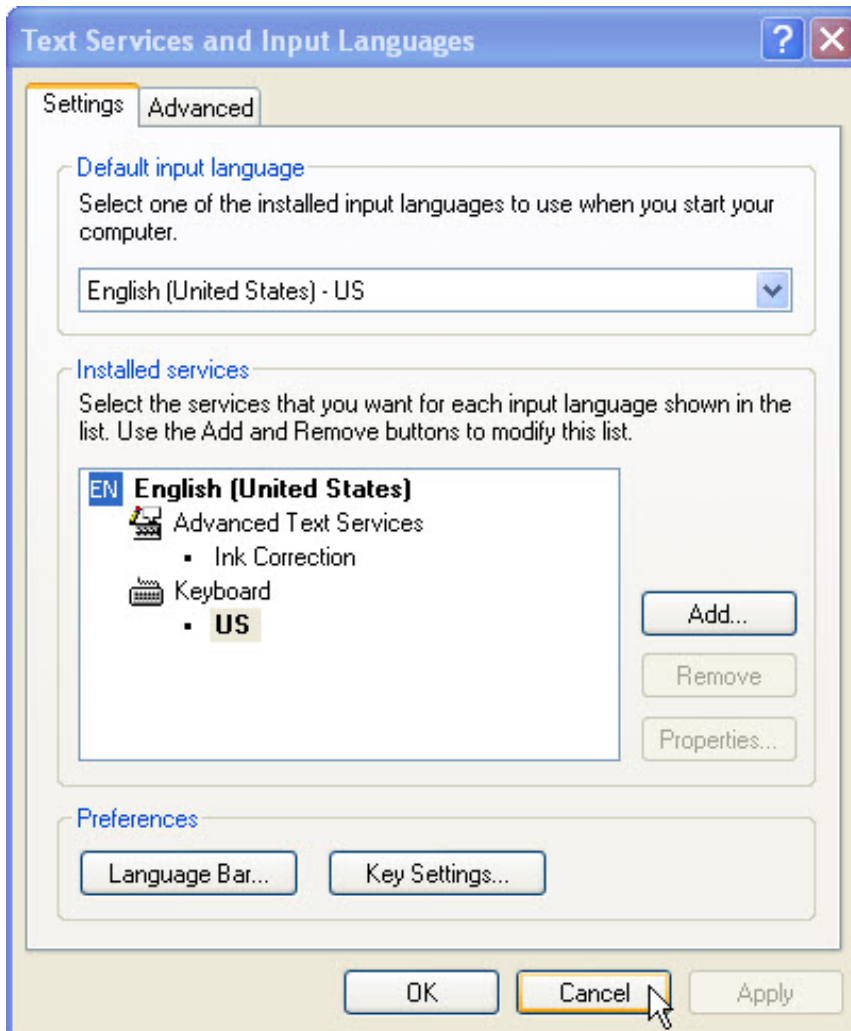Notice the changes to the output in the "Samples" fields.

Click the dropdown menu in the "Standards and formats" area.

Return the setting to the original format.

Click the **Languages** tab **> Details**.
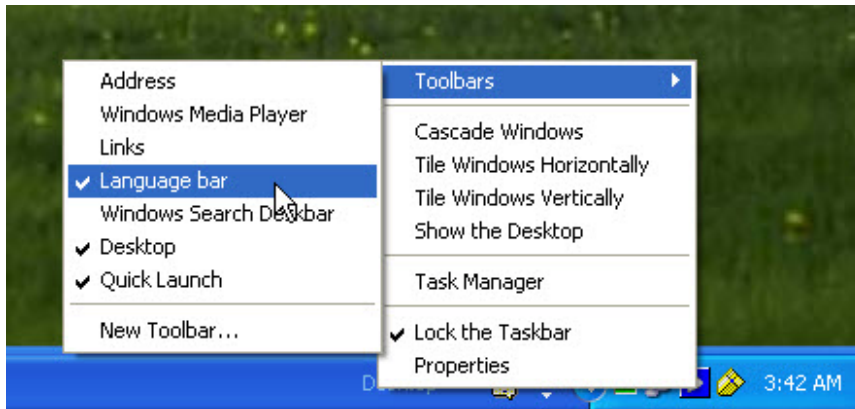
The "Text Services and Input Languages" window opens.

What is the default input language?
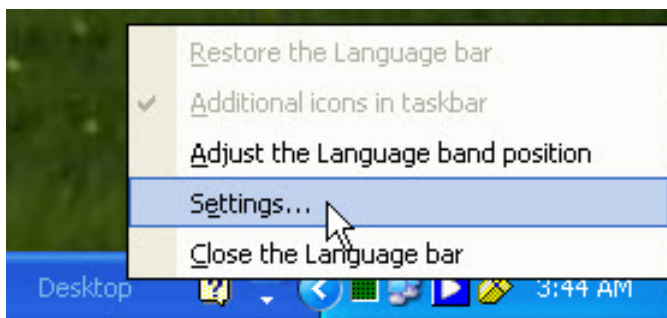

Click **Cancel > Cancel** to close all opened windows.

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.