

# Lab - Region and Language Options in Windows 8

## Introduction

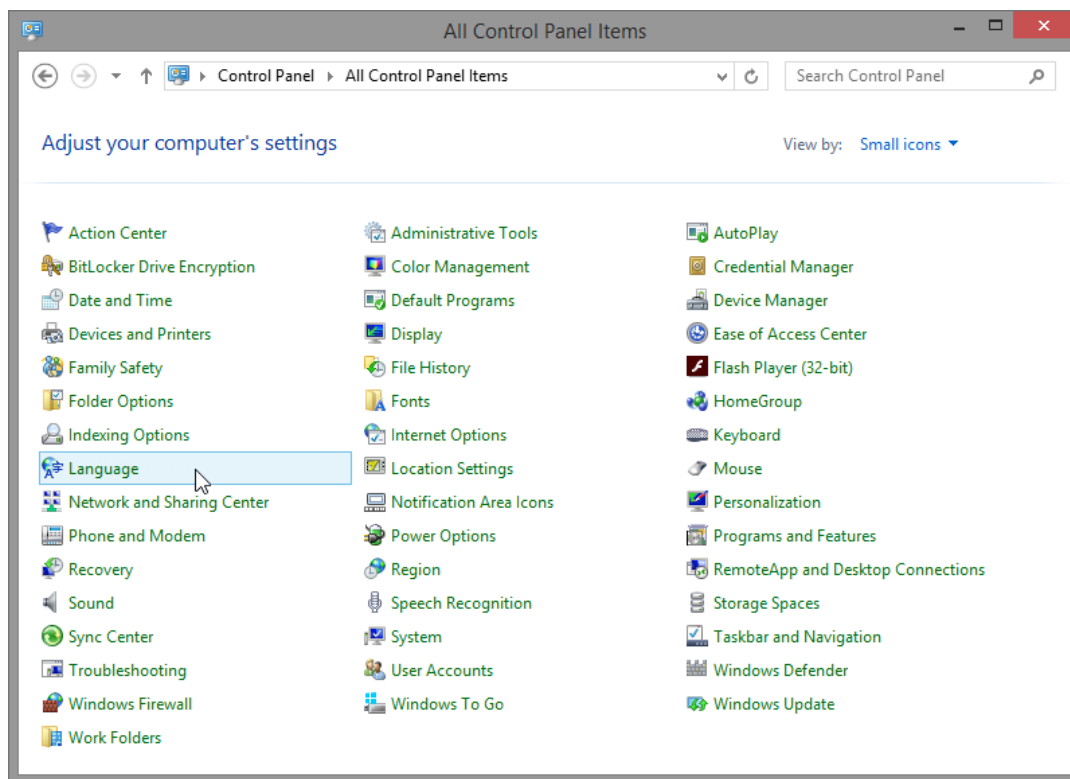
In this lab, you will examine regional and language settings in Windows 8.

## Recommended Equipment

- A computer running Windows 8

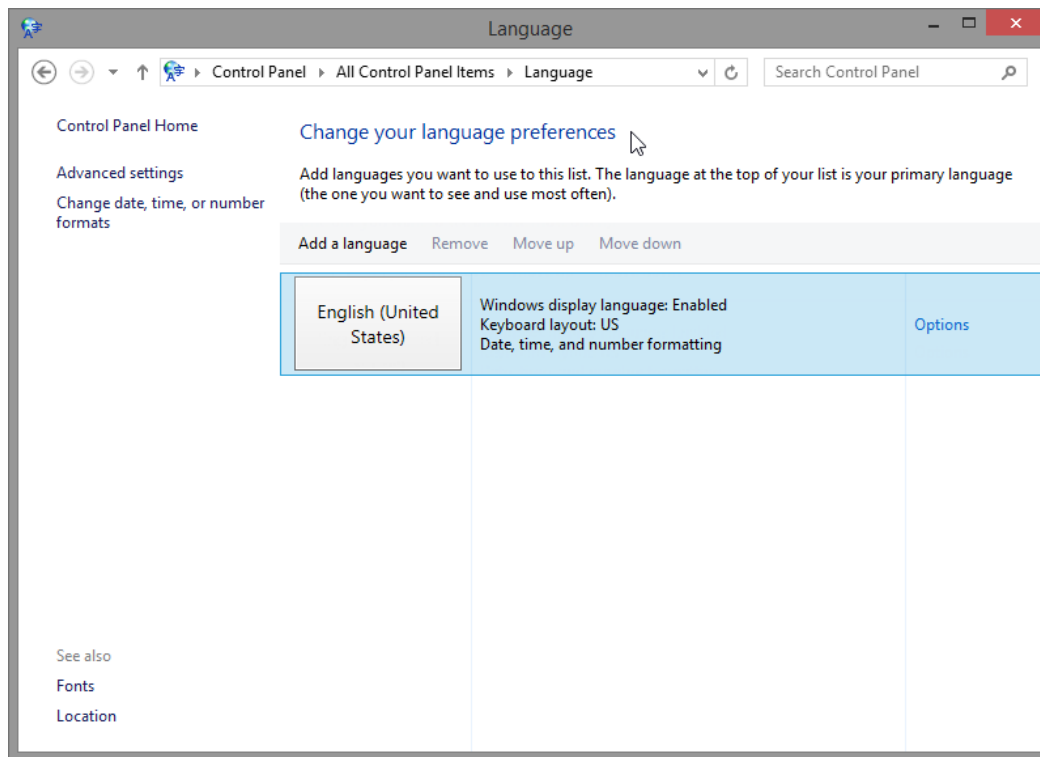
## Step 1: Open the Language and Region Tools.

- Log on to the computer.
- Click **Control Panel > Language**.



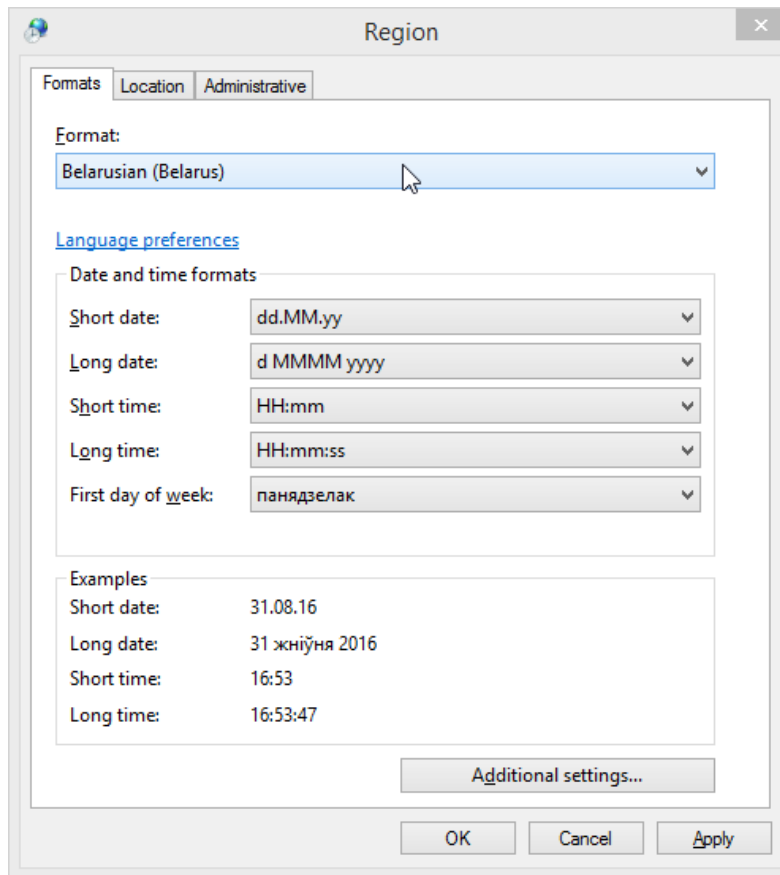
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- c. The **Language** window opens. Click **Change date, time, or number formats**.



What regional format is being used?

- d. The **Region** window opens. Select **Belarusian (Belarus)** from the **Format** drop-down box. Notice how the formats have changed.



What are the tabs that can be customized?

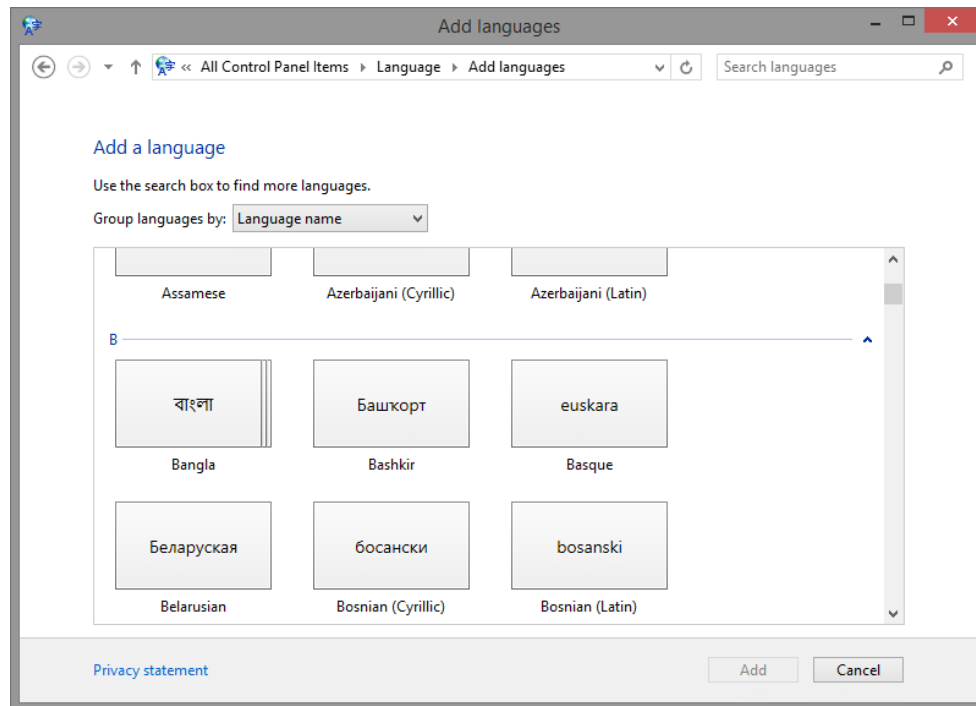
- e. Click **Cancel**.

### Step 2: Add a Keyboard.

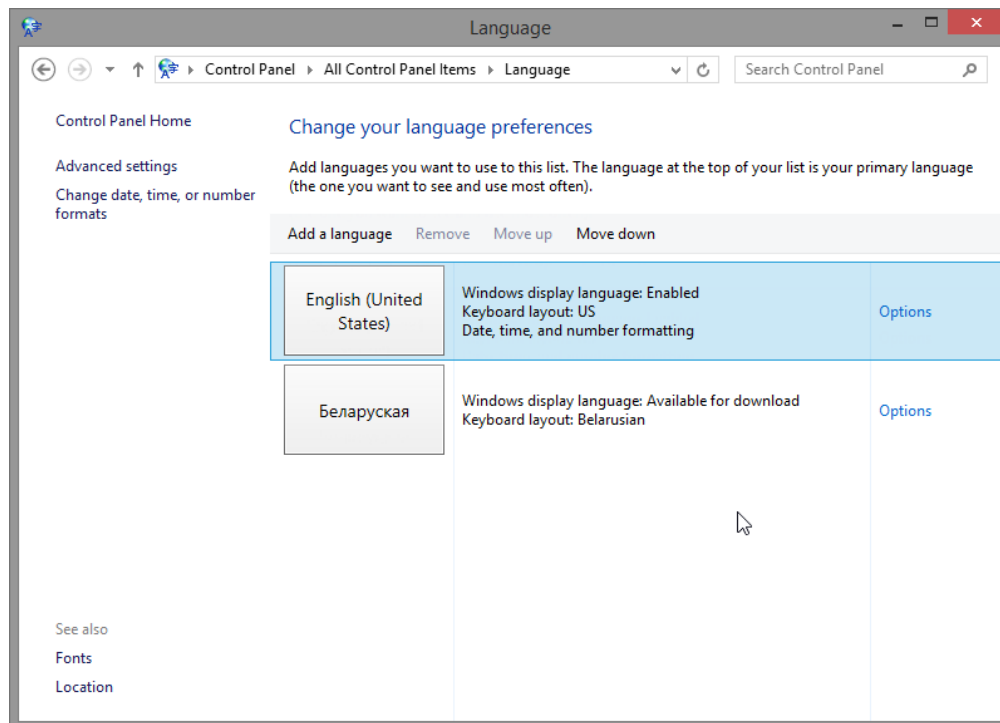
- a. Click **Add a language**.

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- b. The **Add a language** window opens. **Scroll** through the list of languages. Notice the changes to the output in the boxes of how data is displayed using different formats.

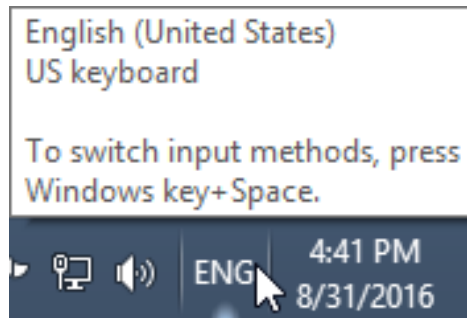


- c. Click **Belarusian** > **Add**.

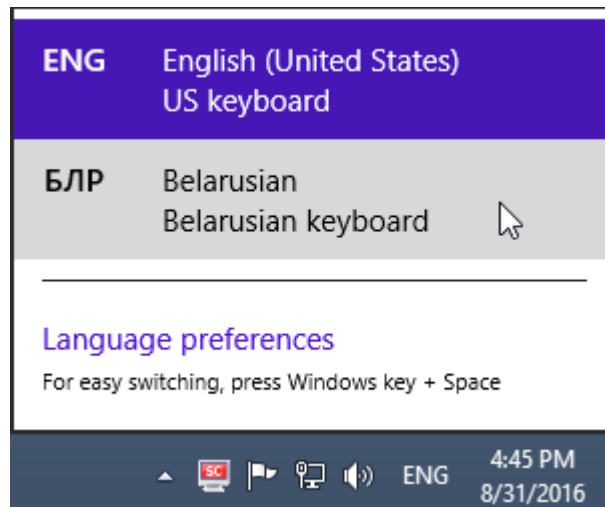


### Step 3: Work with the Taskbar Language button.

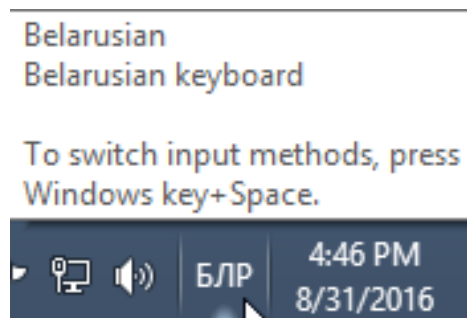
- a. A language button is now displayed on the taskbar. Click the **language** button.



- b. . Click **Belarusian**.

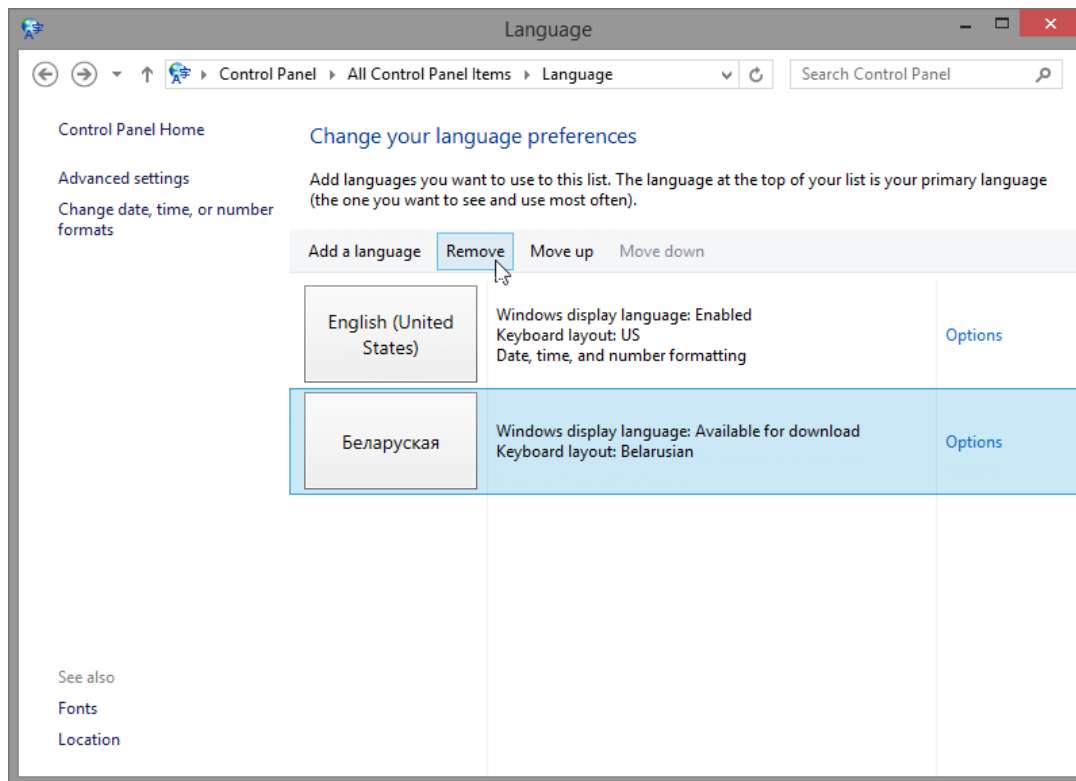


- c. Click the **Language** button again, and change the keyboard back to the default.



### Step 4: Remove the Keyboard

- a. In the **Language** window, select the new keyboard and click **Remove**.



- b. Close all open windows.

### Reflection

Why would someone wish to change the input language of the operating system?