

Lab - Region and Language Options in Windows 7 and Vista

Introduction

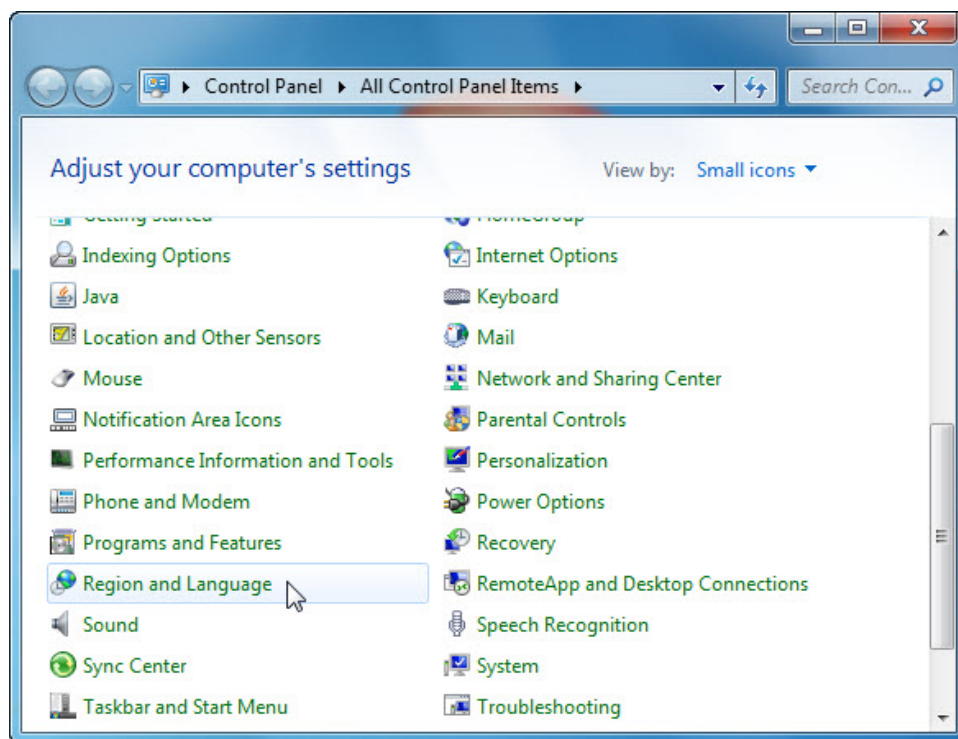
In this lab, you will examine regional and language settings in Windows 7 and Windows Vista.

Recommended Equipment

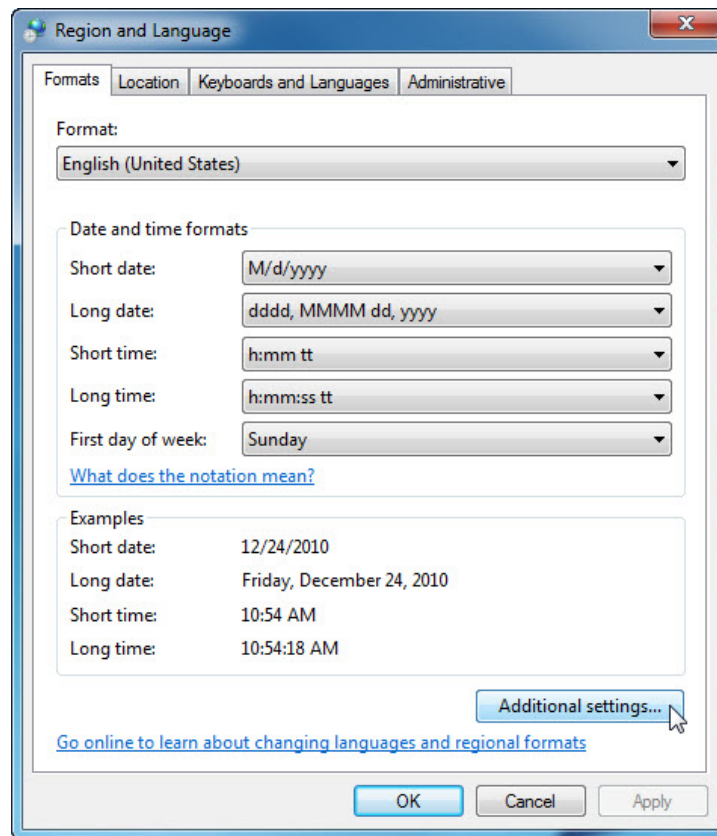
- A computer running Windows 7 or Vista

Step 1: Open with the Region and Language settings on your PC.

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

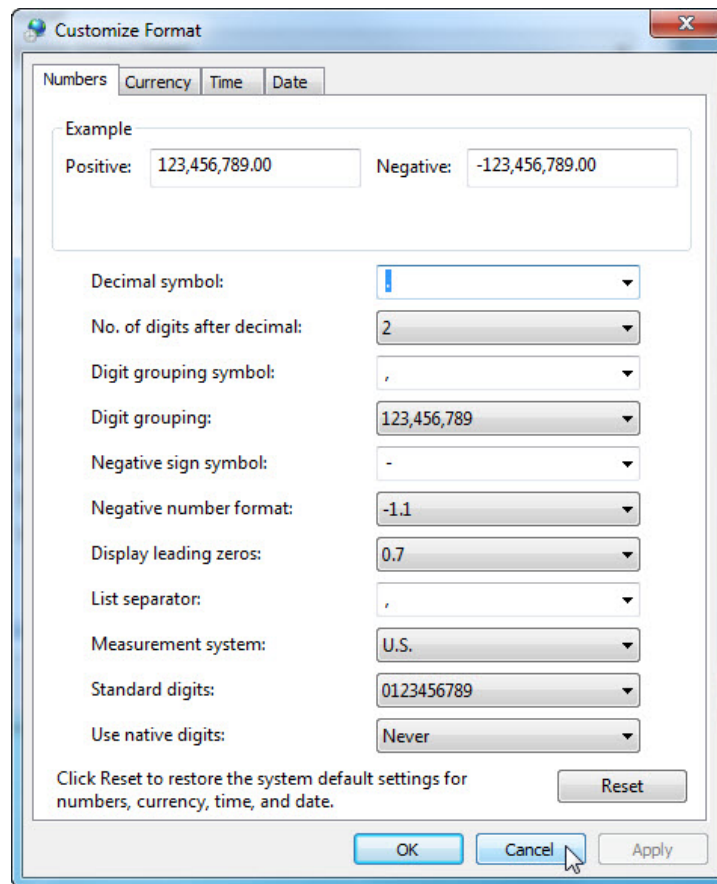


- c. The **Region and Language** window opens.



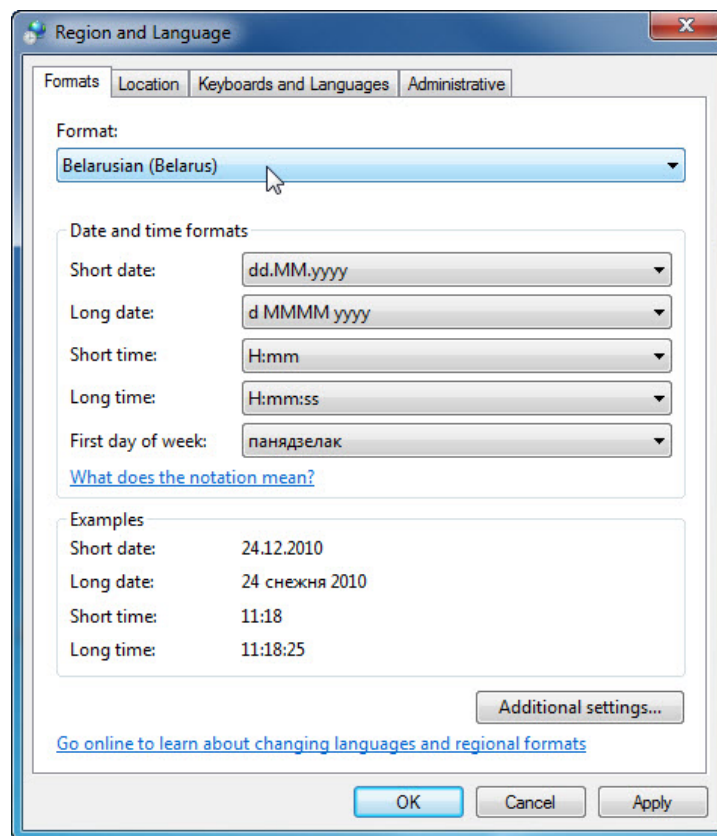
What regional format is being used?

- d. Click **Additional settings**. The **Customize Format** window opens.



What are the tabs that can be customized?

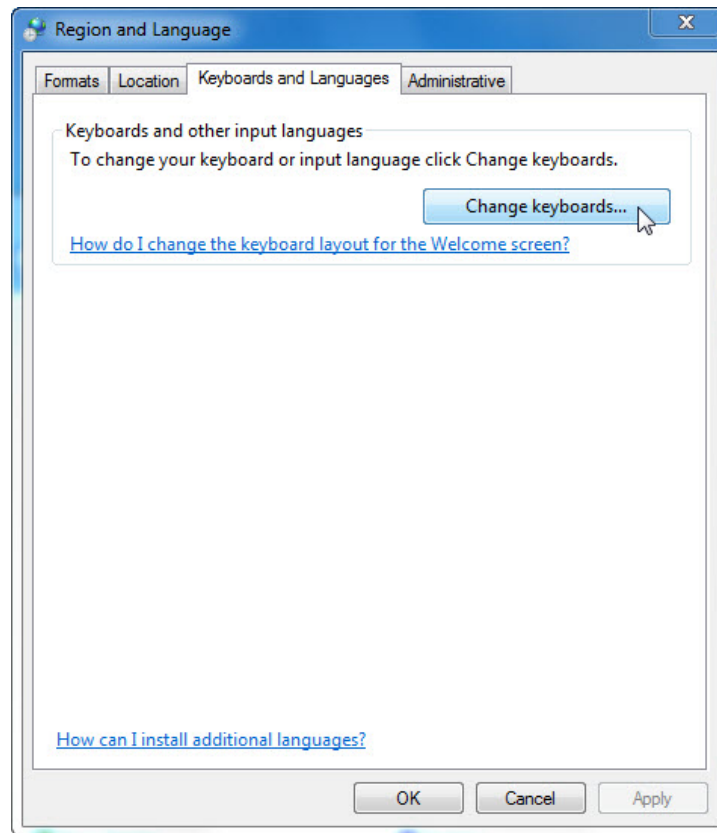
- e. Click **Cancel**.



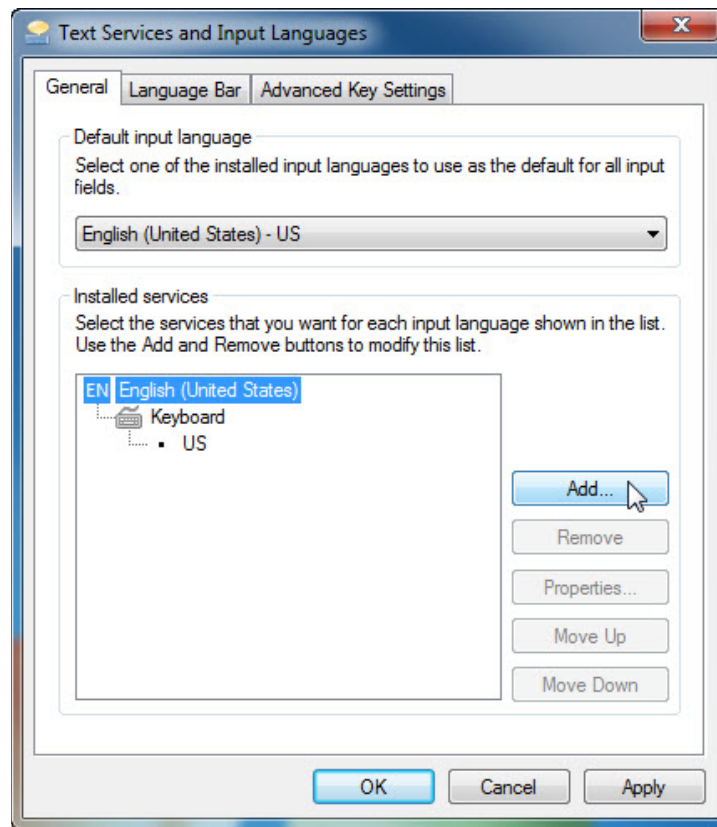
- f. Select **Belarusian (Belarus)** in the **Format** drop-down menu. Notice the changes to the output in the Examples area of how data is displayed using this format.

Note: In Windows Vista, select **Belarusian (Belarus)** in the **Current Format** drop-down menu.

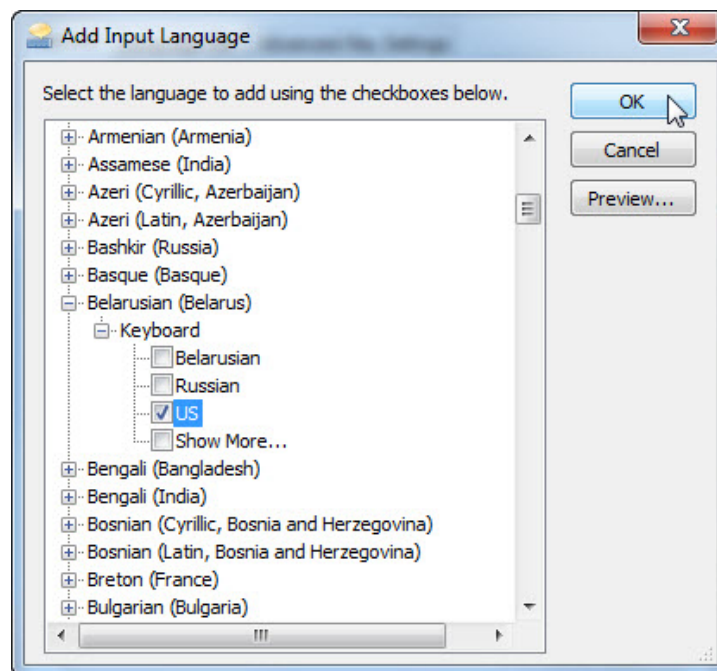
- g. Choose the original setting from the **Format** drop-down box. Click the **Keyboards and Languages** tab, and click the **Change keyboards...** button



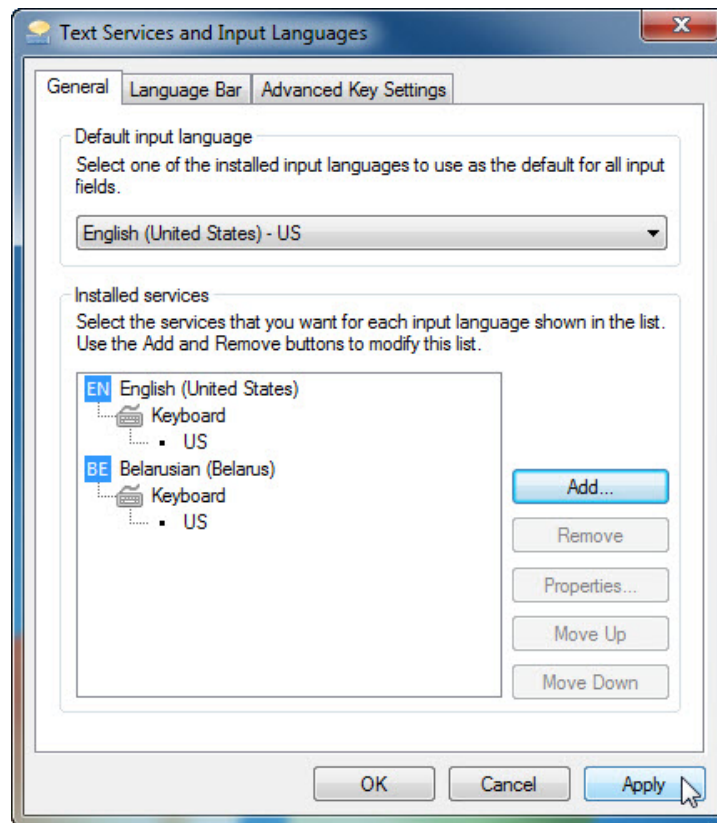
- h. The **Text Services and Input Languages** window opens. Click **Add**.



- i. The **Add Input Language** window opens. Scroll down the list of options and click **Belarusian (Belarus)** > **Keyboard**. Check **US** and click **OK**.



- j. In the **Text Services and Input Languages** window, click **Apply** to accept the changes.

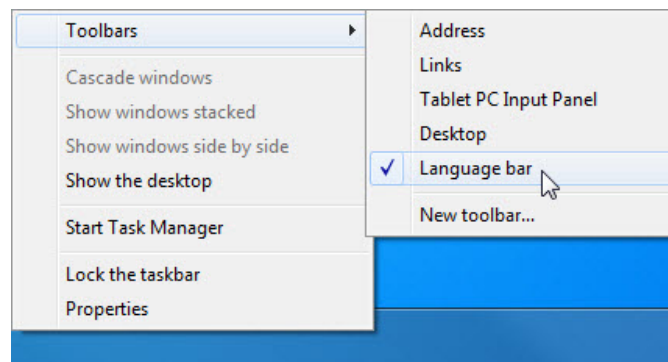


What is the default input language?

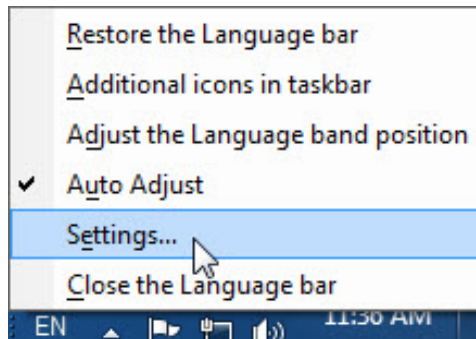
- k. Close all open windows.

Step 2: Set the Language bar to appear on the Taskbar.

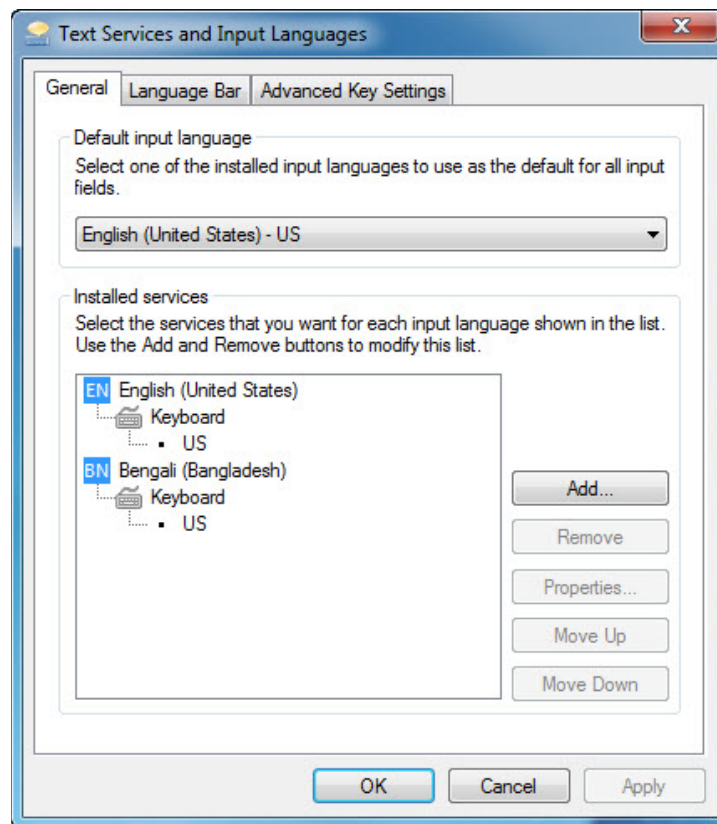
- a. Right-click the **Taskbar**.
- b. Select **Toolbars > Language bar** to ensure that the Language bar is shown in the Taskbar.



- c. Right-click the **Language bar** in the Taskbar. Click **Settings**.



- d. The **Text Service and Input Languages** window opens. Select the keyboard that was added. Bengali (Bangladesh), and then click **Remove** > **OK**



- e. Close all open windows.