

Lesson 14

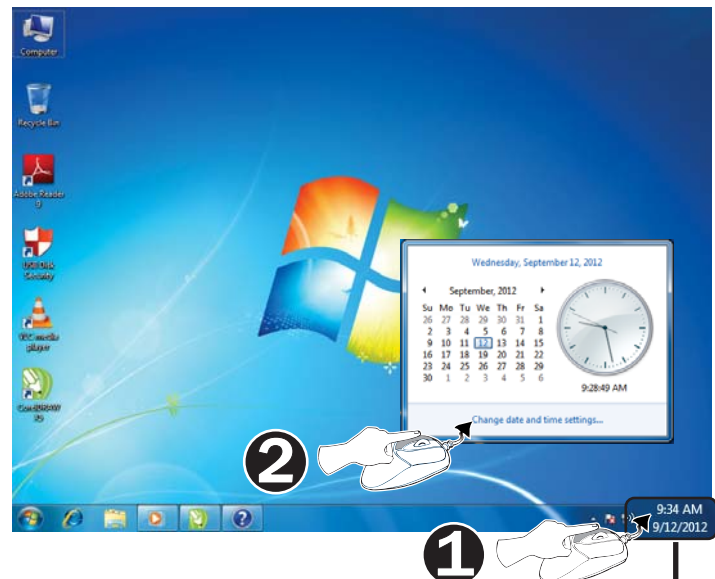
Valuing Time Changing the Date and Time

It is important to set the correct date and time of the computer.
Windows uses this information to identify each document that you

FOR WINDOWS 7 USERS:

Changing the

1. To change the date or time set in your computer, move the mouse over the time area in the **system tray** and then press the left button.

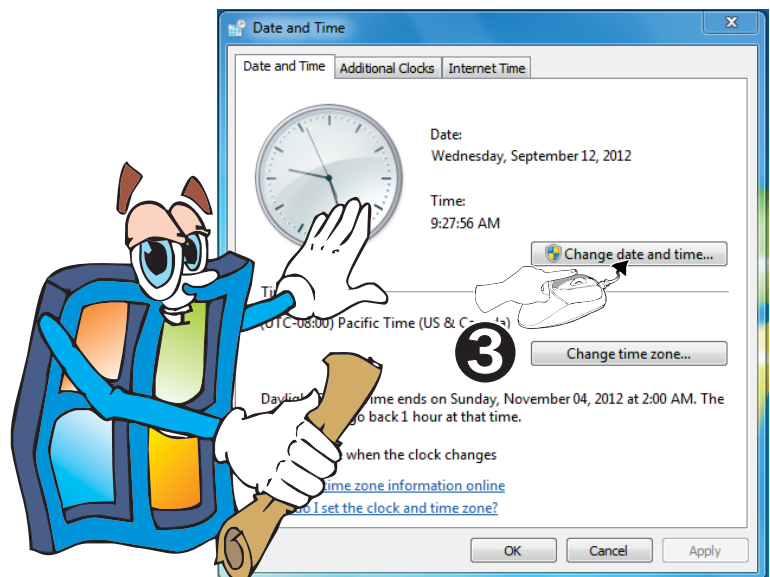


This area displays the time set in your computer.






2. Click on **Change Date and Time Settings...**

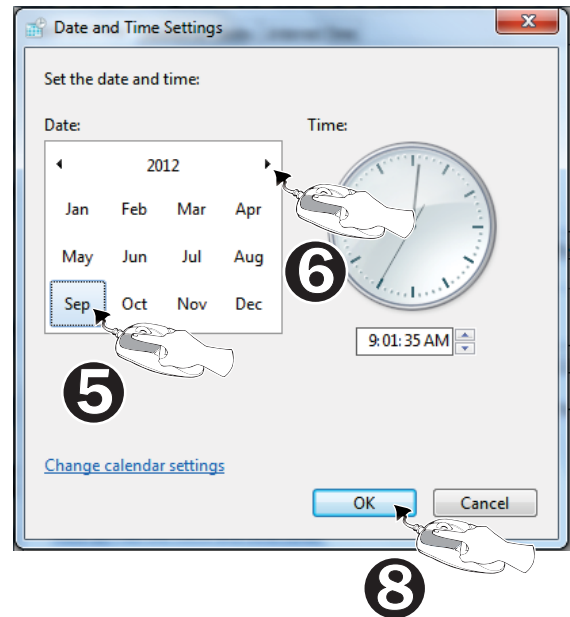
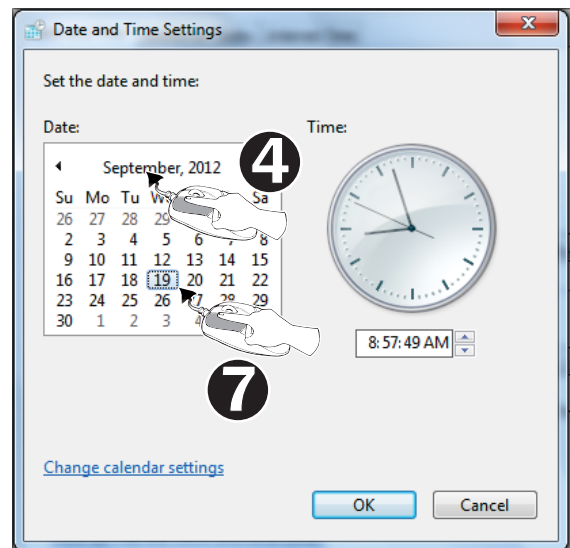
The Date and Time dialog box appears.

3. Click on Change Date and Time...




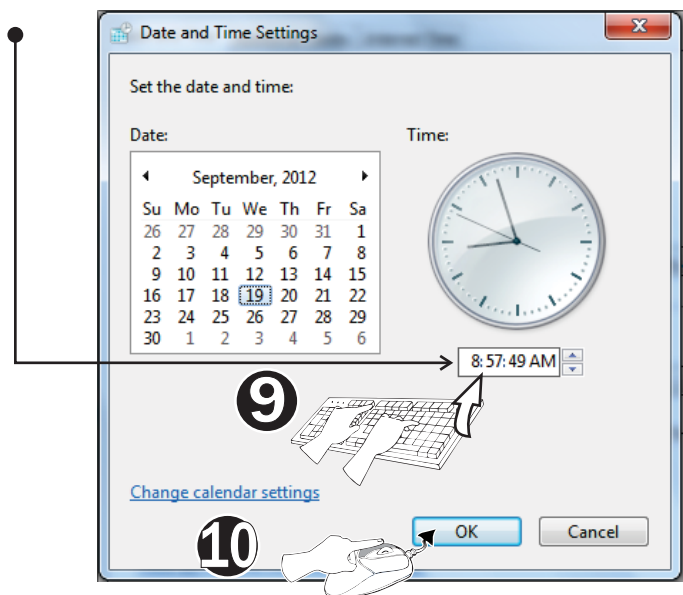
The Date and Time Settings dialogue box appears.


4. To change the month, move the mouse  over the month area and then press the left button.
5. Move the mouse  over the correct month (example: **Sep**) and then press the left button.
6. To change the year, move the mouse  over ◀ or ▶. Then press the left button until the correct year appears.
(example: **2012**)
7. To change the day, move the mouse  over the correct day (example: **19**) and then press the left button.
8. Move the mouse  over **OK** and then press the left button.



This area displays the time set in your computer.

9. To change the time, move the mouse  over the part of the time that you want to change. Then quickly press the left button twice and type in the correct information.



10. To apply the date and time changes you have made, move the mouse  over **OK** and then press the left



A computer has a built in clock that keeps track of the date and time even when the computer is turned off.

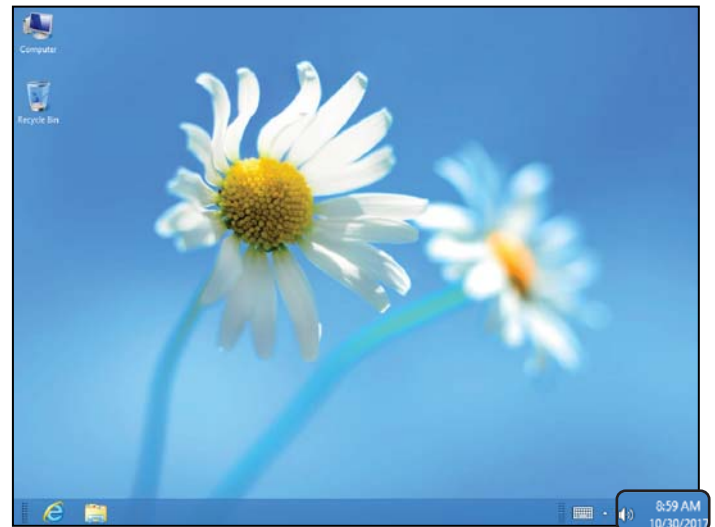


FOR WINDOWS 8 USERS:

Changing the

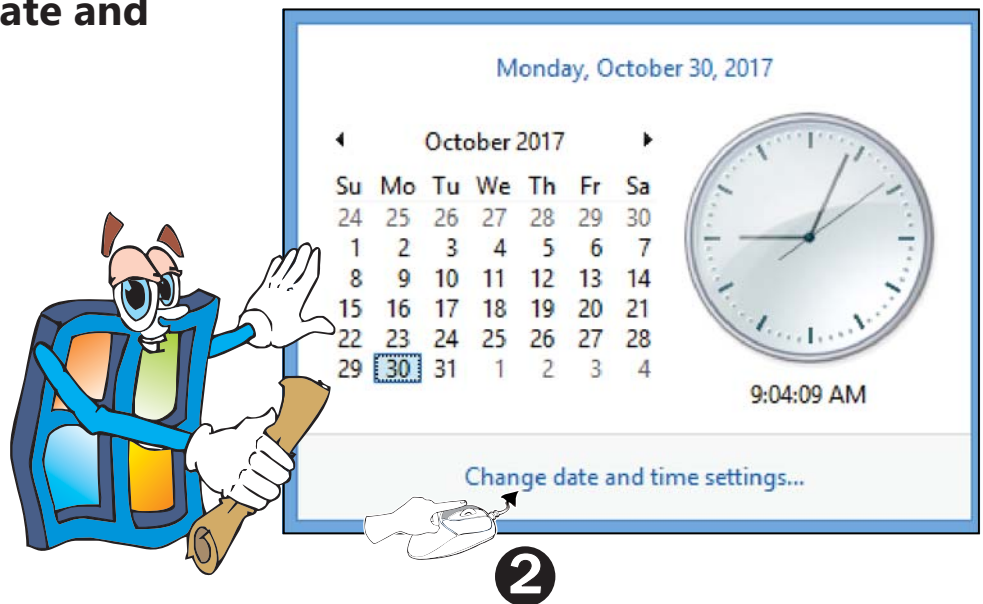
1. To change the date or time set in your computer, move the mouse pointer (↔) over the time area in the system tray and then quickly press the left button twice or double click it.

The **Date/Time Properties** dialog box appears.



This area displays the time set in your computer.

2. Click **Change date and**



Click again the Change date and time button.

3. To change the month, move the mouse pointer (↔) over the next icon ► and then press the left button of your mouse.

Other way is to click the Month directly and choose what month you want to set on your computer.

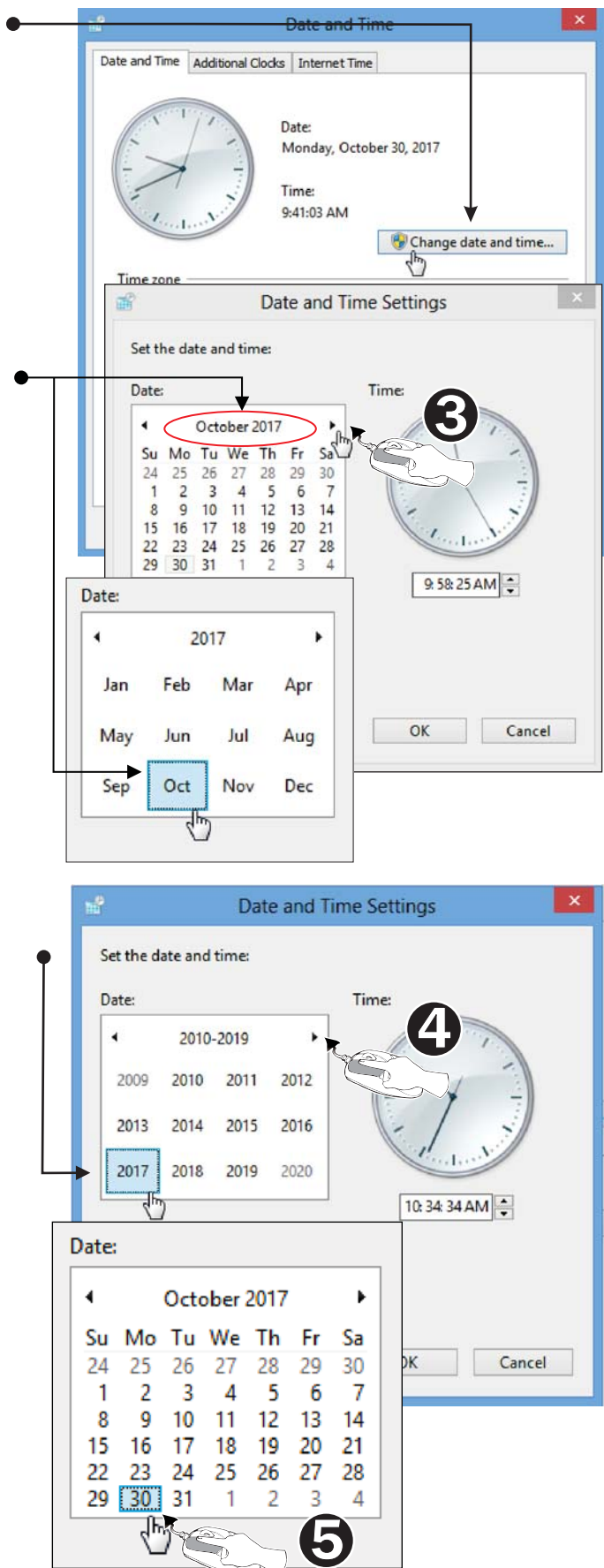
Example: **October**.

4. To change the year, move the mouse pointer (↔) over the next icon ► then press the left button until the correct year appears.

(example: **2017**)

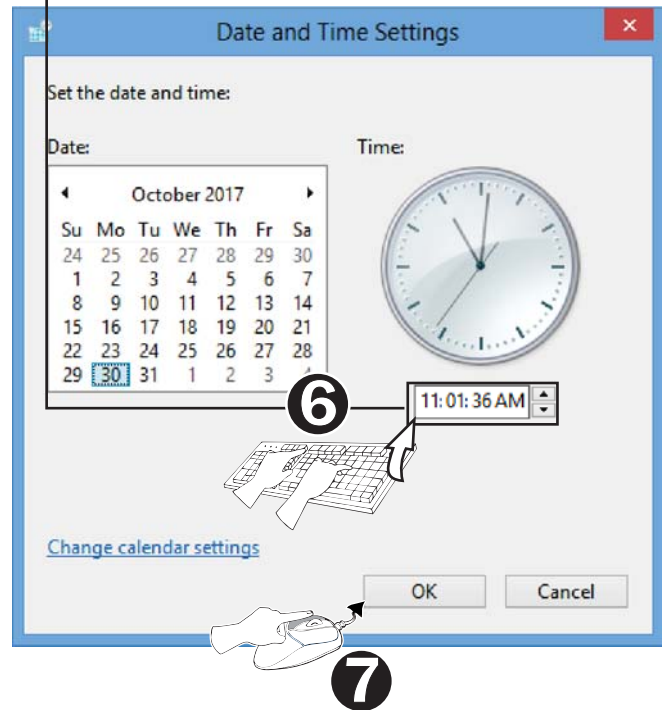
Other way is to click the Year directly and choose what year you want to set on your computer. Example: **2017**.

5. To change the day, move the mouse pointer (↔) over the



This area displays the time set in your computer.

6. To change the time, move the mouse pointer (↔) over the part of the time that you want to change. Then quickly press the left button twice and type in the correct information.
7. To apply the date and time changes you have made, move the mouse ↔ over **OK** and then press the left button.



A computer has a built in clock that keeps track of the date and time even when the computer is turned off.

