Answers: 6.1.2.16 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.

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

~	
Control Panel + All Contro	trol Panel Items > - 4 Search Con P
Adjust your computer's settings	View by: Small icons 🔻
Jean occurry ocorce	Tionicoroup
🔒 Indexing Options	🔂 Internet Options
🛓 Java	🕮 Keyboard
📨 Location and Other Sensors	Mail
I Mouse	Network and Sharing Center
📟 Notification Area Icons	🎄 Parental Controls 👘
Performance Information and Tools	Personalization
📰 Phone and Modem	Power Options
Programs and Features	P Recovery
🔊 Region and Language	semoteApp and Desktop Connections
a Sound	Speech Recognition
🔞 Sync Center	N System
🛄 Taskbar and Start Menu	Troubleshooting

c. The Region and Language window opens.

nalish (United State	əc) 🗸
engilsin (onned state	
Date and time form	lats
Short date:	M/d/yyyy 👻
Long date:	dddd, MMMM dd, yyyy 👻
Short time:	h:mm tt 🔹
Long time:	h:mm:ss tt 🔹
First day of week:	Sunday 👻
What does the nota	ation mean?
Examples	
Short date:	12/24/2010
Long date:	Friday, December 24, 2010
Short time:	10:54 AM
	10:54:18 AM
Long time:	

What regional format is being used?

Example	rrency lime Date		
Positive:	123,456,789.00	Negative: -123,4	56,789.00
Decima	al symbol:	I	•
No. of	digits after decimal:	2	•
Digit g	rouping symbol:	r	•
Digit g	rouping:	123,456,789	•
Negati	ve sign symbol:	-	•
Negati	ve number format:	-1.1	•
Display	leading zeros:	0.7	•
List sep	arator:		•
Measu	rement system:	U.S.	•
Standa	rd digits:	0123456789	•
Use na	tive digits:	Never	•
Click Reset	to restore the system def urrency, time, and date.	ault settings for	Reset

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

What are the tabs that can be customized?

e. Click Cancel.

Formats Location Key	boards and Languages Administrative
Format:	
Belarusian (Belarus)	
Date and time form	ats
Short date:	dd.MM.yyyyy
Long date:	d MMMM уууу
Short time:	H:mm 🔹
Long time:	H:mm:ss 🔹
First day of week:	панядзелак 👻
What does the nota	tion mean?
Examples	
Short date:	24.12.2010
Long date:	24 снежня 2010
Short time:	11:18
Long time:	11:18:25
<u>Go online to learn ab</u>	Additional settings
	OK Cancel Apply

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**

🐓 Region a	nd Lang	uage		×
Formats L	ocation	Keyboards and Languages	Administrative	
Keyboar To chai	rds and o nge you	other input languages r keyboard or input langu	iage click Change keyboar	ds.
How do	o I chano	ge the keyboard layout fo	Change keyboar	ds
1				
How can	I install	additional languages?		
			OK Cancel	Apply

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

Default input language Select one of the installed input lan	quages to use as the default for all input
fields.	gaages to use as the deradit for all hipdt
English (United States) - US	-
Installed services	
Select the services that you want for	or each input language shown in the list.
Use the Add and Remove buttons t	to modify this list.
EN English (United States)	
• US	
	Add
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Remove
	Remove
	Remove Properties
	Remove Properties Move Up
	Remove Properties Move Up Move Down

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.

eneral	Language Bar	Advanced Key Settings	3
Defau	ult input languag	e	
Select	t one of the inst	alled input languages to u	ise as the default for all input
Engl	ish (United State	es) - US	•
Instal	ed services		
Selec Use t	t the services th he Add and Rer	nat you want for each inpu move buttons to modify thi	ut language shown in the list. is list.
EN	English (United	States)	
	Keyboard		
BE	Belarusian (Bela	arus)	Add
8	• US		Remove
			Properties
			Move Up
			Move Down

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.

Toolbars	Address
Cascade windows Show windows stacked	Links Tablet PC Input Panel Desktop
Show the desktop	✓ Language bar
Start Task Manager	New toolbar
Lock the taskbar	
Properties	

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 default for all input ge shown in the list.
e default for all input v
▼ ge shown in the list.
ge shown in the list.
Add
Remove
Properties
Move Up
Move Down

e. Close all open windows.