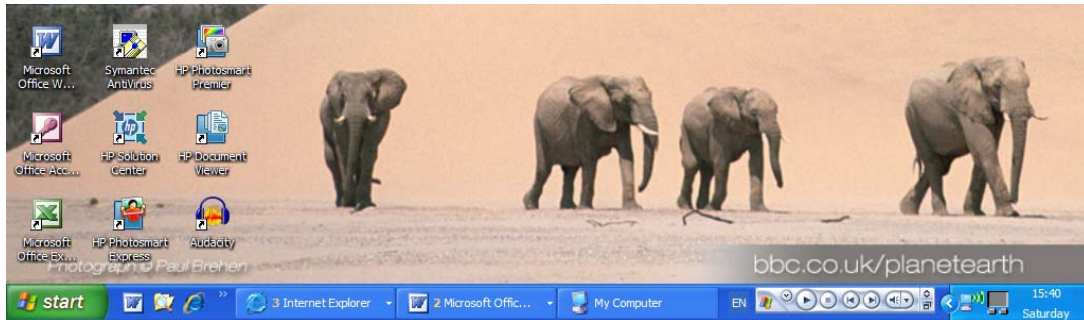


Common Tasks ECDL Module 2

Changing Settings Using the Taskbar

1. Label the notification area



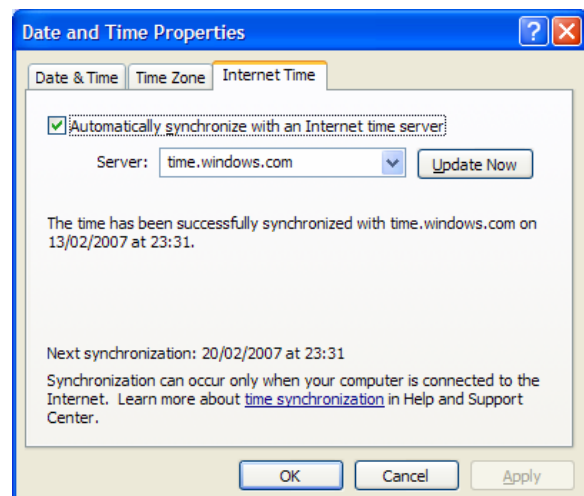
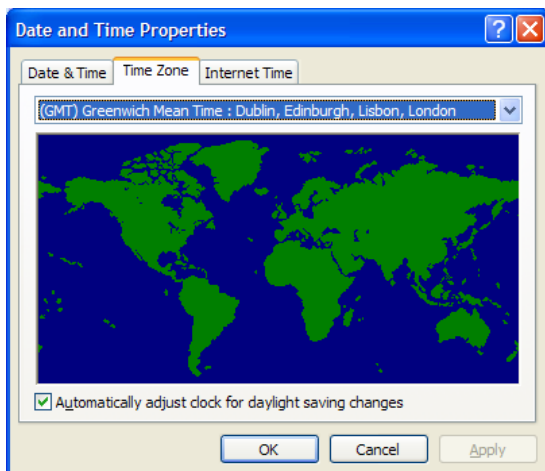
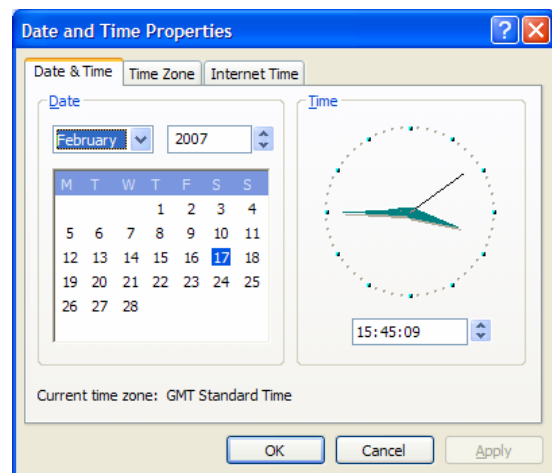
2. What happens if you click or hover your mouse on the time shown in the bottom right hand corner of the screen?

3. If you double click the time you will open the **Date and Time Properties** Menu. On the school network you have very limited access to this menu.

a. What does the data and time tab allow you to change?

b. Why might you need to change the Time Zone for your laptop?

c. What is Internet time?



4. If there is no sound coming through your headphones or from the speakers on your computer what would you do?