

1. Click on the Start Button, click on the Control Panel option.

2. Change the View By to Small Icon.



3. Click on the Regional and Language icon.



4. Click on the Additional Settings... button.

Segion and Languag	e 🔤 💌
Formats Location Key	/boards and Languages Administrative
<u>F</u> ormat:	
English (United Stat	es) 🔹
Date and time form	nats
<u>S</u> hort date:	dd-MMM-yyyy
Long date:	dddd, MMMM dd, yyyy
S <u>h</u> ort time:	h:mm tt
Long time:	h:mm:ss tt
First day of <u>w</u> eek:	Sunday
What does the not	ation mean?
Examples	
Short date:	04-Nov-2010
Long date:	Thursday, November 04, 2010
Short time:	11:07 AM
Long time:	11:07:15 AM
	A <u>d</u> ditional settings
	bout changing languages and regional formats
	OK Cancel Apply

5. Click on the Date tab.

🐓 Customize	Format		X
Numbers Cu	rrency Time Date		
- Example - Positive:	123,456,789.00	Negative: -123,456,789.0	00
Decim	al symbol:		-
<u>N</u> o. of	digits after decimal:	2	•
D <u>i</u> git <u>c</u>	grouping symbol:	,	•
Di <u>g</u> it g	grouping:	123,456,789	•
N <u>e</u> gat	ive sign symbol:	-	•
Nega <u>t</u>	ive number format:	-1.1	•
Displa	y leading zeros:	0.7	•
List se	parator:	1	•
<u>M</u> easu	rement system:	U.S.	•
<u>S</u> tandard digits:		0123456789	-
<u>U</u> se na	tive digits:	Never	•
Click Reset numbers, c	t to restore the system de currency, time, and date.	fault settings for	<u>R</u> eset
		OK Cancel	Apply

Numbers Currency Time Date Example Short date: 04-Nov-2010 Long date: Thursday, November 04, 2010 Date formats
Example Short date: 04-Nov-2010 Long date: Thursday, November 04, 2010 Date formats Short date: <u>Short date:</u> <u>dd-MMM-yyyy</u> Long date: dddd, MMMM dd, yyyy
Short date: 04-Nov-2010 Long date: Thursday, November 04, 2010 Date formats Short date: <u>Short date:</u> <u>dd-MMM-yyyy</u> Long date: dddd, MMMM dd, yyyy
Long date: Thursday, November 04, 2010 Date formats Short date: Long date: dddd, MMMM dd, yyyy
Date formats Short date: <u>Long date:</u> dddd, MMMM dd, yyyy
Short date: dd-MMM-yyyy Long date: dddd, MMMM dd, yyyy
Long date:
Calendar
1930 and 2029
Eirst day of week: Sunday
Click Reset to restore the system default settings for Reset
numbers, currency, time, and date.

6. Change the Short Date format to as shown below. Click on the OK button to save change.