Internet Internet Explorer	
E-mail Microsoft Office Outlook	James
Welcome Center	Documents
N i	Pictures
Microsoft Office Access 2007	Music
Mobile Broadband Modem	Games
Notepad Notepad	Recent Items
🚱 Windows Media Center	Computer
Windows Ultimate Extras	Network
Vindows Media Player	Connect To
Windows Photo Gallery	Control Panel
Microsoft Office Word 2007	Default Programs
All Programs	Help and Support
Start Search 🔎	

1. Click on the Start button, click on the Control Panel Menu.



2. Click on the Reginal and Language Options icon.

3. Click on the Customize this format button.

Regional and Language Options				
Formats Loc	ation Keyboards and Languages Administrative			
To change the way your computer displays numbers, currencies, dates, and time, select an entry from the format list.				
Current for	Current format:			
English (United States)				
Examples of how data is displayed using this format:				
Number:	123,456,789.00			
Currency:	\$123,456,789.00			
Time:	10:43:44 AM			
Short date:	30-Nov-2009			
Long date:	Monday, November 30, 2009			
	C <u>u</u> stomize this format			
For additional formats, keyboards, and tools, go to the Microsoft website.				
OK Cancel Apply				

4. Click on the Date tab.

Security Customize Regional Options	×
Numbers Currency Time Date	
Positive: 123,456,789.00	Negative: -123,456,789.00
Decimal symbol:	
No. of digits after decimal:	2 🔹
Digit grouping symbol:	, •
Digit grouping:	123,456,789 🔹
Negative sign symbol:	- •
Nega <u>t</u> ive number format:	-1.1 •
Display leading zeros:	0.7 🔹
List separator:	· ·
Measurement system:	U.S. 💌
Standard digits:	0123456789 🗸
Use native digits:	Never
Click Reset to restore the system defaul numbers, currency, time, and date.	t settings for <u>R</u> eset
	OK Cancel Apply

5.	Change the Short dat	e format to as shown	below. Click	on OK to save the change.

Customize Regional Options				
Numbers Currency Time Date				
Example				
Short date:	30-Nov-2009			
Long date:	Monday, November 20, 2000			
- Date formats				
<u>S</u> hort date:	dd-MMM-yyyy			
Long date:	dddd, MMMM dd, yyyy			
What the notations m	nean:			
d, dd = day; ddd, dd	dd = day of week; M = month; y = year			
Calendar				
W <u>h</u> en a two-digit yea	ar is entered, interpret it as a year between:			
1930 and 2029				
Click Reset to restore the system default settings for				
numbers, currency, time, and date.				
	OK Cancel Apply			