🕑 Control Panel							
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	<u>H</u> elp						
🕞 Back 👻 🕥 👻 🏂	ù 🕻 🖌	🔵 Search 👔	3 Folders	•			
Address 📴 Control Panel							💌 🔁 Go
Control Panel 🛞	د Accessibility Options	Rdd Hardware	Add or Remov	Administrative Tools	Automatic Updates	Date and Time	I isplay
See Also 🙁	Folder Options	Fonts	Game Controllers	DinfoPage Class	Internet Options	Java	کی Keyboard
Help and Support	ین Mail	O Mouse	Nero BurnRights	Network Connections	Network Setup Wizard	NVIDIA Control Papel	WIDIA nView Desktop M
	SINTER STATE	Phone and Modem	Power Options	Printers and Faxes	(1) Realtek HD Sound Eff	Regional and Language Options	Scanners and Cameras
	Scheduled Tasks	Security Center IIII Windows CardSpace	Sounds and Audio Devices Windows Firewall	Speech Speech Wireless Network Set	Symantec LiveUpdate	System	Taskbar and Start Menu

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

2. Click on the Regional and Language Options.

Regional and L	anguage Options	×					
Regional Options	Languages Advanced						
Standards and	Standards and formats						
This option af dates, and tim	This option affects how some programs format numbers, currencies, dates, and time.						
Select an item to match its preferences, or click Customize to choose your own formats:							
English (Unit	ed States) Customize						
Samples							
Number:	123,456,789.00						
Currency:	\$123,456,789.00						
Time:	9:11:16 AM						
Short date:	30-Nov-2009						
Long date:	Monday, November 30, 2009						
Location <u>I</u> o help services provide you with local information, such as news and weather, select your present location: Singapore							
	OK Cancel Apply						

3. Click on the Customize Button.

Customize Regional Options					
Numbers Currency Time Date Sample Positive: 123,456,789.00	Negative: -123,456,789.00				
Decimal symbol:					
No. of digits after decimal:	2				
Digit grouping symbol:					
Djgit grouping:	123,456,789				
N <u>eg</u> ative sign symbol:	· •				
Negative number <u>f</u> ormat:	-1.1				
Display leading zeros:	0.7				
List separator:					
Measurement system:	Metric				
Digit <u>s</u> ubstitution:	None				

4. Click on the Date tab.

Customize Regional Options					
Numbers Currency Time Date					
Calendar When a two-digit year is entered, interpret it as a year between: 1930 and 2023					
Short date Short date sample: 30-Nov-2009	5				
Short date format: dd-MMM-yyyy	~				
Long date Long date sample: Monday, November 30, 2009					
Long date format: dddd, MMMM dd, yyyy	•				
OK Cancel	Apply				

5. Change the Short date format as shown above. (Note: Do not select from the drop list, just type over as above.)