## How to set the date format in Windows 8

1. Move you mouse cursor to the right bottom corner of your desktop. The right side charm bar will appear. Click on the Setting icon.



## 2. Click on Control Panel.



3. The items on the control panel will appear as below.



4. Click on the View By & change view to large Icon.



## 5. Click on the Region icon.

All Control Panel Items – 🗆 🗙					
	I Control Panel Items 🔸		✓ ♂ Search Control Panel		
Adjust your computer's settings			View by: Large icons 🔻		
Y Action Center	Add features to Windows 8		AutoPlay		
RitLocker Drive Encryption	🛐 Color Management	Credential Manager	Date and Time		
Default Programs	Device Manager	Devices and Printers	Jisplay		
Ease of Access Center	Ramily Safety	File History	Flash Player (32-bit)		
Folder Options	Fonts	🝓 HomeGroup	lndexing Options		
Intel® Rapid Storage Technology	Internet Options	Java (32-bit)	🧼 Keyboard		
🚰 Language	Location Settings	🛺 Mail	💣 Mouse		
Network and Sharing Center	Notification Area Icons	NVIDIA Control Panel	Performance Information and Tools		
Personalization	Phone and Modem	Power Options	Programs and Features		
Realtek HD Audio Manager	Recovery	Region	RemoteApp and Desktop Connections		
Sound	Speech Recognition	Storage Spaces	Sync Center		
🙀 System	Taskbar	Troubleshooting	🥵 User Accounts		
Windows 7 File Recovery	Windows Defender	Windows Firewall	😝 Windows Update		

## 6. Click on Additional Settings...

9	Region	×	
Formats Location Admin	nistrative		
<u>F</u> ormat:			
English (United States	) ~		
Language preferences	te		
Short date:	dd-MMM-vvvv v		
Long date:	dddd, MMMM d, yyyy		
Short time:	h:mm tt		
Long time:	h:mm:ss tt 🗸		
First day of <u>w</u> eek:	Sunday 🗸		
Examples			
Short date:	19-Oct-2013		
Long date:	Saturday, October 19, 2013		
Short time:	1:50 PM		
Long time:	1:50:16 PM		
	A <u>d</u> ditional settings		
	OK Cancel Apply	/	

7. Click on the Date tab.

6 Customize Format					
Numbers Currency Tim Date Example Positive: 123,456,789.00	Negative: -123,456,789.00				
Decimal symbol:	. v				
<u>N</u> o. of digits after decimal:	2 🗸				
Digit grouping symbol:	, v				
Digit grouping:	123,456,789 🗸				
N <u>eg</u> ative sign symbol:	- v				
Nega <u>t</u> ive number format:	-1.1 🗸				
Dis <u>p</u> lay leading zeros:	0.7 🗸				
List separator:	,				
Measurement system:	U.S. 🗸				
<u>S</u> tandard digits:	0123456789 🗸				
<u>U</u> se native digits:	Never 🗸				
Click Reset to restore the system default settings for <u>R</u> eset <u>Reset</u>					
	OK Cancel Apply				

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

Customize Format					
Numbers Currency Tim	e Date				
Example					
Short date:	19-Oct-2013				
Long date:	Saturday, October 19, 2013				
Date formats					
<u>S</u> hort date:	dd-MMM-yyyy 🗸 🗸				
Long date:	dddd, MMMM d, yyyy	-			
What the notations mean: d, dd = day; ddd, dddd = day of week; M = month; y = year					
Calendar					
W <u>h</u> en a two-digit ye	ar is entered, interpret it as a year between:				
1950 and	2029				
<u>F</u> irst day of week:	Sunday ¥				
Click Reset to restore the system default settings for <u>R</u> eset <u>Reset</u>					
	OK Cancel Apply	·			