Name_____Date_____

CheckPoint 9

Changing Properties

Fill in the blanks with the following terms.

Date & Time	Start Menu	Clock	Display
Control Panel	Time Zone		

1. To open the Date/Time Properties dialog box double click the

   _____ on the Taskbar.

2. You can also the Date/Time Properties dialog box through the

   _____ -- Settings, Control Panel, and Date/Time.

3. There are two sheets (tabs) on the Date/Time Properties dialog

   box: _____ and _____.

4. The _____ is the command center
   of Windows 98.

5. Double-clicking the _____ icon within the Control
   Panel will open the "Display Properties" dialog box.

6. **You changed the "date & time" and "time zone" on your computer while completing the exercises in your Student Handbook. Change the "date & time" and "time zone" to the correct settings. Follow the steps outlined on the "Changing the Date & Time Properties" handout in the Student Handbook.**

Scoring Rubric	Completed task......		Could not complete the task without assistance.
	without assistance.	with minimal assistance.	
Opened Date/Time Properties dialog box			
Changed the date to today's date			
Changed the time to the current time			
Changed the time zone to correct setting			

7. **Following the steps outlined on the "Changing the Desktop Background and Screen Settings" handout in the Student Handbook, make the following changes to the "Display Properties."**

Scoring Rubric		Completed task......		Could not complete the task without assistance.
		without assistance.	with minimal assistance.	
Background	**Windows 98**			
Screen Saver	**Windows 98**			
Appearance	**Windows Standard Scheme**			