

Windows ADJUST TIME

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1. RIGHT-click on Time (far right on TaskBar).
2. Left-click on “Adjust Date/Time.”
3. Window appears (**Figure 1**).
4. To change the hour, Double-click on the hour (in Figure 1, it is “5”). Type the hour you want it to be.
5. Repeat for minutes, if needed.
6. Do not bother changing the seconds.
7. To change the date, Left-click on the desired date.
8. Left-click on “Apply” button.
9. Left-click on “OK” button.

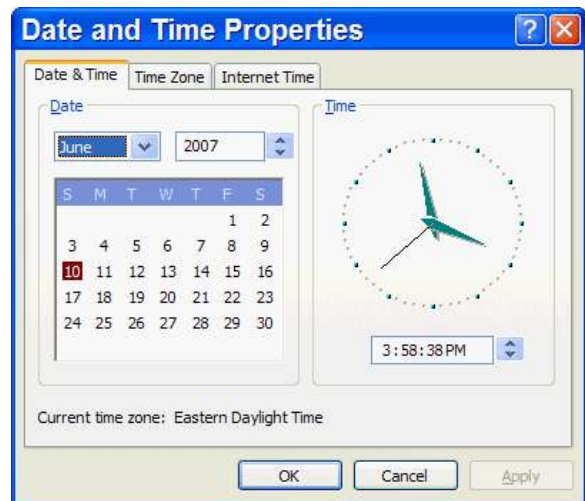


Figure 1