

# Windows 2000 Accessories

## OBJECTIVES

1. Learn about Power Options.
2. Learn about Accessibility Options.
3. Learn about Regional Options.
4. Learn about Sounds and Multimedia.



Operating  
System  
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## RESOURCES

1. Marcraft 8000 Trainer with Windows 2000 installed
2. Sound card and speakers

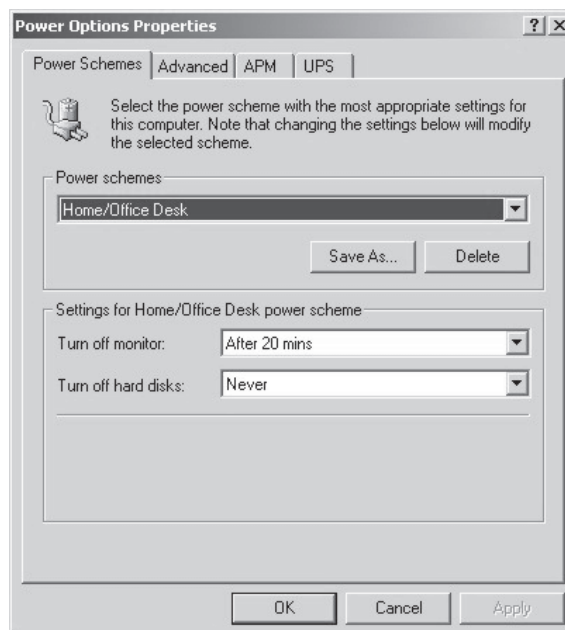
## DISCUSSION

This lab will explore some of the various system customizing options in Windows 2000. The Power Options are useful if the system is on a laptop. These features can be used to turn off the monitor and hard disks to conserve energy and battery life. Accessibility Options can be used to help people with audio and visual impairments, making sounds at various keyboard events and showing visual alerts. Regional Options can change language and various country specific settings on the computer. You can change the default sounds for different events.

## PROCEDURE

### 1. Power Options

- a. Boot to the Windows 2000 desktop.
- b. Use the path Start/Settings/Control Panel.
- c. Double-click on Power Options. You will see a window similar to Figure 24-1.
- d. Record your "Turn off monitor" and "Turn off hard disks" settings in Table 24-1.



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Figure 24-1:  
Power Options

## PROCEDURE - 24

- \_\_\_e. Change the "Turn off monitor" setting to "After 1 min" and click Apply.
- \_\_\_f. Do not move the mouse or press any keys for one minute and record your observations in Table 24-2.
- \_\_\_g. Move the mouse and change the "Turn off monitor" setting back to its original state.
- \_\_\_h. Click OK for the Power Options properties.

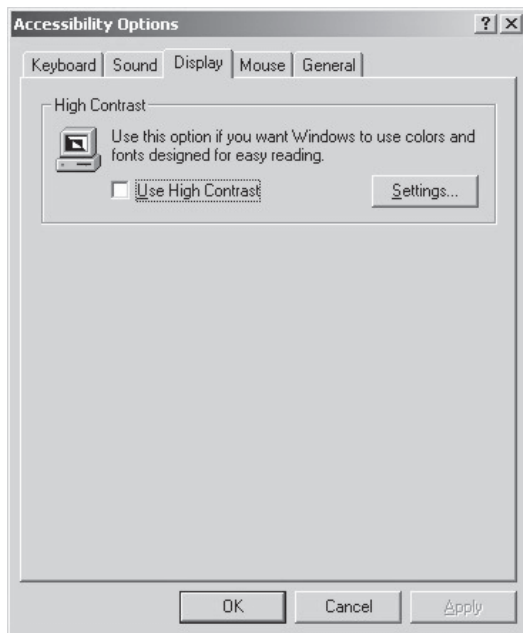


Figure 24-2: Accessibility Contrast Options

### 2. Accessibility Options

- \_\_\_a. From the Windows 2000 Control Panel double-click on Accessibility Options.
- \_\_\_b. Click the Display tab. You will see a window similar to Figure 24-2.
- \_\_\_c. Select "Use High Contrast." Click Apply.
- \_\_\_d. Record your observations in Table 24-3.
- \_\_\_e. Uncheck high contrast and click apply to restore the display to its original state. You may need to resize the Taskbar by dragging the edge down to its original position.
- \_\_\_f. In Accessibility Options click the Mouse tab.
- \_\_\_g. Select "Use MouseKeys". Click Apply.
- \_\_\_h. Look at the keyboard and verify that the num lock light is on. If it is not, press the NUM LOCK key.
- \_\_\_i. There are arrow keys on the numeric keypad on the right-hand side of the keyboard. Up is 8, down is 2, left is 4, and right is 6. Press up and record your observations in Table 24-4.
- \_\_\_j. Uncheck "Use Mouse Keys" and click Apply to restore the option back to its original state.
- \_\_\_k. Click OK to close *Accessibility Options* window.

### 3. Regional Options

- \_\_\_a. From the Windows 2000 Control Panel double-click on Regional Options. You will see a window similar to Figure 24-3.

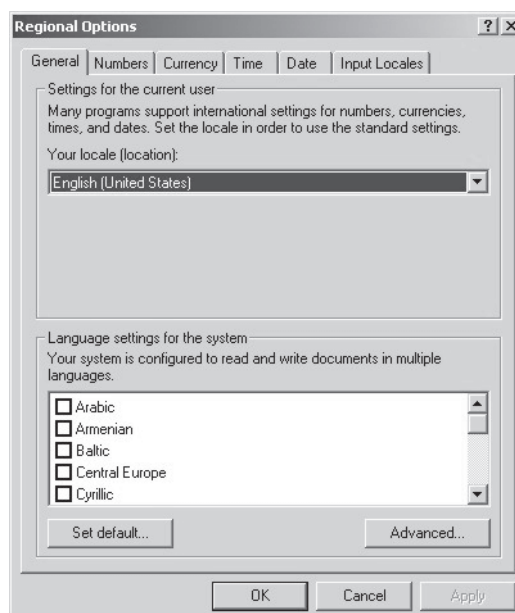
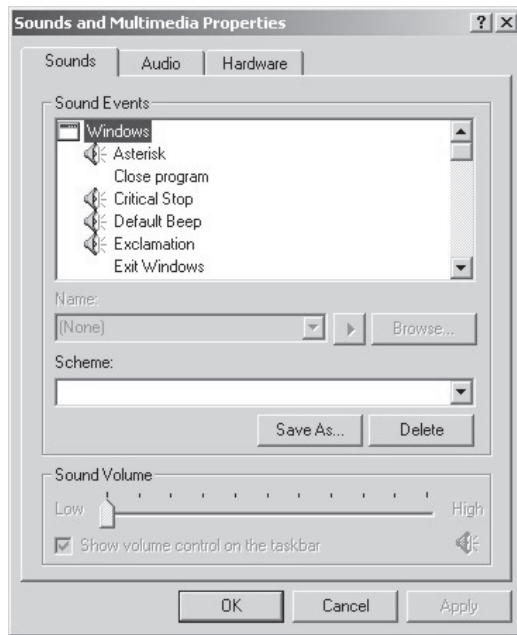


Figure 24-3:  
Regional Options

- \_\_\_ b. Under the General tab record your locale in Table 24-5.
- \_\_\_ c. Under the Numbers tab record the Digit grouping in Table 24-5.
- \_\_\_ d. Under the Currency tab record the currency symbol in Table 24-5.
- \_\_\_ e. Under the Time tab record the Time format in Table 24-5.
- \_\_\_ f. Under the Date tab record the Date separator in Table 24-5.
- \_\_\_ g. Under the Input Locales record the uppermost Input Language in Table 24-5.
- \_\_\_ h. Click OK to close the Regional Options window.

#### 4. Sounds and Multimedia

- \_\_\_ a. From the Windows 2000 Control Panel double-click on Sounds and Multimedia. You will see a window similar to Figure 24-4.



**Figure 24-4: Sound and Multimedia Properties**

- \_\_\_ b. Click the Asterisk event.
- \_\_\_ c. Record the "Name:" in Table 24-6. This is the name of the sound file that Windows plays when the corresponding event has occurred.
- \_\_\_ d. If you have a sound card and speakers, press the play button and you will hear the sound.
- \_\_\_ e. Click the Audio tab. Record the preferred device for sound playback in Table 24-7.
- \_\_\_ f. Click the Advanced tab under sound playback.
- \_\_\_ g. Record the speaker setup in Table 24-8.
- \_\_\_ h. Click OK to close the Advanced window.
- \_\_\_ i. Click the Hardware tab.
- \_\_\_ j. Record the number of devices listed in Table 24-9.
- \_\_\_ k. Browse for the CD-ROM in the device listing and double-click on it.
- \_\_\_ l. Record the name of the window that appears in Table 24-10.
- \_\_\_ m. Click OK to close the window that you just opened.
- \_\_\_ n. Click OK to close the Sound and Multimedia Properties.
- \_\_\_ o. Close the Control Panel.
- \_\_\_ p. Shut down the computer.

**TABLES**

Table 24-1

Power Options Properties	
Turn off monitor:	
Turn off hard disks:	

Table 24-2

Observations After One Minute:	
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Table 24-3

Display Observations:	
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Table 24-4

Observations of Use MouseKeys:	
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Table 24-5

Regional Options	
Your Locale:	
Digit Grouping:	
Currency Symbol:	
Time Format:	
Date Separator:	
Input Language:	

Table 24-6

<b>“Asterisk Event” Sound File Name:</b>	
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Table 24-7

<b>Preferred Device for Sound Playback:</b>	
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Table 24-8

<b>Speaker Setup:</b>	
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Table 24-9

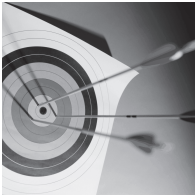
<b>Number of Hardware Devices:</b>	
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Table 24-10

<b>Name of Window:</b>	
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**LAB QUESTIONS**

1. What two settings are available for a power scheme?
2. What features of accessibility were demonstrated in this lab?
3. Where would you go to change the language of the system?
4. The Regional Options/Date feature does what?
5. What is one way to change the hardware settings of an audio card in Windows 2000?



**Feedback**

