

Generic Structure of Procedure Text

How to Adjust Date and Time on Windows 10

1. Move your mouse pointer to the bottom right corner of your taskbar.
2. Right click on Date and Time.
3. Click Adjust date/time, then you will be on Date & time settings.
4. Turn off Set time automatically to make Change date and time option is active.
5. After Change date and time option is active then click on Change.
6. Now you can adjust time and date.
7. Click Change after you finish adjusting date and time.
8. Close the Settings menu.

Steps

Materials

Goal