

Generic Structure Of Procedure Text

**How To adjust
date and time on
windows 10**

STEPS

- 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/time option is active
- 5.after change date/time option is active then click on change
- 6.now you can adjust time and date
- 7.click change after you finish adjusting date/time
- 8.close the settings menu

GOAL

MATERIALS