## OALCF Task Cover Sheet

Task Title: Changing Power Settings on a Computer

Learner Name:	
Data Startada	Data Comulatadu
Date Started:	Date Completed:
Successful Completion: Yes No	0
	Secondary School Post Secondary Independence ✓
	ers need to be familiar with the different power saving settings
	he computer. This can also save energy and reduce utility bills.
	ver saving settings on a computer with a Microsoft Windows
Operating System.	
Competency:	Task Group(s):
A. Find and Use Information	A2: Interpret Documents
	A3: Extract info from films, broadcasts and presentations (if
	viewing the optional video)
D. Use Digital Technology	n/a
Level Indicators:	
A2.2 Interpret simple documents to locate a	nd connect information
A3 Tasks in this task group are not rated for	or complexity
D.2 Perform well-defined, multi-step digita	l tasks
Performance Descriptors: see chart on last page	ge
Materials Required:	
Access to a computer with a Microsoft	Windows Operating System ( Windows XP, Vista, 7 or higher)
<ul> <li>Internet access if watching the optiona</li> </ul>	lvideo <a href="http://www.ehow.com/video">http://www.ehow.com/video</a> 4982585 <a href="https://www.ehow.com/video">http://www.ehow.com/video</a> 4982585 And the state of the s
settings-computer.html	
<ul> <li>Task set with graphics</li> </ul>	
Instructor Preparation: Set learner up a compu	ter that has a Windows Operating System (XP or higher). If you
are having the learner view the optional online	video then the computer will need to have a high speed
internet connection. Have the learner turn on the	he computer and be at the desktop screen, with no programs
open. If you are having the learner view the opt	ional how-to video then have them turn on the internet
connection, open the browser of choice in your	program and in the browser window enter
http://www.ehow.com/video 4982585 change	e-power-settings-computer.html. Let the learner just watch and
	over, have the learner exit the site and close the browser.
	the video, give the learner the task set once the computer is
on. (Source: http://www.ehow.com/how 2319	598 change-power-options-computer.html)

## Task Title: Changing Power Settings on a Computer

Computer users need to know how to change different settings on the computer. Complete the tasks below to learn how to change the power setting on your computer.

**Task 1:**Click on the Windows Start menu and go to Control Panel.

Task 2:Click the "Power Options"<br/>choice located inside Windows<br/>Control Panel. The choices are<br/>listed in alphabetical order.<br/>Look at the picture on the right<br/>to see what you are looking for.



Task 3:In the section title Power<br/>schemes click on the arrow in the<br/>drop down box, and select the<br/>one that best suits your<br/>computer (usually a desktop or a<br/>portable/laptop).

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	ower scheme with th er. Note that changir I scheme.			
Power schemes				
Portable/Laptop				~
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		20101101		
	<u>_</u>			
Settings for Portable	/Laptop power sche	me		
Settings for Portable, When computer is:	/Laptop power sche	100	Running o	n
	3	in (		n v
When computer is:	Plugged		batteries	
When computer is: Turn off <u>m</u> onitor:	After 15 mins		batteries	

Task 4:Click on the "Turn off monitor"<br/>options and select your desired<br/>time limit from the drop down<br/>box. You can select "never" for<br/>this choice or any of the other<br/>options. Do this for both<br/>columns Plugged In and<br/>Running on Batteries. You<br/>don't have to pick the same<br/>time for each column.

ver Schemes	Alarms	Power Meter	Advanced	Hibernate	
lis co	omputer. lected so	er scheme with Note that chan <u>g</u> heme.			
Home/Office	Desk				v
Settings for Ho When comput Turn off <u>m</u> onit	eris:	e Desk power Plugge After 20 mins	ed in	Running or batteries ter 5 mins	1 V
Turn off hard	dijsks:	After 1 min After 2 mins After 3 mins	Af	ter 10 mins	*
System s <u>t</u> andt System <u>h</u> ibern	-	After 5 mins After 10 mins After 15 mins After 20 mins After 25 mins After 30 mins		ter 5 mins ter 20 mins	~
		After 45 mins After 1 hour After 2 hours After 3 hours After 4 hours After 5 hours Never	Car		Apply

Task 5:Click the "Turn off Hard Disks" choice if<br/>you would like to change the timing of<br/>that.

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	wer scheme with the most a Note that changing the se scheme.	
Home/Office Desk		~
	Save A	s] Delete
Settings for Home/Off Turn off monitor:	ce Desk power scheme After 20 mins	~
-	1	~
Turn off monitor:	After 20 mins	

Task 6:Click on "System Standby" and make<br/>any changes to the time limits as<br/>needed. This is optional. It may be<br/>best to select "never" or at least a few<br/>hours for this choice.

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Power scheme	is					
Home/Office	Desk					~
		(	Save A	s	Delete	
Settings for Ho	me/Office D	esk power s	cheme			
Turn off monit	or: A	fter 5 mins				~
Turn off hard o	disks: 🚺	lever				~
System standb	iy: A	fter 10 mins				~
System hibern	ates:	lever				~

Task 7:Click "System Hibernates" if you<br/>want to have your computer<br/>hibernate (or "sleep") after a certain<br/>length of time.

wer Schemes Alarr	ns Power Meter	Advanced	Hibernate	
	ower scheme with er. Note that chang I scheme.			
Power schemes				
Home/Office Desk				~
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When computer is:	Plugger	cheme din (	Running or batteries	1
When computer is: Turn off monitor:	After 20 mins	cheme din (	Burning or batteries	
When computer is:	Plugger	cheme din (	Running or batteries	1
When computer is: Turn off monitor:	After 20 mins	cheme din (1	Burning or batteries	1

**Task 8:**Click "OK" to save all of your choices.

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul> <li>extracts information from tables and forms</li> </ul>			
	makes connections between parts of documents			
D.2	• selects and follows appropriate steps to complete tasks			
	<ul> <li>locates and recognizes functions and commands</li> </ul>			
	makes low-level inferences to interpret icons and text			

This task: was successfully completed\_\_\_\_

needs to be tried again\_\_\_\_

Learner Comments

Instructor (print)

Learner Signature