

Task Title: Change Power Settings on a Computer

OALCF Cover Sheet - Learner Copy

Learner Name:		
Date Started:		
Date Completed:		
Successful Completion:	Yes No	
Goal Path:	Employment	Apprenticeship
Secondary School	Post Secondary	Independence

Task Description: The learner will follow instructions to change the power settings on a Windows computer.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Use Digital Technology/D.2

Materials Required:

• Computer with Microsoft Windows operating system

Learner Information

People who use computers need to be familiar with the different power saving settings to be able to get optimum performance from the computer. This can also save energy and reduce utility bills.

Work Sheet

Task 1: Turn on the computer. Use the mouse to find and click on the "Start" icon at the bottom of your screen. This will open the computer menu options. Use the mouse to click on "Settings" on the computer menu.

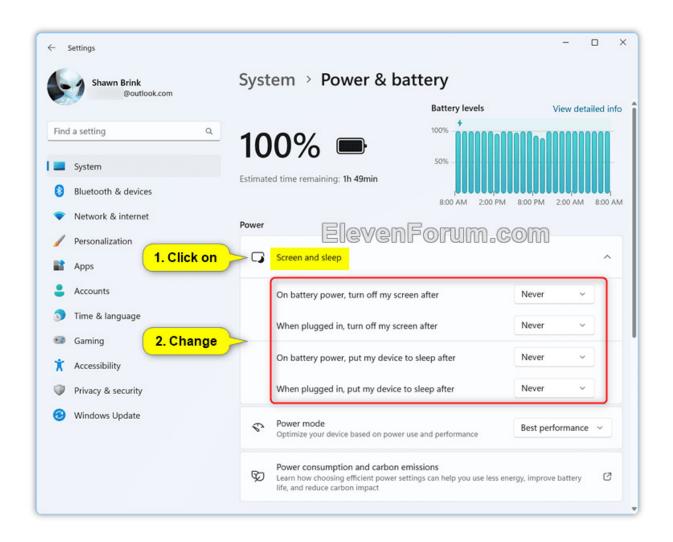
Answer: No writte	en resp	onse	required	here.
Task completed:	Yes:			

Task 2: Click on "System" on the left side of the screen. Then click on "Power & battery" under the System menu. This will open a new menu under "Power & battery".

	Shawn Brink	System	- 0	
Find	a setting Q System 1. Click on	Brink-Spectre HP Spectre x360 Convertible 13t-aw100 Rename Microsoft 365 View benefits Windows Update Last checked: 9 hours ago	OneDrive Manage	
Bluetooth & devices Network & internet Personalization		Display Monitors, brightness, night light, display profile		>
	Apps Accounts Time & language	Volume levels, output, input, sound devices Notifications Alerts from apps and system, do not disturb		>
	Gaming Accessibility	Focus Reduce distractions		>
•	Privacy & security 2. Click on	Power & battery Sleep, battery usage, battery saver		>
3	Windows Update	Storage Storage space, drives, configuration rules		>

Windows Update	Storage Storage space, drives, configuration rules	>
Answer: No writt	en response required here.	
Task completed:	Yes:	

Task 3: In the "Power & battery" menu, click on "Screen and sleep" to expand the menu. Under "Screen and sleep" there will be several options for changing settings. Click the arrow beside "Never" to change each setting to "After 5 minutes".



Answer:	No	written	response	required	here.
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Task completed: Yes: