

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.

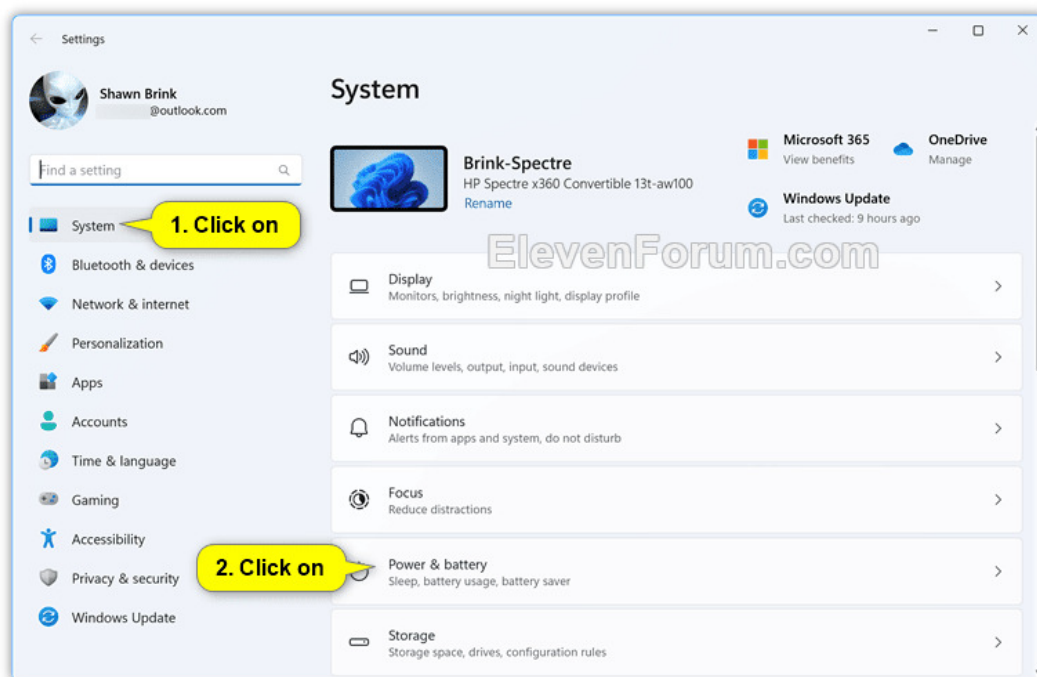
Work Sheet

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 written response required here.

Task completed: Yes: ☐

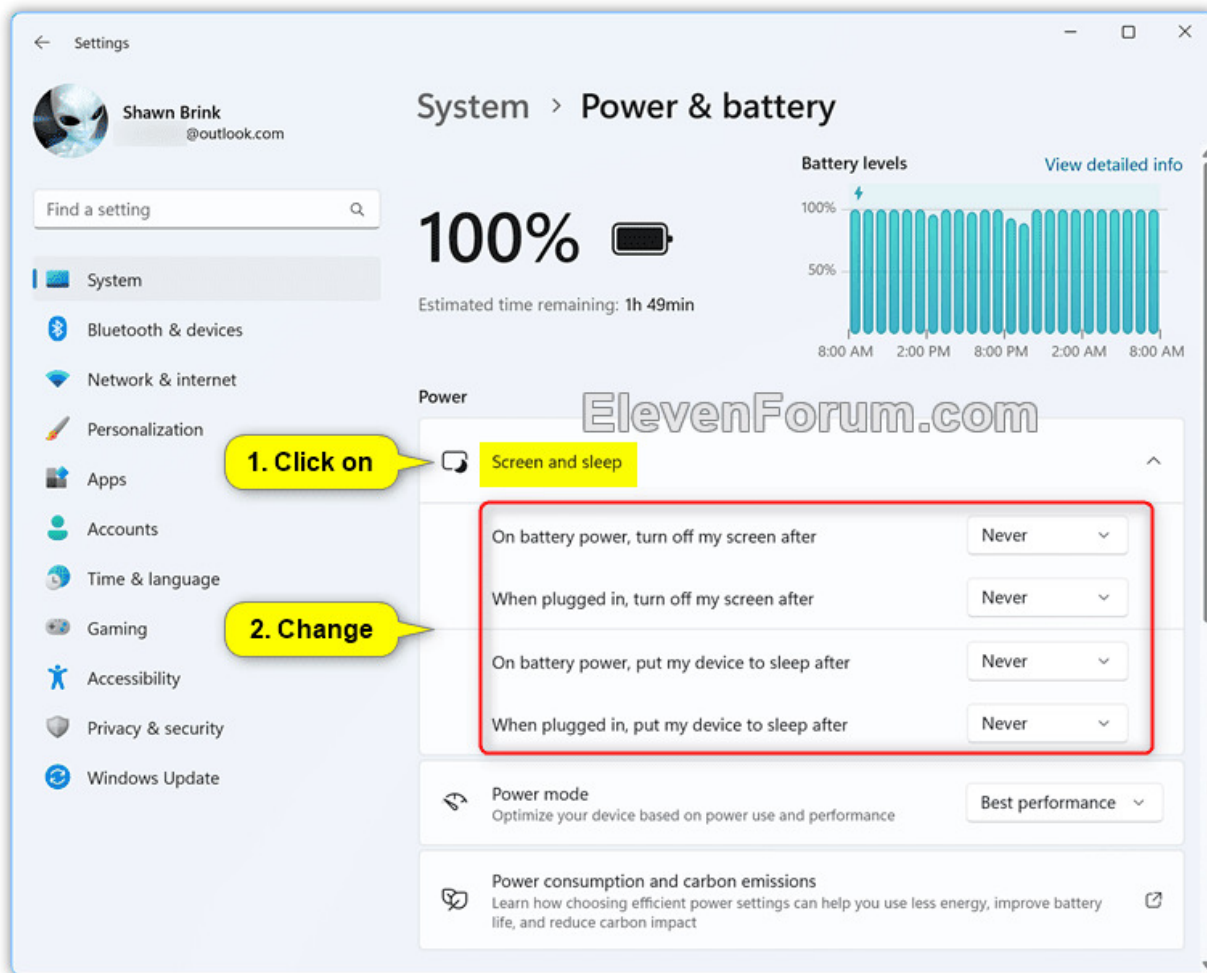
Task 2: Click on "System" on the left side of the screen. Then click on "Power & battery" under the System menu. This will open a new menu under "Power & battery".



Answer: No written 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.

Task completed: Yes: ☐