

Task Title: Change Power Settings on a Computer

OALCF Cover Sheet – Practitioner 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

### Notes for Instructor/Practitioner

This task was created based on Windows 11. Settings may vary with different Windows computers.

## 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".

<ul> <li>Settings</li> <li>Shawn Brink</li> </ul>	System	- 0	
Poutlook.com	A Brink-Spectre HP Spectre x360 Convertible 13t-aw100 Rename B Windows Update Last checked: 9 hours age	OneDrive Manage	
Bluetooth & devices     Network & internet	Display Monitors, brightness, night light, display profile	2	,
Apps     Accounts	Sound     Volume levels, output, input, sound devices     Notifications     Alerts from apps and system, do not disturb	:	
<ul> <li>Time &amp; language</li> <li>Gaming</li> <li>Accessibility</li> </ul>	Focus     Reduce distractions	3	•
Privacy & security	k on Sleep, battery usage, battery saver	;	•
windows Update	Storage Storage space, drives, configuration rules	2	5

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".

Shawn Brink @outlook.com	Syst	en > Power & battery	
		Battery levels	View detailed in
ind a setting of	<sup>∝</sup> 1∩		
System	Estimate	50%	
Bluetooth & devices		810 AM 2:00	PM 8:00 PM 2:00 AM 8:00 A
Network & internet	Power		
Personalization	Fower	ElevenForum	.com
Apps 1. Click o	on > 🗘	Screen and sleep	^
Accounts			
Accounts		On battery power, turn off my screen after	Never ~
Time & language		On battery power, turn off my screen after When plugged in, turn off my screen after	Never ~
Time & language	je 🗲	On battery power, turn off my screen after When plugged in, turn off my screen after	Never ~
Time & language Gaming Accessibility	je	On battery power, turn off my screen after When plugged in, turn off my screen after On battery power, put my device to sleep after	Never × Never ×
<ul> <li>Accounts</li> <li>Time &amp; language</li> <li>Gaming</li> <li>Accessibility</li> <li>Privacy &amp; security</li> </ul>	Je	On battery power, turn off my screen after When plugged in, turn off my screen after On battery power, put my device to sleep after When plugged in, put my device to sleep after	Never × Never × Never ×
<ul> <li>Accounts</li> <li>Time &amp; language</li> <li>Gaming</li> <li>Accessibility</li> <li>Privacy &amp; security</li> <li>Windows Update</li> </ul>	Je F	On battery power, turn off my screen after When plugged in, turn off my screen after On battery power, put my device to sleep after When plugged in, put my device to sleep after Power mode Optimize your device based on power use and performance	Never     ~       Never     ~       Never     ~       Never     ~       Best performance     ~

Answer: No written response required here.

Task completed: Yes:

### Answers

Learner will be able to execute the steps to change power settings on the computer. Note: This task was created based on Windows 11. Settings may vary with different Windows computers.

# Performance Descriptors

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

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):