

## **TIME, DATE, AND CALENDAR**

We are all familiar with time and date button that appears in the right side of the Desktop's Taskbar. By clicking on the button, you will be able to change the date and time settings.

You will also see a calendar for the current month with the current date highlighted. If you want to see a monthly calendar for a future month, simply click on the right arrow at the top of the calendar to move forward to the future, month by month.

Here's another trick: click on the current month and you will be able to scan through entire years, one at a time, through the next one hundred years.