

To hide the taskbar:

1. On the taskbar, right-click an empty area.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, make sure the Taskbar Options page is selected.
4. On the Taskbar Options page, select the Auto hide check box.
5. Choose OK.

To reset a hidden taskbar:

1. Place the pointer at the edge of the desktop where the taskbar was previously located.
2. On the taskbar that appears, right-click an empty area.
3. In the Taskbar Properties dialog box, make sure the Taskbar Options page is selected.
4. On the Taskbar Options page, deselect the Auto hide check box.
5. Choose OK.

To set the date and time:

1. Open the Control Panel window.
2. Double-click Date/Time
3. In the Date/Time Properties dialog box, make sure the Date & Time page is selected.
4. From the month drop-down list, select the desired month.
5. In the year spin box, click the arrows or type in the desired year.
6. On the calendar, select the desired day.
7. In the time spin box, double-click the desired element you want to change (hour, minute, AM, or PM), and then click the arrows or type the new time.
8. Choose OK.

To set the time zone:

1. Open the Control Panel window.
2. Double-click Date/Time.
3. In the Date/Time Properties dialog box, select the Time Zone tab.
4. On the Time Zone page, from the drop-down list at the top of the map, select a location.
5. Choose OK.