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**MASTERING  
WINDOWS MADE  
EASY™ V.11**

**TEACHUCOMP, INC.**

*...it's all about you*

# MASTERING WINDOWS MADE EASY v.11

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# INTRODUCTION AND OVERVIEW

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Welcome to TeachUcomp, Inc.'s Mastering Windows Made Easy v.11 course. This course is designed to introduce the new computer user to the concepts and skills necessary to operate in the Windows 11 environment.

Microsoft Windows is an operating system that controls the overall activity of your computer. Many software applications, like Word- a word processing program, Excel- a spreadsheet program, and Access- a database program, operate in a Windows environment.

Mastering Windows is essential in today's world of fast-paced technology growth. Windows is one of the most used operating systems you will encounter. You will find Windows 11 on desktop computers, laptops, tablets, and other mobile computing devices. Windows 11, which can be installed on many different types of computing devices, gives you a standardized and unified computing experience between all your devices.

This class is designed to give you an introductory, or foundational, skill set in using Windows 11. This course explores the basics of using Windows: working with files, creating and saving documents, customizing your user interface, changing settings in Windows, and using Microsoft Edge and other commonly installed Windows applications.

# TABLE OF CONTENTS

<u>Chapters/Lessons:</u>	<u>Page(s):</u>	<u>Chapters/Lessons:</u>	<u>Page(s):</u>
<b>CHAPTER 1- Windows Basics</b>	<b>7</b>	<b>CHAPTER 4- System Settings</b>	<b>65</b>
1.1- About Windows 11	8	4.1- Accessing the System Settings	66
1.2- Sign-in to Windows 11 with a Microsoft User Account	8	4.2- Display Settings in Windows 11	66-68
1.3- How to Use the Mouse in Windows 11	9	4.3- Sound Settings in Windows 11	68-70
1.4- How to Use Touch Gestures in Windows 11	10	4.4- Notifications Settings in Windows 11	70-71
1.5- The Windows 11 Desktop	10-11	4.5- Focus Assist Settings in Windows 11	71-72
1.6- How to Use the Start Button in Windows 11	11	4.6- Power & Battery Settings in Windows 11	72-73
1.7- How to Use the Start Menu in Windows 11	11-12	4.7- Storage Settings in Windows 11	73-75
1.8- How to Customize the Start Menu in Windows 11	12	4.8- Nearby Sharing Settings in Windows 11	75
1.9- How to Search in Windows 11	13	4.9- Multitasking Settings in Windows 11	75-76
1.10- How to Use Universal App Windows in Windows 11	14	4.10- Activation Settings in Windows 11	76
1.11- How to Use Snap Layouts in Windows 11	14-15	4.11- Troubleshoot Settings in Windows 11	76-77
1.12- How to Resize a Desktop Window in Windows 11	15-16	4.12- Recovery Settings in Windows 11	77
1.13- How to Scroll a Window in Windows 11	16	4.13- Projecting to This PC Settings in Windows 11	78
1.14- How to Use Multiple Desktops in Windows 11	16-17	4.14- Remote Desktop Settings in Windows 11	79
1.15- How to Shut Down Windows 11	17	4.15- Clipboard Settings in Windows 11	79-80
1.16- How to Use the Microsoft Store in Windows 11	17-18	4.16- About Settings in Windows 11	80
1.17- Sign-in Options in Windows 11	18-19	<i>System Settings- Actions</i>	<i>81-98</i>
1.18- How to Change Your PIN in Windows 11	19	<b>System Settings- Exercises</b>	<b>99</b>
1.19- How to Use Widgets in Windows 11	19		
<i>Windows Basics- Actions</i>	<i>20-32</i>	<b>CHAPTER 5- Bluetooth &amp; Devices Settings</b>	<b>100</b>
<b>Windows Basics- Exercises</b>	<b>33</b>	5.1- Accessing the Bluetooth & Devices Settings	101
		5.2- How to Enable Bluetooth in Windows 11	101
<b>CHAPTER 2- File Explorer</b>	<b>34</b>	5.3- How to Add a Device in Windows 11	101
2.1- File Explorer in Windows 11	35-36	5.4- How to Manage Devices in Windows 11	102
2.2- Navigating Folders	36-37	5.5- How to Manage Printers & Scanners in Windows 11	102-103
2.3- Changing Folder Views	37	5.6- Your Phone Settings in Windows 11	103
2.4- Sorting Folder Contents	37-38	5.7- How to Manage Cameras in Windows 11	104
2.5- Selecting Files	38-39	5.8- Mouse Settings in Windows 11	104-105
2.6- Opening a File	39	5.9- Touchpad Settings in Windows 11	105-106
2.7- Reopening a Frequently Opened Folder	39	5.10- Pen & Windows Ink Settings in Windows 11	106
2.8- Creating a New Folder	40	5.11- AutoPlay Settings in Windows 11	106
2.9- Renaming Files and Folders	40	5.12- USB Settings in Windows 11	107
2.10- Cutting, Copying, and Pasting Files and Folders	40-41	<i>Bluetooth &amp; Devices Settings- Actions</i>	<i>108-115</i>
2.11- Burning a CD or DVD	41-42	<b>Bluetooth &amp; Devices Settings- Exercises</b>	<b>116</b>
2.12- Deleting Files	42		
2.13- Managing Libraries in Windows 11	42-43	<b>CHAPTER 6- Network &amp; Internet Settings</b>	<b>117</b>
2.14- Managing the Computer and Drives in Windows 11	44	6.1- Accessing the Network & Internet Settings	118
2.15- Quick Access in Windows 11	45	6.2- Wi-Fi Settings in Windows 11	118-119
2.16- OneDrive Folders in File Explorer	45	6.3- Ethernet Settings in Windows 11	119-120
2.17- Zip Folders in File Explorer	46	6.4- VPN Settings in Windows 11	120-121
2.18- Unzip Files in File Explorer	46	6.5- Mobile Hotspot Settings in Windows 11	121
<i>File Explorer- Actions</i>	<i>47-59</i>	6.6- Airplane Mode Settings in Windows 11	122
<b>File Explorer- Exercises</b>	<b>60</b>	6.7- Proxy Settings in Windows 11	122
		6.8- Dial-up Settings in Windows 11	123
<b>CHAPTER 3- Windows 11 Settings</b>	<b>61</b>	6.9- Advanced Network Settings in Windows 11	123-124
3.1- Accessing Settings in Windows 11	62	<i>Network &amp; Internet Settings- Actions</i>	<i>125-132</i>
<i>Windows 11 Settings- Actions</i>	<i>63</i>	<b>Network &amp; Internet Settings- Exercises</b>	<b>133</b>
<b>Windows 11 Settings- Exercises</b>	<b>64</b>		
		<b>CHAPTER 7- Personalization Settings</b>	<b>134</b>
		7.1- Accessing the Personalization Settings	135
		7.2- Background Settings in Windows 11	135
		7.3- Colors Settings in Windows 11	135-136
		7.4- Themes Settings in Windows 11	136
		7.5- Lock Screen Settings in Windows 11	137
		7.6- Touch Keyboard Settings in Windows 11	138
		7.7- Start Settings in Windows 11	139
		7.8- Taskbar Settings in Windows 11	139
		7.9- Fonts Settings in Windows 11	140
		7.10- Device Usage Settings in Windows 11	140
		<i>Personalization Settings- Actions</i>	<i>141-148</i>
		<b>Personalization Settings- Exercises</b>	<b>149</b>

# TABLE OF CONTENTS

<b><u>Chapters/Lessons:</u></b>	<b><u>Page(s):</u></b>	<b><u>Chapters/Lessons:</u></b>	<b><u>Page(s):</u></b>
<b>CHAPTER 8- Apps Settings</b>	<b>150</b>	<b>CHAPTER 13- Privacy &amp; Security Settings</b>	<b>217</b>
8.1- Accessing the Apps Settings	151	13.1- Accessing the Privacy & Security Settings	218
8.2- Apps & Features Settings in Windows 11	151	13.2- Windows Security Settings in Windows 11	218
8.3- Default Apps Settings in Windows 11	152-153	13.3- Find My Device Settings in Windows 11	218
8.4- Offline Maps Settings in Windows 11	153	13.4- Device Encryption Settings in Windows 11	218-219
8.5- Optional Features Settings in Windows 11	153-154	13.5- For Developers Settings in Windows 11	219
8.6- Apps for Websites Settings in Windows 11	154	13.6- General Privacy Settings in Windows 11	220
8.7- Video Playback Settings in Windows 11	154	13.7- Speech Privacy Settings in Windows 11	220
8.8- Startup Settings in Windows 11	155	13.8- Inking & Typing Personalization Setting in Windows 11	220
<i>Apps Settings- Actions</i>	<i>156-161</i>	13.9- Diagnostics & Feedback Settings in Windows 11	221
<b><i>Apps Settings- Exercises</i></b>	<b><i>162</i></b>	13.10- Activity History Settings in Windows 11	221
<b>CHAPTER 9- Accounts Settings</b>	<b>163</b>	13.11- Search Permissions Settings in Windows 11	222
9.1- Accessing the Accounts Settings	164	13.12- Searching Windows Settings in Windows 11	222
9.2- Your Microsoft Account Settings in Windows 11	164	13.13- App Permissions Settings in Windows 11	222-223
9.3- Your Info Settings in Windows 11	164	<i>Privacy &amp; Security Settings- Actions</i>	<i>224-230</i>
9.4- Email & Accounts Settings in Windows 11	165	<b><i>Privacy &amp; Security Settings- Exercises</i></b>	<b><i>231</i></b>
9.5- Sign-in Options Settings in Windows 11	165-166	<b>CHAPTER 14- Windows Update Settings</b>	<b>232</b>
9.6- Family & Other Users Settings in Windows 11	166	14.1- Accessing the Windows Update Settings	233
9.7- Windows Backup Settings in Windows 11	166-167	14.2- Windows Update in Windows 11	233
9.8- Access Work or School Settings in Windows 11	167-168	14.3- Pause Windows Updates in Windows 11	233
<i>Accounts Settings- Actions</i>	<i>169-173</i>	14.4- Update History in Windows 11	234
<b><i>Accounts Settings- Exercises</i></b>	<b><i>174</i></b>	14.5- Advanced Windows Update Options in Windows 11	234-235
<b>CHAPTER 10- Time &amp; Language Settings</b>	<b>175</b>	14.6- Windows Insider Program Settings	235
10.1- Accessing the Time & Language Settings	176	<i>Windows Update Settings- Actions</i>	<i>236-239</i>
10.2- Date & Time Settings in Windows 11	176	<b><i>Windows Update Settings- Exercises</i></b>	<b><i>240</i></b>
10.3- Language & Region Settings in Windows 11	177	<b>CHAPTER 15- Windows Features</b>	<b>241</b>
10.4- Typing Settings in Windows 11	178	15.1- The Control Panel in Windows 11	242
10.5- Speech Settings in Windows 11	178-179	15.2- File History in Windows 11	243
<i>Time &amp; Language Settings- Actions</i>	<i>180-184</i>	15.3- System Restore in Windows 11	243-244
<b><i>Time &amp; Language Settings- Exercises</i></b>	<b><i>185</i></b>	15.4- Chat in Windows 11	244-245
<b>CHAPTER 11- Gaming Settings</b>	<b>186</b>	15.5- Installing Amazon Appstore Mobile Apps in Windows 11	245
11.1- Accessing the Gaming Settings	187	15.6- Installing and Uninstalling Software	245-246
11.2- Xbox Game Bar Settings in Windows 11	187	<i>Windows Features- Actions</i>	<i>247-251</i>
11.3- Captures Settings in Windows 11	187-188	<b><i>Windows Features- Exercises</i></b>	<b><i>252</i></b>
11.4- Game Mode Settings in Windows 11	188	<b>CHAPTER 16- Desktop Management</b>	<b>253</b>
<i>Gaming Settings- Actions</i>	<i>189-190</i>	16.1- The Recycle Bin in Windows 11	254
<b><i>Gaming Settings- Exercises</i></b>	<b><i>191</i></b>	16.2- Creating Desktop Shortcuts in Windows 11	254
<b>CHAPTER 12- Accessibility Settings</b>	<b>192</b>	16.3- Pinning Apps to the Taskbar in Windows 11	255
12.1- Accessing the Accessibility Settings	193	16.4- Notification Center and Quick Settings in Windows 11	255-256
12.2- Text Size Settings in Windows 11	193	16.5- OneDrive Settings in Windows 11	256
12.3- Visual Effects Settings in Windows 11	193	<i>Desktop Management- Actions</i>	<i>257-260</i>
12.4- Mouse Pointer and Touch Settings in Windows 11	193-194	<b><i>Desktop Management- Exercises</i></b>	<b><i>261</i></b>
12.5- Text Cursor Settings in Windows 11	194	<b>CHAPTER 17- Creating Documents in WordPad</b>	<b>262</b>
12.6- Magnifier Settings in Windows 11	194-195	17.1- Starting WordPad and Creating a New Document	263
12.7- Color Filters Settings in Windows 11	195	17.2- Copying and Pasting Text in WordPad	264
12.8- Contrast Themes Settings in Windows 11	196	17.3- Formatting Text in WordPad	265
12.9- Narrator Settings in Windows 11	196-199	17.4- Saving a Document in WordPad	266
12.10- Audio Accessibility Settings in Windows 11	199	17.5- Closing and Opening a Document in WordPad	266
12.11- Captions Settings in Windows 11	199-200	17.6- Printing a Document in WordPad	266
12.12- Speech Accessibility Settings in Windows 11	200	<i>Creating Documents in WordPad- Actions</i>	<i>267-270</i>
12.13- Keyboard Accessibility Settings in Windows 11	200-202	<b><i>Creating Documents in WordPad- Exercises</i></b>	<b><i>271</i></b>
12.14- Mouse Accessibility Settings in Windows 11	202		
12.15- Eye Control Settings in Windows 11	202		
<i>Accessibility Settings- Actions</i>	<i>203-215</i>		
<b><i>Accessibility Settings- Exercises</i></b>	<b><i>216</i></b>		

# TABLE OF CONTENTS

<b><u>Chapters/Lessons:</u></b>	<b><u>Page(s):</u></b>
<b>CHAPTER 18- Drawing Pictures in Paint</b>	<b>272</b>
18.1- Starting Paint and Creating a New Document	273
18.2- Drawing Shapes and Lines in Paint	273-274
18.3- Using Tools and Brushes in Paint	274-275
18.4- Selections in Paint	275-276
18.5- Saving a Picture in Paint	276
18.6- Closing and Opening a Picture in Paint	276
<i>Drawing Pictures in Paint- Actions</i>	<i>277-281</i>
<b><i>Drawing Pictures in Paint- Exercises</i></b>	<b><i>282</i></b>
<b>CHAPTER 19- Using Microsoft Edge</b>	<b>283</b>
19.1- About the Internet and World Wide Web	284
19.2- Connecting to the Internet in Windows 11	284-285
19.3- The Microsoft Edge Interface in Windows 11	285-286
19.4- Viewing Web Pages in Microsoft Edge	286
19.5- Find Text in Web Pages in Microsoft Edge	286
19.6- Immersive Reader in Microsoft Edge	287
19.7- Add a Favorite to Microsoft Edge	287
19.8- Manage Favorites in Microsoft Edge	287-288
19.9- Manage Browser History in Microsoft Edge	288-289
19.10- Manage Downloads in Microsoft Edge	289-290
19.11- How to Manually Update Microsoft Edge	290
19.12- Sharing Web Pages in Microsoft Edge	290-291
19.13- Open a Window or InPrivate Window in Microsoft Edge	291
19.14- Zoom Web Pages in Microsoft Edge	291
19.15- Print Web Pages in Microsoft Edge	291-292
19.16- Settings in Microsoft Edge	292-293
<i>Using Microsoft Edge- Actions</i>	<i>294-304</i>
<b><i>Using Microsoft Edge- Exercises</i></b>	<b><i>305</i></b>
<b><i>Windows 11 Keyboard Shortcuts</i></b>	<b><i>306-308</i></b>

# **CHAPTER 1-**

## **WINDOWS BASICS**

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- 1.1- ABOUT WINDOWS 11**
- 1.2- SIGN-IN TO WINDOWS 11 WITH A MICROSOFT USER ACCOUNT**
- 1.3- HOW TO USE THE MOUSE IN WINDOWS 11**
- 1.4- HOW TO USE TOUCH GESTURES IN WINDOWS 11**
- 1.5- THE WINDOWS 11 DESKTOP**
- 1.6- HOW TO USE THE START BUTTON IN WINDOWS 11**
- 1.7- HOW TO USE THE START MENU IN WINDOWS 11**
- 1.8- HOW TO CUSTOMIZE THE START MENU IN WINDOWS 11**
- 1.9- HOW TO SEARCH IN WINDOWS 11**
- 1.10- HOW TO USE UNIVERSAL APP WINDOWS IN WINDOWS 11**
- 1.11- HOW TO USE SNAP LAYOUTS IN WINDOWS 11**
- 1.12- HOW TO RESIZE A DESKTOP WINDOW IN WINDOWS 11**
- 1.13- HOW TO SCROLL A WINDOW IN WINDOWS 11**
- 1.14- HOW TO USE MULTIPLE DESKTOPS IN WINDOWS 11**
- 1.15- HOW TO SHUT DOWN WINDOWS 11**
- 1.16- HOW TO USE THE MICROSOFT STORE IN WINDOWS 11**
- 1.17- SIGN-IN OPTIONS IN WINDOWS 11**
- 1.18- HOW TO CHANGE YOUR PIN IN WINDOWS 11**
- 1.19- HOW TO USE WIDGETS IN WINDOWS 11**

# WINDOWS BASICS

## **1.1- About Windows 11:**

Windows is a family of operating systems developed by Microsoft Corporation. Windows provides a graphical user interface (GUI), virtual memory management, multitasking, and support for many peripheral devices.

Windows helps you organize all the files and programs within your computer. For new users, one way to think of the file management aspect of Windows is to think of a large paper filing cabinet. Within the filing cabinet, there are hanging files labeled in a logical order. Within those hanging files, there are manila file folders that contain documents. Windows allows you to accomplish the same document filing system in an electronic format. You can open, sort, move, print, rename, find or delete files easily by using Windows.

In addition to managing the computer's files, folders, hardware settings, and software applications, Windows has much more to offer. Windows comes preinstalled with software that includes basic text and image editing, as well as email and a web browser for Windows 11 called "Microsoft Edge." You can also download many other useful personal and business apps for Windows 11, as needed.

This course will focus on using Windows 11. Many of the features discussed within this course are new changes to the Windows 11 operating system. You can download Windows 11 from Microsoft through Windows Update or the Microsoft website. Windows 11 is primarily distributed as a download. This makes it easier to update the software by using Windows Update as new improvements to its security and new features in Windows 11 become available.

Windows 11 provides more robust security features than previous versions of Windows. Windows 11 brings many of the features of Windows 10 and its desktop experience forward with it. Windows 11 also supports the mobile enhancements that were incorporated into previous versions. Windows 11 also provides users the flexibility to customize their experience to suit their personal tastes, regardless of the device, when using Windows 11 on desktops, laptops, and most tablets.

## **1.2- Sign-in to Windows 11 with a Microsoft User Account:**

Windows 11 strongly encourages you to use a Microsoft account for sign-in, versus a local user account, when you are initially setting up your device with Windows 11. Many features of Windows 11, like OneDrive, require you to use a Microsoft account. You can either use any existing email account and register it as a Microsoft account or you can create a new email account, if needed. You can also use a phone number, if desired. The email address or phone number then becomes your Microsoft account username. Note that this account can be either a "Standard" or "Administrator" account on the local PC on which it is entered.

After you sign-in to Windows 11 on a device with a Microsoft account, you are connected to a computer network referred to as the "cloud." Doing this enables the following features. First, it helps you to easily sign into any social networking and email applications associated with the Microsoft account, like Outlook.com, Instagram, or Twitter. You can also access and share files using OneDrive. Also, your Windows personalization settings are synced to any device running Windows 8 or later that you sign into using the same Microsoft account. You can also get apps in the Microsoft Store and use them on any Windows 11 computing device that you sign in to with the same Microsoft account.



# WINDOWS BASICS

## 1.3- How to Use the Mouse in Windows 11:

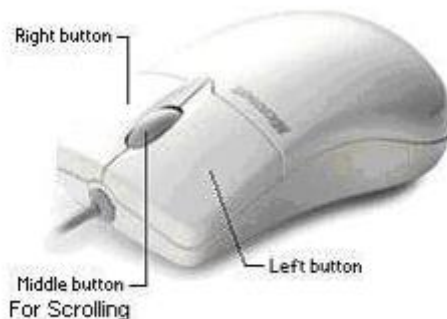
One way to navigate through the Windows environment is by using a mouse. A mouse is a device you control with your hand. You roll it around on a pad. This lets you move the mouse pointer, usually an “arrow” icon, on your screen to select files and folders. There are many variations of the mouse, but they are all designed to perform the same basic functions.

When you move your mouse while it is on your desk, the pointer on your screen moves in the same direction. The mouse pointer can also assume different shapes, depending upon your location on the desktop and what type of tasks you are performing.

To control the mouse, place your hand on the mouse with your thumb at the side and your two closest fingers resting easily over the two buttons at the top of the mouse. Your two fingers are used to press the buttons, or perform the “clicks,” of the mouse. A mouse will also often have a scroll wheel between the two buttons you can scroll up or down to scroll through content in a window.

Your mouse has four basic actions. They are “click,” “double-click,” “right-click” and “click and drag” (also called “drag and drop”). The different actions and their functions appear in the following table.

<u>Name:</u>	<u>Movement:</u>	<u>Purpose:</u>
Left-click or click	A single press and release of the left mouse button.	Selecting objects and executing toolbar button functions.
Double-click	Two quick press and release movements with the left mouse button in rapid succession.	Running program and applications in the File Explorer or on the desktop. Also used to open folders and files in File Explorer.
Click and drag or drag and drop	A single press of the left mouse button that you hold down as you roll the mouse to a new location and then release it.	Moving file and folders. Selecting objects and text.
Right-click	A single press and release of the right mouse button.	Shows a pop-up menu of commands available for the object you right-clicked.



# WINDOWS BASICS

## 1.4- How to Use Touch Gestures in Windows 11:

In Windows 11, many of the actions you can perform with a mouse can also be performed using gestures on a touch screen or touchpad for computing devices that support this behavior. The table below shows the touch gestures available in Windows 11 for touch screen devices and touchpads, and which gestures translate to the traditional mouse clicks and movements.

<u>Name:</u>	<u>Gesture:</u>	<u>Purpose:</u>
Select Item	Tap once onscreen or on touchpad	Opens or selects item that is tapped. Like a left-mouse click.
Show More Commands (Touch Screen Only)	Touch onscreen and hold down your finger in position	Displays information about the selected item or opens a menu specific to what you're doing. Like a right-click with a mouse.
Show More Commands (Touchpad Only)	Tap the touchpad with two fingers. Alternatively, press down in lower-right corner of touchpad or press lower-right touchpad button.	Displays information about the selected item or opens a menu specific to what you're doing. Like a right-click with a mouse.
Zoom In or Zoom Out	Touch the screen or touchpad with two fingers and then either bring them closer together (Pinch), or further away from each other (Stretch)	Zooms in or out to magnify items displayed onscreen.

## 1.5- The Windows 11 Desktop:

In Windows 11, the desktop appears by default for all devices. All other windows will open within the desktop. For example, if you open the "Settings" app within the Start menu for Windows 11, it opens that app window within the desktop environment. Within the desktop, you can place shortcuts to your favorite files, folders, and programs. These shortcuts appear as icons on your desktop screen. You can customize the icons that appear on the desktop, as well as the desktop's background wallpaper and theme, for each user account on the device.

One commonly shown icon on the desktop is the Recycle Bin. This is where Windows temporarily stores files deleted from your computer's "C:" drive until you decide to permanently delete them. However, if you delete files from removable media or network locations, those files are **NOT** sent to the Recycle Bin, but are immediately permanently deleted, instead. So, it is important when working on a network that you do not assume that files and folders you delete from network drives will go to the Recycle Bin. Be careful with the files that you delete from your computer.

At the bottom of the desktop is a thin bar known as the taskbar. The taskbar in Windows 11 contains buttons that let you perform common tasks and easily access programs. You can customize many settings of the taskbar and choose which buttons appear within it, as we will see in later lessons. By default, the Start button in Windows 11 appears at the left end of the buttons in the center of the taskbar. To the right of the Start button is the "Search" button. By default, to the right of that are buttons for "Task View,"

# WINDOWS BASICS

## **1.5- The Windows 11 Desktop- (cont'd.):**

“Chat,” “Microsoft Edge,” “File Explorer,” “Microsoft Store” and “Mail.” After that, you then see icons for any currently opened applications within the desktop, as well as any icons for apps you pinned to the taskbar. At the far-left end of the taskbar is the “Widgets” button, which typically shows weather info.

At the far-right end of the taskbar are icons for background apps running on your computer, OneDrive status, your Internet connectivity icon, the “Speakers” volume icon, the battery life icon for laptops and tablets, the current time and date, and the Notifications icon.

## **1.6- How to Use the Start Button in Windows 11:**

The Start button in Windows 11 is a small button that displays the Windows logo and always appears at the left end of the primary group of buttons within the taskbar. The buttons in the Windows 11 taskbar appear in the center of the bar, by default. However, you can also align the buttons to the left end of the taskbar if you prefer the previous taskbar button layout from Windows 10 and earlier versions. You can click the Start button to display the Start menu in Windows 11, which is discussed in the next lesson.

You can right-click the Start button to display a pop-up menu of shortcuts to various features, windows and settings on your computer. To open any of these items, click the desired command in the pop-up menu that appears. A handy shortcut in this menu is the “Shut down or sign out” command. If you roll your mouse pointer over this command, you will see the options to shut down or sign out of your computer in a side menu that appears. You can then select the desired command to execute in the side menu to quickly sign out of your account or shut down the computer.

## **1.7- How to Use the Start Menu in Windows 11:**

The Start menu has once again been reconfigured for Windows 11. To show the Start menu in Windows 11, click the “Start” button, which has the Windows logo on it, in the Windows taskbar. Alternatively, press the Windows key on your keyboard to show the Start menu.

The top of the Start menu in Windows 11 shows the “Type here to search” field. If you click into this field, you actually activate and switch over to the Search menu that appears after you click the “Search” button to the right of the Start button in the taskbar of Windows 11. To switch back to the Start menu, click the Start button again. We will discuss using the Search menu in Windows 11 in a separate lesson.

The next section in the Start menu is the “Pinned” section, which shows apps you pin to the Start menu for easy access. To open a pinned app, click its app icon. To unpin an app, which removes it from this section, right-click its app icon and select the “Unpin from Start” command in the pop-up menu that appears. If you pin more apps than you can show in this section, a menu of dots appears to the right of the pinned section. Each dot represents a new section of pinned apps. You can click a dot to see the apps in that section. You can also scroll your mouse wheel, if available, up or down to scroll through the app sections.

To reorganize the pinned apps, click and drag them to the desired location in the “Pinned” section of the Start menu. To show all apps on your computer, click the “All apps” button in the upper-right corner of the “Pinned” section in the Start menu in Windows 11 to change the Start menu to show a listing of all the apps on your device in alphabetical order. To open an app in this list, click its app icon. To pin an app in this list to the Pinned section of the Start menu, right click the app icon. Then click the “Pin to Start” command in the pop-up menu that appears. To return to the listing of Pinned apps in the Start menu, click the “Back” button in the upper-right corner of the listing of all apps.

Continuing down the Start menu in Windows 11, the next section is the “Recommended” section,

# WINDOWS BASICS

## **1.7- How to Use the Start Menu in Windows 11- (cont'd.):**

which shows recently-opened files. To open an item in this section, click its icon. To remove a recently-opened file from this list, right-click its icon and click the “Remove from list” command. To show a file’s location in a new File Explorer window, right-click its icon and click the “Open file location” command.

To show more recommended items, click the “More” button in the upper-right corner of the “Recommended” section to change the Start menu to show a listing of all the recently-opened files on your device. To open one of these items, click its icon. To return to the “Recommended” section of the Start menu, click the “Back” button in the upper-right corner of the listing.

Continuing down the Start menu in Windows 11, the next section contains a button that shows your user name and picture to the left and the Power button to the right. To show a pop-up menu of account options, click the user name button. To change your account settings, select the “Change account settings” link in the pop-up menu. Alternatively, to lock the computer and show the lock screen, choose the “Lock” link. Alternatively, to sign out of the computer, select the “Sign out” link. To switch user accounts, select the name of the user account to which to switch from the list to show the sign-in screen for that user. To close the menu without making any choices, click your user name button again.

To select a power off choice for the computer, click the “Power” button in the Start menu to show a pop-up menu of power choices. To place the computer into sleep mode, click the “Sleep” choice in the menu. Alternatively, to shut down the computer, select the “Shut down” choice in the menu. To restart the computer, select the “Restart” choice in the menu. To close the menu without making a choice, click the “Power” button again.

## **1.8- How to Customize the Start Menu in Windows 11:**

Windows 11 lacks many of the app grouping and customization options that appeared in Windows 10. However, you can customize some of the Start menu setting to add or remove items from the sections that appear in the Start menu of Windows 11. To customize the Start menu in Windows 11, open the “Settings” app by either clicking its icon in the Start menu or by right-clicking the Start button and then clicking the “Settings” command in the pop-up menu that appears.

In the “Settings” app window, click the “Personalization” link at the left side of the window to show the “Personalization” settings to the right. Then click the “Start” link in the list of Personalization settings to show its settings at the right side of the window. To show recently-added apps in the Start menu of Windows 11, click the “Show recently added apps” toggle switch to set it to the “On” setting. Conversely, click it to switch it to the “Off” position to hide them.

To show the most-used apps in the Start menu, click the “Show most used apps” toggle switch to set it to the “On” setting. Conversely, click it to switch it to the “Off” position to hide them. To show recently-opened items in the Start menu, jump lists, and the File Explorer, click the “Show recently opened items in Start, Jump Lists, and File Explorer” toggle switch to set it to the “On” setting. Conversely, click it to switch it to the “Off” position to hide them.

To add buttons for access to common user folders or the “Settings” app to the left of the “Power” button in the Start menu in Windows 11, click the “Folders” link at the right side of the “Start” category in the “Settings” window to show a listing of the windows and folders you can add to that section. To add a listed folder or app, click its toggle switch to set it to the “On” position. Conversely, to hide it, click its toggle switch to set it to the “Off” position. If you choose to add buttons for the folders or apps, you can open them by clicking them in the Start menu, where they then appear to the left of the “Power” button. To close the “Settings” window after you finish customizing the Start menu, click the “X” button in its upper-right corner.

## 1.9- How to Search in Windows 11:

To search in Windows 11, click the “Search” button in the Windows taskbar to show a Search menu above the Search button. Then type the text for which to search into the “Type here to search” field at the top of the Search menu. As you type, search results then begin to appear at the left side of the Search menu below the “Type here to search” field. The search results are grouped by categories like “Best match,” “Apps,” “Settings,” and “Search the web.” After you finish typing the search term or terms, you can then click any result to open it. Alternatively, you can click the right-pointing arrow to the right of a search result to show related documents, commands, settings, or web results in the right side of the menu. You can then click a result in the right menu to open it.

Optionally, to filter the search results by category, you can click any category link under the “Type here to search” field to filter the current search by the results for the selected category. You can then click any filtered search result or its related items to open it, as usual. To close the Search menu without making a choice, click the Search button in the Windows 11 taskbar again.

When you click the Search button in the Windows 11 taskbar to show the default Search menu, you’ll see a “Top apps” section that shows your most-used apps. You can click an app here to quickly reopen it. A listing of recent search results appears in the “Recent” section below that, and you can click any search result here to reopen it. To the right of that list is a listing of “Quick searches” you can try.

To change your search settings in Windows 11, click the “Options” button, which looks like an ellipsis mark, towards the upper-right corner of the Search menu to show a drop-down menu. Then click the “Search settings” command in the drop-down menu to open the “Search permissions” settings of the “Privacy & security” settings in the “Settings” app window.

To change your SafeSearch settings, select the desired option button under the “SafeSearch” section. To show cloud content for connected Microsoft accounts or work or school accounts in the search results, click the “Microsoft account” and/or “Work or school account” toggle switches to the “On” position under the “Cloud content search” section. To store your device’s Bing search history locally, switch the “Search history on this device” toggle switch to the “On” position. To close the “Settings” window, click the “X” button in its upper-right corner.

To change the search indexing options for search in Windows 11, click the “Options” button, which looks like an ellipsis mark, towards the upper-right corner of the Search menu to show a drop-down menu. Then click the “Indexing options” command in the drop-down menu to open the “Searching Windows” settings of the “Privacy & security” settings in the “Settings” app window.

To have Windows respect your power settings when indexing files for searching, click the “Respect power settings when indexing” toggle switch to set it to the “On” position. To set the type of indexing performed by Windows, select the desired “Classic” or “Enhanced” option button under the “Find my files” setting. If using enhanced search, a listing of excluded folder locations for which Windows will not return search results appears in the “Exclude folders from enhanced search” section. To add a folder to this list, click the “Add an excluded folder” button in this section, navigate to the folder in the dialog box that opens, click it to select it, and then click the “Select Folder” button in the dialog box to close the dialog box and add the selected folder to the list. To remove a folder from this list, click its “Options” button at its right end and then select the “Remove” command. To close the “Settings” app window when finished, click the “X” button in its upper-right corner.

## **1.10- How to Use Universal App Windows in Windows 11:**

Windows 11 uses a universal app window for many of its apps. This lesson shows you the general layout of a universal app window and the navigation features you often encounter in them. You can open the “Weather” app from the Start menu to see a common example of a universal app in Windows 11.

At the very top of the app window is a “Title Bar” for the app window. At the right end of the Title Bar are the “Minimize,” “Maximize/Restore,” and “Close” buttons. To close the app window, click the “Close” button, which looks like an “X.” To change the size of the app window, click the “Minimize” and “Maximize/restore” buttons.

Most universal apps also contain a collapsible and expandable “navigation pane” at the left side of the universal app window. The navigation pane is also often called the “nav pane.” To expand the navigation pane and show its menu commands, click the “navigation pane button,” called the “nav pane button,” in the upper-left corner of the navigation pane. To collapse the nav pane, click the same button again. When the nav pane is collapsed, you will only see the icons for the commands, instead.

To open the different sections of the app, click the buttons in the nav pane. These will vary, depending upon the app. However, the “Settings” button is a commonly-used button that appears in the lower-left corner and looks like a “cog” icon. To display the settings for the universal app in the universal app window, click the “Settings” button. Once again, the settings available vary, depending on the app.

Many times, after clicking a button in the nav pane to display a section within an app, you will also see a “Back” arrow button appear in the upper-left corner of the app window. To return to the previous section in the app, click the “Back” arrow button.

In some apps, there is a bar that appears below the Title Bar in the universal app window. This bar is called the “command bar.” You can open the “Photos” app in Windows 11 to see a common example of a universal app that uses a command bar for navigation. The command bar often contains the actions that you can perform within the current section of the app. However, some apps use the command bar to open different sections of an app, like the navigation pane. You will find the most used actions within an app in the command bar.

At the right end of the command bar, you will also often see a “More options ” button, which looks like an ellipsis mark (...). You can click the “More options” button, if shown, to access more options from the command bar in a drop-down menu that appears.

## **1.11- How to Use Snap Layouts in Windows 11:**

While the ability to snap an app window to the side of the screen was introduced in earlier versions of Windows, snapping apps is vastly improved in Windows 11. This feature allows you to lock up to four app windows open at a time so that you can have multiple windows open without having to toggle between them or having them overlap one another. Windows 11 introduces new snap layouts for desktops that let you determine the type of app window arrangement you want to apply. After selecting a snap layout, the Snap Assist feature of Windows 11 then helps you to place open app windows into the other panes in the snap layout you selected.

To show the snap layouts in Windows 11, hover your mouse pointer over the “Maximize” button in an app window or press the keyboard shortcut of “Windows” + “Z” on your keyboard. The snap layouts then appear in a menu below the active app window’s “Maximize” button. Each snap layout shows where you can place an app pane within the desktop. Click into the app pane into which to place the current app window within the desired snap layout. The app window then appears in that section of the desktop. Snap Assist in Windows 11 then helps you by showing any other open app windows in the other available app

## **1.11- How to Use Snap Layouts in Windows 11- (cont'd.):**

pane or app panes. You can then click an app window that appears in the other app pane(s) to show it within the selected app pane. You repeat this process until you have assigned apps to all the app panes in the snap layout.

After adding your open app windows into the app panes in the snap layout, you can adjust the size of the panes, if desired. To adjust the size of the app panes in a snap layout in Windows 11, hover your mouse pointer between the app panes to adjust until a thick gray bar appears and your mouse pointer turns into a double-pointed arrow. Then click and drag in either direction shown by the arrows to change the size of the adjacent app panes. Then release the mouse button when the panes are the size you want.

After adding apps to a snap layout, you can hover over any app included in the app layout in the Windows taskbar to show both the app and its snap layout app group. You can click either one to select it and bring it to the foreground if you have multiple windows opened, if desired.

## **1.12- How to Resize a Desktop Window in Windows 11:**

The window is one of the basic elements of the Windows operating system. You perform most activities in different windows within the application. Most windows share a similar structure and layout. Windows appear within a frame. At the top of the frame is the "Title Bar." The Title Bar usually shows the name of the window or its contents. You use the Title Bar to control the size and placement of the window in your desktop. You can have several windows open at the same time in Windows. You can also control the size and placement of the windows within your desktop. A window can be opened either in Maximized mode, Restore mode, or Minimized mode.

If you look at the right end of the Title Bar within an open window in a desktop, you will see a three-button group. These buttons are, from left to right: "Minimize," "Maximize/Restore," and "Close." You can click the Minimize button in the Title Bar of an open window to send the window down to the taskbar at the bottom of the desktop. Although you cannot see the content of the window, it is still open and active. You may choose to minimize a window to access information in a different window behind the one you minimized. Minimizing a window temporarily gets it out of your way. To show the minimized window onscreen again, click the entry for that window in the taskbar.

In Windows, when you minimize windows of the same type, meaning windows from the same program, the windows are grouped together using a single icon in the taskbar. You can hold your mouse pointer over that icon in the taskbar to then view the individual windows in the window group in small pop-up windows. You can then click a pop-up window to restore the selected window's onscreen display.

Clicking the "Maximize/Restore" button toggles the window between those two window modes. Maximizing a window means making it large enough to fill your entire computer screen. If your window does not fill the entire screen, then click the middle button of the three located at the right end of the Title Bar to maximize its display. This lets you view more of the information within a window. Many users like to work in this mode, as it has the most available room for each window. Note that hovering over the "Maximize/Restore" toggle button in Windows 11 shows the snap layouts in a menu below it, which we discussed in the last lesson.

If you have multiple windows open and they are all maximized, you cannot view them simultaneously. To switch between multiple maximized windows, click the taskbar icon for the window to view. Doing that then brings that window to the forefront of the stack of windows, above any other opened windows, which then recede behind it. Doing this is called toggling between the open windows. This is a technique helpful to master if you need to work with more than one window at a time. You can also toggle

# WINDOWS BASICS

## **1.12- How to Resize a Desktop Window in Windows 11- (cont'd.):**

between opened windows by using the keyboard shortcut of “Alt” + “Tab” on your keyboard. To do this, hold down the “Alt” key on your keyboard. Then press the “Tab” key repeatedly until the desired window appears selected in the choices shown onscreen. Once the desired window is selected, then release the “Alt” key.

If your window is already maximized, clicking the middle button of the three at the right end of the Title Bar instead changes the window to its “Restore” mode. The Restore window is a smaller window that lets you change its size and position within the desktop. To resize a window when the window is in Restore mode, place your mouse pointer over the border of the window’s frame that represents the direction in which you want to resize the window until your mouse pointer turns into a double-pointed arrow. When you see this arrow appear, you can then click and drag to change the size of the window. Then release it when the window is the desired size.

To move a window when it is in Restore mode, click and drag in the empty area of its Title Bar to move it to a different area within the desktop. Then release it when it is in the desired position. Restore mode is useful for copying files from one window to another and placing opened windows side-by-side for comparison. The last button at the right end of the Title Bar has a big “X” in it. This is the “Close” button. Clicking it closes the window.

## **1.13- How to Scroll a Window in Windows 11:**

In windows that contain a longer web page or document content, you can use the available scroll bars within the window to scroll through its information. Scroll bars appear at the right and bottom sides of a window if all the window’s contents cannot appear at once. To scroll through the content in a window, you can click the arrows at either end of the scroll bars to scroll the window in that direction. Alternatively, you can also click and drag the scroll box inside a scroll bar to the desired location in the window and then release it to quickly scroll through its content. The location of the scroll box inside of the scroll bar indicates your position within the content of the window. Users who use a mouse with a scroll wheel can also often scroll the wheel up or down to more quickly scroll vertically through the content in a window.

## **1.14- How to Use Multiple Desktops in Windows 11:**

Windows 11 makes it easy to create and use multiple desktops, if needed. Using multiple desktops in Windows 11 lets you arrange and keep separate desktops open for unrelated projects between which you must switch or for quick switching between separate applications you want to make easily available. To create a new desktop in Windows 11, click the “Task view” button in the taskbar. The windows of the current desktop then appear at the top of the window. You can click any of these to switch to that application within the desktop, if desired. Icons for the current desktop, any other desktops you have created, and a “New desktop” button also appear in a desktop bar below it. Click the “New desktop” button to then create a new desktop in the desktop bar. The desktops are named in a sequential order as “Desktop 1,” “Desktop 2” and so on.

To rename a desktop, right-click its icon within the desktop bar and then click the “Rename” command in the pop-up menu that appears. Then type a new name for the desktop in the name field above its desktop icon in the desktop bar and press the “Enter” key on your keyboard to set its name. To switch to a desktop, click its icon in the desktop bar. For whichever desktop you select, you can then open and arrange the desktop’s app windows to make them easily available on that desktop. Note that each desktop acts like a copy of a single desktop, as changes you make to the actual desktop’s contents, including adding



## 1.14- How to Use Multiple Desktops in Windows 11- (cont'd.):

desktop shortcuts or changing its background color, appear for all desktops you create this way.

To quickly switch between desktops created in Windows 11, hover your mouse pointer over the “Task view” button in the taskbar. Then click the icon of the desktop to which to switch from the pop-up menu that appears. To close a desktop you have created, which deletes the desktop, hover your mouse pointer over the “Task view” button in the taskbar. Then hover over the desktop icon of the desktop to close. Then click the “X” button that appears in the upper-right corner of the desktop’s icon. Alternatively, click the “Task view” button in the taskbar. Then hover over the icon of the desktop to close. Then click the “X” button that appears in the upper-right corner of the desktop’s icon. Then click the icon of the desktop to which to switch in the desktop bar.

## 1.15- How to Shut Down Windows 11:

When you need to turn off your computer, it is very important to turn your computer off correctly. **Do not simply unplug a computer or interrupt its power source! Doing this could possibly corrupt the information in your computer!**

To properly shut down a computer in Windows 11, click the Start button in the Windows taskbar to show the Start menu. Then click the “Power” button in the lower-right corner of the Start menu to show a pop-up menu of shutdown choices. To shut down the computer, select the “Shut down” command from the pop-up menu.

Alternatively, right-click the Start button in the Windows taskbar and then roll your mouse pointer over the “Shut down or sign out” command in the pop-up menu that appears. Then click the shutdown choice to perform in the side menu that appears: “Sign out,” “Sleep,” “Shut down,” or “Restart.”

Selecting the “Sign out” command signs you out of the current account on the computer. Selecting the “Sleep” command makes the computer hibernate. Selecting the “Shut down” command shuts down the computer. Selecting the “Restart” command shuts down the computer and then immediately restarts it.

If you choose the “Shut down” command, note that it may take a few moments before Windows shuts down entirely, so be patient. Once Windows has completely powered off and the computer is shut down, then it is permissible to shut off the power supply for the computer or unplug it, if necessary.

## 1.16- How to Use the Microsoft Store in Windows 11:

Windows 11 lets you download apps for your computing devices from an improved Microsoft Store. You must be signed into your computer using an online account, like a Microsoft Account or a work or school account, to download apps from the Microsoft Store.

To download an app from the Microsoft Store once you have signed in using an online account, click the “Microsoft Store” icon in the taskbar to open the Microsoft Store app. Alternatively, click the Start button in the Windows taskbar to show the Start menu, click the “All apps” button in the upper-right corner of the Start menu to show an alphabetical listing of apps, and then click the “Microsoft Store” app in this list.

In the Microsoft Store app, you can browse the available apps to download. You can browse apps by category or simply review the featured apps that appear. You can click an app shown in the Microsoft Store to read more about the selected app on its app page. To return to the previous page in the Microsoft Store app, click the “Back” button in the app’s upper-left corner.

To download an app from its app page, click the “Get” button or click the button that shows the price of the app. You must provide some form of payment to download and purchase paid apps. Paid apps then

## **1.16- How to Use the Microsoft Store in Windows 11- (cont'd.):**

open a screen where you can confirm the purchasing method or cancel the purchase. Free apps instead begin to immediately download and install themselves on your device. Note that some free apps that offer in-app purchases let you install the app, but you must then make a purchase in the app or use a connected account that has already made a purchase from the app's vendor to use its features.

On the app page, be sure to click the links in the "Additional information" section before making purchases from the Microsoft Store app so you know the vendor from whom you are making the purchase, the terms of use, and any other important information regarding the app. Note that the apps you buy are licensed, not sold, for you to use. You should always read the terms under the "Additional terms" in the "Additional information" section from each individual app provider, which may vary.

After selecting an app to install, you will see your download and installation information temporarily appear onscreen. After your app has been downloaded and installed, a message box will appear onscreen informing you of that fact. You can then close the Microsoft Store app window.

The Microsoft Store will also automatically provide updates to the apps installed on your computer. To manually check for app updates in the Microsoft Store, click the "Library" button in the app's nav bar. Then click the "Get Updates" button at the upper-right side of the app window. The listing of apps to update then appears at the top of the list at the right side of the app window. You can then individually install updates for each app listed by clicking its "Update" button or click the "Update all" link above the list to update all the apps listed.

To manage the signed-in account and its devices, change your payment methods, redeem gift cards or codes, or access the Microsoft Store's app settings, click your account picture in the command bar at the top of the app window. Then select the desired choice from the drop-down menu that appears.

Selecting the "Manage account and devices" command opens a web page that lets you access the settings for the signed-in account and its related devices. Selecting the "Payment methods" command lets you access a web page that shows any saved payment method information. Selecting the "Redeem code or gift cards" command opens a window within the Microsoft Store app so you can enter the gift code or gift card for redemption. Selecting the "App settings" command shows the settings for the Microsoft Store app in the Microsoft Store window. This is where you can view the "App updates," "Purchase sign-in," "Offline permissions" and "Video autoplay" settings and change them, if needed.

## **1.17- Sign-in Options in Windows 11:**

Windows 11 gives you additional Windows Hello sign-in options for better security, so you won't need to use a Microsoft account password to log in to your device. After you initially sign-in to your device, you can then create the other Windows Hello sign-in options you want and set Windows 11 to use them, instead. The available options depend on the hardware configuration of your computer. For example, computers without a compatible camera cannot use the "Facial recognition (Windows Hello)" sign-in option. The possible sign-in options include "Facial recognition (Windows Hello)," "Fingerprint recognition (Windows Hello)," "PIN (Windows Hello)," and "Security key."

To configure additional sign-in options after initially signing-in to your Windows 11 device, right-click the Start button in the Windows taskbar to show a pop-up menu of choices. Then click the "Settings" command in this pop-up menu to open the "Settings" app window. In the "Settings" app, click the "Accounts" button at the left side of the app to show the "Accounts" settings to the right. Then click the "Sign-in options" button at the right side of the screen to display the current account's sign-in options in the area to the right.

The different sign-in options appear under the "Ways to sign in" section at the top of the window. To

## **1.17- Sign-in Options in Windows 11- (cont'd.):**

configure your desired sign-in option, click it to expand it. Then click the “Set up” or “Manage” button in the expanded section to begin configuring the alternative sign-in method. Then follow the instructions shown onscreen until you finish setting up the desired sign-in option.

## **1.18- How to Change Your PIN in Windows 11:**

After creating a PIN, you may want to change your PIN in Windows 11. To change your PIN in Windows 11, right-click the “Start” button in the Windows taskbar to show a pop-up menu of commands. Then click the “Settings” command in the pop-up menu to open the “Settings” app window.

In the “Settings” app window, click the “Accounts” button at the left side of the app to show the “Accounts” settings to the right. Then click the “Sign-in options” button at the right side of the screen to display the current account’s sign-in options in the area to the right, under the “Ways to sign-in” title.

Then click the “PIN (Windows Hello)” section at the right side of the app window to expand it. Then click the “Change PIN” button in the expanded section to open a “Windows Security” dialog box. If needed, to enable letters and symbols in your PIN, check the “Include letters and symbols” checkbox in the dialog box. Then enter your old PIN into the “PIN” field. Then enter your new PIN into both the “New PIN” and “Confirm PIN” fields. Then click the “OK” button to confirm the change.

## **1.19- How to Use Widgets in Windows 11:**

Windows 11 provides widgets that quickly show summaries of information from other apps and services. To show the widgets in Windows 11, click or hover over the “Widgets” button in the taskbar of the desktop to show the Widgets overlay pane at the left side of the screen. To close the Widgets pane, click the “Widgets” button in the taskbar again or move your mouse pointer away from it if you opened it by hovering. Note that when the taskbar buttons are center-aligned, the “Widgets” button appears at the far-left end of the taskbar. Alternatively, if the taskbar buttons are left-aligned, then the “Widgets” button appears between the “Task view” and “Chat” buttons in the taskbar.

To add more widgets to the Widgets pane in Windows 11, click the “Add widgets” button below the current widgets at the top of the pane to open a “Widget settings” pane. Then click the plus sign button to the right of the widgets to add to the Widgets pane. To close the “Widget settings” pane, click the “X” button in its upper-right corner.

To change a widget’s options in the Widgets pane, click the “More options” button, which looks like an ellipsis mark, in the upper-right corner of the widget. To change the size of the widget in the widget pane, select a choice from the top of the drop-down menu that then appears. To customize a widget’s settings if available for the selected type of widget, click the “Customize widget” command in the drop-down menu. Then make your changes, as shown in the widget, to update its settings. To remove a widget from the Widgets pane, select the “Remove widget” command from the “More options” button’s drop-down menu.

To remove the Widgets button from the taskbar in Windows 11, right-click in the empty area of the taskbar. Then click the “Taskbar settings” command to open the “Taskbar” settings in the “Settings” app window. Then click the “Widgets” toggle button to turn it “Off.” Then close the “Settings” app window.

# ACTIONS- WINDOWS BASICS

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## ABOUT WINDOWS 11:

1. Windows is a family of operating systems developed by Microsoft Corporation. Windows provides a graphical user interface (GUI), virtual memory management, multitasking, and support for many peripheral devices.
2. Windows helps you organize all the files and programs within your computer. You can open, sort, move, print, rename, find or delete files easily by using Windows.
3. In addition to managing the computer's files, folders, hardware settings, and software applications, Windows comes preinstalled with software that includes basic text and image editing, as well as email and a web browser for Windows 11 called "Microsoft Edge." You can also download many other useful personal and business apps for Windows 11, as needed
4. You can download Windows 11 from Microsoft through Windows Update or the Microsoft website. Windows 11 is primarily distributed as a download. This makes it easier to update the software by using Windows Update as new improvements to its security and new features in Windows 11 become available.

## SIGN-IN TO WINDOWS 11 WITH A MICROSOFT USER ACCOUNT:

1. Windows 11 strongly encourages you to use a Microsoft account for sign-in, versus a local user account, when you are initially setting up your device with Windows 11. Many features of Windows 11, like OneDrive, require you to use a Microsoft account.
2. You can either use any existing email account and register it as a Microsoft account or you can create a new email account, if needed. You can also use a phone number, if desired.
3. The email address or phone number then becomes your Microsoft account username. Note that this account can be either a "Standard" or "Administrator" account on the local PC on which it is entered.
4. After you sign-in to Windows 11 on a device with a Microsoft account, you are connected to a computer network referred to as the "cloud." Doing this enables the following features.
5. First, it helps you to easily sign into any social networking and email applications associated with the Microsoft account, like Outlook.com, Instagram, or Twitter.
6. You can also access and share files using OneDrive.
7. Also, your Windows personalization settings are synced to any device running Windows 8 or later that you sign into using the same Microsoft account.
8. You can also get apps in the Microsoft Store and use them on any Windows 11 computing device that you sign in to with the same Microsoft account.

# ACTIONS- WINDOWS BASICS

## HOW TO USE THE MOUSE IN WINDOWS 11:

1. **To control a mouse to navigate Windows**, place your hand on the mouse with your thumb at the side and your two closest fingers resting easily over the two buttons at the top of the mouse.
2. Use your two fingers to press the buttons, or perform the “clicks,” of the mouse.
3. A mouse will also often have a scroll wheel between the two buttons you can scroll up or down to scroll through content in a window.
4. Your mouse has four basic actions. They are “click,” “double-click,” “right-click” and “click and drag” (also called “drag and drop”).
5. The **left-click or click** is a single press and release of the left mouse button which let you select objects and execute toolbar button functions.
6. The **double-click** is two quick press and release movements with the left mouse button in rapid succession which lets you run program and applications in the File Explorer or the desktop. It is also used to open folders and files in File Explorer.
7. The **click and drag or drag and drop** is a single press of the left mouse button that you hold down as you roll the mouse to a new location and then release it. This lets you move files and folders and select objects and text.
8. The **right-click** is a single press and release of the right mouse button that shows a pop-up menu of commands available for the object you right-clicked.

## HOW TO USE TOUCH GESTURES IN WINDOWS 11:

1. In Windows 11, many of the actions you can perform with a mouse can also be performed using gestures on a touch screen or touchpad for computing devices that support this behavior.
2. **To select an item using touch gestures**, tap once onscreen or on a touchpad to open or select the item that is tapped. This touch gesture is like a left-mouse click.
3. **To show more commands on a touch screen only**, touch onscreen and hold down your finger in position to show information about the selected item or open a menu specific to what you’re doing. This touch gesture is like a right-click with a mouse.
4. **To show more commands on a touchpad only**, tap the touchpad with two fingers or press down in the lower-right corner of a touchpad or press the lower-right touchpad button to show information about the selected item or open a menu specific to what you’re doing. This touch gesture is like a right-click with a mouse.
5. **To zoom in or zoom out**, touch the screen or touchpad with two fingers and then either bring them closer together (pinch), or further away from each other (stretch), to zoom in or out to magnify items displayed onscreen.

# ACTIONS- WINDOWS BASICS

## THE WINDOWS 11 DESKTOP:

1. In Windows 11, the desktop appears by default for all devices.
2. All other windows will open within the desktop.
3. Within the desktop, you can place shortcuts to your favorite files, folders, and programs. These shortcuts appear as icons on your desktop screen.
4. You can customize the icons that appear on the desktop, as well as the desktop's background wallpaper and theme, for each user account on the device.
5. One commonly shown icon on the desktop is the Recycle Bin. This is where Windows temporarily stores files deleted from your computer's "C:" drive until you decide to permanently delete them.
6. **However, if you delete files from removable media or network locations, those files are NOT sent to the Recycle Bin, but are immediately permanently deleted, instead.** So, it is important when working on a network that you do not assume that files and folders you delete from network drives will go to the Recycle Bin. Be careful with the files that you delete from your computer.
7. At the bottom of the desktop is a thin bar known as the **taskbar**. The taskbar in Windows 11 contains buttons that let you perform common tasks and easily access programs.
8. You can customize many settings of the taskbar and choose which buttons appear within it.
9. By default, the **Start button** in Windows 11 appears at the left end of the buttons in the center of the taskbar.
10. To the right of the Start button is the "Search" button. By default, to the right of that are buttons for "Task View," "Chat," "Microsoft Edge," "File Explorer," "Microsoft Store" and "Mail."
11. After that, you will then see icons for any currently opened applications within the desktop, as well as any icons for apps you pinned to the taskbar.
12. At the far-left end of the taskbar is the "Widgets" button, which typically shows weather info.
13. At the far-right end of the taskbar are icons for background apps running on your computer, OneDrive status, your Internet connectivity icon, the "Speakers" volume icon, the battery life icon for laptops and tablets, the current time and date, and the Notifications icon.

## HOW TO USE THE START BUTTON IN WINDOWS 11:

1. The Start button in Windows 11 is a small button that displays the Windows logo and always appears at the left end of the primary group of buttons within the taskbar.
2. The buttons in the Windows 11 taskbar appear in the center of the bar, by default. However, you can also align the buttons to the left end of the taskbar if you prefer the previous taskbar button layout from Windows 10 and earlier versions.
3. **To display the Start menu in Windows 11**, click the Start button.
4. **Alternatively, to display a pop-up menu of shortcuts to various features, windows and settings on your computer**, right-click the Start button and then click the desired command in the pop-up menu that appears.
5. A handy shortcut in this menu is the "Shut down or sign out" command. If you roll your mouse pointer over this command, you will see the options to shut down or sign out of your computer in a side menu that appears.
6. You can then select the desired command to execute in the side menu to quickly sign out of your account or shut down the computer.

# ACTIONS- WINDOWS BASICS

## HOW TO USE THE START MENU IN WINDOWS 11:

1. **To show the Start menu in Windows 11**, click the “Start” button, which has the Windows logo on it, in the Windows taskbar.
  2. **Alternatively**, press the Windows key on your keyboard to show the Start menu.
  3. The top of the Start menu in Windows 11 shows the “Type here to search” field. If you click into this field, you actually activate and switch over to the Search menu that appears after you click the “Search” button to the right of the Start button in the taskbar of Windows 11.
  4. **To switch back to the Start menu**, click the Start button again. We will discuss using the Search menu in Windows 11 in a separate lesson.
  5. **The next section in the Start menu is the “Pinned” section**, which shows apps you pin to the Start menu for easy access.
  6. **To open a pinned app**, click its app icon.
  7. **To unpin an app, which removes it from this section**, right-click its app icon and select the “Unpin from Start” command in the pop-up menu that appears.
  8. **If you pin more apps than you can show in this section**, a menu of dots appears to the right of the pinned section. Each dot represents a new section of pinned apps.
  9. **To see the apps in that section**, click a dot.
  10. You can also scroll your mouse wheel, if available, up or down to scroll through the app sections.
  11. **To reorganize the pinned apps**, click and drag them to the desired location in the “Pinned” section of the Start menu.
  12. **To show all apps on your computer**, click the “All apps” button in the upper-right corner of the “Pinned” section in the Start menu in Windows 11 to change the Start menu to show a listing of all the apps on your device in alphabetical order.
  13. **To open an app in this list**, click its app icon.
  14. **To pin an app in this list to the Pinned section of the Start menu**, right click the app icon.
  15. Then click the “Pin to Start” command in the pop-up menu that appears.
  16. **To return to the listing of Pinned apps in the Start menu**, click the “Back” button in the upper-right corner of the listing of all apps.
  17. **Continuing down the Start menu in Windows 11, the next section is the “Recommended” section**, which shows recently-opened files.
  18. **To open an item in this section**, click its icon.
  19. **To remove a recently-opened file from this list**, right-click its icon and click the “Remove from list” command.
  20. **To show a file’s location in a new File Explorer window**, right-click its icon and click the “Open file location” command.
  21. **To show more recommended items**, click the “More” button in the upper-right corner of the “Recommended” section to change the Start menu to show a listing of all the recently-opened files on your device.
  22. **To open one of these items**, click its icon.
  23. **To return to the “Recommended” section of the Start menu**, click the “Back” button in the upper-right corner of the listing.
  24. **Continuing down the Start menu in Windows 11**, the next section contains a button that shows your user name and picture to the left and the Power button to the right.
  25. **To show a pop-up menu of account options**, click the user name button.
  26. **To change your account settings**, select the “Change account settings” link in the pop-up menu.
- (cont’d.)

# ACTIONS- WINDOWS BASICS

## HOW TO USE THE START MENU IN WINDOWS 11- (CONT'D.):

27. **Alternatively, to lock the computer and show the lock screen**, choose the “Lock” link.
28. **Alternatively, to sign out of the computer**, select the “Sign out” link.
29. **To switch user accounts**, select the name of the user account to which to switch from the list to show the sign-in screen for that user.
30. **To close the menu without making any choices**, click your user name button again.
31. **To select a power off choice for the computer**, click the “Power” button in the Start menu to show a pop-up menu of power choices.
32. **To place the computer into sleep mode**, click the “Sleep” choice in the menu.
33. **Alternatively, to shut down the computer**, select the “Shut down” choice in the menu.
34. **To restart the computer**, select the “Restart” choice in the menu.
35. **To close the menu without making a choice**, click the “Power” button again.

## HOW TO CUSTOMIZE THE START MENU IN WINDOWS 11:

1. **To customize the Start menu in Windows 11**, open the “Settings” app by either clicking its icon in the Start menu or by right-clicking the Start button and then clicking the “Settings” command in the pop-up menu that appears.
2. In the “Settings” app window, click the “Personalization” link at the left side of the window to show the “Personalization” settings to the right.
3. Then click the “Start” link in the list of Personalization settings to show its settings at the right side of the window.
4. **To show recently-added apps in the Start menu of Windows 11**, click the “Show recently added apps” toggle switch to set it to the “On” setting.
5. **Conversely, to hide them**, click it to switch it to the “Off” position.
6. **To show the most-used apps in the Start menu**, click the “Show most used apps” toggle switch to set it to the “On” setting.
7. **Conversely, to hide them**, click it to switch it to the “Off” position.
8. **To show recently-opened items in the Start menu, jump lists, and the File Explorer**, click the “Show recently opened items in Start, Jump Lists, and File Explorer” toggle switch to set it to the “On” setting.
9. **Conversely, to hide them**, click it to switch it to the “Off” position.
10. **To add buttons for access to common user folders or the “Settings” app to the left of the “Power” button in the Start menu in Windows 11**, click the “Folders” link at the right side of the “Start” category in the “Settings” window to show a listing of the windows and folders you can add to that section.
11. **To add a listed folder or app**, click its toggle switch to set it to the “On” position.
12. **Conversely, to hide it**, click its toggle switch to set it to the “Off” position.
13. If you choose to add buttons for the folders or apps, you can open them by clicking them in the Start menu, where they then appear to the left of the “Power” button.
14. **To close the “Settings” window after you finish customizing the Start menu**, click the “X” button in its upper-right corner.



# ACTIONS- WINDOWS BASICS

## HOW TO SEARCH IN WINDOWS 11:

1. **To search in Windows 11**, click the “Search” button in the Windows taskbar to show a Search menu above the Search button.
2. Then type the text for which to search into the “Type here to search” field at the top of the Search menu.
3. As you type, search results appear at the left side of the Search menu below the “Type here to search” field, grouped by categories like “Best match,” “Apps,” “Settings,” and “Search the web.”
4. After you finish typing the search term or terms, you can then click any result to open it.
5. **Alternatively**, you can click the right-pointing arrow to the right of a search result to show related documents, commands, settings, or web results in the right side of the menu.
6. You can then click a result in the right menu to open it.
7. **Optionally, to filter the search results by category**, you can click any category link under the “Type here to search” field to filter the current search by the results for the selected category.
8. You can then click any filtered search result or its related items to open it, as usual.
9. **To close the Search menu without making a choice**, click the Search button in the taskbar again.
10. When you click the Search button in the Windows 11 taskbar to show the default Search menu, you’ll see a “Top apps” section that shows your most-used apps. You can click an app here to reopen it.
11. A listing of recent search results appears in the “Recent” section below that, and you can click any search result here to reopen it.
12. To the right of that list is a listing of “Quick searches” you can try.
13. **To change your search settings in Windows 11**, click the “Options” button, which looks like an ellipsis mark, towards the upper-right corner of the Search menu to show a drop-down menu.
14. Then click the “Search settings” command in the drop-down menu to open the “Search permissions” settings of the “Privacy & security” settings in the “Settings” app window.
15. **To change your SafeSearch settings**, select the option you want under the “SafeSearch” section.
16. **To show cloud content for connected Microsoft accounts or work or school accounts in the search results**, click the “Microsoft account” and/or “Work or school account” toggle switches to the “On” position under the “Cloud content search” section.
17. **To store your device’s Bing search history locally**, switch the “Search history on this device” toggle switch to the “On” position.
18. **To close the “Settings” window**, click the “X” button in its upper-right corner.
19. **To change the search indexing options for search in Windows 11**, click the “Options” button, which looks like an ellipsis mark, towards the upper-right corner of the Search menu to show a drop-down.
20. Then click the “Indexing options” command in the drop-down menu to open the “Searching Windows” settings of the “Privacy & security” settings in the “Settings” app window.
21. **To have Windows respect your power settings when indexing files for searching**, click the “Respect power settings when indexing” toggle switch to set it to the “On” position.
22. **To set the type of indexing performed by Windows**, select the desired “Classic” or “Enhanced” option button under the “Find my files” setting.
23. **If using enhanced search**, a listing of excluded folder locations for which Windows will not return search results appears in the “Exclude folders from enhanced search” section.
24. **To add a folder to this list**, click the “Add an excluded folder” button in this section, navigate to the folder in the dialog box that opens, click it to select it, and then click the “Select Folder” button in the dialog box to close the dialog box and add the selected folder to the list.
25. **To remove a folder from this list**, click its “Options” button at its right end and then select the “Remove” command.
26. **To close the “Settings” app window when finished**, click the “X” button in its upper-right corner.

# ACTIONS- WINDOWS BASICS

## HOW TO USE UNIVERSAL APP WINDOWS IN WINDOWS 11:

1. Windows 11 uses a universal app window for many of its apps. You can open the “Weather” app from the Start menu to see a common example of a universal app in Windows 11.
2. At the very top of the app window is a “**Title Bar**” for the app window.
3. At the right end of the Title Bar are the “Minimize,” “Maximize/Restore,” and “Close” buttons.
4. **To close the app window**, click the “Close” button, which looks like an “X.”
5. **To change the size of the app window**, click the “Minimize” and “Maximize/restore” buttons.
6. Most universal apps also contain a collapsible and expandable “**navigation pane**” at the left side of the universal app window.
7. The navigation pane in a universal app window is also often called the “**nav pane**.”
8. **To expand the navigation pane and show its menu commands**, click the “**navigation pane button**,” called the “**nav pane button**,” in the upper-left corner of the navigation pane.
9. **To collapse the nav pane**, click the same button again.
10. When the nav pane is collapsed, you will only see the icons for the commands, instead.
11. To open the different sections of the app, click the buttons in the nav pane. These will vary, depending upon the app.
12. However, the “Settings” button is a commonly-used button that appears in the lower-left corner and looks like a “cog” icon.
13. **To display the settings for the universal app in the universal app window**, click the “Settings” button. Once again, the settings available vary, depending on the app.
14. Many times, after clicking a button in the nav pane to display a section within an app, you will also see a “Back” arrow button appear in the upper-left corner of the app window.
15. **To return to the previous section in the app**, click the “Back” arrow button.
16. In some apps, there is a bar that appears below the Title Bar in the universal app window. This bar is called the “command bar.”
17. The command bar most often contains the actions that you can perform within the current section of the app. However, some apps use the command bar to open different sections of an app, like the navigation pane.
18. You will find the most used actions within an app in the command bar.
19. At the right end of the command bar, you will also often see a “More options” button, which looks like an ellipsis mark (...). You can click the “More options” button, if shown, to access more options from the command bar in a drop-down menu that appears.

## HOW TO USE SNAP LAYOUTS IN WINDOWS 11:

1. **To show the snap layouts in Windows 11**, hover your mouse pointer over the “Maximize” button in an app window or press the keyboard shortcut of “Windows” + “Z” on your keyboard.
  2. The snap layouts then appear in a menu below the active app window’s “Maximize” button.
  3. Each snap layout shows where you can place an app pane within the desktop.
  4. Click into the app pane into which to place the current app window within the desired snap layout.
  5. The app window then appears in that section of the desktop.
  6. Snap Assist in Windows 11 then helps you by showing any other open app windows in the other available app pane or app panes.
- (cont’d.)

# ACTIONS- WINDOWS BASICS

## HOW TO USE SNAP LAYOUTS IN WINDOWS 11- (CONT'D.):

7. You can then click an app window that appears in the other app pane(s) to show it within the selected app pane.
8. You repeat this process until you have assigned apps to all the app panes in the snap layout.
9. **To adjust the size of the app panes in a snap layout in Windows 11**, hover your mouse pointer between the app panes to adjust until a thick gray bar appears and your mouse pointer turns into a double-pointed arrow.
10. Then click and drag in either direction show by the arrows to change the size of the adjacent app panes.
11. Then release the mouse button when the panes are the size you want.
12. After adding apps to a snap layout, you can hover over any app included in the app layout in the Windows taskbar to show both the app and its snap layout app group.
13. You can click either one to select it and bring it to the foreground if you have multiple windows opened, if desired.

## HOW TO RESIZE A DESKTOP WINDOW IN WINDOWS 11:

1. Desktop windows will appear within a frame. At the top of the frame is the "Title Bar." The Title Bar will usually display the name of the window or its contents.
  2. If you look at the right end of the Title Bar within an open desktop window, you will see a three-button group. These buttons are, from left to right: "Minimize," "Maximize/Restore," and "Close."
  3. **To send the window down to the taskbar at the bottom of the desktop**, click the Minimize button in the Title Bar of an open window. Although you cannot see the content of the window, it is still open and active. Minimizing a window temporarily gets it out of your way.
  4. **To show the minimized window onscreen again**, click the entry for that window in the taskbar.
  5. When you minimize windows of the same type, meaning from the same program, the windows are grouped together using a single icon in the taskbar.
  6. **To view the individual windows in the window group in small pop-up windows**, hold your mouse pointer over that icon in the taskbar.
  7. You can then click a pop-up window to restore the selected window's onscreen display.
  8. **To toggle a window between the "Maximize" and "Restore" window modes**, click the "Maximize/Restore" button.
  9. Note that hovering over the "Maximize/Restore" toggle button in Windows 11 shows the snap layouts in a menu below it.
  10. **To switch between multiple maximized windows**, click the taskbar icon for the window to view to bring that window to the forefront of the stack of windows, above any other opened windows, which then recede behind it.
  11. **Alternatively, to toggle between opened windows using keyboard shortcuts**, hold down the "Alt" key on your keyboard.
  12. Then press the "Tab" key repeatedly until the desired window appears selected in the choices shown onscreen.
  13. Once the desired window is selected, then release the "Alt" key.
  14. **If your window is already maximized**, clicking the middle button of the three at the right end of the Title Bar instead changes the window to its "Restore" mode.
- (cont'd.)

# ACTIONS- WINDOWS BASICS

## HOW TO RESIZE A DESKTOP WINDOW IN WINDOWS 11- (CONT'D.):

15. **To resize a window when the window is in Restore mode**, place your mouse pointer over the border of the window's frame that represents the direction in which you want to resize the window until your mouse pointer turns into a double-pointed arrow.
16. When you see this arrow appear, you can then click and drag to change the size of the window.
17. Then release it when the window is the desired size.
18. **To move a window when it is in Restore mode**, click and drag in the empty area of its Title Bar to move it to a different area within the desktop.
19. Then release it when it is in the desired position.
20. **To close a window**, click the "Close" button, which is the last button at the right end of the Title Bar that has a big "X" on it.

## HOW TO SCROLL A WINDOW IN WINDOWS 11:

1. **To scroll through the content within a window**, you can click the arrows at either end of the scroll bars to scroll the window in that direction.
2. **Alternatively**, you can also click and drag the scroll box inside a scroll bar to the desired location in the window and then release it to quickly scroll through its content.
3. The location of the scroll box inside of the scroll bar indicates your position within the content of the window.
4. **To scroll window content vertically if you use a mouse with a scroll wheel**, scroll the wheel up or down to more quickly scroll vertically through the content in a window.

## HOW TO USE MULTIPLE DESKTOPS IN WINDOWS 11:

1. **To create a new desktop in Windows 11**, click the "Task view" button in the taskbar.
  2. The windows of the current desktop then appear at the top of the window.
  3. **To switch to that application within the desktop, if desired** click any of these windows.
  4. Icons for the current desktop, any other desktops you have created, and a "New desktop" button also appear in a desktop bar below it.
  5. Click the "New desktop" button to then create a new desktop in the desktop bar. The desktops are named in a sequential order as "Desktop 1," "Desktop 2" and so on.
  6. **To rename a desktop**, right-click its icon within the desktop bar and then click the "Rename" command in the pop-up menu that appears.
  7. Then type a new name for the desktop in the name field above its desktop icon in the desktop bar and press the "Enter" key on your keyboard to set its name.
  8. **To switch to a desktop**, click its icon in the desktop bar.
  9. For whichever desktop you select, you can then open and arrange the desktop's app windows to make them easily available on that desktop. Note that each desktop acts like a copy of a single desktop, as changes you make to the actual desktop's contents, including adding desktop shortcuts or changing its background color, appear for all desktops you create this way.
  10. **To quickly switch between desktops created in Windows 11**, hover your mouse pointer over the "Task view" button in the taskbar.
- (cont'd.)

# ACTIONS- WINDOWS BASICS

## HOW TO USE MULTIPLE DESKTOPS IN WINDOWS 11- (CONT'D.):

11. Then click the icon of the desktop to which to switch from the pop-up menu that appears.
- 12. To close a desktop you have created, which deletes the desktop**, hover your mouse pointer over the “Task view” button in the taskbar.
13. Then hover over the desktop icon of the desktop to close.
14. Then click the “X” button that appears in the upper-right corner of the desktop’s icon.
- 15. Alternatively**, click the “Task view” button in the taskbar.
16. Then hover over the icon of the desktop to close.
17. Then click the “X” button that appears in the upper-right corner of the desktop’s icon.
18. Then click the icon of the desktop to which to switch in the desktop bar.

## HOW TO SHUT DOWN WINDOWS 11:

- 1. Do not simply unplug a computer or interrupt its power source! Doing so could possibly corrupt the information in your computer!**
- 2. To properly shut down a computer in Windows 11**, click the Start button in the Windows taskbar to show the Start menu.
3. Then click the “Power” button in the lower-right corner of the Start menu to show a pop-up menu of shutdown choices.
- 4. To shut down the computer**, select the “Shut down” command from the pop-up menu.
- 5. Alternatively**, right-click the Start button in the Windows taskbar and then roll your mouse pointer over the “Shut down or sign out” command in the pop-up menu that appears.
6. Then click the shutdown choice to perform in the side menu that appears: “Sign out,” “Sleep,” “Shut down,” or “Restart.”
- 7. To sign out of the current account on the computer**, select the “Sign out” command.
- 8. To make the computer hibernate**, select the “Sleep” command.
- 9. To shut down the computer**, select the “Shut down” command.
- 10. To shut down the computer and then immediately restart it**, select the “Restart” command.
- 11. If you choose the “Shut down” command**, note that it may take a few moments before Windows shuts down entirely, so be patient.
12. Once Windows has completely powered off and the computer is shut down, then it is permissible to shut off the power supply for the computer or unplug it, if necessary.

## HOW TO USE THE MICROSOFT STORE IN WINDOWS 11:

- 1. To download an app from the Microsoft Store once you have signed in using an online account**, click the “Microsoft Store” icon in the Windows taskbar to open the Microsoft Store app.
- 2. Alternatively**, click the Start button in the Windows taskbar to show the Start menu, click the “All apps” button in the upper-right corner of the Start menu to show an alphabetical listing of apps, and then click the “Microsoft Store” app in this list.
3. In the Microsoft Store app, you can browse the available apps to download.
4. You can browse apps by category or simply review the featured apps that appear.
5. You can click an app shown in the Microsoft Store to read more about the selected app on its app page.  
(cont'd.)

# ACTIONS- WINDOWS BASICS

## HOW TO USE THE MICROSOFT STORE IN WINDOWS 11- (CONT'D.):

6. **To return to the previous page in the Microsoft Store app**, click the “Back” button in the app’s upper-left corner.
7. **To download an app from its app page**, click the “Get” button or click the button that shows the price of the app. You must provide some form of payment to download and purchase paid apps. Paid apps then open a screen where you can confirm the purchasing method or cancel the purchase. Free apps instead begin to immediately download and install themselves on your device.
8. Note that some free apps that offer in-app purchases let you install the app, but you must then make a purchase in the app or use a connected account that has already made a purchase from the app’s vendor to use its features.
9. **Before making purchases from the Microsoft Store app**, be sure to click the links in the “Additional information” section on the app page so you know the vendor from whom you are making the purchase, the terms of use, and any other important information regarding the app.
10. Note that the apps you buy are licensed, not sold, for you to use.
11. **You should always read the terms under the “Additional terms” in the “Additional information” section from each individual app provider, which may vary.**
12. After selecting an app to install, you will see your download and installation information temporarily appear onscreen.
13. After your app has been downloaded and installed, a message box will appear onscreen informing you of that fact.
14. You can then close the Microsoft Store app window.
15. The Microsoft Store will also automatically provide updates to the apps installed on your computer.
16. **To manually check for app updates in the Microsoft Store**, click the “Library” button in the app’s nav bar.
17. Then click the “Get Updates” button at the upper-right side of the app window.
18. The listing of apps to update then appears at the top of the list at the right side of the app window.
19. You can then individually install updates for each app listed by clicking its “Update” button or click the “Update all” link above the list to update all the apps listed.
20. **To manage the signed-in account and its devices, change your payment methods, redeem gift cards or codes, or access the Microsoft Store’s app settings**, click your account picture in the command bar at the top of the app window.
21. Then select the desired choice from the drop-down menu that appears.
22. **To open a web page that lets you access the settings for the signed-in account and its related devices**, select the “Manage account and devices” command.
23. **To access a web page that shows any saved payment method information**, select the “Payment methods” command.
24. **To open a window within the Microsoft Store app so you can enter a gift code or gift card for redemption**, select the “Redeem code or gift cards” command.
25. **To show the settings for the Microsoft Store app in the Microsoft Store window**, select the “App settings” command.
26. This is where you can view the “App updates,” “Purchase sign-in,” “Offline permissions” and “Video autoplay” settings and change them, if needed.

# ACTIONS- WINDOWS BASICS

## SIGN-IN OPTIONS IN WINDOWS 11:

1. Windows 11 gives you additional Windows Hello sign-in options for better security, so you won't need to use a Microsoft account password to log in to your device.
2. After you initially sign-in to your device, you can then create the other Windows Hello sign-in options you want and set Windows 11 to use them, instead. The available options depend on the hardware configuration of your computer. For example, computers without a compatible camera cannot use the "Facial recognition (Windows Hello)" sign-in option.
3. The possible sign-in options include "Facial recognition (Windows Hello)," "Fingerprint recognition (Windows Hello)," "PIN (Windows Hello)," and "Security key."
4. **To configure additional sign-in options after initially signing-in to your Windows 11 device**, right-click the Start button in the Windows taskbar to show a pop-up menu of choices.
5. Then click the "Settings" command in this pop-up menu to open the "Settings" app window.
6. In the "Settings" app, click the "Accounts" button at the left side of the app to show the "Accounts" settings to the right.
7. Then click the "Sign-in options" button at the right side of the screen to display the current account's sign-in options in the area to the right.
8. The different sign-in options appear under the "Ways to sign in" section at the top of the window.
9. **To configure your desired sign-in option**, click it to expand it.
10. Then click the "Set up" or "Manage" button in the expanded section to begin configuring the alternative sign-in method.
11. Then follow the instructions shown onscreen until you finish setting up the desired sign-in option.

## HOW TO CHANGE YOUR PIN IN WINDOWS 11:

1. **To change your PIN in Windows 11**, right-click the "Start" button in the Windows taskbar to show a pop-up menu of commands.
2. Then click the "Settings" command in the pop-up menu to open the "Settings" app window.
3. In the "Settings" app window, click the "Accounts" button at the left side of the app to show the "Accounts" settings to the right.
4. Then click the "Sign-in options" button at the right side of the screen to display the current account's sign-in options in the area to the right, under the "Ways to sign-in" title.
5. Then click the "PIN (Windows Hello)" section at the right side of the app window to expand it.
6. Then click the "Change PIN" button in the expanded section to open a "Windows Security" dialog box.
7. **If needed, to enable letters and symbols in your PIN**, check the "Include letters and symbols" checkbox in the dialog box.
8. Then enter your old PIN into the "PIN" field.
9. Then enter your new PIN into both the "New PIN" and "Confirm PIN" fields.
10. Then click the "OK" button to confirm the change.

# ACTIONS- WINDOWS BASICS

## HOW TO USE WIDGETS IN WINDOWS 11:

1. **To show the widgets in Windows 11**, click or hover over the “Widgets” button in the taskbar of the desktop to show the Widgets overlay pane at the left side of the screen.
2. **To close the Widgets pane**, click the “Widgets” button in the taskbar again or move your mouse pointer away from it if you opened it by hovering.
3. Note that when the taskbar buttons are center-aligned, the “Widgets” button appears at the far-left end of the taskbar. Alternatively, if the taskbar buttons are left-aligned, then the “Widgets” button appears between the “Task view” and “Chat” buttons in the taskbar.
4. **To add more widgets to the Widgets pane in Windows 11**, click the “Add widgets” button below the current widgets at the top of the pane to open a “Widget settings” pane.
5. Then click the plus sign button to the right of the widgets to add to the Widgets pane.
6. **To close the “Widget settings” pane**, click the “X” button in its upper-right corner.
7. **To change a widget’s options in the Widgets pane**, click the “More options” button, which looks like an ellipsis mark, in the upper-right corner of the widget.
8. **To change the size of the widget in the widget pane**, select a choice from the top of the drop-down menu that then appears.
9. **To customize a widget’s settings if available for the selected type of widget**, click the “Customize widget” command in the drop-down menu.
10. Then make your changes, as shown in the widget, to update its settings.
11. **To remove a widget from the Widgets pane**, select the “Remove widget” command from the “More options” button’s drop-down menu.
12. **To remove the Widgets button from the taskbar in Windows 11**, right-click in the empty area of the taskbar.
13. Then click the “Taskbar settings” command to open the “Taskbar” settings in the “Settings” app window.
14. Then click the “Widgets” toggle button to turn it “Off.”
15. Then close the “Settings” app window.



# EXERCISES- WINDOWS BASICS

## **Purpose:**

To learn the basic actions and features of Windows 11.

## **Exercises:**

1. Sign into your Windows 11 computer using either a local account or Microsoft account.
2. Click the "Start" button at the left end of the buttons in the Windows taskbar.
3. Click the "All apps" button towards the upper-right corner of the "Pinned" section in the Start menu that then appears to show an alphabetical listing of all the apps on your computer.
4. Scroll down through the list of apps to the apps that start with the letter "M" and find the "Microsoft Edge" app in the list.
5. Click the "Microsoft Edge" app icon in the Start menu to open the Microsoft Edge web browser.
6. To close the Microsoft Edge web browser window, click the "X" button in the upper-right corner of the Microsoft Edge window.
7. Right-click the "Start" button at the left end of the buttons in the Windows taskbar to show a pop-up menu of commands.
8. Then click the "Settings" command in the pop-up menu to open the "Settings" app window.
9. To close the "Settings" app window, click the "X" in the upper-right corner of the "Settings" window.
10. To view your shut down options, click the "Start" button at the left end of the buttons in the Windows taskbar.
11. Click the "Power" button in the lower-right corner of the Start menu to see the shut down options appear in a menu.
12. Click the "Power" button again to hide the shutdown options menu.
13. Click the "Start" button at the left end of the buttons in the Windows taskbar again to hide the Start menu.