

Windows 11

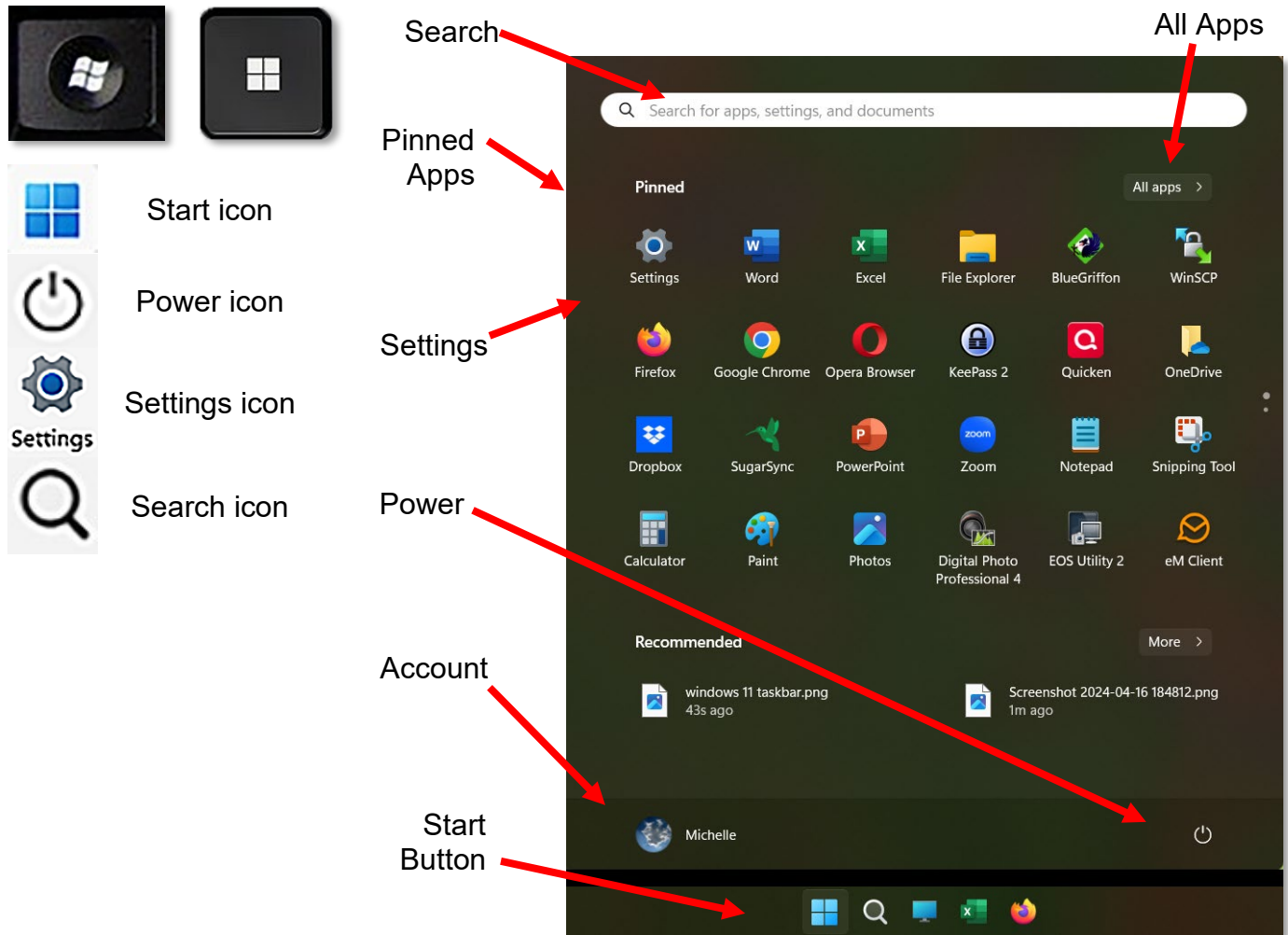
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The Main Screen



Start Menu

The Start Menu can be accessed in two ways: You can click on the Start Icon on the Taskbar, using your mouse, or you can press the **Windows key** on your keyboard.

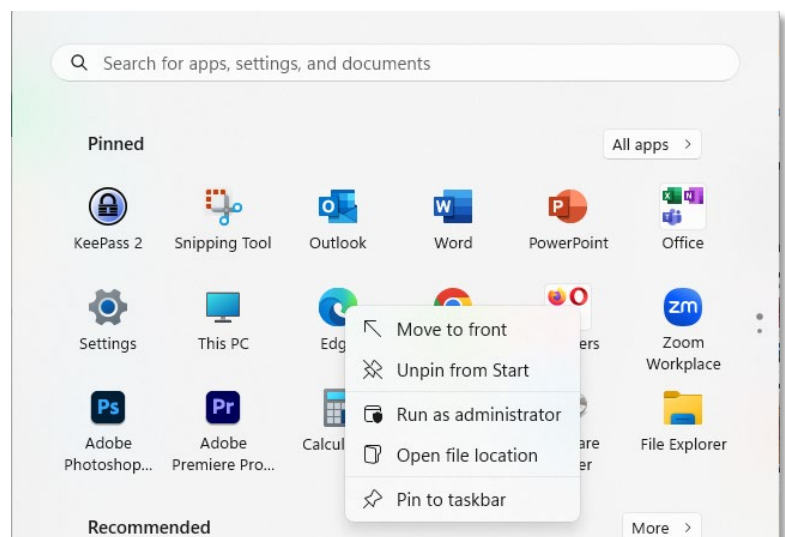


Pin a Program to the Start Menu

1. Click on the **Windows** button.
2. Scroll through the list of programs.
3. **Right click** on the desired program.
4. From the menu select **Pin to Start**.

Pin a Program to the Taskbar

1. Open the program.
2. On the taskbar, right click on the program icon.
3. From the menu select **Pin to taskbar**.



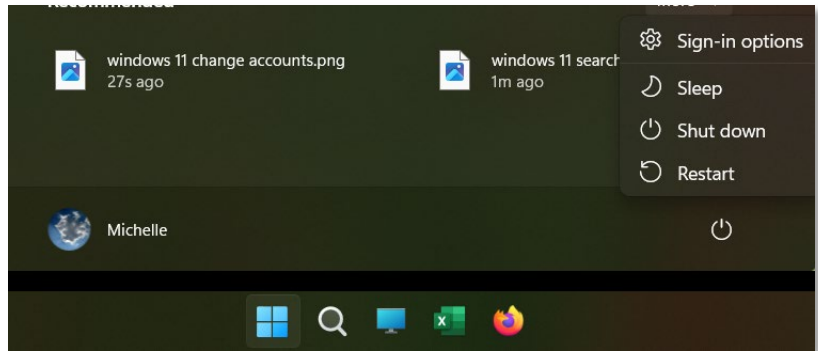
Shut Down / Restart Computer

1. Click the **Windows** button or key.
2. Click the **Power** button.
3. Select **Restart** or **Shut Down**.



OR

1. Use the keys **Ctrl + Alt + Del**.
2. Use the **Tab** key to select .
3. Use the arrow keys to select **OK**.



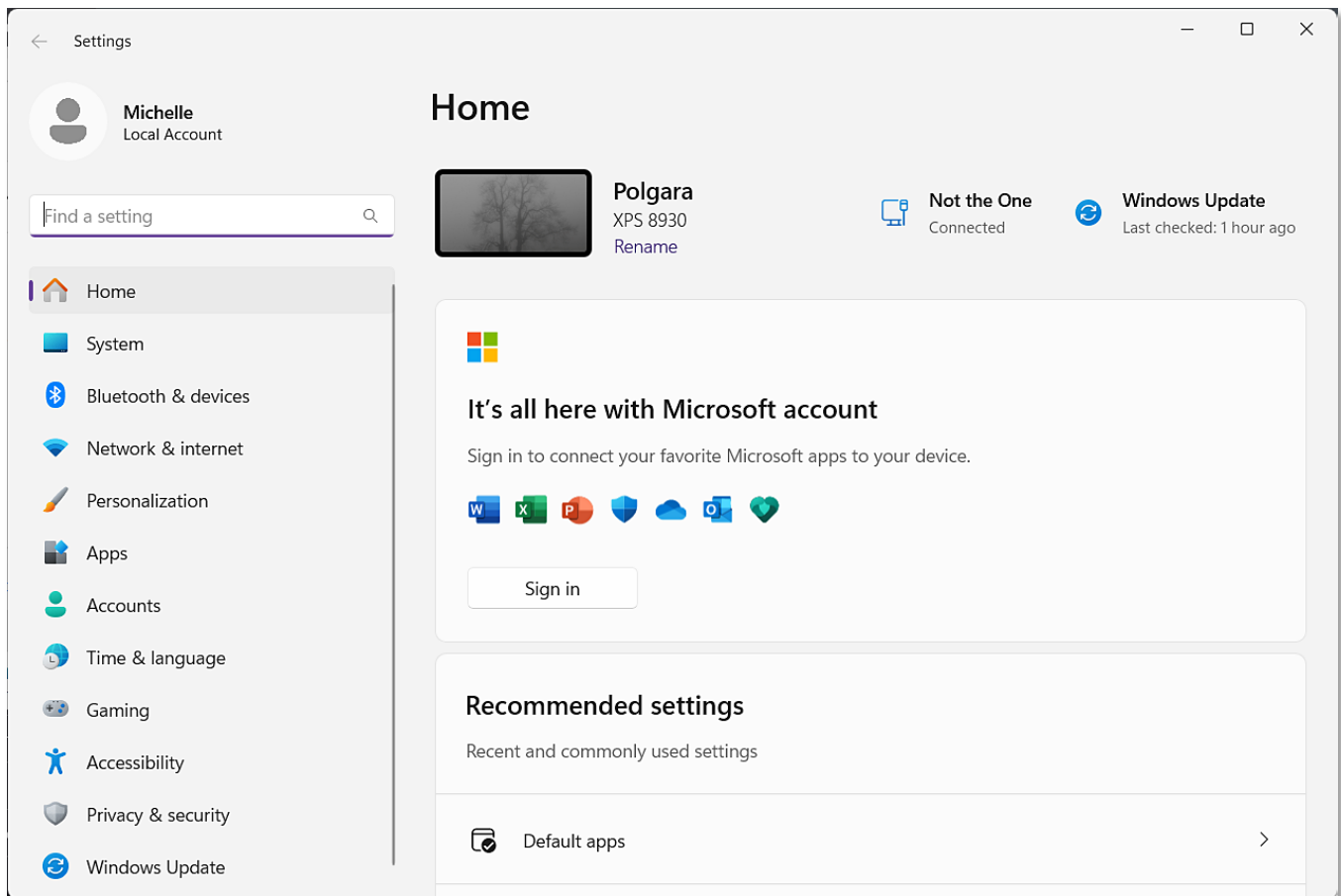
Settings

Windows settings are where you can personalize your computer, change how things work, and otherwise modify the operating system.



Accessing Settings

1. Click the **Windows** button or tap the Windows key on your keyboard.
2. Along the left side of the start menu, click the **gear** button to open settings.



In settings, there are two primary ways to view and modify settings: You can select an option from the left pane and find the setting you want from there.

System: Display, sound, power, notifications

Bluetooth & devices: Camera, mouse, Bluetooth

Network & internet: Wireless

Personalization: Background, themes, lock screen, taskbar, start menu

Apps: Uninstall, default

Accounts: Users

Time & language: Time zone, language

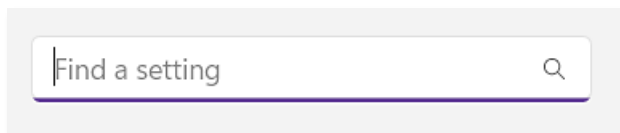
Gaming

Accessibility: Vision, hearing, interaction

Privacy & security: Permissions, privacy, security settings

Windows Update: Does my operating system need updated?

To search, click in the **Find a setting** box and start to type in the item for which you are looking.



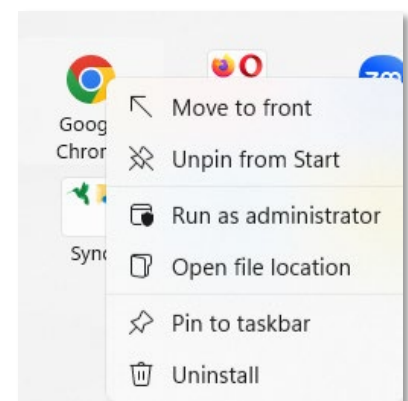
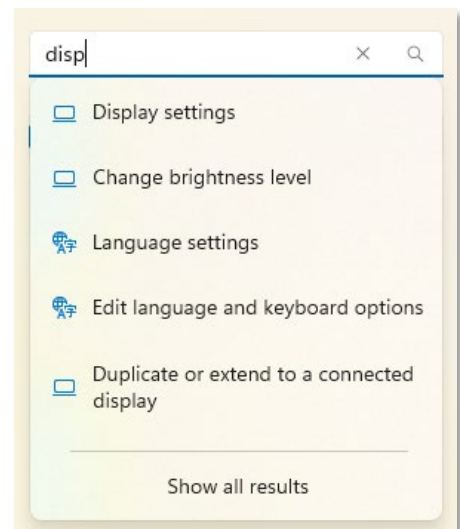
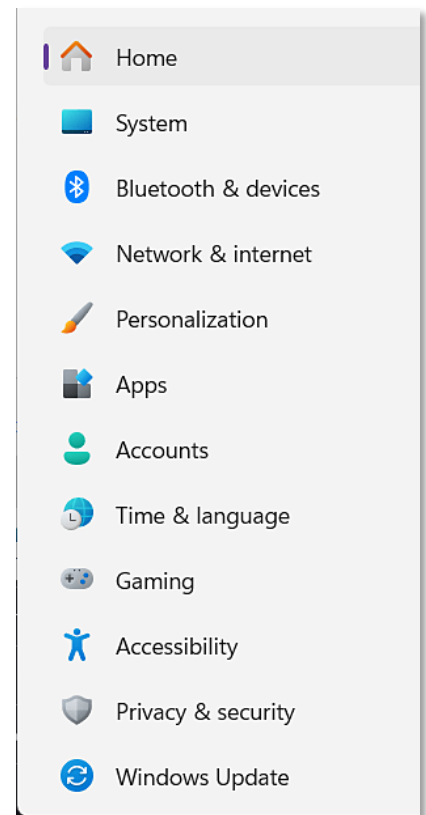
A list of options that might match what you are typing appears. Click with the mouse (or move down with the arrow) to choose one of the results.

Uninstall a Program

1. Open **Settings**.
2. In the left pane, click on **Apps**.
3. Click on **Installed apps**.
4. Scroll through the list to find the program and click to select it.
5. Click **Uninstall**.

OR

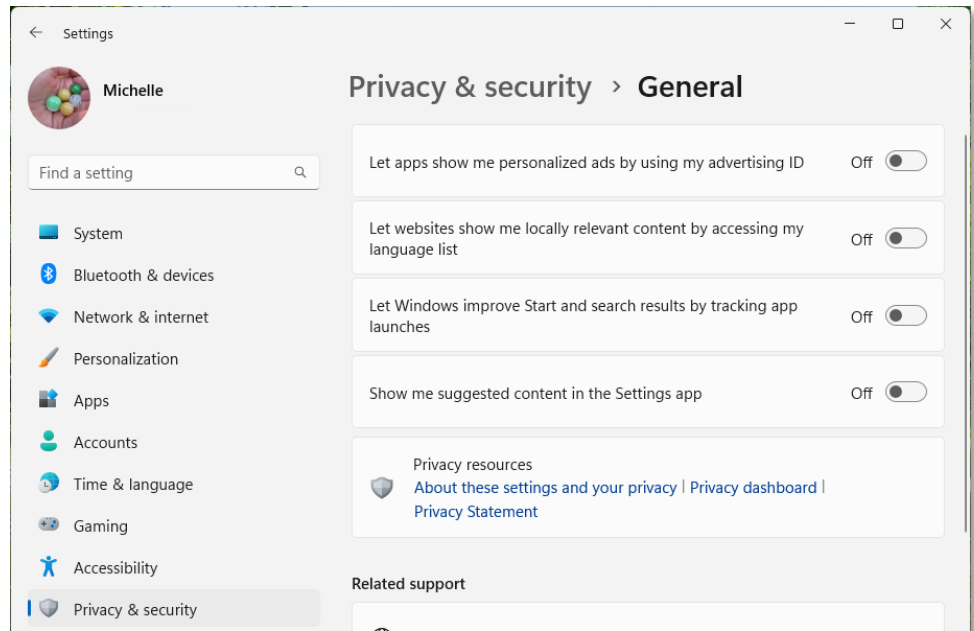
1. Click the **Windows** button or key.
2. Find the program you want to remove.
3. Right click, and from the pop-up menu select **Uninstall**.



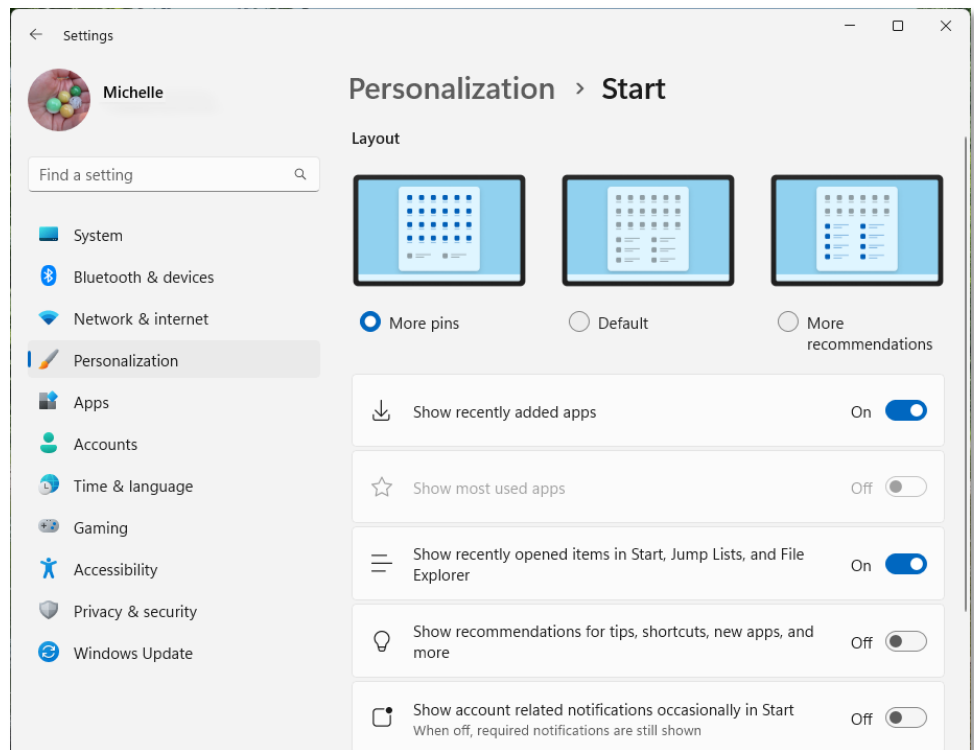
Privacy Settings

Like every other company, Microsoft wants to collect data about you. You can reduce the amount of information collected in your privacy settings.

1. Open **Settings**.
2. In the left pane select **Privacy & Security** or search for privacy.
3. Toggle settings as desired.

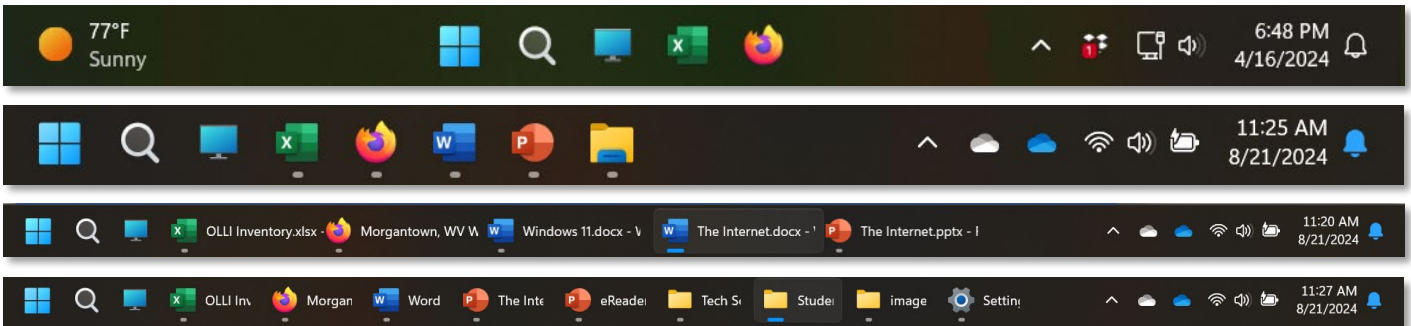


4. In the left pane select **Personalization**.
5. Scroll down and then select **Start**.
6. Toggle settings as desired.



Taskbar

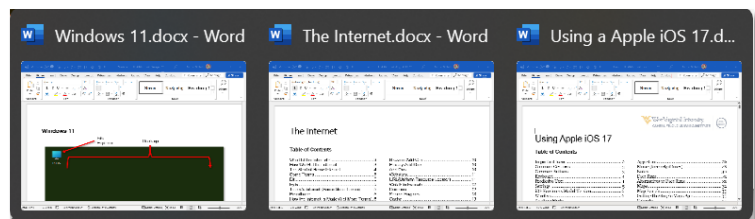
The Windows Taskbar, which runs along the bottom of the window, provides access to open programs, frequently used programs you have “pinned”, the system tray, the start button, the notification area, and the time and date; it is your computer at a glance.



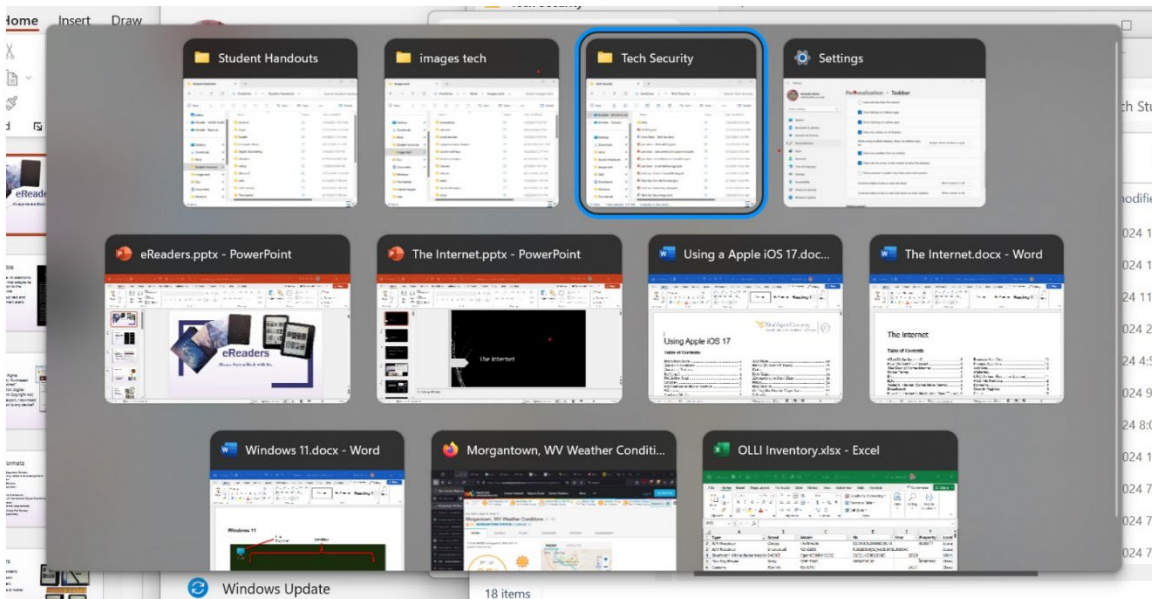
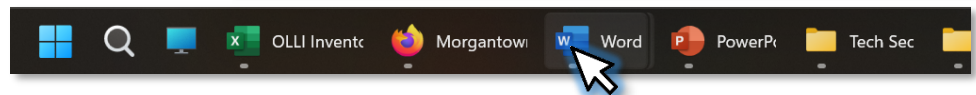
Labels, or the program or file name, can be shown or hidden according to your preferences: **Always**, **Never**, or **When taskbar is full**. You control this through **Settings**.

When labels are hidden, placing your cursor over the program icon will display the open windows.

Clicking on the program or file you want brings it to the front.



You can also use your keyboard to bring an open file or program into focus.

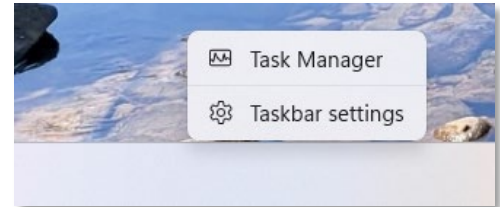


1. Press and hold the **Alt** key on your keyboard.
2. Tap the **Tab** key on your keyboard; a list of open windows is displayed.
3. Tap the **Tab** key to scroll through the list. Release the **Alt** key to bring the desired window to the front.

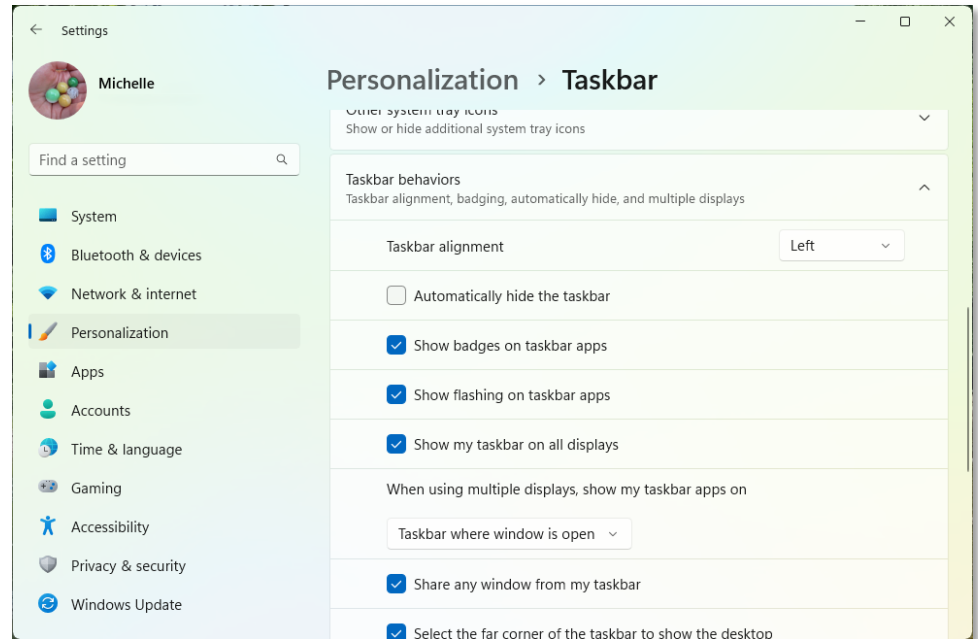
Start Button

If you don't like the start button in the center of the task bar, and how it moves around depending upon how many things you have open, you can return it to the left side of the taskbar.

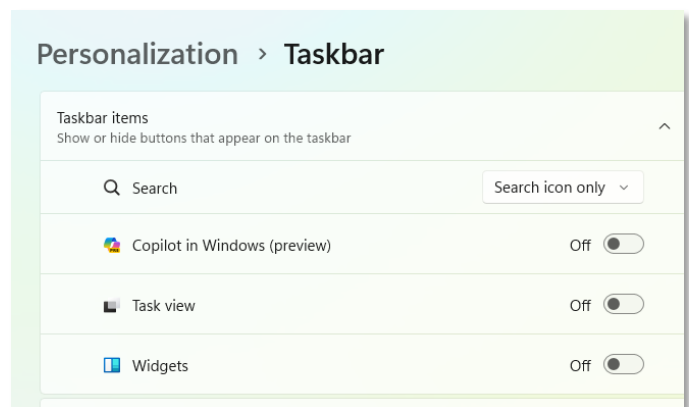
1. **Right click** on the taskbar.
2. Click on **Taskbar settings**.



3. Scroll down and click **Taskbar behaviors**.
4. Beside **Taskbar alignment** click **Left**.



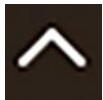
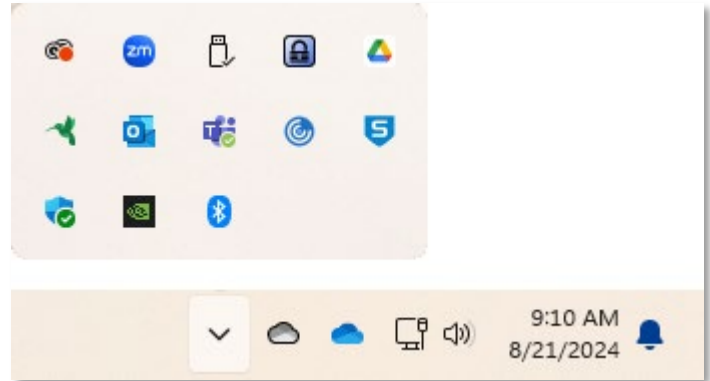
5. From this screen you can also remove clutter from the taskbar.



Notification Area / System Tray

The notification area (sometimes called the system tray) is on the far right side of the task bar.

Click the ^ (carat) to see more apps.



show / hide icons



network



wireless network



sound



battery



notification center

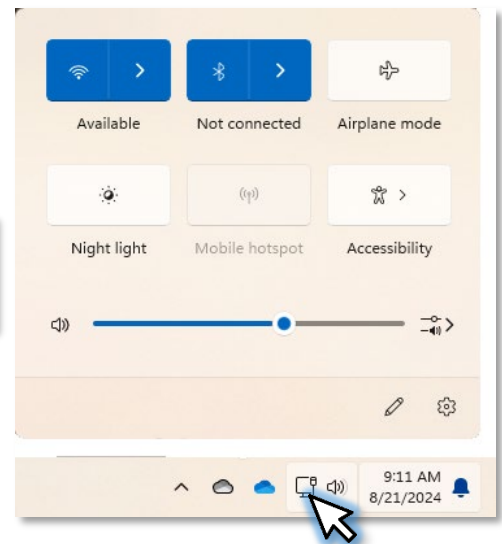
Clicking an icon will provide options and information.

Clicking the network, sound, and power icons will open the Quick Settings panel where you can adjust the available settings.

Clicking the pencil (edit) icon allows you to change what settings appear in the Quick Settings panel.

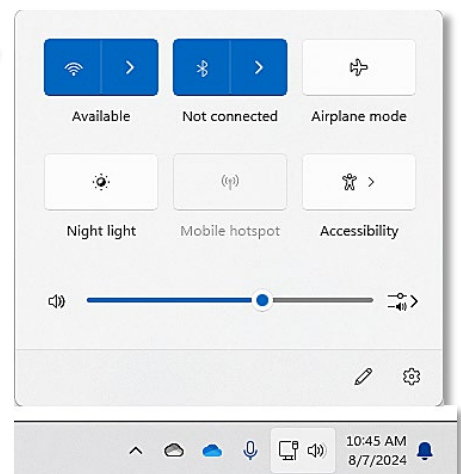


Clicking the gear (settings) icon opens up Windows settings.



Wireless

1. In the Notification Area, click the Wireless Icon.
2. From the menu, select the network you want to use.
3. If required, enter the passcode for the network.



Jump Lists

Jump Lists allow you to quickly open recently used files. They are accessed by right clicking on a program in the task bar or start menu, where the last several files related to that specific program are listed.

You also have the ability to “pin” a file to the top of a jump list so it remains accessible even if you have opened other files more recently.

Using a Jump List

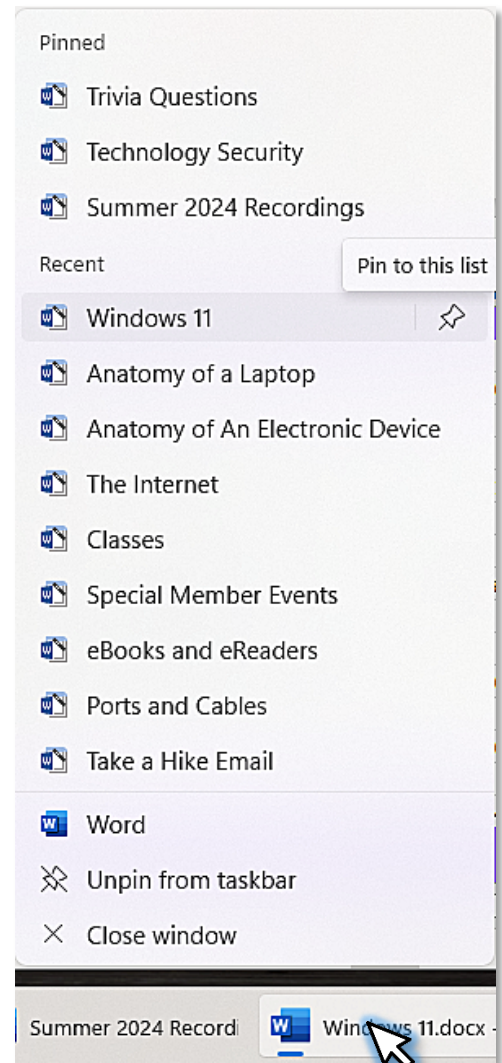
1. Right click on open program on the task bar.

OR

1. Right click on a program icon from the Start Menu.
2. A list of recently opened files is displayed. Select the desired file.

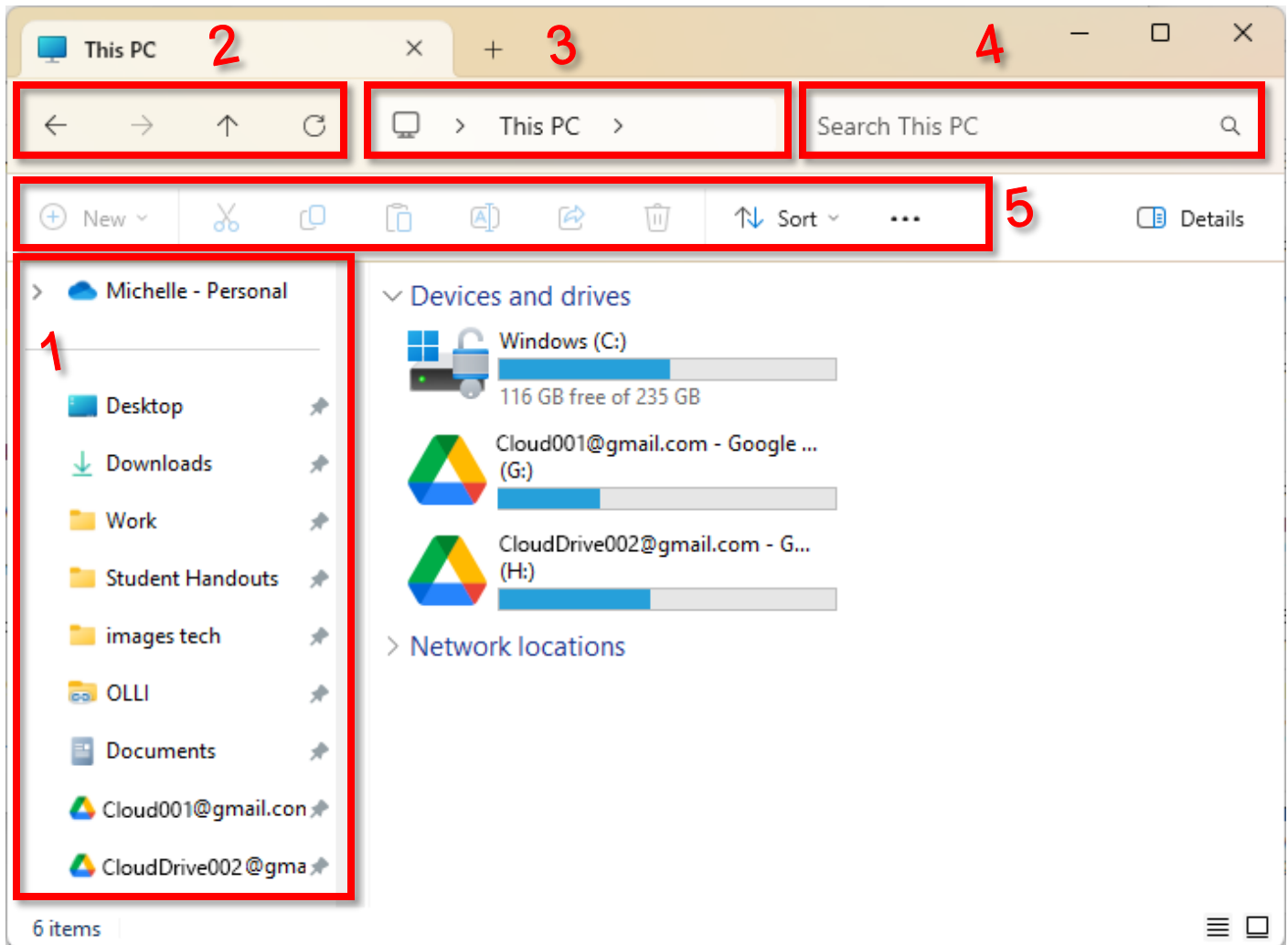
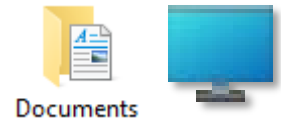
Pinning a File to a Jump List

1. Right click on an open program on the bar.
2. A list of recently opened files is displayed. Hold your cursor over a file, and the text “Pin to this list” appears.
3. Click on the icon to pin that file to the jump list.



File Explorer

File Explorer (also called Windows Explorer) is the window that opens to show you places and folders on your computer. Using it is akin to walking around the house and opening a drawer or cupboard to grab something.



- 1 Navigation Pane** – Allows you to view the folder structure of your computer, and quickly access files and folders. You can “pin” frequently used folders to the **Quick Access** area of the navigation pane.
- 2 Navigation Buttons** – These are the same as your **Back** and **Forward** buttons on your web browser. Additionally, if you have a “back” button on your mouse that you use for web browsing, this button also works in File Explorer.
- 3 Address / Location Bar** – This answers the question, “where am I?” If you’ve clicked around so much you no longer have any idea where you are, this bar will tell you.
- 4 Search Box** – Type into this look to search for a file by name, type, date created, etc. Search is akin to yelling to someone in your house, “Have you see / do you remember where X is?” Except a lot faster, and quieter as well.
- 5 Command Bar** – Contains commands previously found in menus, such as new folder, copy, and delete.

Selecting and Moving Files & Folders

One of the things you will do frequently as you organize your computer is to select multiple files or folders to move them to a different folder or delete them.

Selecting Files & Folders

1. To select files/folders that are together, **left click** to select an item.
2. Press and hold the **Shift** key on your keyboard and **left click** on another item. All items between are selected.



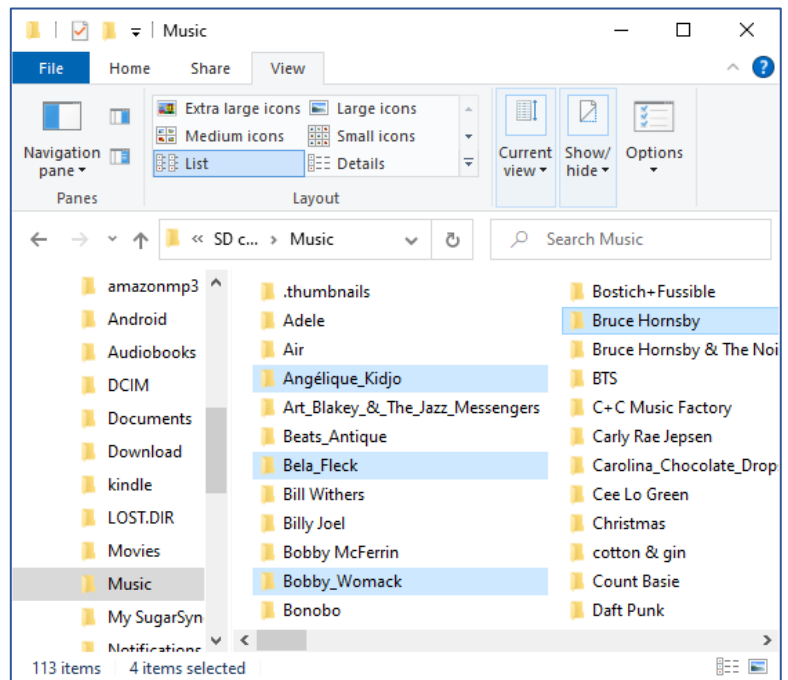
OR

1. To select non-contiguous files/folders, press and hold the **Ctrl** key on your keyboard.
2. **Left click** on every file/folder you want to select.



OR

To select all the files in a window, use the keyboard command **Ctrl + A**.



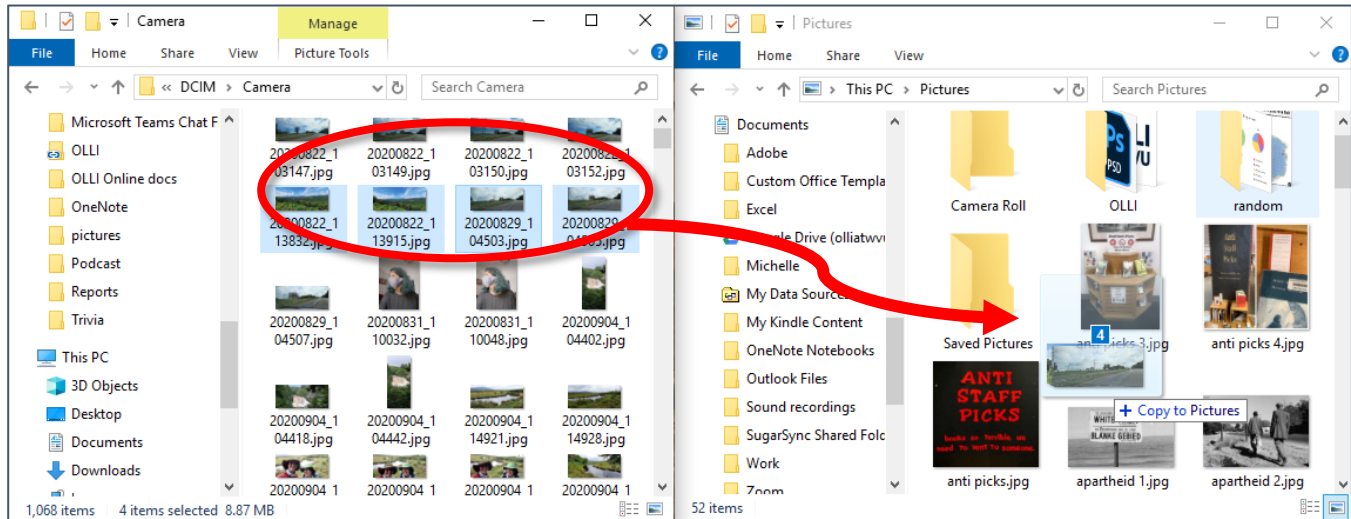
Moving Files & Folders

Open two file explorer windows side-by-side: The location where the items are now and the location where the items should go to.

1. **Select** the items to be moved.



2. **Drag** the items from one window to the other.



OR

1. Open a file explorer window.
2. Select the items to be moved.
3. **Cut** the items (**right click** and select **Cut** or use the keyboard command **Ctrl + X**)
4. Open the window where you want the items to be moved to.
5. **Paste** the items in the new folder (**right click** and select **Paste** or use the keyboard command **Ctrl + V**.)



Sort

[Sorting](#) is a way to help you find files at a glance. If you know the *name* of your file in a specific folder, sorting alphabetically can help you find it quickly. If you know when you created / modified a file, sorting by date is helpful. There are multiple ways to sort.

Sorting

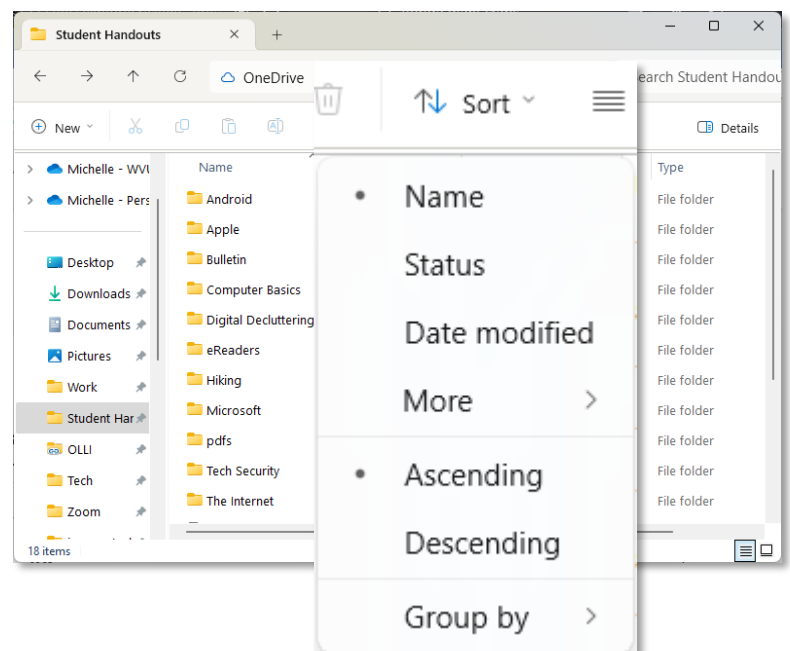
1. Open **File Explorer**.
2. In the **Command Bar** click the **Sort** icon.
3. Select your sort method from the drop-down menu.

OR

1. **Right click** in the main window of File Explorer.
2. From the pop-up menu select your desired method.

OR

1. If you are viewing by **Details**, click the column head by which you want to sort.



Search

There are multiple ways to search in Windows.

You can open the start menu and use the search box at the top of the window (as you start typing the cursor moves to the search box) or you can click the **Search** icon on the taskbar.

Search the Computer

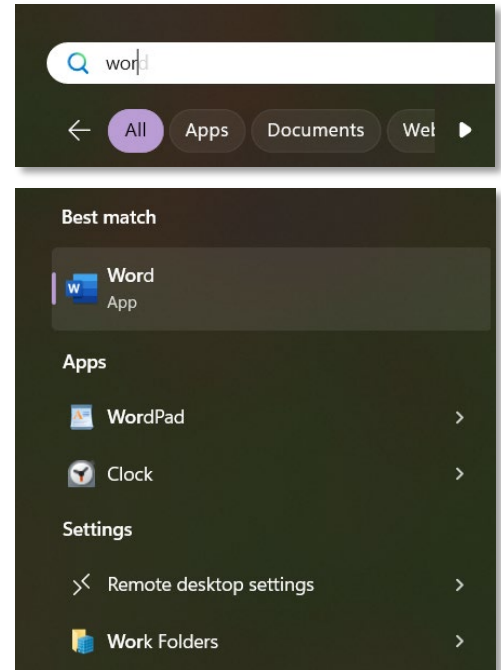
1. Click on the **Windows** icon or key.

OR

Click the **Search** icon

2. With the keyboard, start to type the name of the program / setting you want.

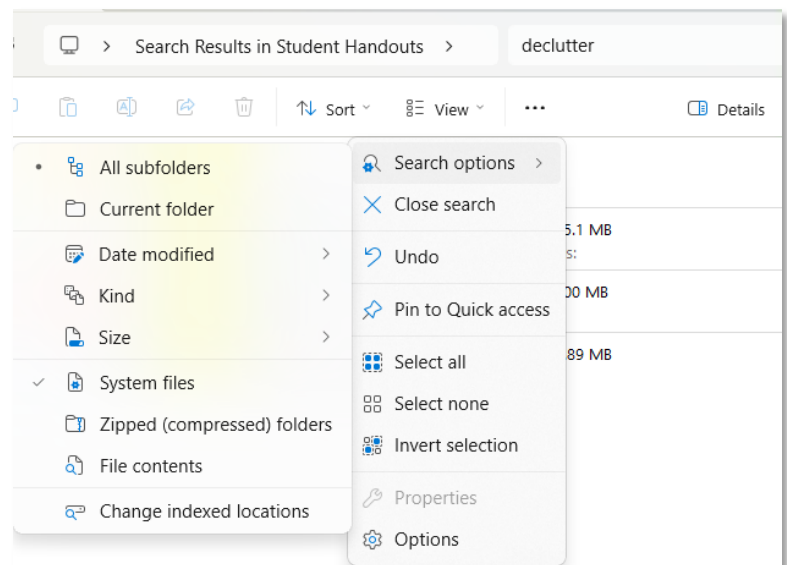
3. Select the desired option from the list.



Search from File Explorer

If you are in [File Explorer](#), the simplest search is to type the term you're looking for into the *search box*. This will search the *current* folder and all *subfolders*, which can be faster than searching your entire computer.

Once you have started your search, click the ellipse and select **Search options**.



Date Values

These are important because you can sometimes remember *when* you worked on a file, but maybe not what you named it. You can give an exact date or a general date.

today, yesterday, last week, past month, past year, 3/15/2020

Common File Extensions

[Extensions](#) are used when know what *kind* of file you are searching for.

Audio	.mp3 .wav .wma
Excel	.xlsx .xls
Image	.jpg .gif .png .tif
Portable Document Format	.pdf
Text	.txt
Video	.avi .mpg .wmv
Word	.doc .docx

Basic Boolean Operators

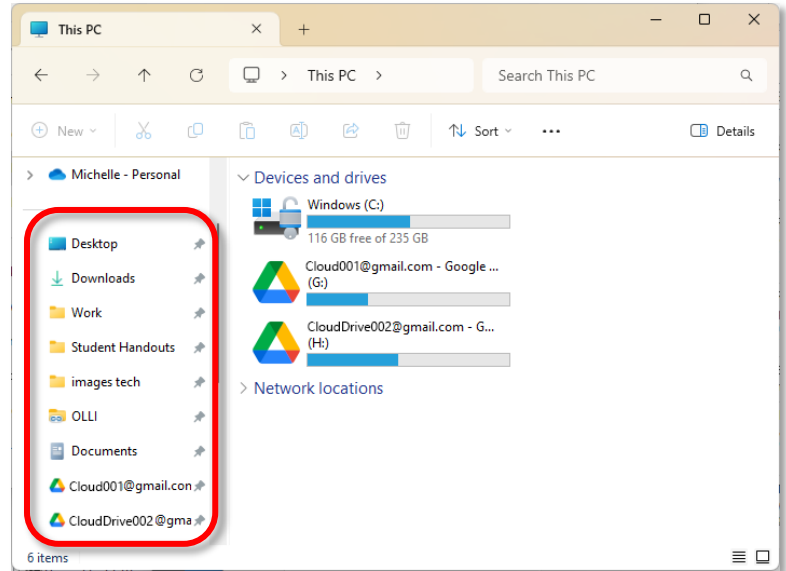
[Boolean](#) is a notation system that denotes logical propositions. These operators allow you to be more precise in your search.

()	All words in any order	(security tech)
“ “	Exact phrase	“tech security”
AND	Find both	Technology AND security
OR	Find either item	technology OR tech
date:>	Find items after a date	Date:>3/15/2020
date:<	Find items before a date	date:<today date:<3/15/2020
modified	Find items by when they were last saved	modified:last week
NOT	Find one without the other	security NOT tech
*	Wildcard (often used with extensions)	*.docx *.pdf

Quick Access

Quick Access is an area of File Explorer where you can “pin” folders you frequently access.

By default, Documents and Desktop and other default folders are part of the quick access list, but you can add or remove items as you please.

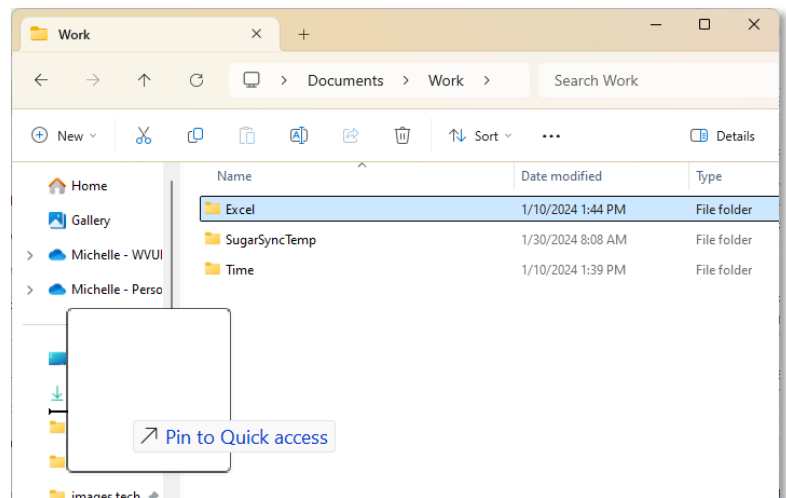


Add a Location to the Quick Access List

1. Open **File Explorer**.
2. Browse to folder you frequently use.
3. Right click on the folder and select **Pin to Quick Access**.

OR

Click and drag the folder into the Quick Access area.













Startup Apps

Startup apps are just that—programs that start when you open Windows. They do this so the individual programs will open immediately when you click on them. Unfortunately, having lots of programs start automatically will slow down how quickly Windows starts.

Removing a program from Startup does NOT uninstall that program, it just doesn't start that program in the background. On the plus side, if you use a program all the time, you may be able to add that to start up, to speed up things when you first open your computer.

Keyboard Commands

	Start Menu
 + I	Open Settings
 + Shift + →	Move selected window to right monitor
 + Shift + ←	Move selected window to left monitor
 + Shift + S	Snipping Tool
 + D	Show Desktop
 + E	Open File Explorer
 + L	Lock Computer
 + M	Minimize All Open Windows
 + S	Search / Find
Alt + Tab	Switch between open windows
Alt + Esc	Cycle through open windows
Alt + F4	Close active window
Alt + F8	Reveal password at sign-in screen
Ctrl + A	Select All
Ctrl + Alt + Del	Task Manager
Ctrl + C	Copy
Ctrl + P	Print
Ctrl + V	Paste
Ctrl + X	Cut
F3	Find
F5	Refresh

Resources

[Windows 11 Settings](#)

[Keyboard shortcuts in Windows \(Microsoft\)](#)

[Work Smarter, Not Harder: 70 Windows 11 Keyboard Shortcuts to Master Your PC \(CNET\)](#)

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