

Windows 11

February 13 & 15, 2024

2:00 PM

Windows 11

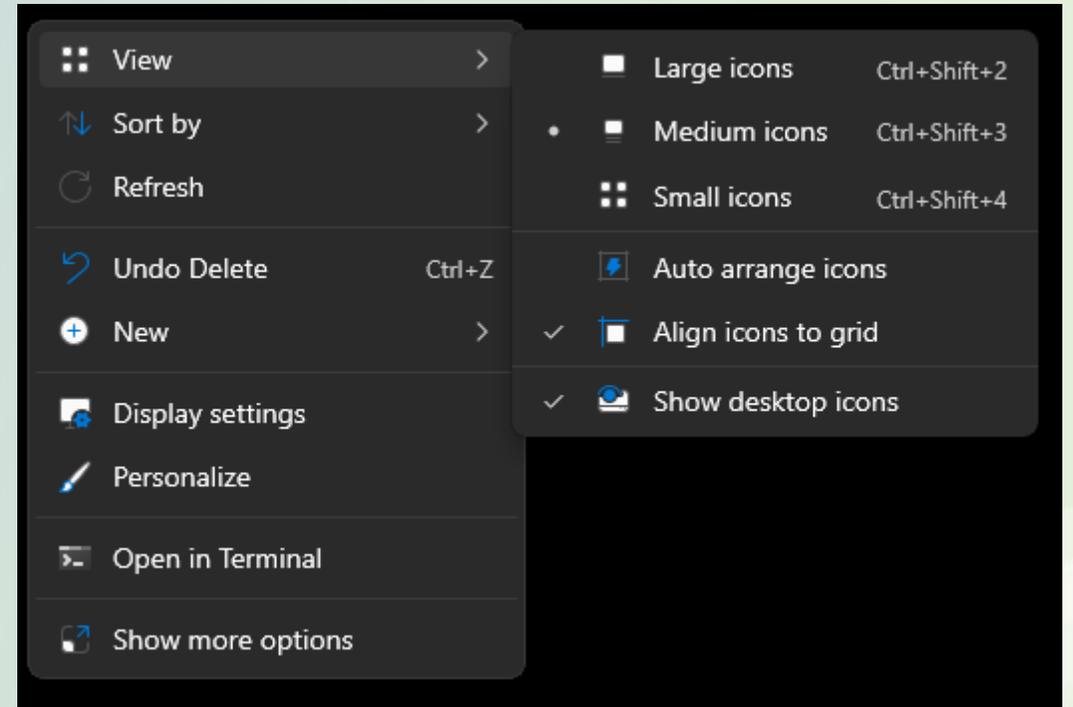
Day 1

Desktop
Start Menu
Taskbar
Task Manager
Shortcuts
Q&A

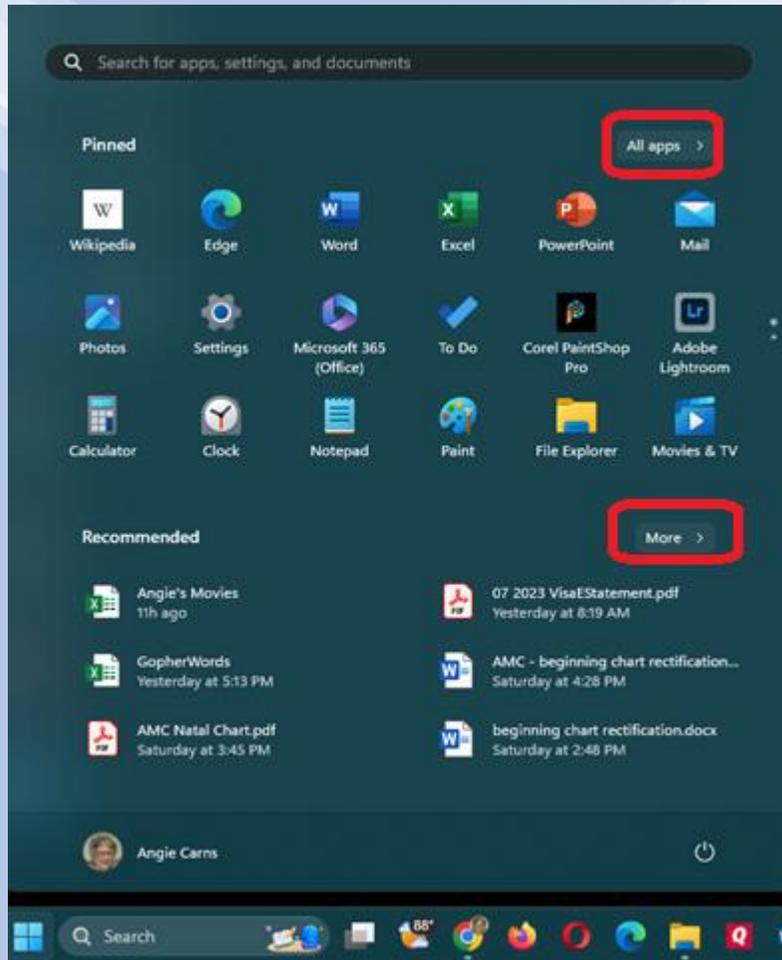
Desktop

Right click choices

- View - icon size, arrangement & visibility
- Sort by - name, size, type, date
- New - shortcut options for apps
- Display settings
 - Multiple screens
 - Brightness, night light, & HDR
 - Scale & layout
- Personalize



Windows Button & Start Menu



- Click Windows button for Start Menu 
- Personalize with a right click on opened menu > Start Settings
- Right click on Window button for shortcut menu 
- Search (for programs or documents) > Left click and type 
- All apps - Scroll or Index (click divider letter)
- Recommended > More (for full list)
- Choose your favorite Pinned Apps

Task Bar

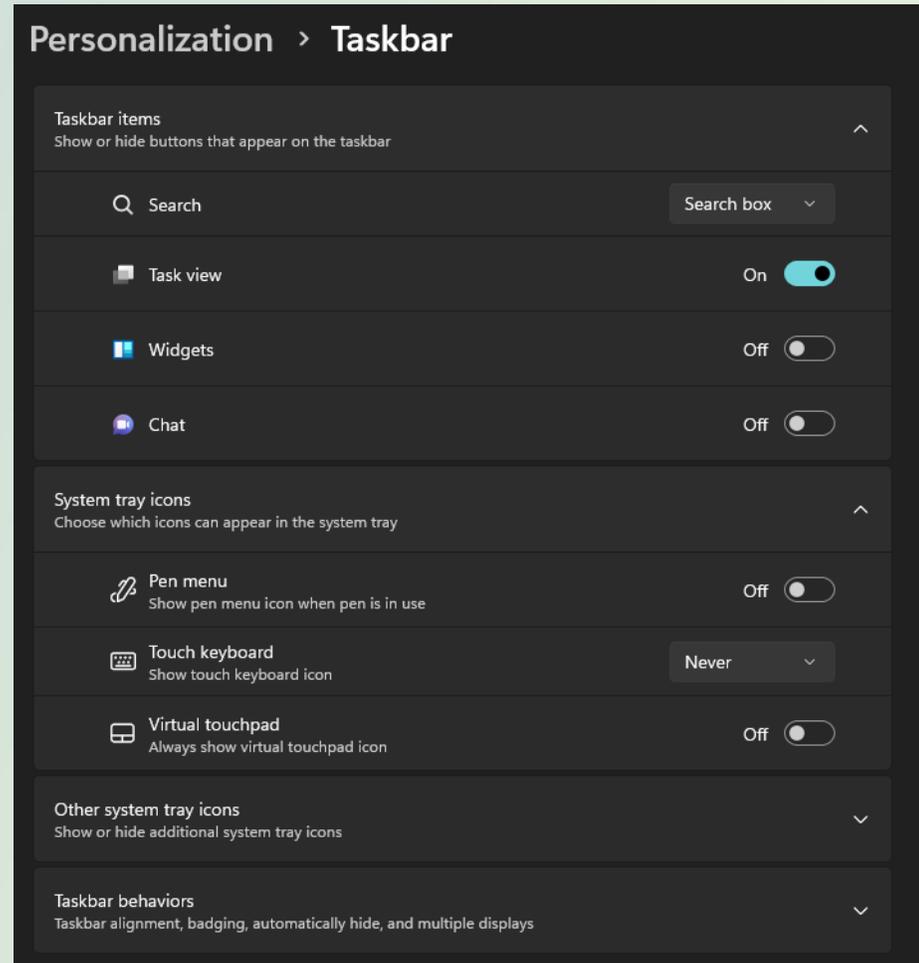


Change Task Bar Behavior

- Right click on bar > Taskbar > choose settings to personalize
- Search - 3 settings
- Task view - choose among open windows
- Widgets (if installed)
- Chat - requires Microsoft Teams
- System tray icons for touch screens
- Other system tray icons - for installed apps
- Taskbar behaviors - e.g. hide or placement

❖ Systems Tray

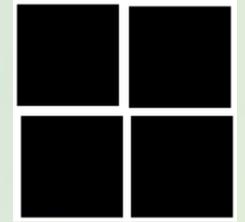
❖ Show desktop



Task Manager

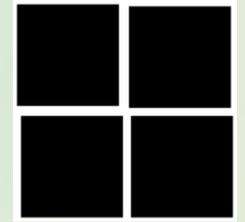
- Processes - displays how apps are using computer resources
- Performance - overall view of resource usage
- App History - alphabetical list of apps usage
- Startup apps - shows how apps use resources on startup
 - May use this section to speed up your start time
- Users - who's using your computer and how if more than one person
- Details - for experts only
- Services - for experts only





Windows Logo Key

- Windows Logo Key provides many shortcuts
 - ❖ By itself it brings up the Start menu
 - ❖ Settings =  + I
 - ❖ Voice Typing =  + H
 - ❖ Quick Settings =  + A
 - ❖ Display or Hide Desktop =  + D
 - ❖ File Explorer =  + E
 - ❖ Search =  + S
 - ❖ Snipping tool =  + Shift + S



More Windows Logo Key

- ❖  + V = Paste List (remembers your Ctrl + C commands)
- ❖  + ; (semicolon) = emoji panel 😊
- ❖  + K = cast to screen (usually the TV)
- ❖ [More shortcuts online](#)

- Some common keyboard shortcuts

- Ctrl + C = copy
- Ctrl + V = paste
- Ctrl + Z = undo
- Ctrl + X = cut
- Ctrl + A = Select All
- Ctrl + S = save
- Alt + Tab = Switch between windows

A few videos for more lessons

- [Windows 11 Full Tutorial](#)
 - 2 hours
 - Very basic
 - Easy to understand
- [Windows 11 Tutorial](#)
 - 1.5 hours
 - Interactive
 - Easy to understand
- [How To Use A Computer Windows 11 For Beginners](#)
 - 2 hours
 - Very basic series of lessons
 - Speaks a bit fast





Q&A

angicarns@gmail.com

Q&A from Email

- Windows 10 Active and Security support ends [14 OCT 2025](#).
 - More info from [CNET](#) (a trusted source)
- Angie's [Vocabulary](#) files or <https://techterms.com/>
- App History in Task Manger is limited to Microsoft Store apps
- Free Microsoft 365 for ALL members (Day 2 - Slide 25)

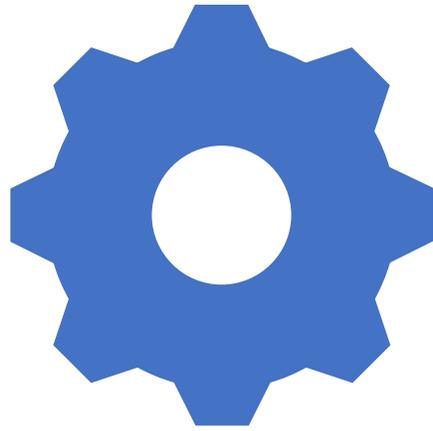
Windows 11

Day 2

Settings and Security

Built-in Applications

Q&A



Settings and Security

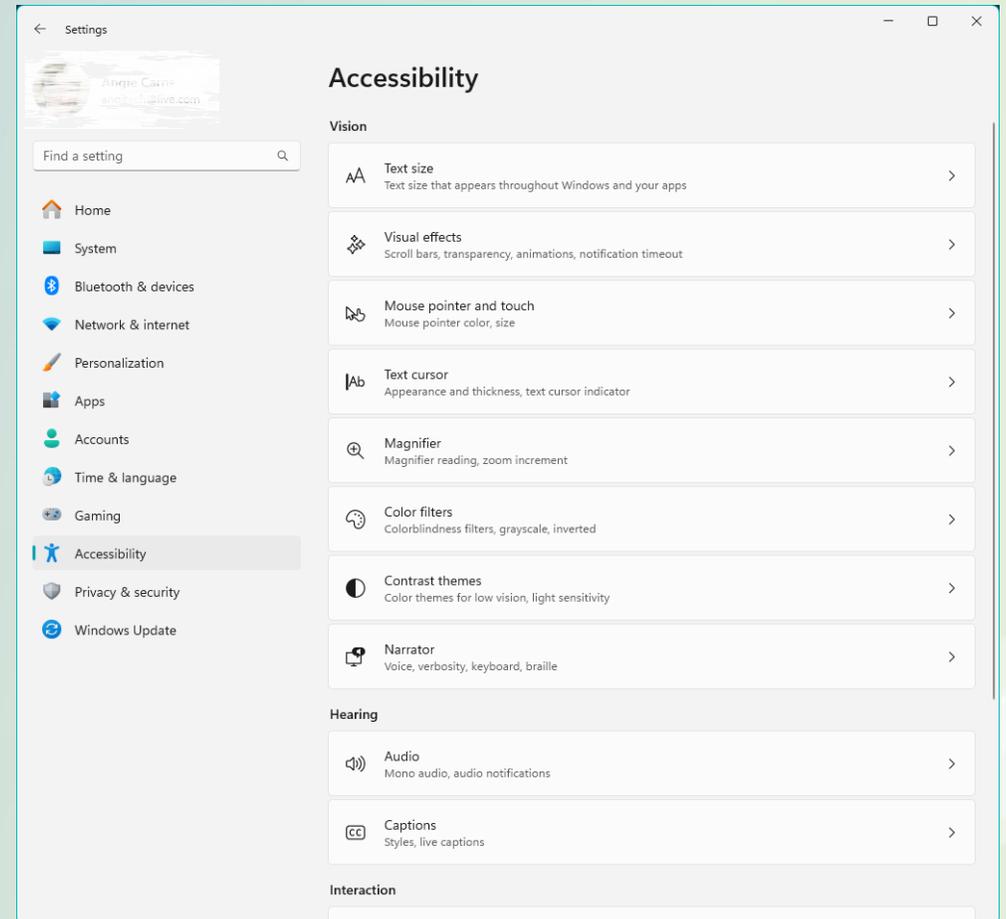
Windows 11 Settings Home Page

<https://techterms.com/>
Computer Vocabulary
Click to View

- Find a setting – best place to search for specific settings
- Computer name – may change for easier identification
- Network – name of connected network and its status
- Windows Update – last update and/or needed updates
- Recommended settings – frequently changed settings
- Cloud storage – helps keep your cloud space under control
- Personalize your device – fun place to customize
- Microsoft 365 Family – manage your subscription/account

Accessibility Settings

- Text size
- Mouse pointer
- Text cursor
- Magnifier
- Color Filters
- Narrator
- Captions
- Eye control - needs hardware



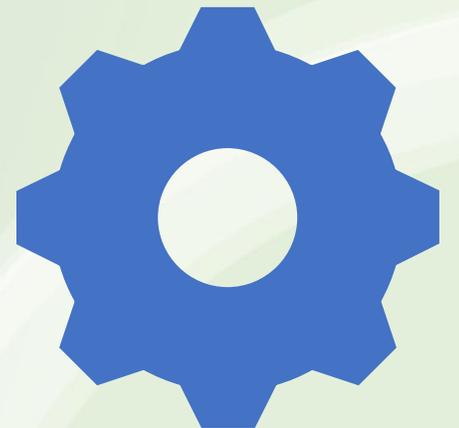
Privacy & Security



- Defender
 - Can be used alone or in addition to installed internet security
 - Virus & threat protection
 - Account protection
 - Firewall & network protection
 - Protection for ID and devices
 - Reports on device health
 - Family options (parental control)
- Windows Update

Other Useful Settings

- Apps > Default apps - lets you choose your favorite apps for specific purposes
- Apps > Startup - new place to control apps that may slow your computer
- Accounts - manage your Microsoft account



The background features two large, overlapping, curved bands. The upper band is light blue and the lower band is light green, both with a soft gradient and a slight shadow effect, curving from the top right towards the bottom left.

Built-In Applications

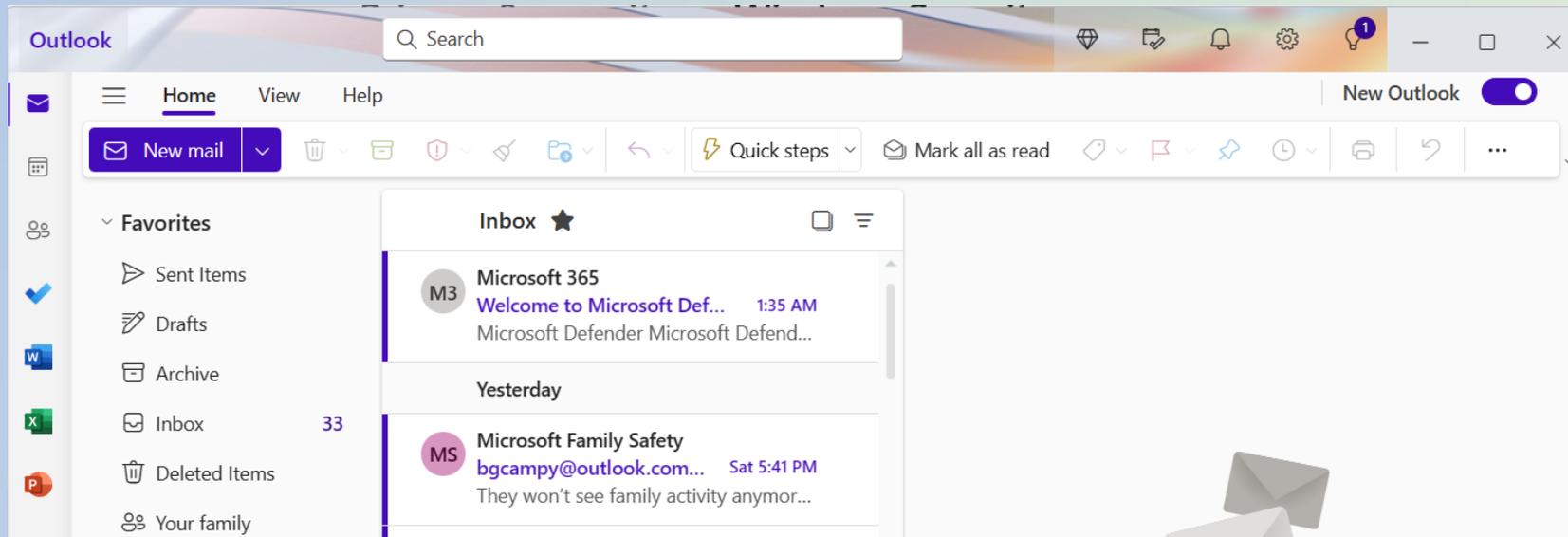
Edge



- Microsoft Default Browser
- Includes Microsoft Defender for security
- AI-powered
 - Helps find better prices when shopping
 - Contains exclusive offers
- Gaming
- Business
- [Features and tips](#) includes instructions for some features

Mail and Calendar

- First time may require setup for current account
- Windows 11 will give you the new Outlook.com
 - Welcome box helps you learn new style



- Can return to the Windows 10 style by clicking New Outlook button

Games

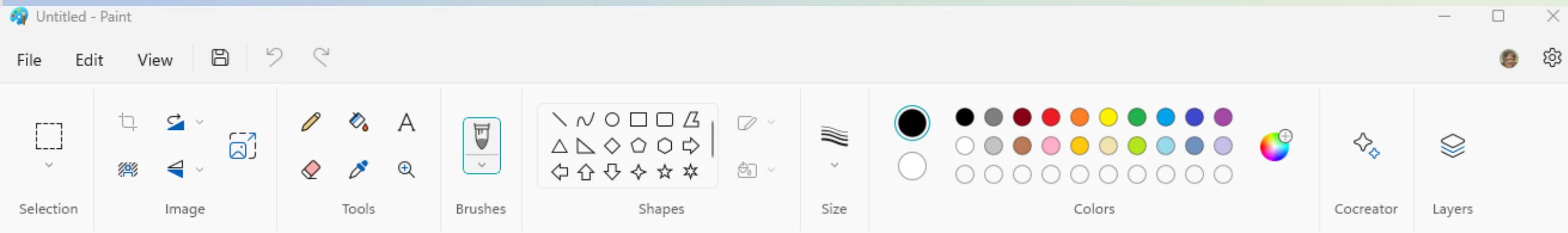
- More than ever
- Solitaire & Casual Games
- Xbox
- More in the Microsoft Store
 - Some with in-app purchases



Paint



- Greatly improved since Windows 10
- Let's have fun together
- Helps with learning menus & basics image functions



- Paint 3D available for free from Microsoft Store

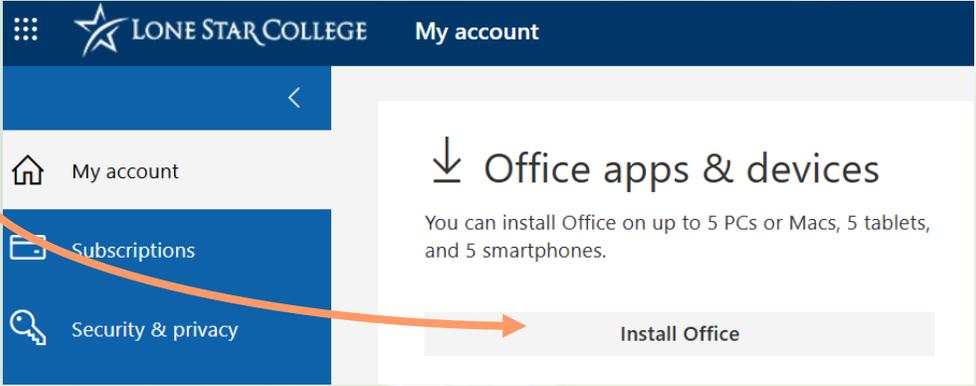
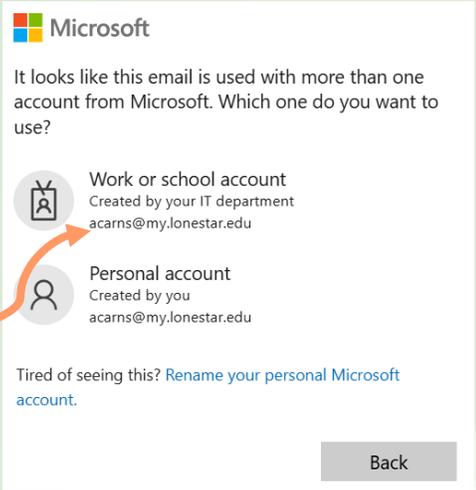
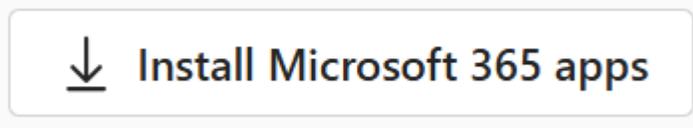
More Apps and Tools

- Snipping tool - screen capture
- Photos - organize and edit
- Media Player - for your files
- Movies & TV - buy or rent
- Clock - multifunction clock
- Free with Microsoft 365 - download in Microsoft Store
 - Clipchamp - video builder - comes with Microsoft 365
 - Paint - Paint 3D now available in Microsoft Store



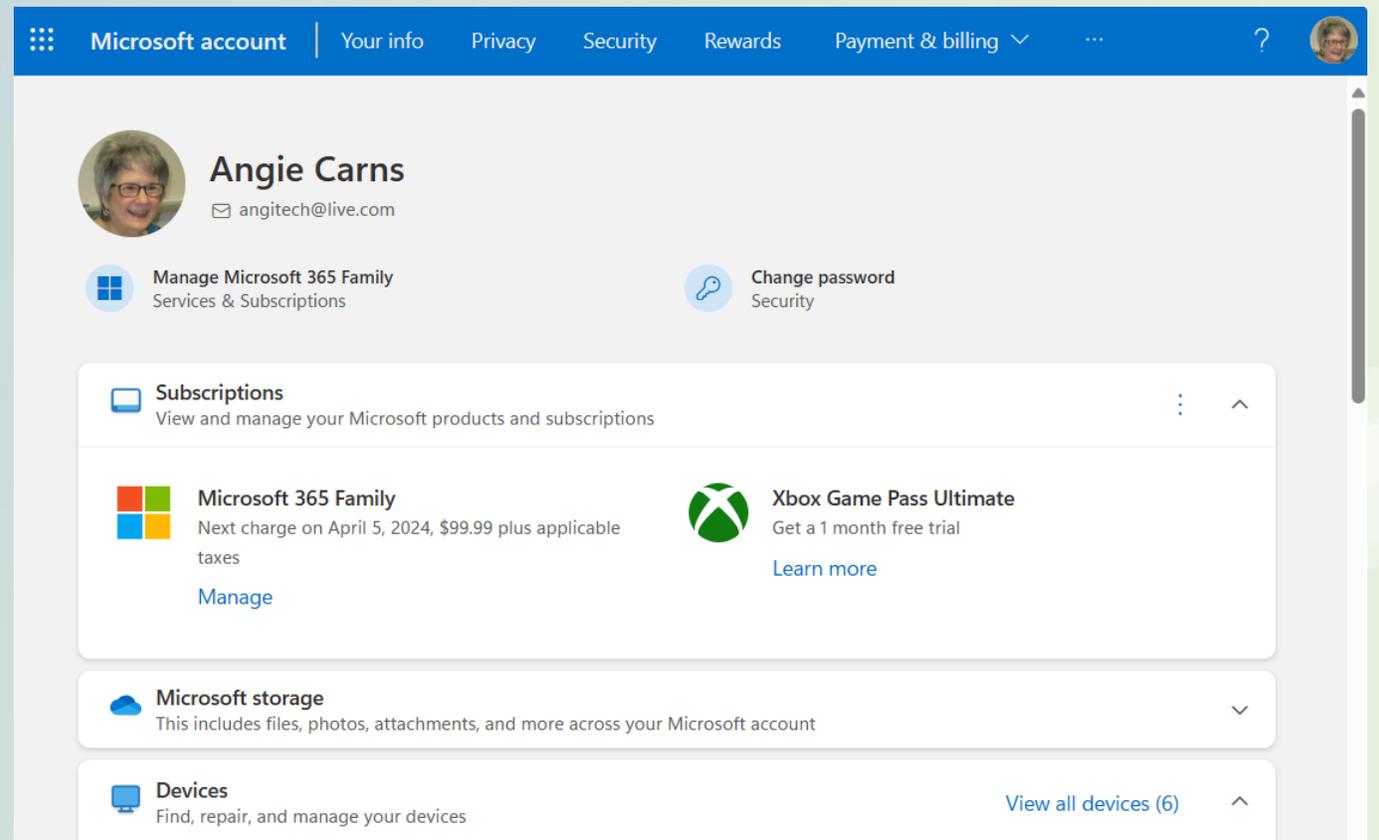
Office Apps Download & Install

1. Login to [myLoneStar](#)
2. Go to Student Email
3. Select Word from lefthand sidebar
4. Scroll to bottom - locate Install Microsoft 365 apps
❖Login to school account if necessary
5. Click “Install apps” box in upper left corner
6. Click Install Office
7. Follow directions



Your Microsoft 365 Account

- ALL students entitled to free Microsoft 365
- Manage your account
 - [Microsoft account | Home](#)
 - Settings > Accounts



The screenshot shows the Microsoft account dashboard for Angie Carns. The top navigation bar includes links for Microsoft account, Your info, Privacy, Security, Rewards, and Payment & billing. The main content area features a profile section with a photo, name, and email address. Below this are two action buttons: 'Manage Microsoft 365 Family Services & Subscriptions' and 'Change password Security'. The 'Subscriptions' section is expanded, showing 'Microsoft 365 Family' with a next charge date of April 5, 2024, and 'Xbox Game Pass Ultimate' with a 1-month free trial offer. Other sections include 'Microsoft storage' and 'Devices'.

Microsoft account | Your info Privacy Security Rewards Payment & billing

Angie Carns
angitech@live.com

Manage Microsoft 365 Family
Services & Subscriptions

Change password
Security

Subscriptions
View and manage your Microsoft products and subscriptions

Microsoft 365 Family
Next charge on April 5, 2024, \$99.99 plus applicable taxes
Manage

Xbox Game Pass Ultimate
Get a 1 month free trial
Learn more

Microsoft storage
This includes files, photos, attachments, and more across your Microsoft account

Devices
Find, repair, and manage your devices
View all devices (6)



Q&A