

# Windows 11



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## Section 1 - Course Introduction

### Video: Course Introduction

**Deb:** Hello everyone, and welcome to this course on Windows 11. My name is Deborah Ashby, and I'm an IT trainer specializing in the design, delivery, and facilitation of Microsoft courses both online and in the classroom. And I'm going to be your host for this course.

Now, it's always exciting putting together a course for new products and applications. And this one couldn't be any newer. It is hot off the press as it was released globally yesterday, which for those of you coming to this course, later on was the 5th of October 2021. Of course, I'm talking about Windows 11, the latest operating system offering from Microsoft.

So what is Windows 11? Maybe you're a Mac user that isn't familiar with Windows at all. Well, Windows is an operating system, it's the core system that you'll find on most PCs. And it's the foundation that supports the User Interface, Applications, and the File storage system. And it allows you to easily interact with your PC and applications using your Mouse and Keyboard. And Windows 11 is the latest release from Microsoft, with a rollout launching in October 2021.

If you're currently a Windows 10 user, it is available as a free upgrade. The caveat here is that you do need to have a compatible system that is able to run the software. And I'm going to talk more to you about that shortly. So how do you get hold of Windows 11? Well, you can wait for your scheduled upgrade, or you can download the software from [microsoft.com](https://microsoft.com). And I've left a handy QR code here, that will take you directly to the download page.

So if you want to scan that QR code with your phone, it's going to jump you straight to the Microsoft website where you'll find the link to download Windows 11. Now the goal of this course is really to get you up and running and feeling confident using Windows 11 whether this is your first-time using Windows, or you're upgrading from Windows 10.

So in terms of what to expect from this course, well, this course has 63 lessons split across 12 sections. And each lesson is bite size, so 5 to 15 minutes in length. And what you'll find in the lesson is a video-led demonstration. There are no course files as such to accompany this course, because we're all using Windows 11 on our own PCs.

So the way that I recommend you run through this course is that you follow along with me. And then at the end of each section, you'll get to practice the skills that you've learned on your own with end of section exercises and quizzes. So with all that said, it is time to get started. And we're going to begin by taking a look at how you can upgrade from Windows 10 to Windows 11.

## Video: Upgrading from Windows 10

**Deb:** If you're already a Windows 10 user and you would like to upgrade to Windows 11, that upgrade is available for free with some caveats. There are some very specific system requirements that you need to meet in order to run Windows 11 on your PC. Your PC needs to have 1Ghz of CPU, 4GB of RAM, and 64 GB of storage. If you're not sure if your PC meets these requirements, then there is a simple check that you can do.

If you jump into Settings on your PC, and go to the About section, at the top here, you're going to see your device specifications. Bear in mind that I am using Windows 11. But in Windows 10, you still need to go to System Settings and about to find this information. And you can see at the top here I can see my device name; I can see my processor. So I can see here that I meet the requirements. I can see here my installed RAM. And I can also see that I'm using a 64-bit operating system. So I know from this that my PC can cope with Windows 11. So make sure you jump in here and check.

And if you're still not sure if you have a compatible PC, then no worries because Microsoft has a PC Health Check app, you can download to check if your system is able to run Windows 11. All you need to do to find that app is jump on to the Windows 11 page on the Microsoft website, scroll all the way down to the bottom, and you'll find this section here. And this is the link you need to download PC Health Check app.

So this is a little app that you'll need to install. It just takes a couple of seconds. And then you can run through that app and it will tell you if your PC is compatible with Windows 11. And if your computer can't be upgraded to Windows 11, you will see the reason why when you run this check. So how can you upgrade from Windows 10 to Windows 11? Well, Windows 11 is a free upgrade to Windows 10 users who have a compatible system. And the software will be rolled out slowly over the coming months.

So it's quite hard for me to say exactly when the update will be available to you. One way that you can check is to again jump in to your System settings, go into Windows updates, and then check for updates. If Windows 11 has been pushed to your PC, then you'll see the update sitting there ready for you to install. And the installation process can take up to an hour. So just be mindful of that prior to installation.

So your first way to upgrade to Windows 11 is simply to wait in the queue for your scheduled upgrade from Microsoft. However, if you are impatient like me, and you'd like to download it now, you can do that as well by jumping across to the Download page from Microsoft. And I've left a handy QR code there which will take you directly to that download page. Your PC will require a restart after you've installed Windows 11. And as with any upgrade your operating system, you'll be walked through the process of installation.

It's also worth noting that there will still be support for Windows 10 up until 2025. But Windows 11 is positioned to become the standard operating system for computers going forward. So, once you've downloaded and installed Windows 11, it's time to start exploring some of the new features.



## Video: What's New in Windows 11

**Deb:** So before we dive into Windows 11, I thought it might be quite nice to start out by going through some of the new features in Windows 11. So these are things that are going to be different if you are currently a Windows 10 user. And I will say that a lot of the newer features in Windows 11 are very much related to the overall look and feel of the operating system. You'll see as we start to go through them, in general, it has an overall smoother, modern, slicker look about it. And so far, I have to say I'm really enjoying it. So let's take a quick whiz around.

Now the first thing that's most obvious is if we pull up the Taskbar, notice that we have a centered Taskbar, it does look a little bit different to Windows 10. We now have our Start button, and all of our application shortcuts in the middle of that Taskbar. Now if we click on the Start button, again, the Start screen looks very different to what we're used to, it's cleaner. And once again, it's in the center of the screen.

Now we still have in here many of the things that we're used to. We have our Pinned applications, we have some Recommended documents, things that we've accessed recently. And we also have access to our Power options. So Sleep, Shutdown, and Restart from here, as well as our Account options. So this is where you can come to sign out of your account, change your account settings or lock your screen.

Now if we take a quick look at the Pinned applications, Note that this isn't the full list of applications. If we want to see those, we just need to click the All-apps button up here, and then we have all of our applications on our computer organized alphabetically. And of course, if we're looking for something specific, we can simply type it into the Search bar up here to find it.

Now, as we're already in here, this might be a good opportunity for us to jump into Settings because there are a few differences in here as well. So I'm going to type settings, there it is underneath Best match, let's click to open. So again, this interface does look different to Windows 10. We have all of our categories on the left-hand side. And then we have a selection of sub categories.

So for example, if I click on Personalization, I can then choose if I want to personalize the Background, the Colors, the Themes, so on and so forth. And when we jump into one of those in this case Background, we then have all of the options that we can set. So personally, I much prefer this layout, I really feel like Microsoft is making it a lot easier for you to interact with the Settings that you use most frequently.

Remember, if you want to go back, we have a Back arrow in the top left-hand corner, that is going to take us back a level and back a level again. Now aside from those Settings, we also do have a Quick Settings panel. And you'll find this on the Taskbar. Over on the right-hand side where I have English UK, my Wi Fi signal, and the Time, if I click on this area, this is where I can find my Quick Settings. So this is just going to enable me to quickly access Settings I use most frequently.

So things like my Wi Fi, Bluetooth, Nightlight, Focus Assist, and I can also adjust the brightness

and the volume from here. So aside from that, what else is new? Well, let's go back to our Taskbar because you'll notice that you have this little icon just here. And this is the new inbuilt Chat. And this is effectively a shortcut to start video calls and chat conversations with family and friends powered by Microsoft Teams. So they really integrated Teams into the overall build of Windows 11.

And then, just next to that Chat icon on the Taskbar, we have Widgets. And Widgets is going to allow us to have quick access to important information that's of interest to us. And of course, as you can imagine, this entire Widgets panel is customizable. Now as I mentioned at the beginning, the biggest changes in Windows 11 have occurred to the look and feel of the interface. And those are most obvious when you start opening your applications.

For example, if we jump into a File Explorer, this does look very different to Windows 10. And I will say that most of the changes that you're seeing here are mainly cosmetic, but there are some functionality changes as well. Firstly, the icons for the different folders have been modernized. And I really like this because previously, all of the folder icons were the same color. And what Microsoft has done here is they've changed the color, made them a little bit more obvious that they're distinct from one another.

Also notice again in a very small cosmetic change, which I quite like, the corners of all your windows, and now rounded. Now for something like this, File Explorer, take a look at our menu running across the top. We now have a simplified Toolbar as opposed to a Ribbon. And this is where you're going to find things like Cut, Copy, Paste, and also Rename. So this is now a little bit different. If I right click on a file within a folder, you can see that I have far fewer options in that right-click menu. Basically, Microsoft has left this right-click menu to only include commonly used options.

So if you're used to right-clicking and selecting something like Rename from the right-click menu, you'll notice that it's now no longer there, because we now have it on the simplified Toolbar at the top. And I will say I am very much a right-clicker. This has taken me a few days to get used to. Now when you're in that right-click menu, if you really would like to see the old-style Windows 10 menu, if you click on Show more options, that's going to take you back to that menu and things like Cut, Copy, Rename, Paste are all in this menu.

So now, let's open some other applications. So I've opened up a few different apps. And what you'll notice is that some of them have a dark theme, and some of them have a light theme. So this is another difference between Windows 10 and Windows 11. We now have application-specific light and dark modes. Now another cool thing, if you hover over the Maximize window button on any of these windows, notice we now get a choice of different layouts. And this is super useful and a feature that I use all the time.

So if I want to split my screen into four, I can do that. So let's click. And now I can choose which applications I want in which windows. Maybe I just want two applications. So I can select and say I want my To do list, and also my Snipping tool. So, a few more options there when it comes to Snapping. Now the final thing I want to point out here, which isn't brand new for Windows 11 but it's worth mentioning because a lot of people always forget that it's there.

If we go down to the Taskbar, we also have a Desktop button just here. So if you have lots of applications open on your Desktop and you want to split them across effectively two different Desktops, you can add another Desktop here which gives you a little bit more room, a little bit more real estate when you're working in applications.

So that is it, a quick whizz around some of the new features in Windows 11. We are of course going to go into everything in a lot more detail throughout this course. But those are the main changes that you're going to come across.

## Video: Exercise 01

**Deb:** In this exercise, I'd like you to practice some of the skills that you've learned in Section 1 of this course. So really, what we want to do here is make sure that we set ourselves up for success throughout this course. Make sure that you have downloaded and installed Windows 11 on your computer.

So that might involve checking to see if the Windows 11 update has arrived for you, or, or going to the Microsoft website and installing Windows 11 from there. Once you've gone through the setup process, I'd like you to just open Windows 11 and take a look around. Start getting familiar with some of the new features. And if you'd like to see my answer, then please keep watching.

So the first thing I asked you to do was download and install Windows 11 on your PC. And there are a couple of different ways that we can check if we have the update or not. So let's go down to the Start menu and jump into Settings. And right at the bottom of this menu, we have an option for Windows Update. So this is going to show you any updates that are waiting to install. So if you're currently on a Windows 10 system and waiting for your update, come in to here and check to see if it's there. If it is, click the Download and Install button.

If it isn't and you want to install Windows 11, then you can do that from the Microsoft website. So this is the page on the Microsoft website that you're looking for. And I got here simply by opening up a web browser and doing a search for Download Windows 11. And the Microsoft site is the first link that pops up. And on this page, you'll find links to download the Windows 11 file and install it. And if you want a bit of help with the installation, it's always worth downloading the Installation Assistant first of all.

I then asked you to familiarize yourself with some of the newer features in Windows 11. So that's things like the centered Taskbar, the centered Start Menu, the way we access All applications, the different inbuilt apps that we have access to, the curved corners on all of the windows, and things like the new grid layout, Snap to Windows options, have a little look at the Quick Settings panel and maybe even jump into Settings and start to have a look through some of these categories so that you're familiar with the general layout of all of these menus.

## Section 2- Account Types

### Video: Account Types

**Deb:** An account defines the username and password that you're used to log into Windows 11. So what exactly is a User Account? Well, the main thing it provides is a level of security. No one else can log into your computer without your username and password. So they effectively keep your computer and your work safe. User Accounts also allow for multiple users.

For example, if you are a family at home, and everybody in the family uses the same computer, everybody can create their own User Account which houses their files and settings separately. So what type of account should you create? Because, there are two main types of accounts. Now for most editions of Windows 11, there's only one option here. And that is you should have a Microsoft Online account.

So for this, you'll need to use your Microsoft 365 username and password. Now, it might be that you already have a Microsoft 365 account, or you might have to set one up. And there are numerous different types of Microsoft 365 account that you can create. Remember, Microsoft 365 is a subscription service. So, there is a monthly fee.

If you go for a personal account that it works out at about 599 British pounds a month at the time this course was published. And for that you get access to all of Microsoft's online services, which includes apps like Word, Excel, PowerPoint, Outlook, and gives you access to OneDrive to store your files. You'll also need a Microsoft 365 account to make purchases in the Microsoft Store. So aside from a Microsoft Online account, what other option do you have?

Well, you could choose to create a Local account. And a Local account is a basic username and password that is simply used to sign into your computer and isn't linked to anything else. And some people do prefer to have Local accounts on their computers if they don't really use any of Microsoft's online services.

Though it's worth noting here that if you had a local account on Windows 10, and then you upgrade it to Windows 11, you can continue to use that Local account to sign into Windows 11. You could even if you wanted to make multiple accounts and set them all up as Local accounts. Now for most editions of Windows 11, the Local account option is not available for the primary user during the setup process.

Mostly these types of Local accounts are used on computers that need to be used anonymously, such as in a public space, like a library or a school. And some people simply prefer Local accounts because they're a little bit simpler, and they're not linked to any online services. So just remember, if you do create a Local account to sign into your PC with, there are going to be lots of services that won't work because they require a connection to an Online account.

So if you don't have a Microsoft Online account, you will be walked through the process of creating one the first time you set up Windows 11 on your computer. Now it might be that you

already have a Microsoft account which you've set up to use another service. If that is the case, you won't need to set up a new account. So it might be that you have an Xbox Live account or you already have a Microsoft 365 account.

You might even have an Outlook.com account or if you're really old like I am, you might still have a Hotmail.com account. If you have any of these then you can use your existing username and password to sign into your PC.

## Video: First time Setup

**Deb:** Once you've installed Windows 11, you'll need to go through the first-time setup process to get Windows 11 working on your computer. And, the setup itself is a fairly straightforward process. It's a wizard-style setup that's going to guide you through the entire process.

Now, I already have Windows 11 installed on my PC. So, what I've done instead is I've taken some screenshots of the different setup screens that you're going to encounter. And I haven't got them all here. But what we do have are some of the ones that I consider to be important, or some of the ones which might confuse you during the setup process.

As I said, most of these are fairly straightforward and obvious. So let's go through and take a look at some of these screenshots. So the first thing that you're going to be asked is about your Region settings. So scroll through that list, find the right region or country, and then click on Yes at the bottom. You'll then be asked to choose your Keyboard Layout. Because remember, depending on which country you're in, your Keyboard Layout is different. So select your country from the list and click on Yes, at the bottom.

You'll then be asked to give your PC or your laptop, whatever it is that you're using a name. And I will say don't overthink this too much. This is really just a name that helps you identify your PC. So you might want to name it something like your name PC, home PC, your laptop, something along those lines. So type in the name, make sure it adheres to the rules underneath, and then click on the Next button.

Next, you're going to be asked how you would like to set up this device. So do you want to set it up for personal use, or are you setting up for a work or school account? So if you're using work credentials to log into the system, you would set it up for work or school. If you're setting it up at home, you're going to set it up for personal use. So make your selections and click on Next.

Now it's at this point where we can go one of two ways. And this all depends on the account type that you want to use to log into Windows 11. So if you want to use a Microsoft account so that you can access all of the online services, this is where you would sign into that account to create that link. You'll be asked for your username and your password. Now, if you want to set this up so that you're using a Local account, you would basically leave this sign in field blank and click on Sign-in options at the bottom. And I have a slide in a moment, which is going to show you what that Sign-in options page looks like.

For the time being, let's assume that we are using a Microsoft account, typing your email address and your password and click Next. You'll then be asked to create a PIN. And it's worth noting that a PIN doesn't replace your password, it's just an alternative way of adding security. So when I log into my Windows PC, I actually use my PIN instead of my password. And I would recommend that you do create a PIN. So click the Create a PIN button at the bottom, it's going to ask you to enter in a memorable number, and then you can use that PIN to log into your system.

Now remember, if you do have a Microsoft 365 account, along with that, you get free access to Microsoft OneDrive. And OneDrive if you're not familiar with it is a file storage area. And it's

completely free for the first five gig of data. So if you want to be able to store files or upload files to the cloud, and then access them from any device, it's a good idea to start using OneDrive. And what you can do at this stage is that you can choose to back up your files with OneDrive effectively start synchronizing them from your PC to your online OneDrive accounts so that they're then backed up available for you to access. So, if something terrible happens to your PC, you still have all of your files available in the cloud. So, make your selection here and then click on Next.

So this screenshot just here is for if you want to set up a Local account. If you remember a few screenshots ago, where we added in our Microsoft credentials, I said if you want to create a Local account, you need to click on Sign-in options, and this is the screen it's going to take you to. So if you do want to create a Local account, you need to select Offline account from this screen. Now if you do select Offline account, Microsoft is going to keep trying to push you towards creating an Online account.

So if you see screens like this, you can just click on Skip for now and then it will take you through the process of creating a Local account on the PC. And that is pretty much it. It's a reasonably straightforward setup process. And I don't imagine you having too many problems with that as the instructions are fairly clear.

## Video: Power Options

**Deb:** When you sign into your computer, you're going to see a screen like this. And if you have multiple accounts set up, they're going to be listed in the bottom left-hand corner. Now I don't, which is why I don't have any of them listed there. But if you do want to switch to a different account, you simply click on the person's name in the bottom left-hand corner. Now notice here, I'm being asked to enter my PIN.

Now, if you chose not to add a PIN during that setup process, then you're going to be asked for your password just here. And it's also worth noting that PIN and password aren't the only ways that you can sign into your computer. You might have something else set up like a fingerprint or face scanner. Now, not all devices are compatible, not all devices have a fingerprint scanner. But if yours does, you can set your computer up so that you can sign in using your fingerprint or using facial recognition. And we're going to look at those things a bit later on in the course.

But at this stage, I'm going to type in my PIN and hit Enter, and that's going to allow me to log into Windows. So now we're at our Desktop, let's take a look at some of the options we have when it comes to power because there are a few of them. So we're going to pull up our Taskbar and click on the Start button just here. Now you'll find your Power options over on the right-hand side where we have the Power button.

If we click this button, we have three options; Sleep, Shutdown, and Restart. So it's important to be clear as to what the difference is between these three. So the first one here Sleep, that basically freezes your computer, but shuts down most of the system. So it doesn't shut down your PC and turn it off, it simply freezes it. So I tend to use this option if I'm going to continue working. So maybe I'm going off to a meeting for an hour, I don't want to shut down my PC, and then have to restart everything and restart all of my applications when I come back. But I don't want anybody to be able to log into that PC. And I also want to save a bit of my battery. So that is when I would use Sleep. Because it doesn't close down any of my applications or documents.

Shut down on the other hand is an option I tend to use at the end of the day only. This will close all of your applications and turn off the PC. And I would say make sure that you do have all of your applications closed down first of all, before clicking Shut down. If you click Shut down, you've still got Word or Excel open, you're going to get a prompt telling you that you still have these applications open. And if you don't go in and manually close them down and save your documents, the PC will just shut down and any changes that you've made that you haven't saved will be lost. So, just bear that in mind. As I said, I tend to do this at the end of the day only. And this option will shut down your entire PC.

And then finally we have the Restart option. So again, this is going to close down all of your applications, it's going to turn off the PC, but it's then going to immediately restart it. So I tend to use this option maybe when I've made a change to the Settings or I've installed something new, and it requires a restart. Also, I tend to use this if I'm having some problems with my PC, maybe it's frozen, maybe an application has hung, I'll tend to do a restart because it's a little bit quicker than shutting down and powering up. So that's the difference between those three options.

Now another option that you also have, which isn't actually in this menu, I kind of feel like it should be in this menu is Lock. So if we go across to where we have our Account settings, and I click on my name, we have a Lock option in here. And what Lock does is it basically locks your screen. Everything else stays running in the background, but it's just going to throw up that first screen that you get where you need to type in your PIN and your password. So I tend to use lock if I'm just going to be away from my desk for a few minutes, maybe going to grab a coffee. It just ensures that other people can't walk past my PC and see what's on the screen and nobody can use my PC.

There is also a shortcut key for Lock, and that is Windows Key + L. So, it's a good habit to get into if you're going to be away from your PC for a few minutes, a quick Windows +L will ensure that everything's kept secure.

## Video: Exploring the Windows Interface

**Deb:** So, let's start by getting ourselves familiar with the Windows 11 interface. Now, if I pull my mouse down to the bottom of the screen, you'll see that that Taskbar pops up. And in the middle there, I have a number of different buttons. And these are effectively shortcut links to other parts of the system.

Some of these buttons will launch applications, some of them will take me into different features and settings. And if you're a Windows 10 user, you're probably used to all of these buttons being a bit further to the left. In the Windows 11 layout, they are towards the middle of the Taskbar.

Now the first button that we have on this Taskbar is the Start button, and we can access it by clicking on the icon. Or if you're into your Keyboard shortcuts, you can press the Windows key on your keyboard, and it's going to pop open that menu. So again, this is where we can come if you want to launch applications and access our system controls. If I want this window to go away, I can either click somewhere on the Desktop background, or I can just press the Windows key again, and that will minimize it back down.

Now one thing you'll notice about my Taskbar is that it doesn't appear until I pull my Mouse all the way down to the bottom of the screen. And I've set my Taskbar up like this simply because I record a lot of videos and all the time, we don't really need that Taskbar to be in the frame. Now we'll say that most people don't have this Taskbar set to hide itself when you're not hovering over it. So let me just show you how you change this setting. All we need to do here is right-click on the Taskbar and go to Taskbar settings.

And towards the bottom, we have a Taskbar behaviors section. And what you'll notice is that I have mine set to Automatically hide the Taskbar. So what I could do here is deselect this. And notice that my Taskbar has already come back, and now it's visible all the time. And really this is kind of personal preference. But just be aware that you can change that. Now if we go over to the right-hand side, this is where we have our system tray. So all of these little icons in the bottom right-hand corner.

If I click on the Time and Date, that's gonna pop open in mini view of my calendar, which is super useful if you just need a quick way of seeing dates. And it's also going to show me my Notification Center. And we're going to go into this a lot more later on in this course. Just be aware that this is where you can access these things. And of course, as we've already seen, if we click on the next three icons just here, that's going to open up our Quick Settings. So remember, this is just a fast way to adjust important System Settings.

What else do we have on this Taskbar that we haven't yet looked at? Well, the second icon in is Search. So if you're looking for something on your PC, and that might be application, a document, a specific setting, this is a universal search that's going to search through everything. So if I was looking for a particular setting, so maybe I wanted to know how to adjust the brightness on my PC, I could type that in. And you can see I now get Change brightness level. If I click on it, it's going to jump me across to Settings where I can come in and change that brightness. So nice and straightforward.

If I'm looking for an application, so maybe I want to find Excel, I can just type that in. Notice that it's also brought up any documents that I have, and also folders that have the word Excel in the title. So you really kind of get to see everything that's related to the keyword that you've used. So, Search is extremely useful. I use this all the time, particularly when I'm looking for a specific setting.

The next button along is where we can manage multiple Desktops. So currently, I'm working in Desktop one. But if I wanted to, I could create another new Desktop and have a whole set of different documents on this Desktop, it's almost like having a virtual double-monitor set up. And I could add more than two, I could carry on going. So this really depends on how many different applications you've got open. And of course, we can rename all of these Desktops to make them a little bit more meaningful.

Again, we are going to talk about this a lot more later on in the course. And for the time being I'm just going to get rid of Desktop 2. The next icon along is the Widgets icon. So I can click this to open it or I can press the shortcut key Windows Key + W and that's going to pop open my Widgets pane. And in this Widgets pane, you can see a news feed and any Widgets that you've set up. This whole area is completely customizable. So, there's information that's of importance to you at a quick glance. And again, we'll look at this a lot more later on, because there's so much you can do in here. For the time being, let's launch some applications.

So the first application I'm going to launch is Microsoft Edge. And if you've never used Edge before, this is Microsoft's latest browser. So the way I like to think of it is, it's the new and much improved version of Internet Explorer. Now notice that I have the Dark theme applied to this particular browser. And this leads me on quite nicely to something that's really important to note, whichever application you have open, there are, in general, different ways of accessing that applications Settings and Controls.

So sometimes you might see three dots somewhere in the window normally towards the corner. For example, in Edge, I can see that I have three dots up here. If I click it, it's going to open up my Settings for this Edge browser. So for example, if I wanted to change this back to the Light theme, I can go all the way down to Settings, I'm going to choose Appearance, and there we go. Currently, I have Dark set, I'm going to change that to Light, and that is it. Now if I click on the Home button, it's going to take me back to that Homepage. So, get into the habit of looking out for things like three dots to access Settings for particular applications.

Now, what I'm also going to do here is we're going to open up File Explorer, because something else you might see in some applications is aside from the three dots, which we also have in this window, you might also see little drop down arrows like this next to some of the commands. And if you click this, it always means it's going to give you a drop-down menu of additional options. And then if you take a look through these menu options, one of them, the one at the bottom also has an arrow pointing to the right-hand side.

And if you see something like that, that means that it's got an offshoot menu where you're going to find even more options to choose from. So, try and get into the habit of noticing where you

have these little hidden menus; underneath three dots or underneath arrows. Because, this is a fairly consistent across all of the windows that you're going to use in Windows 11.

Now with these windows, we can pick them up simply by clicking at the top and dragging and moving them around. We can resize these windows as well. So if we hover over the right-hand side, I can then drag this in, drag it out, I can do the same with the bottom. And for some windows, you also have a diagonal as well. So if I hover over and I've got to get this just right, I can then drag it in by the corner. So all windows are completely resizable. Now if we take a look at these controls that we have up in the top right-hand corner, again, these are fairly consistent across all windows that you'll have open.

Now the one that looks like a line, this is the Minimize Window option. And if I click this, it's just going to minimize File Explorer down into the Taskbar. It hasn't closed it down, it's still there. If I want to go back to it, I can hover over the File Explorer icon, and there is my window. So, I can just click to bring it back. The square icon is effectively the opposite of that. Now, notice that as I hover over, I'm getting those new grid layouts. But if I just simply want to maximize this window so it fills the entire screen, I can just click the square, and it's going to do that.

Notice as soon as I do that, that icon changes. And if I click it again, it's going to minimize it back down to its original size. And of course, if we do want to snap different applications into different parts of the screen, we can choose one of these new layouts. And then finally, the cross in the corner. Well, that is going to close the entire window.

Now it's worth noting that with some applications, if you have multiple windows open and you click that cross in the corner, sometimes it will close down every single document or file that you have open within the application. So, it's always good to check if you're just closing the file or if you're closing the entire application. So, that's it. Those are the little features that you'll see consistently when you're using Windows 11.

## Video: Quick Settings

**Deb:** So, let's talk in a little bit more detail about Quick Settings. If you recall, we can access our Quick Settings by clicking on these three icons in the bottom right-hand corner of the system tray. So if I click somewhere in here, it's going to open up that Quick Settings panel. And this is really just a fast way to get to some of the most important settings.

So things like your Volume, your Brightness, you can see we can toggle off and on the Wi-Fi, we can turn Bluetooth off and on, so on and so forth. Now the important thing to remember here is that each one of these buttons that you can see in this Quick Settings panel is effectively just a shortcut to the main Windows Settings tool. And what you'll also notice is at the bottom, we have a little gear icon. And if I click that, it's going to jump me across to System Settings.

Now a couple of things to point out in here. Obviously, if you need to adjust the brightness on your PC, you can just drag this slider, the one underneath, which controls the volume on your PC. Notice that we have a little arrow that goes off to the right-hand side. If we click this, this is going to allow us to manage multiple audio devices. So you can choose the one that you want to use.

And you can see here currently, I'm using my Yeti microphone, which is the microphone I use to record these training sessions. So, you can come into here and you can choose the audio device that you want to use for your sound. And if you want to quickly jump into the full list of settings for audio, you have More volume settings at the bottom, which you've probably guessed is going to jump you across to the System Settings and straight into Sound. And from here you can make more detailed and granular adjustments.

And this works pretty much the same for all of these buttons. So for example, this Bluetooth toggle that we have here, if I right-click on that I can select Go to Settings, it's going to jump me back across to System Settings and straight into the relevant category. So a super useful little right-click menu. Now what about if I want to edit what I'm seeing in this Quick Settings panel? For example, maybe I'm not interested in having quick access to the Night light.

Well, we can edit our Quick Settings. If we right-click, we have an Edit Quick Settings option just here. If I click this, it's basically going to allow me to go through and effectively unpin anything that I don't want in this panel. So if I'm not interested in Night light, I can select to unpin and that's going to get rid of it. If I want to add a different quick setting, I have an Add button at the bottom. And then I have a list of everything that I can add into this Quick Settings panel.

So maybe I want to add Flight mode, which is effectively Airplane mode. I can also move these around. So maybe I want to have Flight mode up here instead of Battery saver, I can simply drag and drop. Once I'm happy with my new layout, just click Done at the bottom to save those new settings. So, this is really cool. I recommend you jump in there, remove the things that you think that you're not interested in, and maybe add some other settings to this panel.

## Video: System Settings

**Deb:** Now, we've been into System Settings a few times so far in this course. So now it's time to take a little bit of a deeper explore and see the types of things that we have access to in there. Now Settings is the tool where you can set preferences for the way things will work on your computer. And to get there, we can click on the Start button in the Taskbar. And for most people, you will find that Settings is one of your pinned applications.

Now, if you don't see Settings in here, what you can do is click on All apps. And you've got all your applications organized in alphabetical order. So you could search for System Settings up the top here, or you can scroll down to S, which is going to be all the way at the bottom. And there it is in there. If you want to pin this to that Start Menu, if you right-click, you'll have a Pin to Start in here. Obviously, I already have mine pinned, so the only option I have is to unpin it. And let's click on Back to go back to the start screen.

So let's jump into Settings. Now we have lots and lots of different options in here. We have our main categories listed on the left-hand side. And then we have subcategories depending on which category we've selected. Now we're not going to go through all of these right now I just want to highlight a few of them so you can get a feel as to where things are located. Now the first thing to note here, and this is a bit of a lifesaver is that just at the top, here we have a Find a Setting field. So this is essentially your Search bar.

So if you are looking for a specific setting, and you don't want to take the time to go through every single category and subcategory, you can type in what it is that you're looking for, and it will pull it straight up. So if I'm looking for my Sound Settings, I can type in Sound. And I get a few different options here. If I want to jump straight into my general Settings, I can click Sound Settings, and it's going to take me to that area.

If you want to get back out of whichever sub menu that you're in, you have a couple of different options, I can use the breadcrumb trail just above and a breadcrumb trail basically just lists out the menus that you've gone through. So currently, I'm in the System category in the Sound subcategory. So if I want to get back to System, I can simply click on the word System. And that's going to take me back right at the top here I have a back arrow. And if I click that, it's going to take me back to where I just was. So a couple of different ways that you can effectively backtrack out of where you are.

So let's take a look at a couple of common things you might want to do. So I'm in the System category, let's jump into the Display subcategory. Because this is where you can come to adjust things like the brightness, and also things like your display resolution. Now most of the time, you're gonna find that it will auto detect the recommended resolution for the display that you're using. So for me that is 1920 x 1080.

But if you click the drop down, you have a whole choice of different resolutions. So if you want to have a play around with these, you can. Just remember that in general, the higher the resolution, the smaller the icons and everything will be on your display. Let's now jump across to the Bluetooth and Devices category, because this is where you can manage and set up your

Bluetooth devices. So if you have things like a wireless mouse or wireless keyboard, maybe some headphones, this is where you would come to set this up.

Now we're going to run through a demonstration of how to set up Bluetooth devices in the next lesson. Now another important option, I probably should have done this before we jumped into Bluetooth. Let's go back to the System. Towards the middle here we have a Power and Battery option. So this is going to give you some information about your level of power. And I'm using a laptop. It is plugged in so my power is 100%. But the thing that's important here are your power options. So for example Screen and Sleep.

So, my laptop is basically set to automatically switch into sleep mode after a specified period of time. And you can see here I've set this to 20 minutes. So if I get up from my laptop and I go away to make my dinner, after 20 minutes my system is going to go into which means my battery usage is going to be minimal. Now that doesn't matter quite so much if you have your laptop plugged in all the time. But if you don't have it plugged in, this can be super helpful when it comes to maintaining the longevity of your battery. And you can see that you have some other options.

You can customize different options for when it's plugged in, when it's using battery power, so on and so forth. So I definitely would recommend that you do jump in here and customize these to your liking. Let's now jump across to the Personalization category because this is kind of where the fun stuff lives.

This is where we're dealing with things like our Desktop Background, the Wallpaper that we're using the Colors, the Themes, all of the pretty stuff in Windows 11. And the first thing you'll notice, here are some of the new themes that you can apply. And you can see that I have this new, lovely looking HD background applied to my Desktop. And there's some really lovely ones in Windows 11. So have a little play around with these and select the theme you'd like to apply.

Now, we're not going to focus too much on themes here, but I do want to jump into Colors, because this is where you can choose your mode. So whether you're using Light mode, or Dark mode. So if I switch to Dark mode, notice that all of my Windows changed to this dark color. And some people do prefer this, they find it a lot easier on their eyes.

Now what we also have in here is a custom option. And this allows me to choose what I want for my default Windows mode and what I want for my default app mode. So if I want my applications to be in Light mode, but I want Windows to be in dark, I can do that from here. So I'm going to leave my Windows mode on Dark mode, but I'm going to change my applications to Light. If I switch these around the other way, I might want to have my Windows in Light and my applications in Dark. So you do get that choice if you use custom mode.

Now I like to have all of my windows in Light mode. So I'm just going to switch this back to Light. So hopefully now just by jumping into some of these different categories, you're kind of getting a feel as to how Settings is set up and how it works. My biggest tip here would be if you are looking for something and you don't want to browse through all of these categories, use the Search bar at the top.



## Video: Connecting Wired and Bluetooth Devices

**Deb:** In this lesson, we're going to talk about connecting Wired and Bluetooth devices. So there's probably going to be many occasions when you need to collect a Wireless device to your computer. So that might be something like a wireless Mouse or Keyboard, maybe a printer, or even an external hard drive.

Now, some of these things, you might connect using a wired connection using a cable. And for most of the peripherals, the external devices that you're going to connect, if they do have wired connections, it's probably going to be a USB cable. And up until recently, most devices have used a USB-A cable. You'll find that with some newer devices, they have USB-C cables, these are becoming increasingly popular. So the first thing you're going to want to do before connecting a wire device to your computer is check the port that your computer has and make sure that the accessories that you have accommodate that connection.

Now most accessories or devices that you connect in this way using a cable are what we refer to as plug and play. So really, you just need to plug them in and away you go. Nothing to install, nice and simple. Some devices such as printers, that's the one that springs to mind, require drivers to be installed. And drivers are really the software that allows your printer to communicate with your computer. And we're going to talk more about installing printers later on in this section.

So what about if you buy a new computer and it only has one type of port, maybe it only has the newer USB-C ports. But all of the devices that you have your printer, your mouse, they're all USB-A connections? Well, in that case, you would need to buy a simple adapter or a hub, which you can grab off of Amazon for a very small amount of money and continue using those devices.

Now these days, the most common way to connect devices is via wireless and wireless works with Bluetooth. So the example that I'm going to use here is that I have a pair of wireless headphones that I like to use. And these utilize Bluetooth to connect to my computer. And the process of connecting a Bluetooth device to your computer is called Pairing. So the important thing here is that the device that you're trying to connect is a Bluetooth-enabled device.

So for something like a pair of headphones, you will normally find that you have a pairing button which makes them discoverable by your PC. So for me, when I turn my headphones on, if I press and hold that power button for about seven seconds, I get a message that tells me my device is in pairing mode and the Bluetooth is on. Now this is going to be different depending on the device that you're trying to connect. So, it's definitely worth checking the instructions that come with your mouse or your headphones or whatever it is you're trying to connect via Bluetooth, because that will tell you how to put that device into pairing mode.

So let me show you how this works for me. And I'm going to use the example of my Bluetooth headphones. So I have a pair of Sony Bluetooth headphones that I want to pair with my laptop so that I can listen to music, watch YouTube videos, that type of thing. So currently, my headphones are turned off. The first thing I'm going to do here is I'm going to open Bluetooth in settings. So let's jump across. Let's click the Start button and open up Settings, and I'm going to dive straight

into Bluetooth and Devices.

So the first thing to check in here is make sure that you have Bluetooth turned on. So where we have Bluetooth listed just here, make sure that toggle is on otherwise it's not going to recognize anything. Also remember that down in our Quick Settings panel, we have a quick way of toggling Bluetooth off and on from here.

Now I'm going to click View More devices. And this is going to show me everything that I have currently connected. So I can see here that I have an input device. So this is actually my wireless mouse. And it's also showing me my microphone as well. So at this point, I would turn on my headphones and put them into pairing mode. Now as I said, this is going to be different for everyone depending on what device you're connecting.

But for me, I simply need to hold down the power button for seven seconds, and I will get an audio prompt telling me that my headphones are now in pairing mode. So now, my headphones are in pairing mode, I'm going to click on Add Device. I want to add a Bluetooth device. And what's going to happen is it's going to go away and it's going to search for all of the Bluetooth devices that are in range. And I can see at the bottom here, here are my headphones. So let's select them. And there, they are all connected.

You'll now see underneath Audio, I have my headphones connected, I'm getting a notification in the bottom corner. And also if I go to my Quick Settings, I can see in there that now I have the name of my headphones underneath. And remember, at any point, if you want to disconnect, if you click these three dots, you can choose to disconnect or you can remove the device entirely. So, I'm going to disconnect these because I'm not using them at the moment. So reasonably straightforward.

Now, there are some Bluetooth devices that will do a quick pairing so you might turn the device on, and you won't even need to select it or add the device like I did, it will automatically be picked up. But if it doesn't, it's a simple process just to add in your Bluetooth device and connect it up. So the key things here are to make sure that you have Bluetooth turned on and to make sure that whatever it is you're connecting is in pairing mode.

## Video: Mouse and Trackpad Options

**Deb:** The majority of us who use PCs and laptops will use a Mouse or a Touchpad in order to move around the screen. And most Mouse and Touchpads have more functionality than you might think.

So for most people who have a Mouse, it has two buttons, a left-click, and a right-click. And in general, the left is set up as the primary click. So this is the main button that you use if you want to click around on anything. So if I want to open up the Start menu, I would left-click to select.

Now the right-click button on the Mouse is generally reserved for contextual menus. So if we take this same example, if instead of left-click, I right-click on the Start menu, this gives me a contextual menu. And this is just related to that Start button. And that is exactly what contextual menus are, they are contextual from where you're using them.

So if I right-click just on the Desktop background, my contextual menu here is related to my Desktop. So the right-click menu is different depending on where you're clicking. Now, if you have a Mouse, which doesn't have two buttons, there are usually other ways of getting to that secondary click, to that right-click menu. Sometimes the side of the Mouse or the top of the Mouse is touch sensitive.

And if you use a Touchpad as opposed to a Mouse, you can do different types of taps on the Touchpad to access that right-hand menu. So I have both a wireless Mouse and a Touchpad on this laptop. So if I want to access that right-click menu, I can either utilize the right-click button on my Mouse, or I can double tap on my Touchpad to bring up the same menu.

Now another thing you can do with your Mouse is you can use the Scroll bar. So if we jump back into the Start menu and go to All apps, you'll see that we have a Scroll bar at the side here. So I can click the left Mouse button and I can drag up and down. Alternatively, if you have a Mouse that has a scroll wheel on the top, you can use that instead to scroll through the list of options. If you're using a Touchpad, you can swipe up with two fingers to scroll down and swipe down with two fingers to scroll back up again.

Now all of these settings can be customized. So if you are maybe a left-hand Mouse user, you might want to switch the primary and secondary Mouse buttons around. You might want to customize the types of gestures you can use on your Touchpad. Well again, you'll find all of these in Settings. So let's dive across to Settings, we're going to go into Bluetooth and Devices again. And if we scroll down, you can see that we have two subcategories one for Mouse and one for Touchpad.

So if we click on Mouse, this is where we can come to switch around the primary Mouse button. So if you want the right Mouse click to be the primary, you can switch it just here. You can also adjust some options related to scrolling. Now if we backtrack out of here, back to Bluetooth and Devices, this time, we're going to dive into Touchpad. So you can choose to enable or disable the Touchpad.

Now a reason why you might disable the Touchpad is if you always use your Mouse and you very rarely use that Touchpad. And sometimes if you find it's getting in the way, if you're typing on your laptop keyboard, you might choose to disable the Touchpad. If you have it enabled, you can then modify the types of gestures that you're using.

So if we expand Taps, these are some of the defaults that I have set up. So I have my Touchpad set to medium sensitivity, and a single click is a single finger tap. A right-click is a two finger tap, I can tap twice and drag to multi-select, and I can press the bottom right corner of the Touchpad to right-click. I have some options I can modify for scrolling and zooming using that Touchpad and I can set up some additional three-finger gestures or four-finger gestures.

So, I would definitely recommend coming into here and setting up your Mouse and Touchpad options so that everything works the way that suits you.

## Video: Keyboard shortcuts

**Deb:** Keyboard shortcuts are probably the best way that you can improve your efficiency when working not only in Windows 11, but also in other applications. And the great thing here is that most of the Keyboard shortcuts that you might be used to using an application such as Word, Excel, PowerPoint, Outlook, are the same in Windows 11.

Now, if you're not sure what I mean by a Keyboard shortcut, a Keyboard shortcut basically allows you to trigger an action using the keys on your Keyboard. And most Keyboard shortcuts require you to hold down a key and then tap another key. For example, Ctrl + C to copy, or Ctrl + V to paste. And pretty much all Keyboard shortcuts have what I like to call a trigger key. And that will be something like Ctrl, or Shift or Alt combined with another letter or number in order to execute an action.

And the great thing here also is that all of the Keyboard shortcuts that are available in Windows 10 are also available in Windows 11. But there have been some new ones added as well. So the first thing I want to direct you to is the Microsoft Support page, because this has been updated very recently with a Windows 11 tab. So if you jump on to Google and just type in Windows 11 Keyboard shortcuts, it's going to take you to this page just here. And if we scroll down, we have different categories, which we can expand and it's going to show you all of the different Keyboard shortcuts that are available.

Now one thing to note here with the shortcuts, some of them are assigned to F keys, Function keys. And it might be that you're using a device such as a laptop where these Function keys have another purpose. For example, I use a laptop where all of the F keys are assigned to other things, the F2 key on my laptop keyboard allows me to adjust the brightness of my screen.

So in order to get this to activate so that I can effectively rename the selected items, maybe I'm trying to rename a file or a folder, and I want to use the shortcut, I need to hold down the Fn key when I press F2. So, check your keyboard. If you don't have any other functions assigned to your Function keys, you can simply press F2 to rename the selected item. If you do have other things assigned to them, you'll need to add in the Fn key. So a really important distinction to make there.

Now if you're not all that familiar with Keyboard shortcuts, let me just showcase a couple of them to you. And the easiest way to do this is to open up something like a Word document. So I just have a basic Word document here, I'm going to open up another blank document, and let's arrange these on the screen. And you'll see as I do this, I'm utilizing the Snapping feature of Windows 11.

If I pick up this window and drag it all the way over to the right-hand side of the screen, I get that ghosting around the outside which tells me it's going to snap to that half of the screen. I'm then going to choose the other window that I want to fill the other half of the screen. So this is a great way of working on two documents side by side. It's perfect for things like this if you want to quickly be able to copy and paste things across.

So if I wanted to copy the title and paste it into this blank document, all I would need to do here is select the title and use the Keyboard shortcut for copy, which is Ctrl + C. Now it looks like it hasn't done anything. What it's actually done is it's copied that line of text to the clipboard. And if you ever want to see the clipboard in Word, click the diagonal arrow, and it's going to show you everything you currently have collected on your clipboard.

So now that that's there, I can jump across to the other document and I can use the Keyboard shortcut to paste which is Ctrl + V. What about if I wanted to select everything on this page, so in fact, I'm going to delete out that heading. Another Keyboard shortcut I can use to select all is Ctrl + A, that's going to select everything. And maybe this time I want to move all of this text and this picture from this document to the blank document.

If I want to move as opposed to copy, I can use the Keyboard shortcut Ctrl + X, it disappears. jump across to the other document, Ctrl + V to paste that in. Now I'm at the bottom of my document, I can use another Keyboard shortcut Ctrl + Home to jump to the top of that document. Ctrl + End will jump me to the bottom. So a few different shortcuts that you can utilize in there. If I now wanted to save this, I could do Ctrl + S to Save. Or, if I want to print it, Ctrl + P to print. So, definitely have a look through the shortcuts if you're not all that familiar with them.

Now, as I mentioned, there are a few new Keyboard shortcuts that are very specific to Windows 11. And you'll find a lot of these on this Keyboard shortcuts page on the Microsoft website underneath Windows logo key Keyboard shortcuts. So let's take a look at some of them. Now, most of these newer shortcuts combine the Windows key with a letter or a number.

For example, if I press Windows Key + W, that's going to open up that Widgets pane. If I press Windows Key + A, it's going to open up the Quick Settings panel, I can press Windows + A again, to close it back down. I can press Windows + N to open up the Notification Center. And again to get rid of it. And if I have an application open, so let's just maximize File Explorer, and I press Windows + Z, that's going to open up those Snap layouts at the top.

And the final one I want to show you here is you can press Windows + C, and that's gonna open up the Team's chat app. So, definitely have a little explore through those different Keyboard shortcuts. And what I tend to like to do is just note down on a post-it note, some of the ones that I think are going to be super useful, keep it near my PC so I know exactly what they are, and then after a bit of time, they become second nature.

## Video: Sticky Notes

**Deb:** Now, I wasn't initially intending to throw this lesson into this particular section. But as we've just mentioned noting down useful Keyboard shortcuts on something like a post-it note until you know them off by heart, I thought this would be a great time to show you Sticky Notes.

Because this is effectively what they are, it's like having a post-it note stuck on your screen. And it's a little feature that was available in older versions of Windows, I think from Windows 7 onwards we had these, but people tend not to know that it's there. And I find this super useful sometimes for exactly this reason. So if I wanted to keep a list of maybe my top five Keyboard shortcuts that I need to remember, I might choose to add a sticky note. So let's go down and click on the Start button, and I'm going to search for this.

So let's use the Search bar, I'm going to type in Sticky Notes, I can see the little app underneath. Let's click to open it up. And now we can create a Sticky Note. So I'm going to double-click to take a note and you can see it looks like a post-it note. So I might want to have a title of Useful Keyboard Shortcuts. And I'm going to apply a little bit of formatting. We do have minimal formatting in these, but I can make it Bold. Let's hit Enter a couple of times, and I'm going to add a bullet. And maybe I want to note down that Ctrl + C is Copy, Ctrl + X is Cut, Ctrl + V is Paste, Ctrl + A is select all. And let's say Ctrl + S is Save.

A couple of things I can do with these Sticky Notes, I can click the three dots. Remember, that's how we access our Menu systems. And I can change the note color maybe to something like a pink, I have my formatting options, again, very minimal, but we do have a few in there. And then I can basically drag and drop this and place it wherever I like.

Now if I want to delete this note, I can go back up to the three dots and select Delete note. If I want to add a new note, I can click the plus in the top left-hand corner, and it's going to give me another note. And notice as I utilize these Sticky Notes, I basically have a notes list down here, which helps me keep track of the different notes that I've got. And from here, I can right-click, and I can also delete, and I have a Settings button up here as well, where I have a few different things that I can modify.

So if we close this down, it's actually going to leave those Sticky Notes on my screen. And I can move them, drag them, drop them and even resize them just by dragging the bottom corner up a little bit. So sometimes these can be super useful if you just want to have some notes to hand.

Now one thing I would recommend with these is don't put any sensitive information on them. For example, don't add a sticky note to your Desktop which contains something like your sign in password. Also things related to your company. So maybe you have an access number to get in the front door, don't add those to things like Sticky Notes. Because remember, anybody can walk past your PC and see whatever you have on your Desktop.

So, Sticky Notes are good for inconsequential information that isn't going to pose any kind of security risk. So for things such as reminders about Keyboard shortcuts. But I thought this was good just to add this in at this stage, as I said, a nice little application that not many people

Windows 11

realize is there.

## Video: Connecting to the Internet

**Deb:** Let's now talk about something that's extremely important for most people. And that is connecting to the internet. Now, how you choose to connect to the internet, will very much depend on what you have access to, and the location where you use your laptop, or PC, and the type of device that you're using.

So for example, I'm using a laptop and I have a Wi-Fi installed at my house. So in general, I connect to the internet using Wi-Fi, as opposed to physically connecting my laptop to my modem via an Ethernet cable. And these days, most people will connect their devices using Wi-Fi. So how can we check if we're connected to Wi-Fi and how can we turn it off and on? Well, we can do all of that through that Quick Settings panel.

So remember, at the bottom here, if we click on these three icons, it's going to open up that panel, which contains our most important settings. And of course, the internet is going to be probably our most important setting. And you can see here I have my internet connection, and it's telling me the name of my modem. But notice that if we click on the arrow, we can manage our Wi-Fi connections. So you might see multiple different Wi-Fi connections in here.

Now the top two are both mine. But then some of these other ones listed here are Wi-Fi connections in other apartments in the apartment block that I live in. Notice that the ones that have a little padlock over them require a network key and a password to access. So, it's going to be pretty hard for me to try and connect to my neighbor's Wi-Fi and get them to pay for all of my internet usage. And of course, we don't want to be doing that because it's not particularly cool.

But if you do try to connect to the wrong network, and there is a password on it, you're not going to be able to connect to it anyway. Now notice one of the options I have here is to disconnect from my Wi-Fi. So if I click on Disconnect, now if I take a look at my icons, notice the icon has changed. And it's telling me that I have no internet access, but there are connections available.

So if for some reason when you boot up your laptop or your PC, it doesn't automatically connect to your Wi-Fi network, and it should automatically connect if you've connected it once, all you need to do is click on this to open up the Quick Settings, click the arrow, select your network connection, and choose Connect. And as I said, once you've set this up once on your PC, it should automatically connect every single time you boot up your laptop.

Now what other options do we have in here? Let's click to open this panel again, because we do have a Flight mode option, probably most commonly known as Airplane mode. Now you could choose to put your device into Airplane mode. And what this basically does, it turns off all wireless connections including Bluetooth. So if I click this on my laptop, it's basically going to turn off both Bluetooth and Wi-Fi. If I click again, it's going to turn those back on.

Now Flight mode or Airplane mode is more useful when you're actually on a plane. These days, a lot of airplanes have wireless connectivity. And if you want to connect to the wireless on the plane, what you would effectively do is put your phone or your device into Flight mode, and then connect to the Wi-Fi that's available on the plane. And you should see it listed in here. So those

are the options that most people will use to connect to Wi-Fi. And most laptops or computers that you're by these days automatically have a Wi-Fi built in.

Now some other settings that we have here, if we right-click on Wi-Fi, I can go to Settings to jump into my System Settings, I can see that my Wi-Fi is turned on, I can click to show all available networks. And you can see there's a lot of them here because I live in an apartment block surrounded by people with Wi-Fi networks. Now this one's quite good; Manage known networks.

Now what this will show you are any Wi-Fi networks that you've connected to recently. So you can see at the top here, I went to Scotland a few weeks ago, and I was staying in the Malmaison Hotel. And whilst I was there, I connected to their Wi-Fi. So, my computer has remembered this connection. And I guess the advantage of this is, if I were to go back to that hotel, it's automatically going to connect to the Wi-Fi because it remembers the connection.

Now there might be some cases where this is a little bit annoying. Maybe you have a lot of no networks available in here and they're all getting in the way of your actual regular Wi-Fi connections. So in this case, what you can do is you can click on the Forget button. So, I'm going to choose to forget the Malmaison connection and it's going to remove it from the list. So aside from connecting via Wi-Fi, you could also choose to connect to the internet using an Ethernet cable, which is effectively a wired connection.

So for that, you would simply get your Ethernet cable, you would plug it into your computer or your laptop, and you would plug the other end directly into your modem or router. And of course, depending on how far away you are from your router, this might become a bit cumbersome having cables stretched across the ground. But sometimes, I do this if my Wi-Fi is being a little sketchy.

So, maybe I have a webinar to do or something to download from a website, and I want to make sure my connection is stable, sometimes I will plug directly into my modem instead of relying on the Wi-Fi. So, those are the two different methods that you have for connecting to the internet.

## Video: Setting up a Printer

**Deb:** So, let's walk through the process of adding a Printer in Windows 11. The first thing you need to do is make sure that your Printer is connected to your computer. So, that might mean that you physically connect it using a cable, maybe a USB cable, or you connect it using Wi-Fi.

Most Printers these days have inbuilt Wi-Fi. So just make sure that your Printer is connected to your home Wi-Fi network. And remember, that should be the same Wi-Fi network that your computer is connected to. Once it's connected up, we then need to add the device in Windows 11.

Now just for reference, I have a Printer next to me, and it's connected to my Wi-Fi. So I now need to get my laptop to recognize and pick up that computer so that I can start to use it to print my files. So for this, we're going to go down into the Start menu, and we're going to jump straight into Settings. And the category that we need to choose here is Bluetooth and Devices.

And notice that Printers and Scanners have their own separate subcategory. So when you go into here, it's going to show you a list of everything that you currently have set up. And if you look at my list, I currently don't have a Printer set up. So I'm going to need to add my device. Notice in the top right-hand corner, we have an Add Device button.

Let's click it, and my computer is going away and checking to see if there's anything connected either via cable or via the Wi-Fi. So it's picked up my Printer just here, so I can just click Add device. You can see it's currently connecting. And because this is the first time that I've connected this Printer to this particular PC, it's just installing the relevant drivers and software. And there we go; the Printer is now ready to use.

So what that means is I can go into let's say a Word document. And I'm going to open a blank document and let's just get some random text into here. So I'm going to say =Rand. This is just a little bit of code I use to get some random lines of text, perfect. So now if I wanted to print this document, I can go up to File, down to Print. And now in my Printer list, I should see my Printer sitting there. I can select it, adjust my settings, click the Print button, and away I go.

So adding Printers, a really simple process. The key here is to make sure that your Printer is connected to your computer first of all, so Windows 11 can find it. And if you're going to use Wi-Fi, make sure that your Printer is set up to use your home Wi-Fi Network.

## Video: Installing Windows Updates

**Deb:** Microsoft is always fixing issues and making improvements to Windows 11. And a lot of these improvements are available as free updates. Some of these updates will be small little patches to fix minor things, whereas some of them can be larger feature updates, which really change some dramatic things on your system.

Now, in general, when we're dealing with Windows updates, some updates will be automatically installed, whereas some of them will require you to install them yourself. So, before we get to that, let's take a look at where all of our Windows updates live. So for this, we're going to go back down to the Start menu and jump back into our old favorite, Settings.

And right at the bottom of this menu, you'll see that we have a category called Windows Update. And this is where you'll find any available updates ready to install. Now you can see here, mine is telling me that my system is all up to date. And it was last checked today at 5:59, which was about 90 minutes ago. If you want to check for updates, you can click the Check for Updates button. And if there are any there or any that have been pushed out since the last update, you'll see them listed here.

Now, as I said, if it's a very small update, they will usually automatically install. So for things like little security patches. But Microsoft also does publish major updates. And these are called Feature updates. And the way this worked in Windows 10 and at the moment, we're still not sure if it's going to work the same in Windows 11, is that those larger Feature updates didn't install automatically, because they were rather big changes.

So, Microsoft wanted you to decide if you wanted to install those updates. So for those type of updates, you'll see them sitting at the top here, and then you'll have an Install button. And I would say it's always recommended that you do install any updates that come to you so that you have all of the newest features.

Now one thing when it comes to updates, and this has been the butt of jokes for many, many years, that old joke that Windows will just start installing updates when you're in the middle of doing something. Because remember, for automatic updates, most of the time, they require a PC restart.

So, you want to make sure that particularly if you're manually installing updates, that you're not in the middle of a big project or any big piece of work when you install them, because remember, most of the time it is going to automatically restart your PC, and you want to make sure that you are not going to lose any work.

Now as for these automatic updates, again, some of these will require your PC to restart. And if we're not manually installing these ourselves, they're just happening in the background, we don't particularly want our PC to just suddenly restart. Now I will say that you do get a popup message if an update has been installed that requires a restart, and you can choose if you want to restart now or restart later.

But something that you can do from here is you can Pause all updates. So maybe you want to pause them for one week, two weeks, three weeks, you can make your selection from here. Now if we jump into Advanced Options, we want to make sure we have this top option turned on so that we're always receiving our new updates from Microsoft. But we can also choose our active hours.

So, if you don't want your device to be restarted during certain hours, you can change that just here. So, if I change this from automatically to manually, this is going to let me customize when my device can restart. So, take a look. It says, "We won't restart your device between 8am and 5pm". So basically, during the hours that I'm working, if updates have been installed, my device won't restart.

So, this is quite good to set your device to restart overnight or in the evening when you're not using your PC. So, it's always worth coming in here and manually adjusting your active hours. Now another thing you might notice is if you go to your Power options, so when you click on the Power button, at the end of the day, if there are updates ready to be installed, what you'll see in that Power menu is Update and Restart. So that's really just letting you know that there are updates to be installed. And when you restart or shutdown, it's going to install them for you.

## Video: Customizing the Start Menu and Taskbar

**Deb:** As we've already seen, we can launch different applications using the Start menu. We can simply come into here, select the application that we want from this pinned area, and double-click to launch the application. If we can't see our application in this pinned area, we can click on All apps, find our application, and double-click to launch from there.

But we can also launch apps from our Taskbar along the bottom. And you can see that I have quite a few of the applications that I use most often pinned down to this Taskbar. And the act of pinning is really just to make those applications permanently resident on that Taskbar, so they're easy for me to access.

Now, both the Taskbar and this Start menu are customizable. So if you don't currently like the applications that you have pinned, then you can change this. You can unpin certain applications, you can pin others, and you can also reorganize the layout on both the Start menu and the Taskbar. So let's take a look at how we might do that.

So maybe, looking at the tiles that I have pinned currently, maybe I decide that I don't really use this Xbox application all that often. So instead of having this pinned to this area, I can right-click, and I can select Unpin from Start. And that's just going to remove that application. Similarly if I want to pin something else, so if I jump across to All apps, and let's find the Snipping Tool, there it is. I can right-click on the app, and I can say Pin to Start. So now I should find that I have that pinned instead.

And it might be that you need to scroll down in order to see that because it's going to add it to the bottom. What about if I want to reorganize some of these so that I have the ones I access most frequently at the top here? Well, that is a simple case of dragging and dropping. So I can click on Snipping Tool, and I can simply drag it up. And let's place that on the second row just there. So I would highly recommend that you review the applications that you have pinned, unpin the ones you're not going to use, pin the applications you are going to use, and then reorganize them so that you have the ones that you use most frequently at the top of this pinned list.

You can do something very similar with the Taskbar. So for example, if I decide that I no longer want Microsoft Edge pinned down here, I can right-click and select Unpin from Taskbar. If I want to pin something to the Taskbar, I just need to jump back into the Start menu, and let's re-pin Edge. There's the icon, right-click, Pin to Taskbar. And that's going to add that back in. I can also reorganize the layout of the applications simply by dragging and dropping.

Now if you want to make any further customizations to this Taskbar, all you need to do is right-click somewhere on the blank area and go into Taskbar settings. And you'll see right at the top here we can choose to show or hide some of these Windows buttons. So, these buttons here the Search, the Task View, the Widgets and the Chat, you can't remove these from the Taskbar. What you can do is just toggle them off and on depending on if you use them or not.

So, notice here if I toggle off Chat, it will disappear from the Taskbar. Now it's off and you can see that that icon has gone. Toggle it back on to bring it back again. You can also customize to a

certain extent the Taskbar icons that you see in the corner. Now currently, I have the Pen menu turned off, I have the Touch Keyboard turned on, and the Virtual Touchpad turned off. And you can see down in the bottom right-hand corner there is the Touch Keyboard. If I toggle this off, it's going to disappear. So definitely jump in here and customize what you're seeing to try and keep your Taskbar as decluttered as possible.

And of course, as we've already seen, when we click on Taskbar behaviors, this is where we can come if you want to automatically hide the Taskbar when we're not clicked on it. And if we want to show things like badges for unread messages. So, I have this option turned on and if you look all the way down in the right-hand corner next to the Time and the Date, you can see I have a number two so that's basically telling me I have two notifications. So, I would highly recommend that you review your Start menu and your Taskbar and set them up accordingly.

## Video: Switching Between Applications

**Deb:** In Windows 11, you can run multiple applications and easily switch between them. So, I have a few different applications open on my Desktop. And the application that's on the top is always the active application.

If I want to make, for example, the Excel workbook that's behind the active application, I simply just need to click on the window, and that's going to pull that to the front. Now, sometimes, if you have a lot of different windows open, it's quite difficult to see a window that's behind another window.

So, we need to have a way to quickly and easily switch between all of our different open applications. And there are a few different ways that you can do this. Firstly, you can utilize the Taskbar. So if you take a look down at the bottom at my Taskbar, you can see that all of the applications where I have open windows have a line underneath them. And for example, if I hover over File Explorer, notice that I get four previews of the windows that I currently have open.

So I have four different File Explorer windows open, and I can easily switch between them simply by selecting whichever window I want to switch to. And I'm not even having to select, I can hover over to get a preview. And if I decide that it's actually this one that I want to switch to, I can click, and that becomes the active window. So, this little peek preview at the bottom is really useful for quickly switching between all of your different applications.

Another way that you can easily switch between applications is by using the shortcut Alt + Tab. And this is something that previous to these little peek previews being available in Windows, this is the little shortcut that most people would use to cycle through all of their open applications.

So, if I press Alt + Tab, it's going to show me everything I've got open and I can carry on just pressing that Tab key to move between them. When I find the window, I want to access for example, in this case, Microsoft Edge, I can just let go and it's going to pull that one to the front.

Now aside from that, how else can we organize and view our windows? Well, we have Snapping available in Windows 11. So if I want to see two applications side by side, what I can do is grab the first window, if I drag it all the way over to the left-hand side, I can snap in. And then choose another application to fill the right-hand side of the screen.

Similarly, if I take a window and drag it all the way to the right-hand side, I can do exactly the same thing. I can also grab these windows and drag them all the way up to the top to make it full screen. Or I can drag it into the corner so that it fills a quarter of the screen. And I can then choose any of my other open applications to fill the other quarters of this screen.

If I want to come out of this, I can just click the Maximize button on one of the windows to make that full screen. And of course we have that new Snapping feature which we can access by hovering over the Minimize/Maximize button in the corner of any window. We can choose the layout that we want to snap to arrange our windows in that way. So, a few different ways there

that we can easily organize and switch between all open windows.

## Video: Managing Multiple Workspaces

**Deb:** The Desktop feature in Windows 11 helps you stay organized when you have lots of windows and applications running. Now as we saw in the previous lesson, we can tell the applications that have windows open when we look at the Taskbar. The icons that have that small line underneath are the ones where I currently have active windows.

Now it might be that I have so many windows open, that it becomes unmanageable to organize them on one Desktop. So what we can do here is utilize the Desktops feature in Windows 11. And spread our windows across multiple Desktops. As I mentioned in the previous lesson, it's kind of like having multiple monitors, but virtually. So if we hover over the Desktops icon in the Taskbar, notice that I have Desktop 1, which is the Desktop I'm currently looking at, and then I have the ability to add more Desktops.

So what I might want to do here is click on this plus for new Desktop, and now I have Desktop 2. I could even add a third one if I wanted to as well just by clicking this plus again. So now, I have three different Desktops and I can spread my Windows across them accordingly. Because the fewer windows that you have to manage on your Desktop, the easier it is.

Another thing I can also do here is I can rename these Desktops and give them a more meaningful name. So for example, maybe on this first Desktop, I want this one solely for my Microsoft applications. So I'm going to name that Microsoft apps. Maybe on Desktop 2, I want this to be for File Explorer, because I always have a lot of those windows open. And maybe Desktop 3 is going to be for any internet sites that I'm currently browsing. And then I can organize my applications accordingly.

So, I'm just going to open a couple of Microsoft documents here. So let's just open a blank Excel file, and let's also open a blank Word document. Now if I go down to the Desktop button, you can see that both of those windows are currently open on the internet Desktop. So, those are in the wrong place. Now what I can do here is I can click on this Desktop button, and it's going to show me my Desktops at the bottom. And it's going to show me all of my open applications. And I can then organize these on to the different Desktops by dragging and dropping. So, I want all of my Microsoft apps together.

So, let's grab this Word window and drag and drop it onto the Microsoft apps Desktop. I'm going to grab the Excel window, and I'm going to drag and drop that onto Microsoft apps as well. I'm going to do the same with these File Explorer windows, so I'm going to drag and drop and drag and drop. And then finally, we have this internet browser. And we're going to put that on the third Desktop.

Now I'm currently clicked on the third Desktop, which is why it's appearing just here. But now if I jump across to the File Explorer workspace, there are my File Explorer windows. If I jump across to the Microsoft apps workspace, those are contained here. Another cool little shortcut when it comes to working with these different Desktops is you can navigate between the different Desktops by holding down Ctrl + Win and using your arrow keys.

So, if I hold down Ctrl + Win and do right arrow, it's going to move me to the File Explorer Desktop. If I do it again, it's going to move me across to the internet Desktop. And when I let go, I'm basically on that Desktop. So, that Desktop feature is a great way of organizing multiple windows into groups allowing you to focus on one specific task.

And of course, if at any point you want to remove or delete one of these workspaces, if you hover over and click on the cross, that's going to get rid of that particular Desktop, and it's going to move any windows that you had open on that particular Desktop across to the next Desktop.

So, you can see here that now, on the File Explorer Desktop, I have that Microsoft Edge browser. That was the one that was on the Desktop that I've just deleted. So don't worry, when you do remove these Desktops, your windows don't go with them, they just move on to a different Desktop.

## Video: Widgets

**Deb:** Widgets is a little app that displays information that's important to you at a glance. And we can access Widgets by clicking on the icon on the Taskbar. And it's this one just here, which looks like a window. Alternatively, we can use the Keyboard shortcut, Windows Key + W to pop that pane open.

Now this pane contains several Widgets. For example, I can see the Weather Widget, I can also see the Stocks and Shares Widget, the Football results Widget, and also the Photos Widget, which is showing me a couple of photos from my Photos folder in OneDrive. And if I scroll down, I then have effectively a Newsfeed. And all of these different Widgets can be customized.

For example, if I want to customize this Weather Widget, maybe I'm going on holiday, and I want to see what the weather is going to be in Rome, Italy, I can click on the three dots. I can choose if I want this Widget to be Small, Medium, or Large. Currently, I have the Medium size Widgets selected. But I could make that a bit smaller if I wanted to, or a bit larger. And then I have a Customize Widget option.

So if we click on this, it's going to take me into all of the customizations that I can make for this particular Widget. And bear in mind that these are going to be different depending on which Widget you're clicked on. So for example, this one, my default location is currently set to London, England where I live, but I want to change this to Rome, Italy. And click on Save. So now that Widget has updated with that information.

I can also remove Widgets from this pane that aren't of any interest to me. So, I'm not a big football fan so I'm not really interested in the latest football results. So, I can click the three dots again, and I can choose to remove that particular Widget. I can move my Widgets around. So I'm going to grab the top of this one, I'm just going to drag that underneath Weather. And I can also add other Widgets by clicking the Add Widgets button.

And this is going to give me a selection of Widgets that are available for me to add to this particular pane. So maybe I want to keep an eye on the traffic. So, I'm going to add the Traffic Widget by clicking on the plus. And then when I close this down, there is that Traffic Widget. And of course, I can then move this if it's more important than seeing my photos, which I think it might be up to the top.

Now if we scroll down a little bit to where we have the Newsfeed, notice when I hover over these top stories, I don't get three dots. So I can't customize that particular part of this Widget. I can however, customize the individual stories that I'm seeing.

So again, if I click on the three dots, I can choose more stories like this fewer like this, I can hide it. Or, I can even manage my interests, which is going to jump me across to the Microsoft website where I can personalize what news I'm interested in.

Now, the final point that's worth mentioning here is that these Widgets do rely on you having a Microsoft 365 account. So, if you do, this is a good point which you can jump into Widgets and

start to customize the information that you're seeing.

## Video: Exercise 02

**Deb:** It's time now for Exercise 02, where I'd like you to practice the skills that we've learned in this section.

So, the first thing I'd like you to do is pin the following applications to the Taskbar; Microsoft Edge, the Snipping Tool, and Mail. I'd then like you to connect any Bluetooth devices that you have. So maybe you have a Bluetooth Mouse or a Bluetooth Keyboard, or maybe even a Bluetooth Headset. Have a go at connecting them up, and verify that they work.

Then I'd like you to verify that you're connected to the internet. And if you're not, I'd like you to run through that process of connecting to your Wi-Fi. I'd then like you to take a look at the Widgets pane and customize it to show information of interest to you. If you'd like to see my answer, then please keep watching.

So the first thing I asked you to do here was pin the applications Microsoft Edge, the Snipping Tool, and Mail to the Taskbar. So let's jump into the Start menu. And you could go into All apps, but I can see that all of the applications I want to pin are actually already under pinned in this Start menu. So I need to pin Edge. Let's right-click and select Pin to Taskbar. We're going to do the same for Mail, and the same for the Snipping Tool. And it's as easy as that.

The next thing I asked you to do was connect up any Bluetooth devices that you have. If you don't have any, then please feel free to skip this step. Now for this, we need to jump into Settings, and go down to the Bluetooth and Devices category. Now from here, depending on what you're connecting, for me it's normally something like a headset, make sure that the device that you're connecting is in Bluetooth pairing mode.

Once it is you need to click the Add Device button, select Bluetooth, and then the device you want to connect should be listed in here. Simply select the device, follow through the prompts, and that will connect up your Bluetooth device. The next thing I asked you to do was verify that you're connected to your Wi-Fi.

Now, you can do that very simply by looking at the icons in the Taskbar. If you have this Wi-Fi symbol when you hover over it, you should be able to see your internet access point. If you don't see anything in there, or you don't even see this symbol, if you come into Network and Internet and into Wi-Fi, choose your connection and follow through the prompts.

And then the final thing I asked you to do was to customize the Widgets pane so that it shows information that's relevant to you. So the Widgets pane can be accessed via the Widgets icon on the Taskbar. And customizing this Widgets pane might mean removing Widgets that you aren't interested in. And we simply do that by clicking on the three dots and selecting Remove Widget. It might mean rearranging these Widgets, and placing them in different areas.

We might even want to change the size of the Widgets to make them either smaller or larger. We could add a Widget and select the Widgets that we want to add. So maybe I want my To do list as a Widget, I can click to select it. And that's going to add that Widget to this Widgets pane.

Another thing you might want to do is with this Weather Widget, make sure it's set to your location. So, I can see here that mine is currently showing Rome, Italy. Unfortunately, I am not in Rome, Italy so I'm going to customize this Widget and I'm going to change it to London, England and click on Save. So, I don't mind what type of customizations you did here, just make this relevant to you.

## Section 3- Folder Structure

### Video: Folder Structure

**Deb:** In this section of the course, we're going to switch our focus to taking a look at File Explorer. And what exactly is File Explorer? Well, the best way to describe it is it's like a big filing cabinet. It's where all of your folders and your files are stored. And by default, once you've installed Windows 11, you should see that you have File Explorer pinned to the Taskbar at the bottom of the screen. And it's this icon just here, the one that looks like a folder.

Now if for some reason you don't see this pinned down here, remember, we can just jump into that Start menu, and you might find it in this pinned section at the top. So if I scroll down a little bit, there is File Explorer. If you still can't see it in there, you're going to need to jump across to All apps, scroll down to F and File Explorer or being here. And of course, you can right-click, and you can choose to pin it to the Start menu, or you can go into More and pin it to the Taskbar.

Now bear in mind, I have File Explorer already pinned to Start on the Taskbar. Which is why for me it says Unpin. So make sure you have easy access to File Explorer first of all, because it's going to be something that you're diving in and out of all the time. Now there is quite a lot to File Explorer. So let's start out by taking a look at This PC.

Now the way the File Explorer works is that you can select different drives or folders and navigate through the Folder Structure to find the file that you're looking for. And if you take a look on the left-hand side of this File Explorer window, you can see I have lots of shortcut links to different storage locations. So let's start out with This PC because in general, this is where you're going to find all of your files and folders.

Basically, everything on your computer is stored within This PC. And if I click on this, you can see that I have a few different folders here; Desktop, Downloads, Pictures, Documents, Music, and Videos. And then I have my Devices and drives. Now your setup might look slightly different to mine, I only have a C drive. If you have something like an external storage device plugged in, you might see something like an E drive down here. Or you may even have multiple drives on whatever computer or laptop that you're using.

And drives in general are assigned a letter so that you can easily identify them. And the one that's most commonly known is the C drive. So for me, the C drive is basically the internal hard drive on the laptop that I'm using. If you plug in an external storage device that is normally labeled the E drive. So the main point to takeaway here is that any drives that you're using will have a letter to identify them. And effectively, all of these folders that you can see above sit on my C drive, everything on my computer is stored on the C drive.

Now these icons just above are folders. And this is one of the little changes in Windows 11 that's different from Windows 10. In Windows 10, all of the folders were just a yellow color. So, it's quite hard to tell them apart. So, in this version, the icons are now different colors, making them a little bit easier to identify. And what we can do here is we can double-click to access one of

these folders.

So if I double-click on the Documents folder, for example, that's going to show me any sub folders I have within Documents. And you can see that I've got quite a few folders at the top here, those ones have this yellow folder icon. And then I have some files in here as well. So that is how you can really tell the difference between folders and files. A folder will always have that little yellow icon. And if I double-click on a folder, it's going to take me into the next level. And for me, I also have folders underneath this folder. So I have sub folders within folders.

Let's double-click on Blog Posts to go into that folder. And again, I have some more folders. I'm going to carry on going let's double-click again. I have one folder, but I also have a couple of files sitting in here. Now you can always tell where you are by taking look up in this little Path Name area. This is going to show you all of the folders that you've navigated through to get to your current location.

So I can see I went through Documents, Work Files, Blog Posts, PivotCharts in Excel. And if I want to navigate back through this Folder Structure, I can either use the back button in File Explorer to go back a level or I can use the Path Name up here and we call this a breadcrumb trail. So if I want to go all the way back to Documents, I can simply click on Documents and it's going to jump me back to that folder. So pretty simple to navigate through your Folder Structure.

Now I'm going to go back to This PC, and I'm actually going to double-click on the C drive down here. Now what you'll see underneath the C drive is a whole bunch of folders. Some of these, you can access, some of them, you can't.

Now you don't really have to worry too much about the folders that we have in here. These folders are mainly related to System files, they contain all of the files and the little programs that your computer needs in order to be able to run. So, I would highly recommend not really messing around too much in here.

Don't start deleting things, because deleting anything from the C drive, particularly if you don't really know what it is that you're deleting, could cause your PC to run into some problems or even stop working altogether. So, be aware that all of your System files are here. But also be aware that you don't really need to worry about these too much, they pretty much take care of themselves.

Now there is one folder in here, which is quite useful. And if we scroll all the way down, it's this folder just here, the one labeled Users. So if we double-click to jump into here, what you'll see is your username. You also might see other names in here, depending on if you have multiple people using your PC. So if you have multiple accounts that use This PC, maybe other family members, everybody is going to have their own folder. And, your user folder basically contains all of your own files.

And the good thing about this is if you do have multiple family members folders listed out here, you're not going to be able to access anybody else's Home folder. Because, you can only access the folder of the person that you're logged in as. So if I double-click on my Home folder, this is

going to contain all of my files. So I can see things in here like Desktop, Documents, Downloads, Favorites, pretty much everything that I use.

Now most of these folders that you see in here are default folders, meaning that they're not folders that you have to create yourself in order to store your files. When you create your account on Windows 11, it's automatically going to create these folders for you so that you have a place automatically to store any Documents you create, a place that's going to house anything that you Download, a place for you to store your Pictures, your Videos, so on and so forth.

Now of course you don't have to use these preset default folders, you can rename them or you could create your own. But, I would recommend using them as they're already there. And in general these sub folders are there to help you keep all of your files organized and tidy. So, just be aware of this Home folder because this is a really important area where all of your personal files are stored.

## Video: OneDrive in File Explorer

**Deb:** It's time now to talk about using OneDrive with File Explorer. Now, if you're not familiar with OneDrive, it's basically a cloud storage system. So if you've used something like Google Drive or maybe iCloud previously, this is pretty much exactly the same thing. It's just Microsoft's version. And if you have a Microsoft 365 account, you will have access to OneDrive cloud storage.

Now, how much storage you get really does depend on the type of Microsoft 365 subscription that you have. But the minimum amount you receive is 5 gig. And that obviously increases depending on the package that you've selected. Now, as we've mentioned, OneDrive is Cloud Storage. And so we can access it through our Microsoft 365 online portal. So, I'm logged into mine, and I've just logged into this using my 365 credentials; my email address and my password. And if I want to see any files that I have stored in OneDrive in the cloud, I can simply click the dots at the top here, and switch across to OneDrive.

Now currently, I'm working in the Online version of OneDrive. And with most cloud storage systems like Google Drive that you might have used previously, the advantage of this is that you can access your files that you have stored in the cloud, from anywhere as long as you've got an internet connection. So, maybe you're away from your desk, maybe you're using your laptop in another country, maybe you're on the train, on your mobile phone, as long as you have a Wi-Fi connection, you can log into OneDrive and view your files.

And I have my files stored in different folders. If I navigate through Documents, I have a whole bunch of folders here. And I could go into something like Work Files, Blog Posts, and then into another folder, I can then open up view and edit any of these files. So, the Online version of OneDrive is great if you want to access your files whilst you're on the go or working in different locations.

But a lot of the time, particularly if we're just sitting at our desk, and we want to edit these files, logging into a portal and navigating to OneDrive each time you want to do that isn't particularly efficient. So, we do have a better way of doing this, which is going to enable us to access any files that we've got stored in OneDrive directly from File Explorer, they are still in the cloud, but we can access them in an easier way. So, let's minimize down our web browser and take a look at OneDrive in File Explorer.

So, what you'll see here again on the left-hand side of File Explorer is that I have OneDrive Personal and OneDrive Train IT Now Limited. So, I effectively have two different OneDrive accounts. One is for personal and one I use for business. Now it might be that you only have one that is absolutely fine. But notice that it's listed in File Explorer. So, if I want to access any files that I've got saved into the cloud, I can simply navigate through the same Folder Structure.

So, I can go and expand Documents, into Work Files, into Blog Posts, and there is PivotCharts in Excel, which is exactly the folder we were in when we were looking at the Online version. So, everything is synchronized between the two. Now the beauty of this is that if I open a file in the online version, maybe on my phone, if I make any changes to that file, it's going to synchronize

so that if I was to then open the same file through File Explorer, all of the changes that I've made will be there.

So, it's a really efficient way of working. And I find this so much easier to access all my cloud files directly from within File Explorer, as opposed to having to go to an Internet browser each time. Now, this isn't a OneDrive course, we could go a lot more into this. But hopefully that helps you understand the basic concept of how OneDrive works. You can pretty much treat any files and folders stored in OneDrive in File Explorer exactly the same way you would treat any other file. So, copying and pasting files is the same, renaming them is the same.

The only difference here is that any change you make is going to synchronize with the Online version so that you always have access to the latest version. Now how does it synchronize? Well, when you create a OneDrive account, either at the beginning of the Windows 11 setup or at a later time, if you take a look down in the bottom right-hand corner where we have our icons, notice that I have two little cloud icons. And currently I have both of these paused.

Effectively, what I've done here, is I've paused the synchronization whilst I record this video, just because sometimes when it's synchronizing, it does make your PC chug a little bit because it's processing a lot of information. So just so we don't have that noise during the video I've paused the synchronization. But if I wanted to restart synchronizing, all I would need to do is right-click on this cloud icon, and just say Resume syncing. And now it's checking for any changes that I've made to any of the files stored in OneDrive, and it's synchronizing them back to the cloud.

If you don't see these two little cloud icons down in the Taskbar here, it means that you haven't set your OneDrive up to synchronize locally. So, if that is the case, what you can do is jump back across to your OneDrive, and you should find that you have a Sync button in the horizontal menu running across the top. Now I don't have it because I'm already all synchronized. But if you're not, click that button, and what will happen once you sync is that you'll see this little cloud icon appear down in the Taskbar. And you'll start to see all of your files, synchronizing from the cloud to File Explorer, and that is when you'll get these OneDrive folders listed just here.

As I said, there is quite a bit to OneDrive. So if you'd like to know more, I would definitely recommend you check out some videos on YouTube or even do a course. But, that is the basics of how OneDrive synchronizes and works when you're using it within File Explorer.

## Video: Folder Shortcuts

**Deb:** So as we've already seen, when we're navigating through our Folder Structure in File Explorer, sometimes we kind of have to dig through quite a few different folders in order to find the particular file that we're looking for. For example, you can see here, I'm in the Documents, Work Files, Blog Posts, PivotCharts in Excel folder. And I've had to come to here in order to find the Blog Post on PivotCharts in Excel.

Now, that's fine, it's just taking me a couple of seconds to do that. But if I find myself constantly digging around through multiple layers of folders trying to find files, that becomes inefficient very quickly. So, it's always a good idea to set up shortcuts to folders that you use most frequently so that you can get to the correct location in one click, as opposed to multiple. And shortcuts can be set up in File Explorer, and housed in this Quick Access section at the top here.

So, if I expand out, you can see all of the different folders that I've created shortcuts to, and you can see that they have this drawing pen icon next to them to show me that those folders append. So for example, if I click on this folder, just here, YouTube, that jumps me through directly to the YouTube folder. So, instead of having to navigate to This PC, Documents, Work Files, and then YouTube, I've got to the same location in one click, because it's a shortcut. So how do you create shortcuts? Well, it's really, really simple.

So, let's jump back a level and go back to Work Files. Maybe I'm doing a lot of work on Blog Posts at the moment. So I want to make this Blog Posts folder a shortcut, so that it's easy to access. Well, all I need to do is right-click on the folder, and from the menu, I can select Pin to Quick Access. So if I select that, now if you take a look at the folders underneath this Quick Access section, I have a new one at the bottom called Blog Posts. And that's going to be pinned there permanently until I choose to remove it. And if you do want to remove any folders from this Quick Access area, it's simply a case of right-clicking and selecting Unpin.

From Quick Access, you can also organize these folders that you see underneath Quick Access. So, if I want YouTube to be at the top, I simply need to select it, click and drag it into its new location in order to move that. So, the folders that you have pinned here in the order that you have the main is very much down to personal preference and the folders that you use most frequently. So, I definitely recommend that you go through and you pin your most frequently used folders to this Quick Access area and organize in a way that's most efficient for you.

Now it's worth noting at this stage that you can also pin files and folders to the Start menu as well. So, if I right-click on Blog Posts again, you can see that I have an option; Pin to Start. So if I select that one now, when I go into my Start menu and scroll down, you can see there is my folder nicely pinned. And of course I can drag this around if I want to rearrange it. So, really simple to do. And I think I'm gonna unpin that because I don't really want that one pinned to my Start menu.

Now another thing you can do in the realm of creating shortcuts is you can right-click on any file or folder, go all the way down to Show more options, which is going to give you that old style Windows 10 menu, and you could choose Create Shortcut. And that's basically going to give you

a shortcut to this folder, and you can see it right at the bottom of File Explorer just here.

Now once you have that shortcut, you can basically place that anywhere as a quick way to jump back to that particular folder. And a common thing for people to do is place shortcuts on their Desktop. So I can simply drag and drop this onto my Desktop. And if I close File Explorer down, if I want to quickly jump back to that folder, I can simply double-click, it's going to open up File Explorer, and I'm straight into that folder.

Now I don't tend to like this method as much as using Quick Access simply because I like to keep my Desktop quite clean. I don't like to have a Desktop that has hundreds of files and folders scattered all over it. And over the years I've seen people who have many files on their Desktop. For me, it gets a bit confusing, but sometimes this can be useful for particular folders.

Now remember, if you want to delete a shortcut, you can right-click and select the Delete icon. And the thing that most people worry about when it comes to deleting shortcuts is they feel like they might be deleting the folder and all the files contained within it. If it's a shortcut and you delete it, it's not going to delete the folder and the files, it is literally just going to delete the shortcut to that folder. As you can see, I still have my Blog Posts folder here. I can still double-click and go into it.

## Video: Customizing File Explorer

**Deb:** When you're working in File Explorer, you might want to customize the File Explorer interface so that it displays files and folders in the way that you find most useful. So for this example, I'm in my YouTube folder, and I'm going to jump across to the Thumbnails folder, and let's go into the Completed folder. So this is basically a folder where I store all of the thumbnails that I've created for my YouTube videos.

Now currently, I can see what each of those thumbnails represents, I can see a mini representation of the image. So that is super useful for me to view these files in this way, because I can better see which thumbnail I'm selecting. But there are other ways that we can view our files. Now, notice at the top of this File Explorer window, we have a Toolbar or a Menu bar running across the top. So, this is very different from Windows 10, we no longer have a ribbon, we just have a few simplified buttons.

Now one of the buttons that we have here is the View button. So this allows you to modify your layout and your view options, effectively how you're viewing your files and folders. So you can see the one that I currently have selected, because it's got a little round circle next to it. So I'm choosing to view my files and folders as Large icons. And for things like this where there are image files, this is particularly useful.

Now if I wanted to see those thumbnails even bigger, I could choose Extra Large icons, and they become a lot larger, helping me see these in a little bit more detail. Some other options I have in here are Medium size icons, they're a bit smaller there, Small icons, where I lose the image preview entirely. I could choose something like List, which means I can see the file name and the file extension, but not really too much other info on this file, but it is clean and concise looking. Let's go back into View. What about if we select Details?

Well, this is going to give me a lot more detail on each file. And I can pull these out if I need to see the file extension. So immediately for this top one, I can see that this is a PNG file. So it's an image file, I can see the Date and Time it was created. I've got the Type listed there again, and I can also see the Size. So sometimes having this additional information is really useful. And I find this particularly useful if I am looking for maybe files on my computer that are particularly large to delete, because I have this Size column, which is going to give me that information.

Then the other two options I have in here are Tiles, which just displays them in a slightly different way. And I also have Content. So again, I get a little bit more information about the file with this particular view. Now I'm going to switch this back to Details view. Because what we can also do from this menu running across the top is we can sort our files. So you can see here currently how the files in my folders are sorted. They're sorted by Name in ascending order. And if we take a look at my files, you can see that yes, they are going alphabetically, A down to Z.

But of course, if you don't want that you could choose to sort by Status, Date, or we can go on More and choose to sort by one of these other tags. So maybe I want to sort by the last file in this folder that was modified. So I could choose to sort by Date Modified. So I can see the last file that I worked on was Creating Workflows in Power Automate. Now I'm going to go back in and

sort them by Name, because the final thing I want to show you in here is you can also group your files as well. And again, you have a choice of what you want to group them by.

So, maybe I want to group these files by their size. So let's select Size. And what you'll now see is that I have these groups. So the first group is showing me all of the files in this folder that are between one and 128 Meg, and then I have another group at the bottom for my smaller files that are between 16k and 1 Meg. And of course there are other ways that I can group these files as well, by Name, Status, Date, Type, so on and so forth.

If I jump across to Type, now it's going to group these by the different file types. So I have a group, which is showing my mp4 files, and then pretty much everything else in this folder is a PNG file. So, don't forget about those little sorting options. And if you want to remove sorting, you have that None option at the bottom.

Now the final thing to really talk about here are the Navigation Panes. Now your Navigation Pane is basically this area on the left-hand side where you can currently see your Folder Structure. This is what you use to browse through your different folders, find your files, and generally navigate around File Explorer up. Now what we can do here is if we jump up to View and go down to Show, we can choose which Panes we want to show on that left-hand side. And we have a choice of three different Panes; the Navigation Pane, which is the one that I currently have open, the Details Pane and the Preview Pane.

So if I show the Details Pane, that's actually going to show me that on the right-hand side. So, anytime I click on a file in a folder, it's going to give me more detail related to this particular file. So, I can see the Data taken, the Dimensions, the Size, and also the Date it was created. So, that can sometimes be super useful. Let's go back into Show and I'm going to turn off the Details Pane and turn on the Preview Pane. And this doesn't work as well when you have image files. So if I go across to let's go across to a file that contains some Word Files.

So I'm back in my PivotCharts Blog Post, and if I click on this Word File, I get to see a preview in the window on the right-hand side. And of course, I can make this File Explorer window bigger, and also adjust this Pane so I can see a little bit more. So if I hover my mouse somewhere around here, when my cursor changes to the two arrows, I can drag that out, and I can basically get a preview of the document before I open it.

So, that little Preview Pane can also be really useful. And if you do want to save a little bit of space, you could even turn off the Navigation Pane altogether, which is going to remove that Folder Structure. Now I have to say I never do this because I always want to have that open so I can navigate around my folders. So, have little play around of those different things and set your folders up so that you're viewing your files in a way that's most useful to you.

## Video: Creating, Renaming, and Deleting Folders

**Deb:** File Explorer wouldn't be particularly useful or productive if we didn't have the ability to create our own folders, move files around, rename them, and delete folders as well. But fortunately, we can do all of those things.

So you can see here, again, I'm in my YouTube folder, I've got five existing folders at the top, and then I have some Word and Excel documents. And I want to move these documents into their own folders. And currently, I don't have an existing folder, but I want to store these in. So I'm going to need to create myself a brand-new folder. And this is a really simple task, particularly with this new simplified menu system. You can see at the top, the first button that we have is a New button.

If I click that, the first option that I have is to create a brand-new folder. So if I click this, notice that now I have a new folder at the bottom. And the word New Folder is highlighted in blue, meaning that I can just over type to name that folder. So I'm going to call this folder YouTube Descriptions.

Now in order to rename that folder, I either need to hit the Enter key, or I can simply click on the blank space in File Explorer. So that's how you would create a new folder, very straightforward. But what if you want to rename an existing folder? For example, this folder at the top here, which says Excel New Data Types, maybe I want to remove the word New. Well again, there are a couple of different ways that I can do this.

Now in Windows 10, you used to right-click your mouse, and then in the menu, you would have a Rename option. But notice in Windows 11, we no longer have Rename in this right-click menu. Instead, the Rename is now a little button. And you'll see running across the top we have a few different icons, we have a Cut button, Copy, Rename, and Delete. So if I want to rename this, I can click this icon just here.

Alternatively, a quicker way of doing this is to use the same icon on this File Explorer menu running across the top. We have a Rename button here as well. So if I click this, it then allows me to go in and I can just backspace to delete out that name, and hit Enter to set the new name. And it's worth mentioning that this method is the same if you want to rename a file as opposed to a folder. Now another way that you can rename files and folders is simply to select the folder and press the F2 key on your keyboard. That's going to take you in to editing mode, and you can go back in there and rename it to whatever you like.

So, having a Folder Structure when you're working in File Explorer is really important just to keep your files organized and easy to find. So now we've seen how we can create folders. What about if I want to create a file? How would I do that? Well, there are a couple of different methods, we can create new files from within the relevant application. So if I've got Word open, I can create a new file from there, and I can save it into a folder in File Explorer. Alternatively, I can create new files in the major applications directly from File Explorer.

So once again, if we jump up to New, you can see now in Windows 11, we have the ability not

only to create a folder, but we can create Access files, Word, PowerPoint, Excel, all of the big hitters are in there. So what I could do, instead of opening up Word is I could select a Microsoft Word document, and it's gonna give me a blank document at the bottom, and I can then rename it. So I'm just gonna call this training, hit Enter, and my file is basically there. I can then double-click to open it, and it's going to open that blank file in Word ready for me to type some text. So, really nice and simple.

Now, of course, the other thing that we might want to do is effectively the opposite of everything we've been doing. Instead of creating files and folders, maybe we want to delete them instead. And as always, there are a few different ways that you can do this. So I'm going to delete the document I've just created the one called Training.docx. The quickest and easiest thing to do here is simply select it and press the Delete key on your keyboard. And that's going to get rid of it. What else can we do?

Well, we can select a file, and we could use the Delete icon on the File Explorer menu bar. I could delete it that way. I could also select a file, right-click, and choose Delete from here. Alternatively, if I go to Show More options, that's going to pull me up the old Windows 10 menu, and I also have Delete in here. So, a number of different ways to delete files. But what about if I want to delete multiple files?

Well, again, I have a couple of different ways that I can make multiple selections, I could select the first file. And if I want to delete the next three, I could go to the last one, hold down my Shift key and click, and it's going to select all the files in between those two.

Alternatively, if my files that I want to delete are not next to each other in a block, I could choose the first one hold down Ctrl, choose the second one, hold down Ctrl, choose the third one and then press the Delete key. Now notice when I hover over my files, I have these little checkboxes. So I could also use these to make my file selections. Now if you don't see these text boxes, this is just a little setting that you need to turn on. So if we go up to View, and down to Show, notice here I have Item checkboxes selected. So if you do like to have those checkboxes there, because you find it easier to select files that way, make sure you have that checked.

Now a point that's worth noting when it comes to deleting, when you delete a file from a folder in File Explorer, it doesn't disappear entirely. Any files you delete are going to go to your Recycle Bin. And what you'll notice is that on your Desktop, the only shortcut that you have is your Recycle Bin. And this is basically just a shortcut link to the Recycle Bin folder. So, if I double-click on the Recycle Bin, it's going to open up another File Explorer window, and it's going to show me all of the files that I've recently deleted.

So you can see here, the top two, those are the ones that I've just deleted from my YouTube folder. And this is a really important point to know. If you're going through your folders, deleting files because you want to clear some room on your hard drive, maybe you're having some storage issues or your hard drive is full and you want to get rid of some files, a lot of people go through start deleting files from folders, thinking that they're gone entirely. But they're not. They just move effectively to a different folder called Recycle Bin, so they're still on your hard drive and still taking up space.

If you truly want to remove these files, you will need to come into the Recycle Bin and choose Empty Recycle Bin. That's going to delete your files permanently. And if you want to get them back after you've done that, it's a very difficult task.

But effectively this Recycle Bin it does provide a little bit of a safeguard when it comes to accidentally deleting files. Because if you do accidentally delete something, you can simply come into your Recycle Bin, select the files that you want to have back, right-click on them, and choose Restore. And that's going to restore those files and put them back into the folder that you deleted them from.

So, just be a little bit careful with that. If you accidentally delete something, you can restore it from the Recycle Bin. But if you want to permanently remove files to free up some space, you must empty the Recycle Bin on a regular basis.

## Video: Moving, Copying, and Copying Files and Folders

**Deb:** So now we've seen how to create, rename, and delete files and folders in File Explorer, it's now time to talk about how we can move and copy files and folders. Because, that's really going to help us when it comes to organizing our file structure. So, let's first talk about moving.

Now moving files or move them from one location to another. So for example, again, in my YouTube folder, I've got a folder here called YouTube Descriptions. If I double-click on this folder, currently, it contains no files. So I'm going to use my back arrow to go back a level, because I want to move some of the files that I have in here into this folder. So what I'm going to do is I'm going to select the first two just here by holding down my Ctrl key, and to move these files into that folder, I can simply drag and drop. So, let's pick them up, drag until the folder is highlighted, let go of the mouse, and it's going to move them.

So, notice that they've disappeared from this location. And now if I double-click, they're in this folder. And one thing to point out here is if you wanted to move some of these files into a folder that you have set up as a shortcut underneath Quick Access, that's absolutely fine as well. It's going to move it into the correct location so you can move and copy files across to anything that you have set up as a shortcut.

Now another way that I can move files is by using a shortcut key. So if I take this next one, the Power BI Description, what I could do is use Ctrl + X, which is the keyboard shortcut for cutting. Or I could use the icon on the File Explorer menu. So up here we have a pair of scissors, you can see that that is cut. So if I click this, I can then jump across to YouTube Descriptions, and then I can use the shortcut key for paste, Ctrl + V. Alternatively, I can use the Paste icon on the ribbon. So if I click Paste, there is my file.

So now we've seen how to move files. What about if we want to copy the files instead? So copy is different to move in that it's going to leave a copy in the original location, and put a copy in the destination folder. So if I select this file here, SUMIF Description, I can use similar methods. So I could choose to use Keyboard Shortcuts to copy, Ctrl + C. Or, I can use this icon on the Toolbar for copying.

But what about if I want to drag and drop? Because I know that for me, the method I use most often is just dragging and dropping, I find it a lot quicker. Well, if we were just to simply drag and drop this file, by default, it's going to do a move. So if we want to copy it, we need to add into our drag and drop, the Ctrl key. So I'm going to hold down Ctrl as I drag and drop this file. And you can see the text that comes up. It says, Copy to YouTube Descriptions. I still have the file in its original location, but if I jump across to YouTube Descriptions, I can see that it's sitting in there as well. So I've very quickly made a copy just by holding down that Ctrl key.

Now all of the moves. And the copies that we've done so far have been using files. But the same methods apply if you want to move or copy folders. Just remember that if I was to copy this folder to another location, it's going to copy across not only the folder, but also all of the contents as well. So, just be aware of that before you start moving and copying things around. Another thing to point out here, which I probably should have pointed out in the last video when

it comes to deleting folders, be aware that if you delete a folder, it's going to delete not only the folder, but all of the contents.

So if I was to delete YouTube descriptions, it's going to delete the folder and all of these files that I have contained within. So, just be aware of that. Now, so far when we've been moving and copying files, we've been working within the same folder. This has been fairly easy because I have my folders listed at the top, and the files I want to move at the bottom so I can simply drag and drop. But what if I want to start moving files into subfolders outside of this YouTube folder that I'm currently in?

Well, I could use my shortcut keys. That's fairly straightforward. I could select a file., I could do Ctrl + C to copy it, and then I could navigate to another folder and I'm going to use my Quick Access shortcuts up here. Let's go to SSIT, and I could then just do a Ctrl + V to paste that in. Now that works fine. But what if you want to move your files to a folder that you don't have set up underneath Quick Access? Well, the way that I like to do this is I like to have multiple File Explorer windows open.

So, what I'm going to do is I'm going to go back down to my Taskbar, I'm going to right-click on File Explorer, and I'm going to select File Explorer. And that's going to open another window. So now what I could do is I could arrange these two File Explorer windows side by side. And I'm going to utilize Windows Snapping to do this. So let's pick up this one and drag it all the way over to the right, and let go. And then we can fill the other half of the desktop with the other File Explorer window. So now, I can jump into my YouTube folder on the right-hand side, and maybe I want to move this entire YouTube Descriptions folder to a different location. So now, I can open up the different location on the left-hand side.

So, I'm going to go to my OneDrive, let's go into Documents. And I'm going to copy my YouTube Descriptions folder across to this folder. So I'm gonna hold down my Ctrl key as I drag and drop over here. And you can see it's copied that folder across and it's now listed at the bottom. Now, another method of selection that's worth mentioning is if I jump into my YouTube Descriptions on the right-hand side, if I want to select all of these files, or maybe if I have a much longer list, I can simply draw a big box around them to make my selection.

You just need to make sure that your cursor isn't clicked on any particular file, that it's just outside, and then click and draw a big rectangle and that's going to select everything. Another way of selecting all files within a folder is to use the shortcut key Ctrl + A, and then you can cut, copy, move, rename, delete whatever you like.

## Video: Extracting Zip Files

**Deb:** Every now and again, you might encounter Zip Files. And a Zip File is basically an archive file that contains lots of other files. So for example, if you have a whole bunch of files that you need to send to someone else, it's often easier to create a Zip File, rather than send them 100 different files. Because when you create a Zip File, it's just one file that contains the 100 files. So what they'll receive is one Zip File as opposed to the 100 individual files.

Zip Files are also often used to keep file sizes down. So again, if you have a lot of files to send people, if those are quite large files, it's always preferable to put them in a Zip File, because it does compress them so they are a bit smaller. So what we're going to look at in this lesson is I'm going to show you how to create a Zip File, and I'm also going to show you how you can deal with a Zip File if you receive one from someone else. Because the thing with Zip Files is that you need to unzip them before you can actually view the files contained within.

So let's first look at how to create our own Zip File to send to someone else. So I'm in a different folder; Course and Exercise files. And I've got a few different folders here related to Access 2019. And this folder contains all of the course files for this particular course. And you can see that there's quite a few of them in here. Now, if I want to send all of these to my colleague, the best thing for me to do is to wrap these all up in a nice, concise Zip File.

So what I'm going to do here, first of all, is select all of the files in this folder. Again, a few different ways that you can do this, the easiest by far, particularly if you have a lot of files in here is to press the Ctrl + A keyboard shortcut to select everything. Alternatively, another pretty quick way of doing this is to select the checkbox next to Name, that's going to select them all as well.

Now to create a Zip File, we need to click on the three dots, and the second option here Compress to Zip File. And what you can see here is that it's going through and it's compressing each file. And because I have these saved to OneDrive effectively, it's kind of having to download them first before it compresses them. So depending on the type and the size, and the number of files that you're compressing, this can take a couple of minutes.

So I'm going to wait until all of these turn to green, because then I should be prompted to enter a name for my Zip File. And there we go, my Zip File has been created, it's at the top of the list and I can now rename it. So I'm going to call these let's just call these Database Files, and hit Enter. So now I have my Zip File that contains all of these files. And if I need to send this to someone, I can simply just send them this Zip file instead of 30 separate files. So nice and easy. Now what about the reverse of that? What about if I've received this file?

Well, if someone's uploaded it to Cloud Storage, maybe like in this example, or if they've maybe emailed me a Zip File, I need to unzip the folder first of all, before I can access all of those files. Now what I'm going to do with this is I'm actually going to move this Zip File onto my Desktop. Because if I try and unzip this here, all of the file names are going to be the same as the files I already have in here. So I'm just going to get essentially copies. So, let's just move this folder onto the Desktop, and we'll unzip from there.

So what I could do here is right-click and select Extract All. Windows has recognized that this is a zipped folder that contains multiple files. And it's now asking me to choose a location to extract these files to. So I could choose Browse and maybe select a specific folder for these files. I'm just going to keep this folder path name as it is and just say Extract. It's going to go away and do that. And now you can see that I have another folder created called Database Files. This isn't a zipped folder, it's automatically opened it for me, and there is the contents of my Zip File. So, pretty easy to wrap multiple files up into one file to make it a lot easier to send, and save a little bit of space.

Now, I don't need either of these files. So I'm going to delete these from my Desktop. And to select both of these, I'm going to use that method of drawing a square around them to select them both, and I'm going to hit my Delete key.

## Video: Saving Files from Applications

**Deb:** Another way that we can work with files is from within the individual applications. We can save our files from an application like Word or Excel or PowerPoint into a folder in File Explorer. But we can do it from within the application.

So let's open up Microsoft Word. And I've got a blank document open just here, I'm just going to type some random text into this document using a little bit of code. This is a great little tip if you ever need to get just some random lines of text into a document, you can type in =Rand, the number of paragraphs and the number of lines that you want this case 10 and 10, hit Enter, and it's going to give you 10 paragraphs of 10 lines each. So now I have some random text. If I take a look up in the Title bar of this document, I can see it's just called Document 1.

Now currently, this is an Unsaved document, and I don't have AutoSave turned on. So if I was just to close this document down, I'm basically going to lose my work. So we always want to get into the habit of saving our documents before we do too much work on them so that we don't lose anything. And we can save them directly into a folder in File Explorer from within the application. Now this is the first time that I'm saving this file, so I'm going to need to go up to File, notice that I have a Save and a Save As option.

Now if this is the first time that you're saving the file, you want to make sure you select Save As. To be honest with you though, it doesn't really matter which one of these you select because it's going to take you to the same window. But try and get into the habit of selecting Save As. Now this is going to take us across so that we can select the location where we want to save this file. And generally, what I tend to do here is go straight for this Browse option. Because, that is going to open up my File Explorer window. And I can then navigate through my Folder Structure and find where I want to save this particular file.

So I'm going to go into Work Files, let's go into YouTube Descriptions, and I'm going to save it into here. So let's pretend this is another YouTube video description. So I'm going to say YouTube VLOOKUP Description. So I can see the folder I'm saving it to, I'm saving it as a Word document, and then all I need to do is click the Save button. What you'll notice is that now in the Title bar, it has the new document name, and it's also turned on this AutoSave toggle. So that means that any further changes that I make to this document are going to be automatically saved.

So this means I don't have to keep clicking on the Save button, or use the Keyboard Shortcut Ctrl + S to Save because it's going to save automatically as I work. And you'll find this AutoSave toggle on if you're storing your files in OneDrive. Now if you're in a situation where you haven't set up OneDrive, maybe you don't want to store files in the cloud, you just want to store them on your local PC, what you'll find is that the AutoSave button will always be turned off. So if that is the case, then you will need to remember to save your document as you go.

So remember, you need to click the Save icon if you have it on your Quick Access Toolbar. Or you need to press the Keyboard Shortcut Ctrl + S as you go. Alternatively, you can go up to File and click the Save button periodically, and that's going to save your document. Now if we open up File Explorer, and go to our YouTube folder, so I'm going to use my shortcut just here and

into YouTube Descriptions, I should be able to see the file that I've currently got open saved into that folder. Yes, I can. It's this one here at the bottom.

So if I close this file down now, I can reopen it directly from File Explorer simply by double-clicking. Windows is going to recognize the file extension and open the correct application for the file, in this case, Word. Now what about if I want to save this file as another version? So maybe I want to keep this original version, I want to make some changes, but I don't kind of want to overwrite the original. So for this, I would effectively be creating a copy of this document.

Now for this we can go to File and down to Save As again. Again, it's going to ask us to select a Location. And what you'll notice is that it will pick up on the right-hand side, the last location that you saved files into. So, this has taken me straight to YouTube Descriptions, which happens to be the folder that I want to save this into. So, what I'm going to do here is I'm going to create a version two of this file, so I'm just going to add on to the end here; v 2, click on Save, and I'm now working in the version 2 of this file.

If I close this down, and go back to File Explorer, you'll see that I still have both versions sitting there, the original, and then that new version. So, I've essentially created a copy by doing a Save As of the original. And this method is consistent across all of the Microsoft applications. I would use exactly the same method if I wanted to save files from within Excel or PowerPoint, as I do when I'm working in Word.

## Video: Exercise 03

**Deb:** It's time now for Exercise 03, where we're going to practice working with File Explorer. So the first thing I'd like you to do is create a sub folder of the Documents folder, and rename that folder to Windows 11 Training. I'd like you to download the Zip File called Unzip Me from the Course Files folder. And I'd like you to unzip the files to your Desktop.

Id then like you to move the unzipped files from the Desktop to the Windows 11 Training folder. Once you've done all that, I want you to delete the Zip File from the Downloads folder. So quite a few different things to do there. If you want to see my answer, then please keep watching.

So the first thing I asked you to do here was go into your Documents folder and create a subfolder called Windows 11 Training. So, let's double-click on Documents, I'm going to go up to New and New Folder. And we want Windows 11 Training, and hit Enter. I then asked you to download the Zip File called Unzip Me from the Course Files folder. And remember when we download things, they go into our Downloads folder.

So, if I double-click on Downloads, there is the Unzip Me Zip File. I then asked you to unzip these files to your Desktop. So all we need to do here is select the Zip File, and we can use the Extract All on the menu, or we could right-click and we have an Extract All in here as well. So let's select Extract All, we can then choose our destination. So I asked you to extract these to your Desktop.

So if we go into Browse, we can then select Desktop, select the folder and click on Extract. And there we go; I now have those seven files extracted to my Desktop. I then asked you to move the extracted files into the Windows 11 Training sub folder that we created a couple of steps ago. So what I'm going to do here is I am going to expand This PC and also expand Documents. Scroll down, there is my folder.

Let's select all of these files and I'm going to draw a big rectangle around all of them. And because we're moving them, we can simply drag and drop onto the Windows 11 Training folder. The final step was to go back to Downloads and remove the Zip File. So let's go back to Downloads, select the file, and we can either press Delete on our Keyboard, or use the Delete icon on the menu.

## Section 4 - Organizing Desktop Items

### Video: Organizing Desktop Items

**Deb:** A part of Windows 11 that we haven't really spoken about in any great detail so far is the Desktop area. And currently looking at my Desktop, you can see that I don't really have a great deal of items on there. In fact, the only thing that I have on my Desktop is the Recycle bin. And I tend to like to keep my Desktop area fairly free of shortcuts, icons, and links to other things like applications.

Now, this Desktop area is really just essentially one big folder. If we jump into File Explorer, you can see that when you're clicked on This PC, one of the folders that you have is Desktop. So if I double-click on this, what I'm going to see in this folder is effectively anything that I have on my Desktop, excluding the Recycle bin. So because I don't have anything on there, that is why I can't see anything when I double-click on the Desktop folder.

Now of course, we've already seen how you can move items or save items to the Desktop. Let's backtrack one second, I'm going to go back to this PC, and open up this Documents folder. You can see in here I have a lot more things. So what I'm going to do is I'm going to scroll down, and let's just grab a couple of these files and move them to the Desktop. So let's take a couple of these Excel files, and a few of these down here, and I'm just holding down Ctrl as I'm selecting them. So if I drag and drop onto the Desktop, it's going to move all of those items.

Remember, if you want to do a Copy, as opposed to a Move, you need to hold down the Ctrl key as you drag and you can now see it says Copy to Desktop. So I'm going to let go. And I'm now going to get a copy of all of those files spaced kind of randomly on my Desktop background. Now, as I mentioned, I don't tend to like to have too many things on my Desktop, I find it gets a bit confusing, and they can tend to get a bit out of control and unorganized very quickly.

However, I know that a lot of people do like to store files on their Desktop, because they're so simple and easy to access. So if you are one of those people, the one thing I would recommend is that you try and keep them as organized as possible. So remember, you can drag individual files around and position them wherever you like. If you want to drag multiple files, remember, you can draw a big square or rectangle around the files you want to select, and then you can move those all in one go.

Now if you find that you can't actually move these icons around, it might be that you've accidentally turned on Auto arrange on the Desktop. So if you find that that is happening, you can't just drag them around as easily as I can, if you right-click your mouse on the Desktop and go down to View, you'll probably find that you've got a tick just here where it says Auto arrange icons. So just deselect it, and then you should be able to pick these up and move them wherever you like.

Now, I will say that sometimes Auto arrange can be really useful. So if we right-click again and

go back into View, and I select to Auto arrange my icons, you can see it's just going to arrange them quite nicely on my Desktop. And that's particularly good if you have 50 files on your Desktop and they're kind of all scattered randomly around, you can simply right-click, Auto arrange, and it's going to make them look a lot neater and more organized.

But again, notice that if I now try and move one of these, it's not going to let me because I have Auto arrange enabled. Now another thing you might want to do here is sort the way that your icons are arranged. So how are my files currently sorted? Well, again, if we right-click, and we go to Sort by, I can see that mine are actually sorted by Name. So they're going in alphabetical order. But of course, if I wanted to sort by something else, I could choose Size, Item type, or Date modified. So maybe I want to see them by Date modified. If I select it, it's going to rearrange them.

Now another thing you could do, if you didn't just want all of these random files, you could organize them into folders on the Desktop. So if we right-click and go down to New, I could create a new folder. I might call this, let's call it Sales. And then I can move all of the sales files into that folder. So I'm going to select this one just here, hold down Ctrl and select this one drag and drop to that folder. I can then go in and create another new folder, and I'm going to call this TUCs and then I'm pretty much going to grab everything else.

And for this I'm going to draw a rectangle around all of them to select them, drag and drop onto the folder to move them. So now, my Desktop looks a lot less cluttered and a little bit more organized. If I double-click on the folder, it's going to open up in File Explorer, and I can then access those files. So you might want to explore adding folders to keep your Desktop files organized.

And one final thing you can do here again, in the right-click menu, we can choose how we want to view those icons. So if I choose Large Icons, it's going to make them very big. I can have Medium Icons or I can have super Small Icons. So in general, I tend to like to have Medium Icons. I think that's just about the perfect size. And I do always like to have my Recycle bin at the top so I'm going to move that up to there.

## Video: Personalizing the Desktop

**Deb:** Pretty much the first thing that anyone does once they've installed a new operating system is jump in and check out what new wallpapers are available. And wallpapers are really there to help you personalize your Desktop to add a bit of interest to the background, and there are some really cool wallpapers in Windows 11. So let's take a look at how we access these and how we change them.

If you right-click the mouse anywhere on the Desktop, notice that we have a Personalize option just here. And when we click that, it's basically going to open up Windows 11 Settings and jump us to the Personalization category. And you can see here at the top, the current theme that I have applied. But we do have some variations, which we could choose. So we have a dark version of the one that I'm currently using.

And you can see that not only does it apply this Dark version; it changes all of my windows to dark as well. And if I minimize this a little bit, that's going to show you what that darker background looks like on my screen. I could change it to something like this, which again, is quite nice. And you can see that each of these kinds of have their own colors and color scheme as well. So if I was to select something like this, the sunrise, it applies that background, but I can also see what the accent color is here. It's kind of this light green color. So that color is going to be applied to things like the Taskbar and any windows.

And then finally, we have this neon background, which I think is really effective. Now I'm going to go back and put mine back to my preferred image. Now something else we can do in here is we can click to expand background. And we can choose things like our own picture to use as our background. Even if you want to have no background and just a solid fill color, you can do that from here as well. So currently, I have picture selected. But if I click the drop down, I could go for a solid color, and then choose one of these.

So maybe I like the look of this green color background. And if I minimize down, you can see now I just have that solid fill. So some people just like a plain background, they find it a lot less distracting. Or I could choose to have a slideshow. And what this is going to allow me to do is basically choose a selection of photos from an album on my PC, and I can browse for that album just here. And then I can choose how often I want that picture to change. So if I've selected four different pictures from the folder, I might want those to cycle through and change to a different picture every minute.

Now let's jump back to picture for one second, because we have a few different options if we're using our own picture. So what I'm going to do is I'm going to click Browse photos. And I'm going to choose a photo that I've just got in my Downloads folder. So let's go for this one, and choose picture. Now notice that underneath it says, Choose a fit for your Desktop image. And currently, mine is set to Fill. So let's just minimize this window down a little bit and take a look at how that picture looks. Now it's not too bad, it's filling the entire screen.

Now what if I was to change this to something else? If I click the drop down and choose Fit, that's gonna allow me to see the picture in its entirety. So when I filled it kind of cut off most of

this stream, so I wasn't seeing the whole picture. So in order to fit it, I'm going to get these big blocks of color down the side. I could choose to Stretch the image, which doesn't look too bad on this particular photo, you can see that it does look like it's been slightly stretched. And I will say that depending on the type of picture that you're using, sometimes this can look really distorted. So I would use Stretch with caution.

We can Tile the image. Now this is a huge image. So when it's trying to tile it, it's only showing me the top corner. I could center the image, and that's quite nice. In this one, I get a lot more of the stream than I did in the other Fit. And then I've got Span as well. And for me, that doesn't really change too much about this image. So depending on the type of image that you're using, you may have to come in here and change the fit if that picture looks a little bit off. And I will say that for some pictures that you try to use, they just don't really work well as a Desktop background.

So in that scenario, if you're going through all of these different fits and none of them are looking particularly good, you might want to think about using a different image. Now I'm actually going to switch this back to solid color, and let's go back a level back to Personalization and expand the colors area. Now in here, this is where we can choose our mode. And we've seen this before Light, Dark or Custom. And we can also choose our accent color. So the accent color is basically the highlight color. So it's things like the color of the little lines that you see underneath your icons in the Taskbar.

Currently, I have mine set to blue, and you can see that they are in fact blue. If I turned those to, let's do a bright color. Let's change them to red. Now you can see that those are red. Also notice that now I've chosen that accent color, things like these toggle sliders are also now in that color. So these are the sort of little splashes of color that you get throughout the system when using Windows 11.

Another example is over in the menu on the left-hand side next to Personalization, the little line that showing me that I'm clicked on that option is also in that red color. Now I don't want mine in red, I'm going to switch those back to this teal, or cool blue color.

So, definitely go in and choose the type of background that you want to use on the Desktop. Either choose one of the themes at the top here which are inbuilt into Windows 11, or maybe use your own picture or just utilize a solid background fill.

## Video: Personalizing the Lock screen

**Deb:** I just wanted to finish off this small section by showing you how you can personalize the Lock screen. Now your Lock screen is in general, the first screen that you see after your PC has booted up. It's the screen where you enter in your password or your PIN code or your fingerprint scan in order to log into Windows. It's also the screen you see when you press the Windows key + L button to lock your screen.

So if you recall, in previous lessons, I mentioned that if you're going to be away from your screen for a certain amount of time, is a good idea to get into the habit of locking your screen. And the quickest way to do that is to press the Windows key + L and that's going to take you to your Lock screen. And this Lock screen much like everything else in Windows 11, can be personalized. So you can choose the types of information that you're seeing on the Lock screen. And also, of course, that background image. So let's unlock by logging in and take a look at how we can personalize that Lock screen.

Once again from the Desktop, the easiest thing to do here is right-click the mouse and jump into Personalize. And you'll find your Lock screen settings pretty much in the same area that we were in in the last lesson. But the subcategory that we want to expand this time is Lock screen. And this is where we can come in and we can personalize our settings. So once again, we can choose if we want to have a picture, a slideshow, or Windows spotlight. And Windows spotlight is basically a standard Windows theme.

Now I'm going to choose picture because I have a few different inbuilt selections that I could use. And most of these inbuilt images are the same ones that you can use for your Desktop wallpaper. Now I've chosen this one just here. But if I want to do I could choose something like that. In fact, I do quite like that one so let's leave it on that. If I want to use my own photo, I can browse for photos. And then I can also customize my Lock screen status. So I can choose an app to show detailed status on the Lock screen.

Now currently, I have this set to None. The only thing I have showing on my Lock screen really is the Time and Date. But I could choose one of these apps below and have the information display on my Lock screen. So I'm going to change this to Weather. And then there are some further customizations I can make with regards to screen at timeout.

Now again, we went into here before when we were taking a look at our Power and our Battery. So this is where you can define how many minutes it is until your screen automatically locks. And of course when it locks, you're going to see your Lock screen image and any information that you've chosen to display on that Lock screen.

## Video: Exercise 04

**Deb:** It's time now to do Exercise 04, where I'd like you to practice some of the skills we've learnt in this section. So the first thing I'd like you to do is to set a Desktop background picture of your choice. So that might mean a picture that you already have on your PC. If not, remember, you do have websites like Pexels, where you can download free images.

Once you've selected a picture to use your Desktop background, I'd like you to set it and ensure that it fits so the picture is not distorted. I'd like you to choose an accent color of your choice. And then finally, I'd like you to set a Lock screen picture. If you'd like to see my answer, then please keep watching.

So to set a Desktop background picture, we can right-click on the Desktop background and jump straight into Personalize. If you've got to here by going into Settings, that's absolutely fine. Let's expand background. And I'm going to say that I want to use a picture. But I'm going to choose my own picture. So let's browse photos.

Notice that I have a couple of pictures up here. And I'm going to use this beach image as my Desktop background. Let's say choose picture. And what I'm going to do is just minimize this a little bit so I can see that image behind. So what I want to do is make sure that I have this positioned so that it's not distorted in any way. So, Fill actually looks pretty good. It's cutting off quite a bit of the picture. Let's try Fit. Not too bad, but I don't particularly like those black spaces down the side. I could do Stretch. No, definitely don't want that one. What about Center? I think Center is probably the best one because I'm seeing more of the picture than with that Fill option. So that looks pretty good.

Let's go back one level to Personalization. I then asked you to set an accent color of your choice. So let's expand colors. And we can see a palette of accent colors underneath. So I'm going to change my accent color to a pale red. And I can check that that's actually working by taking a look at my Taskbar at the bottom. I can see the line underneath Settings has now changed to red.

And then finally I asked you to set a Lock screen image. So back to Personalization down to Lock screen. And from here we can either choose one of the inbuilt images, or we can choose to use our own picture by clicking Browse photos.

## Section 5- Using Windows Applications

### Video: Using Windows Applications

**Deb:** When you're working in Windows 11, a number of apps come pre-installed. And you can see here on my Desktop, I've opened three of those apps that come with your Windows 11 installation. So I have the Maps app open, the Calculator, and also the Snipping Tool.

Now each of these is a separate app in its own right, and somewhat works independently from all of the other apps. And because they are independent of one another, sometimes the way that you access options and menus in each app differs vary slightly. But there are some general rules that apply to all apps that you should be aware of. Because, this is just going to help you use and navigate around your apps more proficiently.

So if we start with something like the Maps app over here, I've just pulled up a map of London. And if you take a look at the top, we have a little menu running across the top with some options. But then we also have these three dots. So in general, whenever you see three dots in the corner of an app, that's going to give you a list or a drop down, or some kind of menu, that's going to allow you to switch to different options.

So if instead of the map, I want to see the traffic, I can select that option. Notice also a lot of the time when you click on these three dots, you're going to find these settings for that particular app as well. And again, these are going to be different depending on the app that you're currently using. So when I jump into Settings, this allows me to customize and set up my preferences specifically for this Maps app. And in general, you'll see the same kind of icon no matter what application that you're using, it's always going to be this cog or this gear icon. So three dots always look out for those when you're using an app.

If we go across to the Snipping Tool, again, we have a menu running across the top, and we also have those three dots. And notice that the menu that I get by clicking on these three dots is completely different to the one I got when I was working in Maps, okay? So these are very much contextual to the application that you're currently using. However, one thing that is consistent, again, is the Settings. We have that cog icon, if I click it, it's going to take me into a little window, which allows me to Personalize my settings for this app only.

Now what about the Calculator underneath? Now, I can already see an immediate difference between this app and the other two. And that is by default, the Calendar uses the Dark theme. The other two apps I currently have open are using the Light theme. Now notice with the Calculator, we don't have three dots anywhere. What we have instead are these three lines. And this is going to allow me to open the Navigation.

Now one big mistake that people make when using the Calendar is that they think that it is simply just a Calendar. But it is so much more than that. If we take a look at the bottom, you can even use it to do things like convert currency, which can be super useful. We can convert weight to mass, temperature, energy. So lots of different options in here. It's not just simply a Calculator. But the main point here is that again, we're using a different menu. Instead of three dots, we have

these three lines.

So, be aware that in some apps that you're going to be using, you may not have the three dots, but you might have something which looks like this. Regardless, you notice that right at the bottom again, we have that consistent cog icon, which is going to jump us into Settings for this particular app. And the one at the top, this is the App theme. And if I click the drop down here, you can see that by default that has been set to Dark. So if you prefer this to be Light, just come in here, and change that back to Light. It's also worth remembering that some applications that you're going to come across will require you to have a Microsoft 365 account in order for them to be able to sync information.

Now an example I can think of off the top of my head would be something like the Calendar app. So, this is an inbuilt Windows app. But when I click to open it, it's basically using my Microsoft 365 account credentials. So effectively, this calendar app is linked through to my Hotmail account, which is the account I use for Microsoft 365. And because it's linked to my Hotmail account, if I make any changes to my Calendar when I'm in Hotmail, those are going to synchronize back to the Calendar app in Windows 11.

So effectively, this app needs my Microsoft 365 credentials in order to fully synchronize. So, just be aware of that. If you do run into some problems with some apps, it might be because you're using a Local account as opposed to a Microsoft 365 account.

## Video: Using Office Applications

**Deb:** If you don't have all of the full versions of the Office Suite installed on your PC. And by Office Suite, I mean the full versions of Word, Excel, PowerPoint, and Outlook. When you're in your Start Menu, you're going to see this icon just here. And what this icon is, is basically a quick shortcut link to the Online Office applications.

So if I click to open this, it's going to jump me directly to my Microsoft 365 Homepage. And remember that this is where you can access all of the Online versions of your applications. Now notice that when I clicked on that icon from the Start Menu, it basically opened a web browser, and it logged me straight in using my Microsoft 365 credentials.

Now, it might be that you get prompted to enter those in before it's going to open the web browser. So if it does do that, just pop in your email address and your password, and then you should get to this same screen. Now one thing that you need to remember with these Online applications that you access through this portal is that they're not the full versions of the Microsoft applications.

The idea behind these is that anybody can create a Microsoft account, even if it's just a free one, and they still have access to slimmed down versions of the full applications. So, if you don't want to pay for a Microsoft subscription, you can still, to a more limited extent, utilize things like Word, Excel, and PowerPoint. But you can only use the versions available in this Online portal.

And if we open up Word, for example, just so you can see what this looks like, I'm just going to create a new blank document, you can see that this looks a lot different to the full Desktop version of Word. We have a much more simplified ribbon at the top. And the commands contained on these ribbons are a little bit slimmed down.

So the good thing about these is that you can pretty much do most things you might want to do if you're working on the go. But you can't do some of the more complex tasks. And an example of a complex task that you can't do specifically related to Word would be a Mail Merge. Mail Merge is only available in the full desktop version of Word. But when it comes to creating basic documents, formatting them inserting Pictures, Tables, Links, or even simply just reading a document, you can do all of these things in this Online version.

So even if you don't have a subscription to Microsoft 365, and you simply have a free account, you can still use these Online apps. Now if you have paid for a Microsoft subscription, and you want to install the full version of all of the Office applications, you can do that from this page as well.

Notice that we have an Install Office button just here. So you just need to click that and it's going to install all of the full versions for you. You can then pin them to the Taskbar down here as I have done and then when you click to open them, you're now working in the full version where we have access to the full range of commands in Word.

So, just be aware of that link within the Start Menu that's quickly going to jump you across to

your portal. This is where you can access your Online applications from. And if you haven't done it already, you can install the full versions from there as well.

## Video: Organize and Edit Photos

**Deb:** Most of us these days have a smartphone. And because we all have smartphones; we tend to take a lot more photographs than what we used to. And in Windows 11, we have a specific Photos app that allows us to import, edit, organize, and manage all of our photos. So in this lesson, I'm going to show you how you can import photos in, how you can make some minor edits, and how you can manage and organize those photos.

So if you're looking for the Photos app on your PC, if we go down to Start, and the easiest thing to do here is simply to search for the app. And it is called Photos, nice and easy to remember. Let's click to open. Notice immediately that by default, this application is set to the Dark theme. And of course, remember, we can access our Settings by looking for either three dots in the corner, or three lines. So, I can see that in the corner, I have three dots, and there is my Settings option.

So if I jump into Settings, this is where I can come to customize the appearance of this particular application. So if I want to switch this to Light instead, I can just select that just there and go back. Now notice that the theme hasn't changed. And you'll find this with some applications, you need to close them down and restart them before those theme changes are going to take effect. So let's select Photos again, and this time it opens in Light mode.

Now the first page it takes me to here is the Collections page. I can see that in the menu running across the top, I have a little blue line underneath Collection. And this is showing me photos that I've recently added. So I've recently added some photographs of my dog. Her name is Tilly and she's an Italian greyhound. Now currently, these photos that I've just added aren't organized into any type of album or folder. And I would recommend that if you have lots of different photographs that you're importing, or maybe you're transferring from the memory card in your camera, that you do start to create your own albums.

Now notice just above, Windows 11 is going to attempt to create albums for us based on the metadata, the information of this particular photo. So you can see it's created for me a recent album, an outdoor album, an album based on the location where this photograph was taken. And also we've just got randomly pet at the end here. Now if I jump across to albums at the top here, notice that I don't currently have any albums.

So I'm going to create a new album. And I'm going to add all of these photographs of Tilly to that album. And I can quickly do this by simply selecting, select all 10, and click on the Create button in the top corner. So now I have my album, I'm going to edit the name simply by clicking and we're going to call this Tilly, the Iggy, and click away to save. So I'm going to use the back arrow just to jump back to the Photos app. You can see now I have a specific album that contains all of the photographs of Tilly.

Now notice when I go into the album, I have this kind of large image at the top here and then the rest of them are smaller down the bottom. I can of course click on the image to see that in a larger size. Now if you don't particularly like the way that this is laid out, you do have some other options down here. So I can view my images in a Medium size, which makes them a bit

bigger, or a Large size, which makes them bigger again. And this preview at the top will basically just cycle through all of the images that you have in this particular folder. So, fairly nice and straightforward.

So how do we actually get images into the Photos app? Well, there's a couple of different ways that you might want to do this. The first one is you might want to import photos in. So maybe you have photos stored off in a folder on your PC somewhere in File Explorer. Maybe you have them uploaded to the cloud. Or maybe you have them stored on a memory card in your camera. Whichever one of those it is, you want to go to the same button, the Import button in the top right-hand corner. We can then choose to import from a folder or from a connected device.

So at this point, if you had photographs on your camera that you wanted to import in, you would need to connect your camera to your PC or your laptop. So if you're like me I have a Sony camera that has a cable, and I can connect directly to my laptop. Now if your device doesn't have a cable, instead, your photos get saved to a memory card, you could choose to take the memory card out of the camera, put it into the memory card slot on your laptop or your PC, and effectively when you do that, those are going to show as an externally connected device in File Explorer, which is effectively a folder.

So, from here, you could go to from a folder, it's going to take you to File Explorer. And if you have a connected device, when you go to This PC, you're going to see it sitting down here next to your C drive available for you to select. And then when you select it, you're going to be able to see the different folder contents, the different pictures on that memory card. So, I'm going to import a few more pictures of my dog, why not? And I've just created a folder on my Desktop that contains some more photos of Tilly.

So I'm going to select the folder, and I'm going to choose Import items from this folder. So it's going to look in that folder is going to find the new items, I'm going to say yes, those the ones that I want to import. So I can select the date and click Import four of four items. So now if I jump back to Collection, I can see here at the top, those are the four recently added photographs. So, it's a fairly straightforward process simply to import items from a folder or from a connected device. But there is an even simpler way of doing this.

Now for this, we're going to jump back into Settings. So if I click the three dots and going to Settings, this is where you can choose the source for your photos. So if you have one specific folder that you save all of your photos into, that might be the Pictures folder on your C drive or a different folder that you've created, you can set that up just here, so that every time you add a new picture to this particular location, it's going to automatically be available in the Photos app.

Now notice that I've set mine to a very specific folder, simply because I didn't want to be showing all of my personal pictures during this course. So, I've set this to Only import pictures from this specific folder. But effectively, I didn't really need to do that import of those last four pictures, all I needed to do was select the four pictures and move them to the Tilly, the Iggy sub folder in the Pictures folder, and they would have automatically upload it.

Something else I've also done just for this particular course; is I've turned off my cloud content.

And I will say that I have most of my photos stored on OneDrive so effectively in the cloud. And the way that I usually have this set up is if I close and remove this folder above, what I'll normally have this set to is I will add a folder, and I normally have it set to OneDrive Personal and Pictures. And you can see in here all of the folders that I have created to group together my photos. So I'm going to add this folder. And this is where I save all of my photos.

So every time I create a new folder and upload pictures, they're automatically going to be available for me within this Photos app. And then what I'll also normally do is turn this little toggle button on so that it shows any cloud-only content. So, anything that I just have saved in OneDrive, and not synchronized to File Explorer. So I've turned these off simply to protect a bit of my own privacy. But this is in general how I would have this setup.

Now what about if I want to edit any of these images? Well, all I would need to do is find the photo that I would like to edit and for this, I'm going to scroll down I think I'm going to choose this image just here. So when I click on this image and hover over it, notice that I get this floating Toolbar. So there's a few different things I can do in here; I can zoom in to the image, I can zoom out of the image, I can rotate the image around if I want a slightly different view of that. I actually quite like this view; I also have an Edit Image button. And if I click on this, it's going to allow me to make some minor changes to this particular image.

Now bear in mind, this isn't a full-on photo editing application like something like Adobe Lightroom would be, but there are some basic changes that you can make here to make your photos look a lot better. So, take a look at the top, I have three icons. The first one here is Crop and Rotate. So I can see that I've got quite a bit of empty space on the left-hand side of Tilly. So what I could do is I could use these handles to drag that in, and effectively crop that image.

I can move across to the next button which is where I can apply some filters, so I have all different kinds of filters that I can apply and most people who have used social media these days are probably very used to using filters. Now I don't think I'm going to apply a filter. I can also change the brightness and the contrast. So here I have a little light slider, I can make it darker, or I can make it a bit brighter. I can adjust the color so it's more grayscale, or even black and white. Or I can make the colors more vibrant. I can change the clarity to make it a bit sharper, or I can add a vignette. So that's just going to darken the outer corners, which gives quite a nice effect.

We also have some options here for red eye if you want to remove red eye from a picture. And also if you want to remove spots and blemishes, so a few different changes we can make. Once we're happy with our new picture, we can choose to save a copy, or we can just simply select Save. Now, Save is effectively going to overwrite the original with the new changes, whereas Saving a copy is going to create a copy of the image and the original will be retained.

So in general, I always like to Save a copy. So there is the new cropped image but if I go across, I can see that I also still have the original image sitting there. So, that is a very quick run through of how the Photos app works. There's quite a bit more to explore in here such as we have things like a video editor if you upload any videos, I would definitely encourage you to import some photos. Maybe create some folders to store them in, and then have a go at editing them, and saving them.



## Video: Browse the Web with Edge

**Deb:** Windows 11 comes pre-installed with the web browser, Edge. Now I have Microsoft Edge pinned to my Taskbar because it's a web browser that I use often. But if you don't have it pinned down here, if you click on the Start button, you may see it sitting here in your pinned applications. If not, you can jump into All apps, and scroll through the list to find it.

Now, despite the fact that the browser is called Edge, you're not going to find it underneath the E section. It's actually listed underneath M, as its full name, Microsoft Edge. So we can click on this to launch. And this is the Home screen of the Edge web browser. We have a big Search bar in the middle where we can type in our keywords and search the web. But if we know the exact address of the website that we want to go to, we can simply type it into the URL or the address bar at the top here. So if I wanted to go to the Microsoft website, I could type in [www.microsoft.com](http://www.microsoft.com), hit Enter, and it's going to take me directly to that page.

Now, it's also worth noting that you don't actually have to have the [www](http://www) on the front here. I could simply have typed in [microsoft.com](http://microsoft.com), and it's going to take me to exactly the same place. Now notice that at the top to the left-hand side, I have some navigation buttons. So, this one just here is going to take me to my Homepage. So if I click in, it's going to take me back to that starting page where I can do a fresh search. I can use my arrow buttons to click to go back. So that's going to take me back to that Microsoft page. Or I can click to go forwards to get myself back to this homepage.

Notice up here, we also have the Refresh button. So if you're looking in a webpage that contains live data that's updating all the time. So an example might be maybe you're watching the tennis or the football on TV, and you want to keep checking that the score hasn't changed, you could refresh the browser, and it will update. Notice there is also a Keyboard Shortcut for that of **Ctrl + R**.

Now this time, instead of typing [microsoft.com](http://microsoft.com) into the address bar, I'm going to use the Search bar in the middle, and I'm just going to type in Microsoft and hit Enter. Because if I use that Search bar, it's going to take me into a list which is going to show me all of the websites that best match my search term, and you will find the most relevant one is usually at the top. And this page contains a whole bunch of different links, which are going to take you through to the Associated Website. And all you really need to know here is that if the text is blue, it's a link, if I hover my mouse over that text, and it changes to that little hand symbol, and also notice that the text is now purple. That means it's a clickable link.

So I can click on this. And it's going to jump me through to the Microsoft website. And I'm going to use my Navigation buttons just to go back to that listing. Now, if you want to have more than one web browser open at a time, we can do that as well. So currently, if you take a look at the top of the screen, I'm working in a tab. But next to this tab, I have a little plus button. And notice that if I hover over it, it says new tab and there is also a Keyboard Shortcut for that of **Ctrl + T**.

So if I click this plus, it's going to give me a brand-new tab and I can perform another search. And I can click and open as many tabs as I like. So this is really useful. If you're maybe looking

at lots of different web pages in one go, you can open them all in different tabs. Now, just going back to this listing, what you might notice is that with some links that you click, they open in their own tab. So, take a look at that. It's created a brand-new tab; it hasn't just loaded it into the tab that I was in. And you'll find this with certain tabs, some will open in new tabs of their own, while some will just load into the existing tab. So, just be aware of that.

Now if you want to close down some tabs, once you're finished with them, notice that on each of these tabs, we have a little cross. Again, there's a Keyboard Shortcut for this of Ctrl + W, but it's fairly simple just to click that cross to close down those unwanted tabs. Now by default, your tabs are going to run horizontally across the top of your screen. But if you would prefer these different tabs to run vertically, you can set that up from within Edge. If you take a look at the top left-hand corner of the screen, there's a little icon just here and this is the Tab Actions menu.

If we click this, we get a few different options in there when it comes to how our tabs are displaying. So, if I want these tabs to display vertically, as opposed to horizontally, I can turn on vertical tabs and I get my tabs displayed in a slightly different way. So if you prefer this layout, then set your browser up to use vertical tabs. Now, I actually prefer mine to run horizontally across the page, so I'm going to turn off those vertical tabs.

Now another thing to think about is Collections when you're using the Edge browser. So if I have a few different tabs open, and they're all displaying different pieces of information, what I can do is save all of these tabs as a Collection. And you'll find that you have a Collections button over on the right-hand side, Keyboard Shortcut, Ctrl + Shift + Y. So if I click Collections, I can start a new collection, and give this collection of pages a name. So maybe these are all related to Microsoft. So I'm just going to call that connection, Microsoft. I'm going to say add current page, I can go to the next tab, and I can add current page, next tab. And I can carry on doing exactly the same thing.

So what I'm basically doing is building a collection of tabs. So now if I click that back button, I have my tab collection just here. So if I was to close down all of these tabs, go to Collections, I can click on this Microsoft collection, and I have all of those tabs saved. So, if I want to jump back to something, I can simply click it, and it's going to take me to that page. So, Collections can be super useful. And of course, if you need to delete a Collection, you can go straight back into there and select either the individual tabs that you want to delete, or you can delete the entire lot, simply by clicking on the Delete selection button at the top.

Once you're left with that empty collection, we just need to do the same here, we can select it and click the Delete icon. Now something that I do all the time is save different web pages as a Favorite. And that just helps me easily jump back to pages that I like to access all the time. So let's use our good old Microsoft page as our example again. So maybe I'm always coming to the Homepage of the Microsoft website. What I can do here is I can go up to the address bar and click this little icon just here that looks like a star to add this page to Favorites. So I'm going to click it.

Now I have numerous different folders set up in Edge. So I can then choose a folder to save this favorite to. If you don't have any folders, you can simply just save it as an individual favorite

link. Now I'm going to add this page to my Favorites bar and click on Done. Now currently, I can't see my Favorite spark. And that is because you need to turn this on. So we're going to go up to the three dots in the top right-hand corner, down to Favorites, click the three dots and then go down to Show Favorites bar.

Now you can see currently mine is set to Never and I only have that set to Never just while I'm recording this course. But if I turn it on, so set it to Always, you can see that I then get a little drop down at the top here where I can see any individual pages that I've added to my Favorites or any folders that I've set up. And if you want to create folders to house numerous different websites, for example, if I look at my design folder, that contains links to three design-themed websites that I use often. If you want to create these folders, you can simply right-click on the Favorites bar, and choose Add Folder. Give your folder a name so let's call this Microsoft, and click on Save.

Now if I want to move this page into this folder, I can right-click again, and go to Manage favorites. And from here I can drag this link into this folder. So now when I click the folder at the top, I have that page listed underneath. So, something I would highly recommend you do is that you create folders and add pages that you access all the time to Favorites, and display that Favorites Bar so they're always easily accessible.

## Video: Clear Browsing History

**Deb:** The History feature in Microsoft Edge is a log of websites that you've recently visited. And this can be super helpful. For example, if you were browsing a specific website last week, and today, you want to go back to their website, but you can't quite remember what the name of the website was, you could use History to help you find their website and navigate back to it.

Now, whilst History is super useful for finding pages that you've visited in the past, it can also throw up some privacy issues. So knowing how to clear your Browser History is always something that's really important. So let's take a look at how we would do that. So, I'm in my Microsoft Edge browser. And the first thing I need to do is basically bring up my History log.

So for this, we're going to head straight up to the right-hand corner, and click on those three dots. And in this menu, just about halfway down, you'll notice that we have a History option with the Keyboard Shortcut of Ctrl + H. So, let's click to take a look at the History. So currently, I'm seeing all of my History. And I can see all of the websites that I visited recently. So I can see some of the websites that I was using in the last lesson of this course, I can see some websites that I accessed yesterday. So things like Google Sheets, and I've done a couple of web searches as well.

And if I scroll down, I can go back even further, I can see some Word documents that I've accessed, the Microsoft website, I can see some PDFs that I've created. And then also, some links back to when I was working with files in OneDrive. So, this is basically going to log anything that you do online, not just necessarily websites that you visited, as you can see down here. It's also showing me when I've been to folders located within OneDrive because it's still online.

Now one thing you'll notice is that with each of these links back to these pages, if you wanted to, you could go through and cherry pick certain sites to delete from your History, simply by hovering over, and notice that we have across. So, if I click the cross just here, that's going to remove the Microsoft website from my History. So, if there's just a couple of sites that you're concerned about, you can simply just click the cross without removing everything in this History log.

However, if you do just want to clear everything in here, you'd need to go up to the three dots, and notice that we have a Clear Browsing Data button. So if we click this, it's going to pop open this little pane, and we get a choice of what it is that we want to clear. So currently, I have the first four items in this list selected. So it's going to clear my Browsing History, so that's going to clear out that History log, my Download History, any Cookies, and also Cached images and files. I could go even further if I wanted to, and have it clear any saved passwords that I've got or any Autofill form items.

Now I don't want to clear those things, I just want to clear my Browsing History. So I'm going to deselect everything except Browsing History. And notice above, I can choose a time range for which to clear this for. So if I just want to clear all of the Browsing History for the last hour, the last 24 hours, just the last week, I can do that. Or, I can clear for all time. So I'm just going to say last 24 hours, and click the Clear Now button. Now let's take a look at another scenario.

What if you need to do some work and maybe access certain websites, and you just don't want those saved in that History log? Well, if you have that type of scenario, you could choose to open a Private Browsing Window. And this is slightly different to the regular browser that we use. So to open a Private Browsing Window, we go up to the three dots again. And notice at the top here, it says New in Private Window.

If we click this, it's going to open a new tab. You can see I have a dark theme applied here. And any websites I visit whilst using this Private Browser are not going to be logged in the History log. And this type of thing is particularly good if you're in a public space using a public computer. For example, if you're in a library, and you don't want your History to be logged, use an in-private browser.

## Video: Send and Receive Messages and Calls

**Deb:** Microsoft Teams is an application available through Microsoft that was designed to bring teams of people together in a collaborative work environment. It is effectively a communications application that enables you to chat, call, share files, and host meetings, amongst other things. But the thing with Microsoft Teams is that it is mainly designed for work use.

However, in Windows 11, Microsoft are now giving us another version of Teams that we can use for our friends and family members. And this makes it super easy to make video calls, chat, share files, and generally keep in touch with your friends and family. So what you'll notice as standard on the Taskbar when you install Windows 11, is that you have this new Teams icon. And notice that currently, I have a little 1 symbol over the top showing me that I have one notification waiting. So, let's click to open up Teams.

So this chat application in Windows 11 is going to synchronize with your Microsoft account. And it's going to synchronize all of your contacts that you have set up. And this is basically what I'm looking at here; a big long list of all of my contacts. Now notice at the top underneath Recent I have a message in draft status that I'm about to send to Adam. But notice underneath I have a message there showing in bold from Adriana. And I can see that Adriana has sent me a message.

So what I can do here is a click to open, and I can choose to accept this message. But it's worth noting, you'll only have to accept the first time that a new contact sends you a message. And I can see that she says, "Hey". Notice also that she's typing another message and I can see those three dots flashing at the bottom. When that new message comes through, because I have the Team's chat panel open, I'm not receiving a notification because I can see it in this panel.

If I had the chat panel closed, and she sent me a notification, notice that I get that little pop-up banner in the corner. And of course, I can click and it's going to jump me straight across to that message. So, I can see that she's asking me for the sales report. As I hover over this message, I can choose to use one of these emojis to add a bit of personality to the conversation. So I'm going to give her the thumbs up. And I'm going to respond to Adriana and say, "Yes, I do. I will send it through shortly", hit Enter to send that message. And I can see that she's given that message the little heart icon.

Now notice underneath his new message area, we have a few different icons. So the first one here allows us to add some formatting to our messages. So if you want to add Bold, Italics, if maybe you want to change the color of the font that you're sending the message through in, you can do all of that by opening up this little pane. The next one across, the paperclip icon, will allow us to attach a file that we have stored on our computer.

And remember, if you have OneDrive set up in File Explorer, you can also attach files from there. I can choose to send her an emoji, and I have a whole gallery of different emojis that I could send. So let's send her a little smiley face. And when I do want to send a message, I can send it by hitting the Enter key or clicking the little paper plane icon on the right-hand side. I could also choose to send us some kind of gif. Now this is something really important to note here, it's going to ask you to accept the terms and conditions of GIPHY.

Now GIPHY is the service that Teams uses to provide a gallery of gifs. So I'm going to say I accept and if I click it again, it's going to open up that gallery. I can type in keywords to search for specific gifs, or I can have a little browse through the different gif options. Now maybe Adriana and I are having a chat conversation about this sales report. And maybe we decide that this is going to be a lot easier if we do a quick call instead. Notice in the top right-hand corner, we have two options here. We can choose to do a video call or simply an audio call. So let's click on Audio call and call Adriana. So now I'm effectively in this call with Adriana. Now, if this was a video call, you would be able to see our images here as well. But the options that you get, whether you choose Video or Audio are exactly the same within Teams. So we have a few options in the top right-hand corner here.

I can choose to show all the participants of this call. So currently, I can see there's me and also Adriana. If I click on the Next button, that's going to pull up the chat panel, and it's going to show me the entire conversation that we've had. If I click the three dots, this is going to open up more options where I have access to my device settings. And I can also do things like apply background effects if I'm using video. So for example, if I wanted to blur my background so that people couldn't see how messy my office is, I could choose to do that through Apply Background Effects. You can see that one of them we have there is Blur.

The next button along will turn the camera off or on and then we can mute or unmute audio from here as well. And then the final button allows us to share content. So if I need to show Adriana the sales report, maybe the Excel spreadsheet, I can choose to share my screen or share just a window that I currently have open. And I use this feature all the time. And in general, I will share my entire screen. But just be aware that if you do share your screen, it means that the other people who are in this call in this case, Adriana, can basically see anything that's occurring on your screen. So that includes things like Mail notifications, and any windows that you might have open.

If you choose to share just a window only. So maybe she only needs to see the Excel spreadsheet that contains the sales figures, I can choose to share simply just the Excel window. And you can see here it's listing out all of the applications that I have open, I can then choose which one I want to share. And choosing window won't show everybody on the call any notifications or other windows that you have open. So, really simple and straightforward.

When you want to leave the call, just click the Leave button in the top corner, and it's going to pop you back to your original chat conversation and end the call for all participants. Now, if we click just to pull that Team's panel up again, notice that when I hover over any of the contacts in this list, I can also choose to do a video call or an audio call from here as well. So, the new integration of Teams with Windows 11 is a really great way to stay in touch with family and friends.

## Video: Take Screenshots with Snipping Tool

**Deb:** Another app in Windows that's worth knowing about is the Snipping Tool. And whilst this isn't new for Windows 11, it has been available in older versions of Windows, it tends to be one of those utilities that people forget is there, and it can be super useful. So I wanted to make sure that I did include a little lesson on how to use this Snipping Tool. Well, what exactly is the Snipping Tool? I'm going to show you an example using an Excel spreadsheet.

Now you'll find the Snipping Tool in the Start Menu. And if you go across to All apps, and you can either search for it, or you can scroll all the way down to the S section, you'll find it in here. And it's this one that looks like a pair of scissors. So let's click to open the Snipping Tool. Now this is just a very small little app, it's a floating window that you can see in the corner just here. And what it allows you to do is basically take screenshots.

Now historically, the way that people have taken screenshots in Windows is to use the Print Screen button, and quite often using the Print Screen button was a little bit cumbersome. I know for me when I used to use it, often I didn't want a screenshot of the entire screen, I just wanted a screenshot of something on the screen. Well with the Snipping Tool, we can do that we can define the area that we want to snip.

Now the most important thing when using the Snipping Tool is that you need to have what it is that you want to snip directly behind this floating window. So I want to snip some things from this home ribbon in Excel. So I'm going to make sure that I've got Excel directly behind my Snipping Tool. Let's click on New, and notice that my screen has now faded out and my cursor has changed to a crosshair. I can also see I have a little floating menu at the top which allows me to select what type of snip I want to make. So the default here is to choose a Rectangular area to snip. But I could choose a Freeform snip where I choose the exact outline, I can choose a Window snip, which will snip the entire window, or a Fullscreen snip, which is more akin to the old Print Screen option.

Now I'm going to choose the Rectangular snip, and all we need to do is drag this crosshair over whatever it is that we want to snip. So I want to snip a little bit of this ribbon. So I'm going to drag over the area that I want to snip. And my snip is now going to open in its own little window. And I have a few different options here. If we take a look at these icons in the middle, this group of icons here allows me to make annotations on this snip.

So if I wanted to do something like choose a pen color and maybe underline certain things, I'm doing this with a Mouse that's absolutely awful but hopefully you get the idea, I can do that. I can choose to highlight I can select a highlight color and highlight certain things on this snip. I've got an Eraser tool there, which is probably going to be my best option. I'm going to erase all ink, I can turn on a Ruler, I can do some touch writing if I have a Touchscreen, I can crop the image. So if I want even less of this image, I can drag that border in, like so, and then click the tick in the middle to redefine that snip area.

Once I've customized and annotated my snips so that it looks how I want it to look, I then have a few different options. In the top right-hand corner, I can choose to save this snip as its own

individual image file. Or I can copy the snip. And I will say that I tend to use this Copy command more than Save. So what I can do is I can click Copy, and I can then paste it into whatever application I want to paste it into. So let's just open up Word, we'll open up a blank document. And all I need to now do is Ctrl + V to paste and it's going to paste that snip in.

So I find this super useful if I'm putting together a training manual because I can snip different things that are going to help make that manual more visual and easier to follow. Now another really cool feature of the Snipping Tool is that you can set it on a delay. Now why would you want to do that? Well, when you click the New button for the Snipping Tool, it immediately greys out your screen and puts you into this rectangular snipping mode ready to snip. But what if what I want to snip requires me to click a drop-down menu first because I want to snip the contents of this menu? Well I can delay the snip.

So what I can do here, I can go up to this first group of icons. And notice I have a little clock here and when I hover over it says Time before snip. So, I can choose No delay, Snip in 3 seconds, Snip in 5, or Snip in 10. So I'm going to say Snip in 5 seconds. So now when I click that New button, it's going to wait for five seconds, which gives me time to click this drop down. And now the snip is active, and I can easily take a snip of this drop-down menu. Let's take a look at one final option.

We've used the Rectangle mode both times, let's now do Fullscreen mode. If I select that and click on New, it's simply going to take a screenshot of the entire screen. And I can then go in, use my annotation tools, save the file, or copy it. Don't forget, we have our three dots at the end there where we can access Settings, and where we can make some adjustments to how this application functions. So, the Snipping Tool is a really useful free utility that comes with Windows 11, that's going to help you take screenshots.

## Video: Exercise 05

**Deb:** It's time now for Exercise 05, where we're going to practice some of the skills that we've learned in this section. So the first thing I'd like you to do is open Microsoft Edge and show the Favorite Bar. I'd like you to navigate to some websites that you use often, and add those websites to your Favorites Bar.

The next step is optional, but it's a good way to practice creating folders. I'd like you to create relevant folders on the Favorites Bar, and then organize your Favorites into those folders. And then finally, I'd like you to have a little practice sending and receiving messages using Chat. If you'd like to see my answer, then keep watching.

So the first thing we need to do here is open Microsoft Edge and then show the Favorites Bar. Now there are a couple of different ways that you can do this. But probably the easiest is to go up to the icons in the top right-hand corner of Edge, and click Favorites. And then from here, we can click the three dots and choose Show Favorites Bar Always.

The next thing I asked you to do was to navigate to some websites that you go to often. So I'm going to open three new tabs. And in the first tab, I'm going to go to pexels.com. In the second tab, I'm going to go to unsplash.com. And in the third tab, I'm going to go to the nounproject.com. And these are three websites that I access on a frequent basis. So I want to add them into my Favorites, so that I can go straight to that website with a click of one button.

So from the noun project tab, I'm going to click this star icon to add this page to Favorites. And then I'm going to choose where I want to save this webpage to. So I'm going to say Favorites Bar for now. And click Done. Let's do the same for these other pages. Click the star, Favorites Bar, Done. And the final one, click the star, Favorites Bar, Done. Now I want to organize these into a folder. So, I can right-click on any free bit of space on that Favorites Bar and select Add folder. I'm going to create a new folder and we're going to call this Design, and click on Save.

Now that I have that folder there, I can move these three web pages into that folder. So to do this, we're going to right-click in a free space and go down to Manage Favorites, and now we can drag and drop. So, I want to move these three websites into the Design folder. And that is it. I can now see those in that drop down.

The final thing I asked you to do was to practice sending and receiving messages via Chat. So for this, all you really need to do is open up Chat in Windows 11, choose a contact from the list, and start a conversation with them.

## Section 6 – Linking Online Accounts

### Video: Linking Online Accounts

**Deb:** We can use, manage, and work with our email in Windows 11 by using the inbuilt Mail app. But in order to use it, you're going to need to have an email account linked to your computer. So let's take a look at that first of all.

I'm going to go down to the Start menu and into Settings. And from the menu on the left-hand side, we're going to jump into accounts and then expand the Email and Accounts subcategory. And what you're seeing here are any email accounts that you have linked to your computer. Now if you don't see anything listed up here, it means that you don't have any active email accounts linked to your computer. But what we can do is we can click the Add an account button to add one in. So if you don't see anything in here, you might want to add an account.

Now notice also listed down below, I have accounts that are mine that are used by other applications. But for the time being, we're going to leave those and we're just going to click this Add Account button. And this is going to pull up a list of several different email hosts. So things like Gmail, Outlook, Yahoo, things like that. So if you want to link an account, you need to first select your email provider. And what I'm going to do is I'm going to add a Gmail account. So I need to select Google just here.

It's going to connect to Google. And I need to provide my sign in so my email address, and then it's going to ask me for my password, and click on Next. You'll then need to provide your password. I'm going to get a little message from Google just letting me know that Windows needs to access certain things within my Google account in order to be able to function correctly. So, make sure that you have a little look through those things. And if you're happy, click the Allow button. It's going to create that new account. And what we can now see at the top here is that I have my Gmail account now added. And what this basically means when I go into the Mail app, it's going to synchronize from both of these accounts.

So my mail from my Hotmail account and my mail from my Gmail into one mail account. It's also going to sync my Calendar and my Contacts so it makes it a lot easier for me to manage multiple accounts in one Mail app. Now, just one final word when you go into this Add Account area. If the email that you use isn't listed here, you can always scroll down to the bottom and you have an option here to choose Other Account.

Now just be aware that if you do this, it's going to ask you to provide a little bit more in depth technical information, such as ingoing and outgoing servers. So just be aware of that. So it's literally that simple just to set up your accounts.

Notice also that next to each of these accounts, on the right-hand side, we have a little drop-down arrow. So if I click the drop-down arrow for my Gmail account, this is where I can go into Manage My Account Settings. When I click on Manage, it's going to pop up a little window

where I can modify the account name if I want to. I can also do things like change my sync settings and also delete this account from this device.

So now that I have both of those set up, in the next lesson, we're gonna open up the Mail app. I'm going to show you how both of these synchronize to the Mail app, and we're going to take a look at the basic functionality.

## Video: Using the Mail App

**Deb:** One of the bundled applications that you get with Windows 11 is the Mail app. And as we saw in the last lesson, we can link our computer to any email accounts that we have and view mail from all of those accounts, including Calendar information and Contact information in the Mail app. So, let's pull it up and take a quick look at it. I'm going to go back down to Start, I'm going to go to All apps. And for this, we just need to scroll down to M, and we should find Mail in there.

And this is one of those applications if you're going to use it all the time, I would probably pin this to my Taskbar to make it super easy to access. So this is what the Mail app looks like. And I have a bit of a theme going on in the background, which of course you can change if you want to. The first thing to notice here is that I have both of my linked account showing on the left-hand side. So underneath accounts, you can see my Hotmail account and also my Gmail account. And this is really important when you're working in the Mail app that has multiple linked accounts.

For example, if I want to send an email from my Hotmail account, I need to make sure I'm clicked on my Hotmail account. If I want to send one from Gmail, I need to make sure that I'm clicked there. Now if at this stage, I decided that I wanted to link even more accounts to the mail account, I can simply go down to Settings at the bottom, remember, it's got that cog icon, let's click it. And in the Settings pane that opens on the right-hand side, if we go to Manage Accounts, there are both of my accounts that I currently have linked, but I can add another account from here as well. And this little window should look familiar.

Now I'm going to link to an Outlook account that I have. And there we go, that setup was super quick. If I click Done, I can now see that account listed on the left-hand side as well. Now one little indicator that helps you remember which account you're actually working in and clicked on is that you'll see a line next to the account that you're currently managing. I have a Search bar at the top, which will allow me to find mail quickly by typing in the keyword. And then over on the right-hand side, I have a Synchronize button which is going to synchronize the Mail app with the linked accounts. And then I have a little selection mode button.

If I click this, it's going to put checkboxes next to all of my emails, which makes performing bulk actions a lot simpler, because I can simply select emails by clicking the checkbox. And this button acts as a toggle, just click it again to turn those off. Underneath, I have a Filter. It's currently showing all items in this folder. And this folder is the inbox. What I can do is I can show any unread emails, any flagged emails, I can sort my emails by date, or I can sort them by name. So this is going to help you manage your mail a little bit better.

If you want to open an email, you can double-click, and it's going to open it in the pane on the right-hand side. And I can drag this out and in depending on how large I want that pane to be. So if I wanted to reply to this email, I have a horizontal menu bar running across the top with all of my options. These are my actions that I can take on this email. So I can choose to Reply or Reply All. I can Forward the mail, I can Archive it or Move it to another folder, I can Delete it, or I can click the three dots to see More actions.

So in here, I can do things like flag the email, mark it as read, I can choose to move it to a different folder. I can save it, I can print it and do numerous other things. But what about if I want to create a new mail? Well, over on the left-hand side we have a New Mail button. So if I click this, it's going to open a blank mail. And all I need to do in here is address the mail, enter the subject, and the details. Notice that we also have running across the top some ribbons. So if I want to format my message, i.e. make certain things Bold, Italic, Underline, I can do that from here.

Notice that mine are grayed out because I currently don't have any text selected. So if I type in the word Hello, you can see that Toolbar becomes active. I can then start applying various different formatting options. I also have an Insert ribbon, which is going to allow me to attach things like files, pictures. I can create a table within an email, send a link to a website or use emojis. So let's just click the smiley emoji. Why not?

I also have a Draw ribbon which will allow me to make some annotations. And then finally we have options where I can do things like Mark this email as high importance, check the Spelling, Zoom In and Out or Find. I also have the option here to add CC and BCC fields. Now, if you're sending this email to somebody who's already set up in your Contacts list, when you start to type their name, it's going to recognize their name, and you can simply select from the drop down that's produced. If you're sending to a person who isn't in your Contacts, you're going to need to type in the full email address.

Once you're happy with your mail, in the top corner, you have a Send button or a Discard button. So I'm going to discard this email. Now one final thing I want to draw your attention to when it comes to these different inboxes. Notice that in my Gmail account, I simply have an inbox, which lists out my mail. But if I go to my Outlook account, I have two different inboxes; Focused and Other.

Now I don't have anything in this account, because I don't tend to use this one very much. But the difference between Focused and Other is that Focused is your most important mail. And this is something that you find in the newer versions of Outlook. So if you're used to using Outlook, you're probably familiar with the concept of a Focused inbox. And because this is an Outlook thing, that's why I don't have these two folders when I click on my Gmail, or my Hotmail accounts, it's only available in my Outlook account.

Now the Focused Inbox is there to filter out mails that aren't important. So the Focused inbox will recognize emails that have come from people, valid email addresses. Whereas things like newsletters, junk, advertising will be filtered out and placed in the Other inbox. Now some people really like having their mail filtered and organized for them because this is an automatic process. It's not something you have to do; it's automatically done by the server.

Now, if you would rather not have a Focused and an Other inbox, maybe you just want all of your mails in one big long list, then you can adjust that within Settings. So make sure you're clicked on the correct account, and then at the bottom, we want to click the cog icon again. And then we can choose Focused Inbox. Now notice that for my Outlook account, which I've got

listed up here, the Focused Inbox is turned on. If I was to select my Hotmail account, for example, that is turned off by default. So what I'm going to do here is go back to Outlook, and I'm going to turn off Focused Inbox, and I'm going to go back. And now take a look, I just have a simple Inbox folder and not Focused and Other.

Now I'm going to create another new email. Because notice that at the bottom here, it says, "Sent from mail for Windows". And this is a default Email signature that's set up by Windows 11. If you want to change this to something else, many people have their company details, their phone number, their email address in their Email signature. And again, if you want to set something like this up, you're going to need to do that from Settings. So let's jump back into Settings. And we're going to go down to Signature this time.

Again, make sure that you're applying an Email signature for the correct account, make sure it's turned on, and then you can come down here, and you can change this to whatever you want to change it to. And of course just above we have Formatting options, so that we can make our signature look a little bit more interesting. Now by default, it's only going to use your signature for the account that you have selected. But if you do want to apply it to all of your accounts, you can check this checkbox just above.

So, it's definitely worth exploring some of these other options that you have within Settings. You'll find things in here like customizing that reading pane. For example, where the reading pane opens, and whether an email opens in that reading pane when we click on it, or if we have to double-click to open it.

And finally, if we take a look all the way up in the left-hand corner, notice we have these three lines. If I click these, it's going to collapse up that full menu and just leave me with these icons. So, it gives me a little bit more real estate on the page. And to lead us nicely into the next lesson, notice at the bottom we have some other icons which allow us to switch to our Calendar, to our Contacts, and to our To do list.

## Video: Using the Calendar

**Deb:** In the last lesson, we saw how we can use the Mail app. But it's worth remembering that when you open the Mail app, you also have access to things like your Calendar and your Contacts. So if I want to jump across to my Calendar, I can do that from within the Mail app. But I also have a separate Calendar app independent of Mail. So let's do it from within the Mail app first of all.

Right at the bottom, we have a number of different icons. And the second one down is our Calendar. So if I click on this, it's actually going to open the Calendar app for me. Now notice that I'm getting a little prompt here saying, "Let Mail and Calendar access your precise location". So I'm going to say Yes, okay, because that means I'm going to get updated geographical information. Now, notice here that I have all of my Calendars combined together.

Remember, I'm linked to three different accounts, a Hotmail account, a Gmail account, and an Outlook account. I can see all of those accounts listed over on the left-hand side, we've got Hotmail, Outlook, and then Gmail, and I'm looking at a combined Calendar. And I really like this option, because if I have different items in different Calendars, for example, maybe I keep all of my personal appointments in my Hotmail Calendar, and I keep all of my work appointments in my Gmail Calendar, this method kind of combines them all together, which gives me a much more cohesive overview of my schedule.

Just above my accounts, I have a small preview a little Calendar preview, and I can use the arrows to go to the different months, I can click on a day to jump to the day in the Calendar. And I also have different views that I can display my Calendar in. For example, I can click on Day view, just to see that day, Week view, Month, or even Year, and which one of these you'd like to view your Calendar in is entirely up to you. If you ever just want to reset and jump back to today's date, you also have a Today button, which is going to do that.

Now one of the things that we always want to do in our Calendar is we want to add a new event, there are a couple of different ways that you can do this. And I would say depending on what view you're looking at; some methods are easier than others. So for example, if I switch to Day view, and I'm actually looking at a day, I can scroll down to the correct time. So maybe I want to add a meeting, I can select that time slot of 2pm. And it's going to automatically pop up a little window where I can input the details of this meeting. So I'm just going to say this is going to be a Project Meeting, and then I can define the time.

Also remember, if you're putting something in your Calendar that's going to last all day, maybe you're going to a training event, or something along those lines, you have a little All-day checkbox just here, which means you don't have to enter in specific times, it's just going to show for all day. Now I do want to enter a time this meeting is going to run from two o'clock to three o'clock. I could add in the location if I wanted to and set a reminder, if I want to be notified at 15 minutes before this meeting commences. Click on Save, and it's going to add that to the Calendar.

If I want to edit this, I just have to double-click to go back into that Invite, and then I can add

more detail. If I want to invite people to this Project Meeting, so maybe there are five of us attending this, I can use their email address to invite them to this meeting. And of course, if I want to delete this meeting, I have a Delete button on that horizontal menu bar. So, really nice and straightforward.

The other way I can add a new event. So maybe if I'm clicked on the Month view and I want to add something for next Tuesday, I can click on the New Event button at the top on the left. That's going to open up a similar window, I can type in the event name and the details and click the Save button to add that to my Calendar. Once again, always important to check which Calendar you're actually adding it into. So I'm adding this event to my Hotmail Calendar. And from this drop down, I can switch to my other accounts if I need to.

And the final thing worth noting in here is this Repeat button in that horizontal toolbar. If you want to make this meeting recurring, just choose Repeat. And a recurring meeting is basically one that happens on a regular basis. So, maybe every week on the same day at the same time we have a project meeting. Instead of adding those individually to my Calendar, I can choose to set a recurrence or a repeat on this particular Calendar event.

So it's going to start on the 25th of October, it's going to be weekly, I do have some other options in this drop down and then I can choose the day that it's going to occur on. And if I then set up an occurrence, it's going to automatically populate those details every week into my Calendar

## Video: Managing your Contacts

**Deb:** In Windows 11, the address book is called People. And all People does is it shows you a list of all of your Contacts. And once again, this is something that we can access from inside the Mail app. So if we go down to our group of icons at the bottom, the third one down allows us to switch to People. And this is a very straightforward little application. You can see on the left-hand side; I just have a basic list of all of my Contacts.

If I click on one of my Contacts, it's going to load up that Contacts details in the right-hand side of the pane. And you can see from here, I have various different edit buttons that are going to allow me to edit the information for this particular Contact. I can change their name, their email address, I can add more information such as their home address, or even add a photo for them as well. And once again, these Contacts are going to be imported from your linked accounts.

And because I have three linked accounts, it's combining together all of my Contacts from all of those accounts. And you can see at the top here, it's telling me that this one is a Hotmail Contact. Another really useful thing in this Contact card is that I can see any events that I have scheduled in my Calendar that involve this particular Contact, and also any recent conversations that I've had with this Contact. So, if I've sent emails back and forth to Adriana, I could see those conversations down here. If I want to delete the Contact, I have little icon that's going to allow me to do that in the top right-hand corner. I can also pin this Contact to the Taskbar or the Start menu.

Now one of the most common tasks that you'll perform in the People area is adding new Contacts. And we do that by clicking the plus button in the middle just here. If I click on plus, I'm going to get a blank Contact card. And the first thing you need to watch out for here is where you're saving this Contact to, which one of your linked accounts. And if I click the drop down, I can choose to save it to my Hotmail Contacts list, Gmail or Outlook. So I'm going to save this one to Outlook, I just need to type in their name. I can add a mobile phone number in and also a personal email address.

If I want to add a photo for this Contact, when I click the Add photo button, it's going to link me through to the Photos app in Windows 11, and I can then choose a photo. Once I'm happy with my changes, I just need to click Save at the bottom to save that Contact. So now that I've added Sophie, it might be that I want to send her an email, and I can do this directly from within Contacts. I don't have to go back to my Mail app in order to do that.

Because notice next to her name, I now have this little email icon. It's going to ask me which account I want to send the email from. I'm going to say Outlook, and it's going to add Sophie automatically in the To field of this email.

## Video: Exercise 06

**Deb:** It's time now for us to do Exercise 06, where we can practice these skills that we've learned in this section. So the first thing I'd like you to do is to link your PC to your email account or accounts. I'd then like you to open up the Mail app in Windows and make some customizations so that it suits your needs. I'd like you to add an Email signature and apply it to all accounts.

And then finally, I'd like you to open up the Calendar app and also customize that to suit your needs. And a little tip here is have a really good look through some of the Settings for both Mail and Calendar and really set them up so that it's functional for you. If you'd like to see my answer, then please keep watching.

So the first thing I asked you to do was to link your email account or accounts to your computer. So for this, we're going to jump into the Start menu and straight into Settings. We want to make sure that we select the Accounts category, and then Email and Accounts. And it's from here that you can connect any email accounts that you have to Windows 11, simply by clicking on the Add Account button.

From here, you just select the type of account you're trying to add and then follow through the prompts. Remember, if your email account host isn't listed in here, you can choose Other Account at the bottom, but you're going to need to provide incoming and outgoing server information. Once the account has been created and linked, we can then open the Mail app. So for this, we want to go down to Start, and find Mail.

Now I can see mine sitting here. Remember, if it's not under pinned, you can simply go across to All apps. Let's click to open Mail. Now at this stage, I don't really mind too much what you do. I simply asked you to customize this so it suits your needs. So most of the things you're going to want to do are going to be in Settings. So, we need to click the cog icon at the bottom and we can then go through and start personalizing it. So I recommend that you go through some of these options, and really personalize your copy of Mail.

For example, like choosing Colors, whether you want to use Light mode or Dark mode, choosing if you want to use a Focused inbox or not. And one thing I did ask you to do was make sure that you set up an Email signature, and I wanted you to apply this Email signature to all accounts. So we can edit our Email signature down here. I'm just going to put my name and I'm going to make that Bold and then choose Save.

The final thing I asked you to do was jump across to your Calendar using the icon at the bottom and also make some customizations here. So once again, you're going to dive into Settings, and have a little look through each of these categories and set it up so that it looks and functions exactly as you want.

## Section 7 - Installing Applications from Microsoft Store

### Video: Installing Applications from Microsoft Store

**Deb:** You're probably going to get to a point in time where you want to install additional applications in Windows 11, to expand the capabilities of your PC. And there are a few different ways that we can install apps in Windows 11. And probably, the easiest one to start with is installing apps directly from the Microsoft Store.

Now, the Microsoft Store is an app that comes with Windows. And we can launch this app from the Start menu. Now once again, I can see that I have the Microsoft Store pinned at the top here. But if you don't have it pinned there, just going to All apps, scroll down, and you should be able to find it underneath M. Let's click to launch the app.

Now the first thing I'm going to do here is I'm going to maximize this window so that it takes up the full screen. We have a list of categories over on the left-hand side, which we would select depending on the type of app that we're looking to install. So I'm not interested in Gaming or Films and TV, I'm going to jump straight across to Apps.

Now what you can see in the App Store are all of the different apps that you can install in Windows 11. And the great thing about Windows 11, is that the store has dramatically expanded since Windows 10. It used to be that developers who were developing apps for the Microsoft Store were very limited in the types of apps that they could create. Because, a lot of the apps that they were designing were incompatible with previous versions of Windows. But that issue is no longer relevant for Windows 11, which means we have access to a much broader range of apps. And as you scroll through, you're probably going to see a lot of popular apps that you're used to using.

Now the Microsoft Store contains a combination of apps that are free and apps that cost money. And as you're browsing through the apps in the store, you can see a little bit of information about them on the tile. For example, if we take a look at the Netflix app, I can see that I already have this app installed. If the app isn't installed, I can see which apps are free. And if I expand one of these lists, I can scroll through. Once again, I can see here with Adobe Lightroom, that is telling me that I own that app.

So you might see Installed, you might see Owned. In general, you'll see Owned if it's an app that you've had to pay money for. And if an app does cost you any money, you should also see that such as with Adobe Photoshop Elements, you should see the price in the bottom corner of the tile. Something else I might want to do is if I'm looking for a specific app, I have a Search bar at the top of the screen. So if I type in something like Zoom, I can choose to search for that. And it's going to pull up any apps related to Zoom.

If I want to install this app, I can simply click on it, it's going to load it up, I'm going to see some information about this app. And if I don't already have it installed, I'm going to have the Install

button available just here. Now remember, if you have already purchased an app, and an example I would use there is the Lightroom app. So let's just search for that one more time.

You can see here, I already own this app. So if I click on it to go in, I have the Install button because I can install apps that I own on up to 10 PCs. So again, just bear that in mind. If you've purchased any apps. Now I am actually going to install an app. And I'm going to search for the Opera app.

Now, Opera is a web browser, you can see it is a free app, I'm going to click to open it, and then I'm going to install it. You can see that it's downloading. Sometimes this can take a little bit of time, depending on the size of the file and the speed of your internet. This looks like it's just going to take a few more seconds. And that is basically it. That app is now installed on my PC. So let's double-check to make sure that that has actually worked.

Let's minimize the Store, go back to Start, I'm going to go to All apps, and I'm going to scroll down to O, and there it is, there is the Opera app. So what I can do at this stage is I can launch the browser. Or if this is going to be a browser that I use all the time, I might choose to right-click and either pin it to the Start menu, or pin it to the Taskbar.

Now the final thing I want to talk to you about with regards to installing apps on your computer is updates. So a developer will create an app, they'll make it available for you to purchase in the Microsoft Store or elsewhere. But most of the time, developers are constantly changing apps. They're adding features, they're making improvements. So we need to make sure that we keep our apps updated so that we know that we always have the latest whiz banging features and everything is up to date.

So to keep on top of that app update, we're going to go back into the Store. Let's click back on Home, and right at the bottom can you see we have two icons just here? We want to make sure that were clicked on Library. It's going to show me most of the applications that I have installed on my PC. And this is where I can come to update my apps.

So notice in the top right-hand corner, we have a Get updates button. So if I click Get updates, it's going to go away, it's going to check all of the applications I have installed. And if there are any updates, I'll be able to install them from here. And I can either choose to install the updates individually for each app, or I can choose to update all of them. So you can see that now that it's finished, most of these are downloading and installing without me clicking anything. So it's updating them automatically.

And if I scroll down through this list, you can see that I can also open any of these applications from here as well. If I do choose to purchase an app that requires me to pay for it from the Store, I need to go into my Account settings and just make sure that I have my payment methods set up. So I need to make sure that I provide either a credit card or a gift card in order to make purchases.

## Video: Installing Applications from the Web

**Deb:** If an application isn't available in the Windows Store, you can download it from the web or from a desk. So let's take a look at what that process looks like. So I'm going to open up Microsoft Edge. And what we're going to install is another web browser, we're going to install Firefox. So what I'm going to do here is I'm just going to quickly search for Firefox download, and we'll type in Windows 11. So let's scroll through this list. And this looks like the one that I want. So let's jump across to this link.

This is the Firefox browser, and I have a Download button. So that's what you're looking for on any page that you go to, you want to find a Download button. And I would say be a bit careful where you download applications from. Always try and make sure that it is a legitimate website to ensure that you're not downloading anything harmful onto your computer. So what I'm going to do here is click the Download Firefox button.

And you can see in the top corner, I now have this little download window pop up. And this is going to download the installer for Firefox. And you can see that that is an x64 file. Now by default, anything that you download is going to go straight into the Downloads folder in File Explorer. So notice that I have an open file link, which I can click, and this is going to start the process of installing.

Now depending on the app that you're installing, it may at some point ask you to provide your Admin password. So if it does that, just provide it and follow through the prompts. But take a look at that, we are straight into that Firefox web browser. So really easy and really straightforward. So if I now close all of these tabs and jump across to the Start menu and All apps, I should find that I now have Firefox listed in here.

Now I'm not sure if this is going to be underneath F or M for Mozilla, which is the company that provides the software. So I'm going to use my Search bar, and I can see that there it is. So if this is going to be a web browser that I use all the time, I'm probably going to right-click and choose to pin this to the Taskbar. Now, I don't want to pin this. So I'm not going to do that at this stage.

Once you have downloaded your application, if you open up File Explorer, and jump across to your Downloads folder, you're going to see that x64 file sitting there. So a habit I like to get into doing is just coming in here and deleting this file once the application has been installed. The only time I wouldn't delete this file is if I think that I might want to reinstall this at a later time. But in this case, I'm simply going to press the Delete key on my keyboard to get rid of that.

Now that process I've just shown you might change depending on the application that you're installing. But in all cases, you're going to receive a file into your Downloads folder, which you'll need to open and then follow through the installer prompts.

## Video: Uninstalling Applications

**Deb:** When it comes to uninstalling apps from our system, the process that we use differs depending on the app. So if you recall, in the last lesson, we downloaded and installed the Firefox web browser. And you can see that I have a convenient shortcut to that application on my Desktop. So what we're now going to do is the reverse of what we've just done, and we're going to uninstall this application.

Now let's take a look at the first method we can use. Well, we can jump into the Start menu, and we can find the application in our apps list. So let's scroll through, and this is going to be underneath F, there it is Firefox. If I can see an Uninstall option here, I can simply uninstall it from this right-click menu. So let's click Uninstall, and it's basically going to jump us across to the Programs and Features window. And this is basically the Uninstall window that we used to see in older versions of Windows.

So now I have to go through this list and find the application I want to uninstall which is this one just here. And then I can choose the Uninstall this program button. Let's click Uninstall. I'm going to say Yes, I'm happy to make changes to this device. And then it's going to walk me through an uninstall wizard. So I'm going to click on Next. It's telling me the location that the application is going to be uninstalled from, that's fine, Uninstall. And there we go, like magic, that application has disappeared. Also notice that the shortcut to the application has been automatically removed from my Desktop.

So, that process is fairly straightforward. And just be aware that some apps did not have that option to uninstall. And the ones that spring to mind are some of the bundled or inbuilt applications that come along with Windows. So let's take a look at an example. If we go into the Start menu again and into All apps, so if we scroll down to something like the Clock application, this is a Windows-bundled application. And if we right-click on it, notice that nowhere in these right-click menus do we have an option to uninstall. So some applications that come with the Windows 11 installation, you simply can't uninstall, but that doesn't apply to all of them.

For example, the Calculator is a Windows inbuilt application. But when I right-click on this, I have the option to Uninstall that. So you really have to deal with these on a case-by-case basis. If you want to uninstall something, come in to Start, right-click, and see if the Uninstall option is there. Now sometimes, if you are running out of space on your PC, or you're experiencing poor performance, you might want to have a look through your apps and find out which ones are taking up the most room. And we can see that information by jumping into Settings.

So let's open up Settings, and go down to the Apps category. And we're going to open up the Apps and Features subcategory. And this is going to list all of the apps that I have on my PC. And at the top here, I can choose how I have those sorted. So if I'm looking for the app which is taking up the most space on my hard drive, I can sort these by size.

So I can see here that Adobe Photoshop Elements at 2.22 gigabytes is the largest application I have on my computer. And maybe this is an application that I've installed a while ago, I forgotten that I've installed it and I haven't used it for a long time. So if I decide that I want to uninstall

this, I could click on these three dots and then I have an Uninstall button from here as well. So this is the second method of uninstalling your applications.

## Video: Exercise 07

**Deb:** It's time now for us to do Exercise 07 where we can practice the skills that we've learned in this section. So the first thing I'd like you to do is install the Canva application from the Microsoft Store. Once it's installed, I'd like you to pin the app to the Start menu or Taskbar. Once you've done that, I'd then like you to uninstall the Canva application from your PC. If you'd like to see my answer, then please keep watching.

So the first thing we need to do here is jump straight into the Microsoft Store. I have mine under pinned applications so let's click to open. So using the Search bar at the top, I can search for whatever app I want to install. So we're gonna type in Canva, and hit Enter. And notice that it's the first one that pops up and it is a free application. So let's click to open, and then we're going to click the Install button. Once the application has been installed, we can close out of the Store.

Notice that I have a shortcut link to the app on my Desktop. But I asked you to pin this either to the Start menu or the Taskbar. So let's open up the Start menu. I can see here Canva is something that I've recently added. So I'm going to right-click and I'm going to pin it to Start. And I can see it's down here at the bottom. Maybe I want to move that to rearrange these icons and put it further towards the top.

So now that we've installed this application, let's do the reverse of this and uninstall it. And remember, the uninstall process can be different depending on what application you've installed. So let's right-click on Canva, and I have an Uninstall option just here. So this is fairly straightforward. I can simply click Uninstall. It's going to take me to my Programs and Features, and all I need to do is find Canva and then click the Uninstall button. Yes, I'm sure I want to uninstall Canva, and away it goes. Notice that the shortcut link has also been deleted from my Desktop.

## Section 8 - Managing Notifications

### Video: Managing Notifications

**Deb:** In order to stay on top of emails, payments, news and information that we're receiving, it's important to have a robust notification system. For example, I spend a lot of my day working away in Excel. And it might be that I don't check my email for a number of hours. Now, if an urgent email has come in during that time, the fact that I haven't responded to it for four hours might cause problems.

So really, what I want is to be notified, either when I receive important emails, or every time that I receive an email so that I can stay on top of things like this. And that is where notifications and alerts come in. And alerts like the one you can see right now in the bottom right-hand corner, sometimes appear as banner notifications.

And by default, the alert will show me who it's coming from. And if I want to, I can click in this box and send a quick reply, because I can see that this banner alert is coming through from Microsoft Teams. So I'm just quickly going to reply to Adriana and say Sure, and send that message through.

Now aside from those banner alerts, also notice that in the Taskbar on the right-hand side, we have something called the Notification Center. And we can access that by clicking on the Time and Date in the bottom right-hand corner. Because not only is this going to open up a preview of our calendar, it's also going to show me any notifications that I've received. And you can see in here we have the top notification from Adriana, Are you there? And I can scroll through to see any alerts that have come through earlier on in the day.

Now something else I can do here is if I hover my mouse over this alert, notice that I have three dots. So when I click this, it's going to open up a contextual menu, which allows me to manage my Notification Settings. So if I simply want to turn off all notifications that are coming from Microsoft Teams, I've got the option to do that quickly, just there. If I want to go a bit more in depth with how I'm handling my notifications, I can open up the Notification Settings. And that's basically going to jump across to Settings and into the Notifications area. We can then determine what type of notification we receive.

So if we just select this first option, it's just going to show that notification banner in the bottom right-hand corner when a notification comes in. But if we have this one ticked as well, it's also going to show that notification in the Notification Center. Now I always like to have both of these ticked because I like to see when the actual message, whatever it might be, comes through.

But if I happen to be away from my desk, when this banner comes up, I like to know that I can go to my Notification Center and review anything that I've missed. And there are various other settings that I can define in here. For example, if I want or don't want to play a sound when a notification arrives.

Now, the biggest thing to know, here is this breadcrumb trail at the top. It says we're in System, Notifications, Microsoft Teams. And this is a mistake that people often make. The settings that I'm changing here are just specific to notifications for Microsoft Teams. So if I was to turn notifications off, I'm not going to receive notifications related to Microsoft Teams, but I will receive them related to other applications. So what do I do if I want to globally turn off all notifications?

Well, I can use my breadcrumb trail to go back a level. Because this is where we have our global settings. So if I want to stop notifications from all applications, I would turn it off just here. If I click on this, it's going to give me a drop down where I can set my global settings. This setting here is going to allow all notifications to play sounds.

If I only want certain applications to play sounds, for example, maybe I only want a sound when an email comes in. I could disable all notifications, and then enable sound specifically for Mail. And you can see underneath we have a list of all of our applications. So if I scroll down and find Mail and click it, I can turn on notifications for Mail and I can choose if I want to play a sound or not. So in this case I do. So, just be aware of that. You can customize notifications for each individual app, but your global settings are controlled in the Notifications Area in System.

## Video: Using Focus Assist

**Deb:** In the last lesson, we spoke about notifications. And in the busy world that we live in notifications can be a little bit distracting. We're always getting emails and invites to meetings and messages sent to us through Teams. So sometimes it can feel like an endless stream of pop ups and banners.

And if you're trying to focus on a particularly important piece of work, maybe you have a deadline or something to get done, it can be quite nice to disable all notifications for a specific amount of time. And that is where the Focus Assist utility in Windows 11 comes in. And Focus Assist is like closing your door and putting a Do Not Disturb sign on the outside. So where can we find Focus Assist?

Well, we did briefly mention it in a lesson at the start of this course, we're going to find it in our Quick Settings. And if you recall, our Quick Settings can be found in the Taskbar. If we click on this little group of icons towards the end, that's going to pull up the Quick Settings panel. And notice in here, one of the buttons that I have is Focus Assist.

Now the buttons that you have in here might be different to the ones that I see. So if you can't see Focus Assist, click on the pencil icon at the bottom to edit the Quick Settings, choose Add, and you should see Focus Assist listed in this menu if you don't already have it displayed. When you click done, you should then see this Focus Assist button.

Now the Focus Assist button has a few different states. And at the moment my Focus Assist is turned off. So, I'm going to receive all notifications as they come through. Now if I click this button once, it's going to take me into Priority only mode. And this basically disables all notifications, except for applications that I've listed as priority. And you can create, build, and add applications to a priority list.

The second state that we have is Alarms only. And this will hide all notifications except for alarms. If we click this button again, it's going to turn Focus Assist off. Now one thing you'll probably notice is that with either of these options, Priority only or Alarms only, neither of these blocks all notifications. And if you do choose either of these options, when you turn Focus Assist off again, you're going to see a summary of all of the notifications that you've missed whilst you've been away.

Also notice that if I do have Focus Assist turned on, when I look at my Taskbar right in the corner here you can see I have that little crescent moon icon. So that's a way of letting me know that I have that option turned on. Now I'm going to turn mine off.

Now we do have some settings that we can adjust for Focus Assist. And the quickest way to get to this is to right-click on the button and choose go to Settings. So this is going to jump across to the Focus Assist category in system. So we can choose to turn Focus Assist Off and receive all of our notifications, Priority only or Alarms only. So this is the same as toggling that button in the Quick Settings panel.

But if we choose Priority only remember that's going to give priority only to apps we define. And this is where you can come to customize your priority list. And if we scroll down to the bottom, we can add specific apps that we want to receive notifications for or even specific contacts that we're interested in.

So maybe I want to disable all notifications from anyone aside from my manager, I could add his name into here. And those are the only notifications that I'm going to see. And if we scroll down a bit further, we have some automatic rules that we can set up as well. So I can specify a time period where I'm using the Priority only Focus Assist.

The next one down is an interesting one. So when I'm duplicating my display, I'm receiving only alarms basically duplicating what you have on your screen. And the example I would give where this comes into play would be if I was attached to some kind of projector or I was doing a presentation, I probably don't want notifications to come through if I'm attached to a screen that everybody can see. So this would be where I can manage that setting.

I could also choose to set one of the Focus Assist options when I'm playing a game or when I'm using an app in full screen mode only. So, definitely jump into here and set up the types of notifications you want to see.

## Video: Exercise 08

**Deb:** It's time now to do Exercise 08 where we can practice some of the skills that we've learned in this section. So the first thing I'd like you to do is review your Notification Settings, and set them up so that they're suitable for you and how you work. I'd also like you to practice toggling the Focus Assist mode, and cycling through the different states.

And the final task here is optional. If you choose to use the Priority only mode in Focus Assist, I'd like you to build a list of applications to use with Priority only. And if you'd like to see my answer to this, then please keep watching.

So the first thing I asked you to do was review your Notification Settings. And there are a couple of different ways that we can get to our Settings. If I click on the Date, that's going to pop open my notifications at the top here. And what I could do is click these three dots and go to Notification Settings. Alternatively, I can go into Settings, and from the System category, expand Notifications.

Now remember, when you're working in Notifications, this top toggle here specifies if you want notifications for all applications, or if you don't. So if you don't like notifications at all, then you can simply turn this off. However, I'm going to keep mine turned on. And what you could then do is go through each of your applications and customize how you want to receive those notifications.

For example, with your Mail. Do you want to receive notifications? Do you want banners? Do you want it to show in the Notification Center? Do you want to play a sound when a notification arrives? So take a look through here and set this up so that it's going to be suitable for you. The next thing I asked you to do was to practice toggling off and on the Focus Assist mode and cycling through the different states. So for this, we need to go to our Quick Settings panel, and this is the Focus Assist mode.

So currently, mine is set to Priority only. But I can click to go to Alarms only and click to turn Focus Assist off. And then as an optional final task, I asked you to build an apps list that works with Priority only. So if you do choose to have the Priority only status set, what you can then do is right-click and go to Settings, and customize or build a priority list. And this is where you can go in and add applications and contacts whom you want to receive notifications from whilst keeping all other notifications disabled.

## Section 9 - Using Windows Search

### Video: Using Windows Search

**Deb:** Something that you're gonna find yourself doing a lot in Windows 11 is searching for files, folders, applications, web pages. And to help us with that, we have a dedicated Search button. And the Search button, if we go down to the Taskbar is this one here, the icon that looks like a magnifying glass.

Now again, this is one of those options that you can turn off or on. So if you can't see the magnifying glass down here, we're going to need to jump into Settings, down to the Personalization category, and we're going to select the Taskbar subcategory, and notice here Taskbar items. You'll probably find, if you can't see Search, you've got this toggled off. Because when I toggle mine off and go back to the Taskbar, that magnifying glass has disappeared. So, make sure you have that turned on so you can see Search.

So let's click on this icon. And it's going to take us to a window that looks familiar; this is effectively part of the Start menu. And what we can do up here is we can just type in our search term. So let me type in the word London. Now notice here I'm getting a lot of different search results. So the best match is a folder that I have on my PC called London. But I also have some other results. So it's also searched the web for London. And it's showing me some frequent search terms. So no surprise here, London weather is the first one, I can also see some folders that I have that contain the word London. And I also have a couple of photos with London in the name as well.

So, this really is a universal search. And you can see what it's searching across at the top here. So I'm currently showing all search results. But it's going to search through all of my apps, all of my documents, the web, and also more items. So basically, everything on my PC. Now if I wanted to narrow this search down, so maybe I'm not interested in the web results, or photos or anything like that, maybe I'm just interested in any documents.

Well, I can filter this down by using these buttons at the top. So if I click Documents, it's going away, it's searching, and it's found a file that contains the word London. And this is really important, it will search through all of the content in the file as well. Notice that the file names that it's pulled back, don't have London in the title, but I've got the word London somewhere in these documents.

If I remove this and search for something like Excel, maybe I'm not interested in any documents or anything else, maybe I just want to find the Excel app. I can see it there at the top. But if I click Apps, it's just going to search in Apps, and I get a refined list. The other thing I can do from here is I can launch apps and documents. So if I find something in Search and I want to open it up, I can simply click and it's going to open up Excel. So it's not just a search, you can also launch applications from there as well.

Now what if I want to do a slightly different search? Maybe I want to search for a setting. And again, this is something I find myself doing all the time. You've probably got the idea now that there are a lot of settings in Windows 11. And sometimes if I want to do something really quickly, I haven't really got the time to open up Settings and browse through every category searching. So maybe I want to quickly find how to adjust the brightness on my PC. So let's type in brightness. And if I want to refine my results and just search in Settings, I can click the More drop down and use the Settings filter. And there it is, Change brightness level. If I click it's going to jump me across to settings and I can now simply adjust the brightness of my display.

Now, Search also extends to File Explorer. If we open up File Explorer, you'll notice that we have a Search bar on the right-hand side. And this will allow you to search for any files or folders on your PC. And one important thing to note here before you start typing in your keywords, is can you see that mine says Search Quick access? And that is because I'm clicked on the Quick Access folder. So currently, it's only going to search through the sub folders within Quick Access. So, make sure that you're clicked on the correct folder before you run your search.

If you just want to do a universal search of everything on your PC, select This PC, but just be aware if you have quite a lot of files the search can sometimes take quite a long time. So I'm going to limit my search to the work files folder. I'm going to enter in my search term which is beginners and hit Enter, and it's going to pull back any files and folders that contain the word beginners. And you can see that word highlighted in these file names.

Now I can also refine my search even more. So maybe I'm only looking for Excel spreadsheets that contain the word beginners. Now notice here I have a Type column, which tells me the type of document. Now if you can't see this type column, you're going to need to jump up to View and make sure that you have this option selected, Details. Because once you have that selected when you hover over the type heading, we have a drop down and then we can then choose the specific type that we're looking for. So I'm interested in anything related to Excel.

So, we're going to select this one and that one, and now my list contains just XML documents. Once you're finished with the search, click the Close Search button to remove your search terms. So, Search in Windows 11 is a really powerful tool if you're looking for files, folders, apps or settings on your PC.

## Video: Using Voice Commands with Cortana

**Deb:** Cortana is a voice-activated tool that lets you control software, do searches, or ask questions. Think of it like Siri for the PC. Now, if you're used to using older versions of Windows like Windows 10, if you recall, we had a Cortana button in the Taskbar. But if you take a look at my Taskbar, I don't have anything down here related to Cortana.

So, we're going to need to jump into Start and Search for it. So let's click on Start, I'm going to go up to Search, and let's just type in Cortana. And I can see there it is at the top. And what I'm probably going to want to do here is right-click and pin it to my Taskbar so that it's easy to access. So let's click to open up Cortana.

Now the first time that you use Cortana, it's going to ask you to sign into your Microsoft account. So I'm quickly going to do that. And once you've signed in, you then need to accept Cortana's terms and conditions. And if you want to read all of them, just make sure you click on the Microsoft privacy statement link at the bottom. Now I'm going to accept and continue, and now I'm in the application.

Now the idea behind Cortana is that I can use voice commands to receive information. So that might be something as simple as what the weather is like in a certain location, or any other question. Now Cortana works in a couple of ways. You can use your voice to activate or you can type a question. So I'm going to start by typing. Let's ask her, What is the weather like in Dubai? And let's click the paper plane to send that question through. And you can see immediately Cortana has responded and I'm getting very jealous by that weather in Dubai; 27.1 degrees. So you can type your questions into Cortana.

However, the beauty of Cortana and the real power lies in the voice activation. So if I want to use my voice to get information from Cortana, all I need to do is click on the microphone button in the bottom right-hand corner. Now notice that I've issued a few different voice commands to Cortana, and I've been unsuccessful. I asked Cortana to launch File Explorer, and also adjust the brightness of my display. And both times I received a message saying, Sorry, but I can't help with that.

Now if you're getting a message like that, when you try and do similar things, it's probably going to be because you are outside the US. Launching applications is available within the US only. So if you're like me and in the UK or other parts of Europe or the world, then unfortunately, you're not going to be able to use Cortana to open apps, yet. I'm sure this is a feature that will be changed somewhere down the track.

We can however still use Cortana to quickly get to information that's of interest to us. So let's try asking for the weather again but this time, using our voice. What is the weather like in Rome, Italy? Right now it is mostly clear and 15 degrees. And there we go. Cortana has understood me and it's issued me with a result. Let's try something else. What's the time in Sydney, Australia? It's 10:21 in Sydney. And there we go. She's understood me again and pulled back the result. Let's try one more.

How do you spell permanently? Here's what I found. And all three times, she's basically done a search of Bing in order to provide the answer. So she's just doing a web search. Now notice every time I want to use my voice, I need to click on the microphone button in the bottom right-hand corner. But there is a simpler way of activating Cortana. And that is by turning on the Hey Cortana setting. This way, every time you say the words Hey Cortana, she's going to listen, and then you can issue your command. So this means you don't have to keep clicking on this microphone icon. So how do we turn on that setting?

So for this, we're gonna jump up to the three dots and open up the menu and go into Settings. So let's jump into Microphone settings, first of all, and then across to Microphone permissions. This is basically going to jump across to the main Settings. And one thing to check in here is that with regards to Cortana make sure that you have your microphone turned on. Let's go back to Privacy and Security. And this time we're going to go into voice activation. And this is where we can set up Cortana as a key word.

Now in Windows 11, it appears that they have changed this. In Windows 10, you used to say Hey Cortana whereas in Windows 11, it is simply Cortana. So I'm going to turn this setting on. So now when I want to ask a question, I just need to make sure I say this word before and the application should activate. So let's give it a go. Cortana, how old is Lady Gaga? Stephanie Joanne Angelina Germanotta. And there we go; she's now done another Bing search. And I have a lot of information about Lady Gaga, including the answer to my question.

Now, obviously, if you are in the US, then you're going to be able to do many things with Cortana that I can't do because I'm in the UK. For example, you can use Cortana to launch applications or add different items to your calendar. And if you want to know exactly what Cortana can do, simply ask her the question, Cortana what can you do? Why don't you ask me what the weather is like? Cortana what can you do? You could ask me to look up a fact such as how tall is Ben. Cortana what can you do? Want to check in on the news.

So each time I say what can you do? She's given me a different example of the types of information that she can provide for me. So, this can be super useful if you're not sure exactly what to ask.

## Video: Exercise 09

**Deb:** It's time now for us to do Exercise 09, where we're going to practice some of the skills that we've learned in this section. So the first thing I'd like you to do is use Windows Search to find all files on your PC with a .pdf file extension.

If you don't have any, I'm more than happy for you to use a different type of file extension, for example, .docx to find Word documents. I'd then like you to use Windows Search to find the Set Up a PIN system setting. I'd then like you to open Cortana and ask her a question of your choice. And then finally, I'd like you to modify Cortana's Settings so that she is activated by the word Cortana. And if you'd like to see my answer, please keep watching.

So the first thing we need to do here is use Windows Search to find all PDF files on my computer. So we're going to click the magnifying glass icon, and in the Search bar, I'm simply going to type in .pdf. And what I can do is click on Documents, which is going to narrow it down just to all of the PDF documents that I have. So really nice and straightforward.

The second thing I asked you to search for was I asked you to look for the, so up here, I'm going to say Set up pin. And there it is, set up a PIN sign in. When I click it, it's going to jump me across to the relevant section within Settings.

Next, I asked you to open up Cortana. So for this, we're going to go into the Start menu, find Cortana. Let's go into all apps, there she is. Let's open her up. And then I asked you to ask her a question. Now you could type in the question, I'm going to use my voice, How tall is Mount Everest? And there is my answer.

Now instead of clicking on voice activation each time we can set this up so that when we say the word Cortana, she automatically responds. So for this we need to go up to the three dots and jump into Settings. I'm going to go to Voice activation, and Voice activation permissions. And from here I need to make sure that I have this turned on, Let Cortana respond to the Cortana keyword. Once we have that setting turned on, we can then utilize it. Cortana, how high is Ben Nevis?

## Section 10 - Changing Password Sign-in Options

### Video: Changing Password Sign-in Options

**Deb:** We've spoken a lot in previous lessons about signing into our computer. And we've explored the Pin and the Password options. But there are other ways to sign into your computer. And this really very much depends on the type of computer that you're using. For example, I have a very new laptop. And so on my laptop, I have the ability to sign in using facial recognition, or a fingerprint scan.

Now, it might be that the laptop that you're using doesn't have those technologies. If not, that's fine, you can carry on signing in using a Password or a Pin. But for those of you that do have an inbuilt camera into your laptop, or even a fingerprint scanner, let's take a look at how you can set those up to make signing in even quicker and easier.

So for this, as you might guess, we are going to jump straight into Settings. And we need to go to the Accounts category. And the subcategory that we want is this one here, Sign-in options. Now as I said, depending on the type of device that you're using, you may not see the same things that I see here. So if you have a camera on the laptop or device that you're using, you could choose to set up facial recognition or as we call it, Windows Hello. And this will allow you to sign in using your camera. And this is a really quick way of signing in.

If you boot up your PC and you're on the lock screen, your camera on your device will automatically scan your face. And if it recognizes your face, it's going to sign you straight into Windows. The second option we have here is Fingerprint Recognition. And I'm actually going to set up Windows 11. So that I can sign in simply by using my fingerprint. Now to do this, you have to have a fingerprint scanner on the device that you're using.

And for me, that's just a little square that's underneath the number pad on my laptop. And, many of the newer models of laptops will have this. So what I'm going to do is I'm going to click Add a finger and get started. Now it's asking me to confirm that this is me. And because I've already set up a PIN, that's what it's asking me for. So now I just need to follow the prompts.

So it's asking me to repeatedly lift and rest my finger on the sensor until the setup is complete. So I'm going to use my index finger, I'm going to touch it and lift it. And you can see each time I touch and lift, it's building a better picture of my fingerprint.

And there we go, once it has a full fingerprint scan, it's all set up. And I can now use my finger to sign into Windows. So let's click on Close. And then of course, the other options that we have in here are ones we've already explored, we can set up a Pin, or we can simply use our Password. So if you don't have these other methods of signing in, don't worry, you're always going to have Pin and Password no matter what device you're using.

So now, I'm going to lock my screen, Windows Key + L, and I'm going to use my fingerprint to

sign in. And there we go. It's as simple as that. Now if you are using a password to sign into Windows 11, at some point or another, you're probably going to want to change that password. So let's take a look at how we can do that. If we use the breadcrumb trail at the top and go back to Accounts, we need to go into Your info. And then right at the bottom we have Manage my accounts.

So this is going to basically jump me across to my Microsoft account. And from here I have a link at the top here where I can change my password. Now if you're using a Local account as opposed to a Microsoft account, if you need to change your password, you need to go back to Sign-in options and then when we have the Password section, you have a Change Password option just here.

## Video: Managing Multiple Accounts

**Deb:** User Accounts are where your files and your settings are stored. But it might be that you want to set up multiple User Accounts on one computer. For example, if you share a computer with other family members, it's always good for each person to have their own separate account because it means they have a private place to have their own files and their own settings. So, how do we set up multiple User Accounts?

Well, as you can imagine, we are going to dive straight back into Settings. And for this, we want to go to the Accounts category, and then straight down to Family and other users. So this is where you can come to add other User Accounts. Now one thing you need to remember is that there are two different types of accounts. There is Admin and there is Standard, and Admins have full control over the system.

So, there are lots of things that admins can do that people who are just members or Standard users can't. Now if you only have one account on your computer, then by default, that account is going to be the Admin. And one of the things that Admins can do is that they can make User Accounts for other people.

So, if you want to add somebody, you just need to click on Add Account. Now notice on this page, you can choose to add a family member, or you can choose to add other users. So let's use the Add Account button underneath other users. Notice here it's asking for valid Microsoft credentials. So if the person you're setting this account up for already has a Microsoft account, you can simply use their email address to set up their account. But what if you don't know their account details?

Well, if you don't, let's click on the link underneath, "I don't have this person's sign-in information". Once again, Microsoft are going to try and push you towards creating a Microsoft account. And if you want to do that, that is perfectly fine. And remember, with Microsoft accounts, you can link to a lot of the online services. But maybe you just want a different account on this PC, and you don't care if it's not linked to anything else.

If that is the case, you can add a user without a Microsoft account, which is what we're going to do here. So let's click on Add a user. And we can then type in a username and a password. So let's add Ben Smith, and let's set a password for him. And you're always going to be asked to provide some security questions just in case you forget your password.

So once you've entered those security questions and answers, you can now see that Ben Smith has a local account on this PC. And you can carry on adding other users depending on how many people are going to be using this PC. Now if you're the Admin here, and you're adding other users remember that they're just going to be set up with a Standard account, not an Admin account. But as the administrator, you can change that.

So if you want other people to be able to administer the computer, then you can change the account type that they're using. But remember, only Admins can do this. So if I want to make Ben an administrator, I can click the drop down, and I can go to Change account type. I can see

that currently Ben is a standard user, but I can turn him into an administrator and click Ok.

Also notice underneath, if I want to remove any users, I have a Remove button just here as well. And a really important point when it comes to deleting users from your computer, it's going to delete the user. And it's also going to delete all of the files from the home folder that's created for them. If you remember, in File Explorer, everybody gets a user's folder with their name. And that is where all of their files and folders are stored.

So, if Ben has been using this computer for a while, and he's got a lot of files stored in File Explorer, if I was to just go in and delete him, it's going to delete all of those files. So you want to make sure that Ben has a copy or at least a backup of those files before removing him from your PC. So now that we have Ben set up, let's go to our lock screen.

And you can see in the bottom left-hand corner, we have all of the accounts of the people who have access to this PC. So if Ben now wants to use this PC, he can simply select his name from this list and provide his pin number or password to sign in.

## Video: Exercise 10

**Deb:** It's time now for Exercise 10, where we're going to practice some of the skills that we've learned in this section. So if available on your device, I would like you to set up facial recognition or fingerprint scan to sign in to Windows 11.

Next, I'd like you just to make sure that you know where you need to go to change your password. Remember, that's going to be different depending on if you're using a Microsoft account or a Local account. And then finally, if you have any other family members who use your computer, I'd like you to create an account for them. If you'd like to see my answer, then please keep watching.

So the first thing we need to do here is jump in to our Sign-in options. So we're going to click on the Start menu and into Settings, we're going to go down to Accounts. And then from within here, we have our Sign-in options subcategory.

Now remember, if you don't have a laptop or device that has a built-in camera, or a fingerprint scanner, then you'll simply need to use a pin code or your password to sign in. However, if you do have a camera on your laptop, or a fingerprint scanner, I'd like you to set it up so that you can sign in using one of those options. For example, if you have a fingerprint scanner, we can click to expand this section, and we can add a finger.

Once we do that, it's going to walk us through the process of scanning our finger in by giving us some instructions. So for this, I just need to tap my finger on my fingerprint scanner, so Windows can build a picture of my fingerprints. And then I can use that going forward to sign in to Windows. The same thing for facial recognition. I can click the Setup button, and when I click Get started, it's going to take a scan of my face. And then I can just use my face looking directly at my camera to sign into Windows.

The second thing I asked you to do was to verify the know where to go to change your password. And it's on this Sign-in options page underneath this Password section. When you expand you have a Change button. And then it's going to take you through to change your password depending on if you have a Microsoft account or a Local account.

And then finally, I asked you to practice setting up multiple users on your computer. For example, if you have other family members that share your computer with you, you can give them all their own account. So for this, we need to go back to Accounts and down to Family and other users. This is where we can see any family members who have currently been added, and we can add other users or add other family members. All we need to do is click Add Account, and then it's going to walk us through the process.

So if the person that you're adding has a Microsoft account, you can enter in their email address in here. If they don't have a Microsoft account and you just want to set them up as a Local user, click "I don't have this person's sign-in information", and then Add user without a Microsoft account. And you can then type in a username, set a password, and that person has an account on this PC.

## Section 11 - Set Up a Backup

### Video: Set Up a Backup

**Deb:** It's really important to have a robust backup system to protect your files. Because as we all know, and as some of us might have already experienced, a computer can break, or we might lose it. And if we don't have a backup of our files, those files are gone forever. And if those are work files, that could be particularly disastrous.

So, we always want to make sure that we have an extra copy of all of our files stored off somewhere safely. And this is where Cloud Storage really comes in handy. Because effectively, if you use a system like OneDrive to store your files, all of your files are already backed up in the cloud and stored on the Microsoft servers. But what if you don't use OneDrive or you don't use the cloud at all, and you just have all of your files stored in your home folder on the C drive?

Well, in that scenario, you're going to want to make sure that you're doing regular backups. And there are a few different methods that you could use, some are more manual, and some are automated. Now, the first thing you really need to do is identify what exactly it is that you want to back up. So for example, if we open File Explorer and go to This PC, we have our standard folders that are created for us when we create an account. And unless you've created alternative folders, the majority of your work is going to be stored in these. And this is why I highly recommend using the folders that come with Windows. It just makes it a lot easier when it comes to things like this; things like backing up.

Now, if you were to go on to any Microsoft website, they will always encourage you to use OneDrive to store all of your files and folders. Because as I said, anything stored in the cloud is stored on the Microsoft servers and you can always access them. So, it's like an instant backup. So if you take a look at my folders, I actually store pretty much everything in OneDrive. You can see I have my Documents folder here, which is the folder that contains the majority of my work. So, I use OneDrive as a backup for my files.

And if I go down to my little OneDrive icons at the bottom here, and you can see that I have two of them because I have two OneDrive accounts, if I right-click on one of these little cloud icons and go into Settings, we have a Backup tab just here. And if we jump into Manage Backup, you can see that it's going to back up everything stored on my Desktop, everything in Documents and everything in Pictures.

Now, if you don't use OneDrive, you can do a manual backup instead. And when I say manual backup, that simply means copying important folders to some kind of external device. So, maybe you have an external drive. So, what you could do here is plug in your external drive. And the one I'm using just connects via the USB port on my laptop. As soon as that drive is connected, you can see that I can now see that as a D drive underneath Devices and Drives. So it's now available for me to access and save files and folders too.

So if we double-click on the device, you can see that I have three folders in here already, things that I've backed up. Now, because I don't use an external device to back up to, I use OneDrive instead, I don't have any folders here related to backup. I simply have some folders that are important that I don't want to lose. But what you could do is you could come up to the New button, create a new folder on your external hard drive, call it something like Backup, and then the date. Hit enter so that you have that new folder, and then you can go into your folder structure and drag and drop any files or folders that you want to back up to the external hard drive. And you could put a schedule in place to do that.

So maybe you mark it in your calendar that on the last day of every month, you're going to create a backup folder on your external drive, and then copy across all of the files that you want to back up. And if you do keep your files in the standard Windows folders, you can simply backup Desktop, Documents, Pictures and any other folders in here by dragging and dropping them. So let me show you a quick example. Let's expand Documents. Maybe I want to back up, let's go for this data files folder.

So, what I can do here is I can drag it and I can drop it to my backup folder on my external hard drive. Now notice normally the behavior in File Explorer when you simply drag and drop is to move those files. But because I'm moving from a local drive to a hard drive, the default is to copy, which in this case is going to be perfect. So I've dragged that folder on, it's now transferring or copying those files across to my backup folder. There is that folder. And then within that I have all of the files contained within.

So, those are your two best options for backing up. Either use OneDrive or some kind of cloud storage, or manually copy important files or folders across to an external storage device. A third option would be to purchase Backup Software. And with Backup Software, you're probably going to have to pay a fee for that. But what it will do is it will allow you to schedule daily, weekly, monthly backups that will run automatically so you don't have to manually create your own folders on an external hard drive and move files across yourself. So, you might find that that is going to be more suitable for you.

But whichever way you go, you have a few different options there. So if you're not already backing up your files, I suggest you start to think about how you might want to do that.

## Video: Exercise 11

**Deb:** It's time now for Exercise 11, our final exercise in this course. And in this exercise, we're going to practice some of the skills that we learned related to performing backups. Now this exercise very much depends on what your setup is. So if you are using OneDrive, I'd like you to check the Backup Settings to make sure that your important files are being backed up.

If you're not using OneDrive, and you have access to an external hard drive, I'd like you to attach that drive to your computer and create a backup. If you don't have an external hard drive but maybe you have something like a USB stick with enough capacity, then please feel free to back up to that instead. And if you'd like to see my answer, please keep watching.

So the first thing I asked you to do here is if you use OneDrive, I want you to jump in and check your backup settings. So I am using OneDrive and I use OneDrive as my backup to the cloud. So the way that you can check your OneDrive backup settings is to go down to your taskbar, find the OneDrive icon, which is this little icon just here, which looks like a cloud, right-click on it and go into Settings. Now notice here we have a Backup tab. And if you click Manage Backup, it's going to show you all of the folders that it's currently backing up. So for me, that is Desktop, Documents, and Pictures.

So in order to create a OneDrive backup of your files, you need to make sure that your most important files are saved into one of these three folders. So, make sure that you check that so that everything important is getting backed up.

Now the other way that you can back up, particularly if you don't have access to any cloud storage, or you don't want to use it for whatever reason is you can manually backup your files to an external hard drive. So what I can do here is I can open up File Explorer and go to This PC, and I can connect an external hard drive.

Once I've connected it, it's going to show as a D drive in File Explorer. And from there, I can double-click to open it and I can create a folder for any backups. And you can see here is the one that I created in the lesson. So all you need to do here is jump up to New and select New Folder, name it Backup and the date, and then you can simply drag and drop your important files to the backup folder on your hard drive.

Once you are done, you can disconnect your hard drive and you have your backup. And it's worth noting this is exactly the same process if you're plugging in a different type of device. So if you have a USB stick that you've plugged in, it's going to appear here underneath Devices and Drives and you can simply drag and drop.

## Section 12 - Course Close

### Video: Course Close

**Deb:** An enormous congratulations, everyone, for making it all the way through to the end of this course on Windows 11. We've covered so much over the course of these 11 sections, and hopefully you now feel that you have the skills to feel confident moving forward with Windows 11.

Of course, there is always so much more to learn. But the fastest way to pick up new skills is simply to use Windows 11, and practice, practice, practice. I hope that this course has given you a good foundational level of knowledge from which you can build other skills.

It's time now for us to close out this course. I really hope you've enjoyed it as much as I've enjoyed presenting it. Once again, my name is Deb and we hope to see you again on another course. Bye for now.