Computer Basic: Windows Made Easy!

Overview: Learn about the Windows Operating System (OS) from Microsoft! Learn more about it, as well as useful shortcuts, tips, and other tricks! Use the Taskbar, Snap, Snip, and the Start button to personalize your computer! Change settings, too!

Student Skill Level: Beginner/Intermediate

Requirements: Good mouse skills (ability to move the mouse on the computer screen and click or double click as required with minimal assistance)

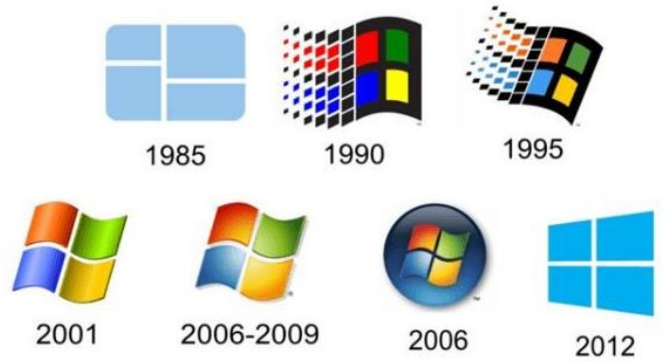
Objectives

- Define Windows OS
  - What is Android, and Apple?
- Locate and use the Taskbar
- Locate and use the Start Button
  - All Apps
  - Search
    - NotePad
    - Snipping Tool
  - Snap Feature
- Pin To Taskbar
- File Manager
- Internet Concepts:
  - Connections
  - Apps
  - Searching

Windows, Apple, Android

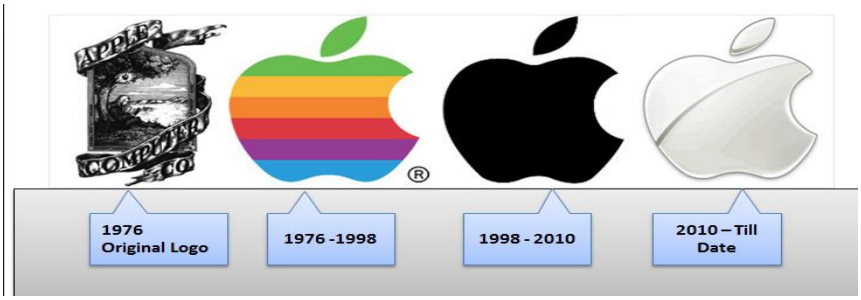
When we talk about computers, we talk in the language of **Operating Systems** (OS). It is the largest and single most important app, or piece of software, in a computer device (remember, computers are not just desktops or laptops. Almost anything you can think of can be a computer device!). We must, first, know what OS we're dealing with so that we may learn how to operate and manipulate the computer.

Windows is the OS we're using now. It's made by Microsoft, and it's been in common use since the late 1980s (in the 1960s, 70s, and 80s, **DOS** – Disk Operating System – was the major player in the market). Windows replaced the "clunkier" DOS with a **GUI** – Graphical User Interface. It makes the computers easier for us to use.



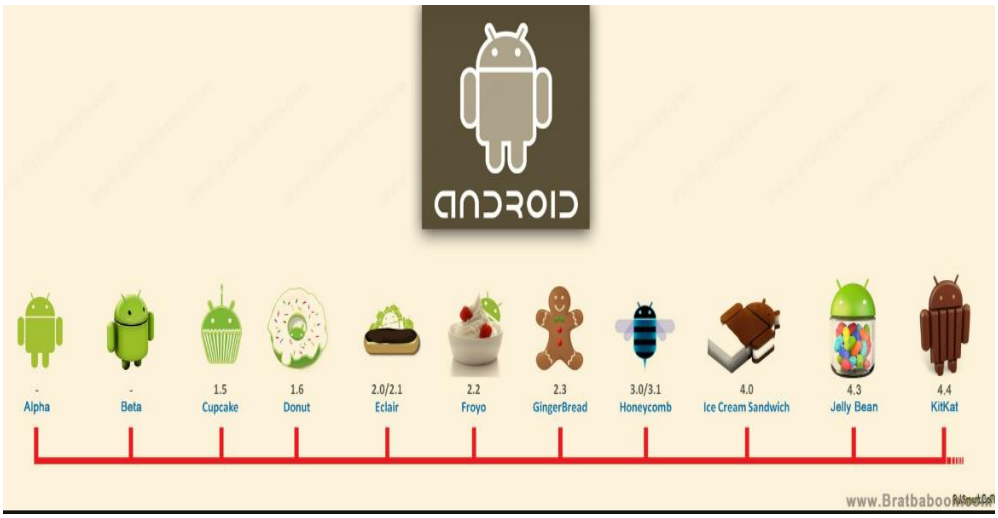
windowspic.twitter.com/q4rU0dV3po

Apple was the first company to fully appreciate GUI and see its potential for regular consumers (not programmers). It had the first graphic interface and **mouse** system in 1985. The problem with graphics is the fact that they take up a lot of memory space on a computer, and they are harder for the processor to "reproduce" on the screen. This made the Mac **expensive to make, and expensive to buy, but EASIER to use**.



http://lofrev.net/history-apple-logo-pictures/

Android is the latest player in the computer game, and its focus is the **mobile** market. It first appeared on the market in 2008, fully 23 years after the Mac. It's still number 1 in the mobile market, followed closely by Apple (they trade spots a lot). Windows was late to the game, and so are still a distant third.



Back to Windows: Taskbar and Start Button

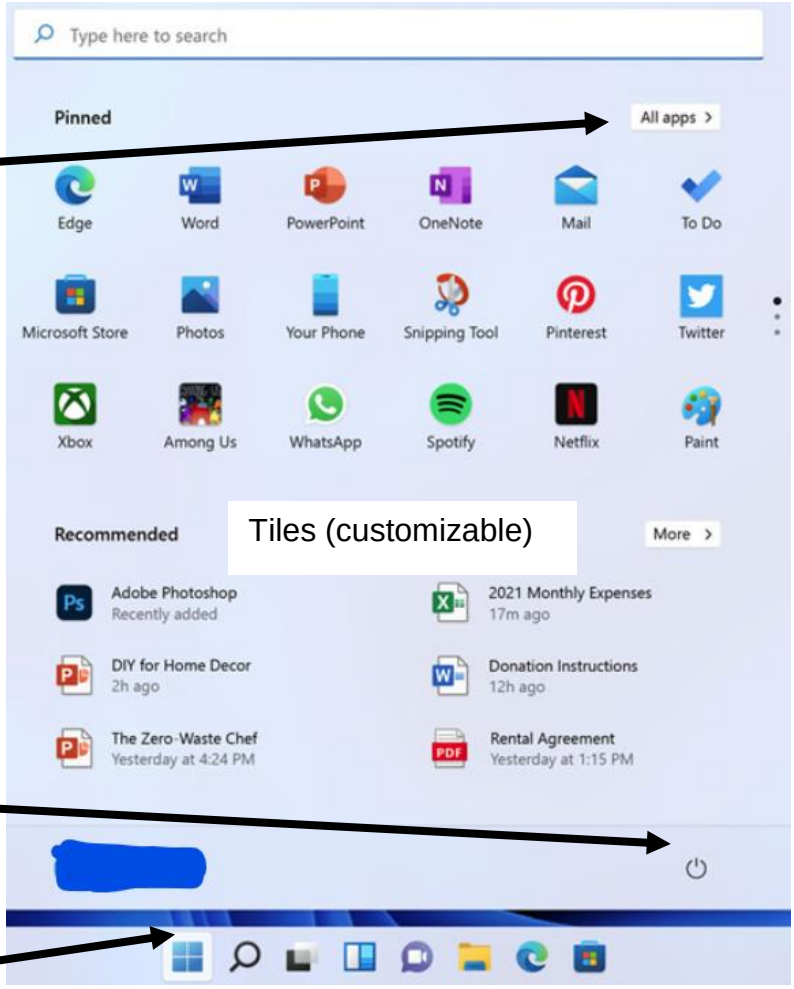
The **Taskbar** is common to all Windows-based computers (even in Windows 8 – it's on the Desktop). It allows you to easily control your display on the screen, and also toggle between multiple open programs. It may help to think of the taskbar as a "back burner" on a stove. It's the place you may put items to simmer and wait while other things are cooking!

Most of the time, the bar is located at the bottom of the screen, and this is the best place for it. It's out of the way and easily available to use. The **Start button** may be on the left, or towards the center, depending on which version you're using. The current date and time are on the right.

Search Bar

All Apps

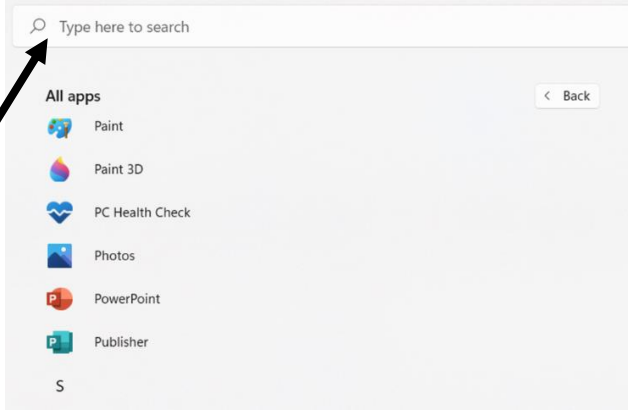
Clicking the **Start** button opens the redesigned Start menu. It includes the popular listing on the left, and now has **Tiles** on the right. **Tiles** are fully **customizable**.



Important functions we'll talk about later (**Settings**, and **Power**).

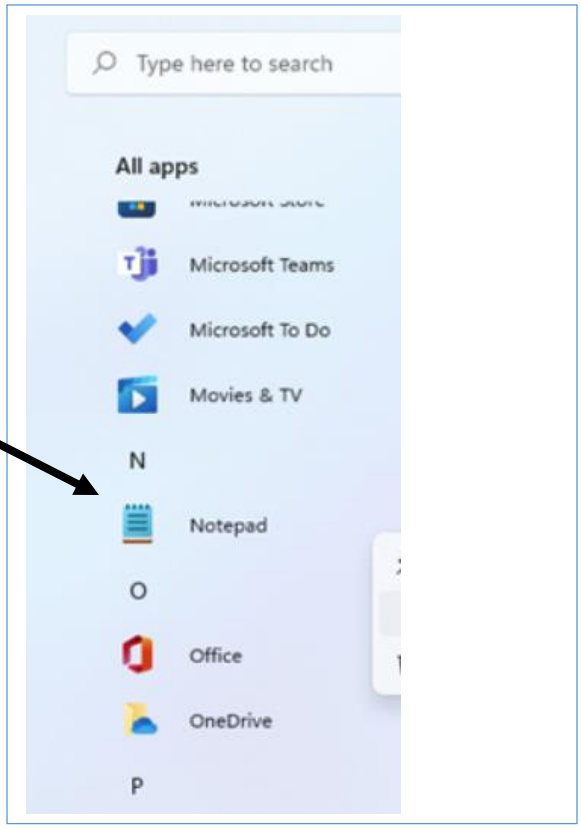
The Start menu allows users to see **all applications** on the computer

When you click the All Apps button, all the software applications loaded on your computer are listed here, starting with most used, then numbers, then going A-Z. You may browse through the programs and find out what's on your computer. If a program has a "**v**" to its right that means that there's more "under" the program.



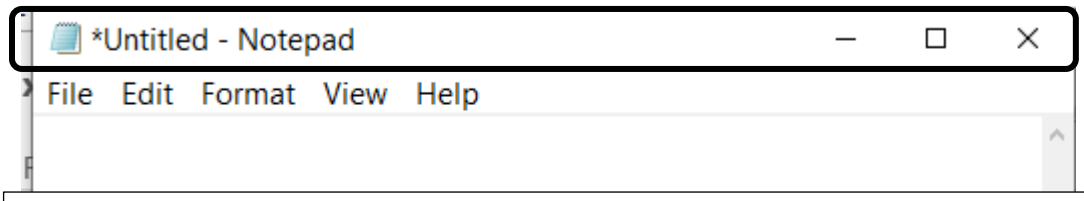
Use the search bar at the top to find any program on the computer. We will find the **NotePad** program.

Alternatively, just scroll to the "N." Click on **NotePad**.



Here's the top portion of NotePad. Please note the **Title Bar** at the top of the window.

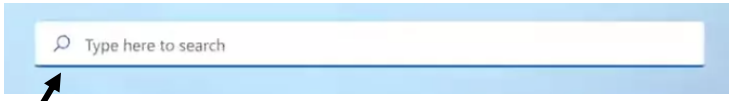
Title Bar



The **bar** has (L to R): The program icon, name of file, name of program, minimize, resize, and close buttons. **Below** the Title Bar is the **Menu Bar** which contains the commands and options available in the program itself. Below that is the "paper" to type on. Remember! The blinking **cursor** is where you will **type** or **paste** all items!

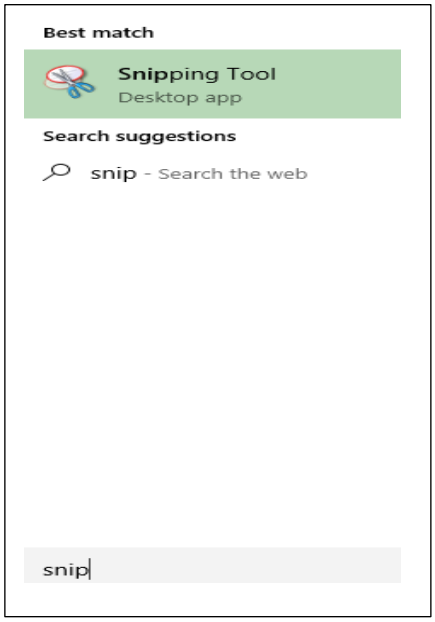
Snipping Tool

Let's use the search bar to find the **Snipping tool**. The search bar is **in the Start Menu**, so **click Start** and look to the top of the menu**. It will say, "Type here to search."** As long as there is a cursor blinking in the bar, we can search our apps on the computer and the web at the same time.



Blinking line is the cursor: |

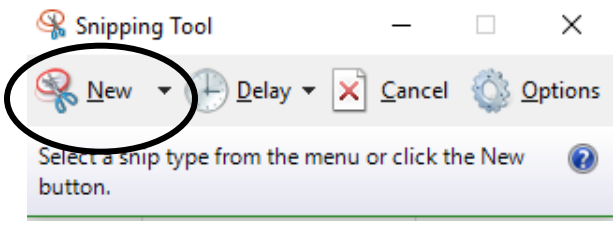
Type **Snip** in the box, and click **Snipping Tool** at the top.



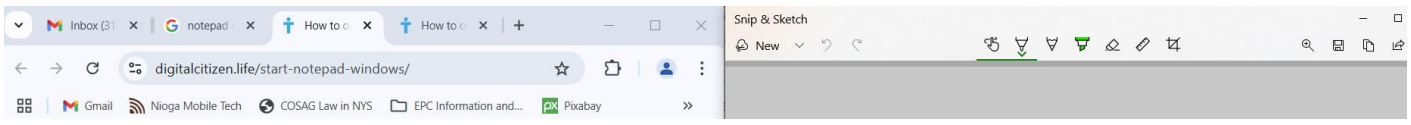
Make sure you have your screen ready to go before you click New in the Snipping tool. The Snipping Tool only works to take a screen shot of what is already open on your screen. The general steps to follow are here:

1. Open the Internet so we have something on the screen to snip
2. Position the item towards the center of the screen
3. Click New in the Snipping Tool
4. Notice the screen goes dark and a toolbar appears at the top of your screen. Your mouse is now a plus sign (aka a "reticle"). You are ready to create a square snip.
5. Position the mouse at the upper left corner of what you'd like to snip
6. Click and hold the left mouse button and drag down at a 45 degree angle to the bottom of your snip
7. Let your mouse button up, and the snip will appear within the tool. You may copy and/or save your snip.

If you've made a mistake, just click **New again** and create a new "snip" for your screen. This is an easy way to get pictures from Facebook, or get any other information off your screen to save as a picture file (.jpg).



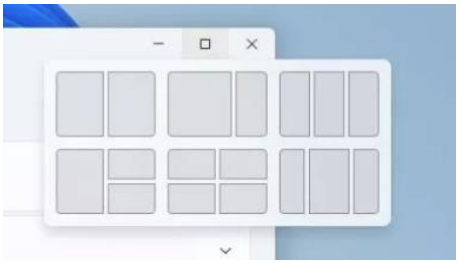
Snap the **snip** to take up ½ of your screen!



Snapping Windows

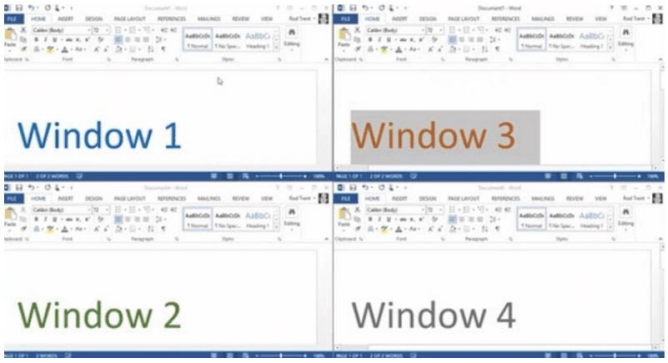
The **Snap** feature allows you to resize windows to exactly ½ or ¼ of your monitor size. Use the Title bar and mouse to snap windows. There are two ways to use this feature: Snap Assist, or dragging the windows.

This is Snap Assist. Place your mouse over the **resize** button in the upper right corner of the window. A visual representation of the snap will appear (This is called a “hover over menu”). Pick one and click. The window will resize to the shape you clicked!



Alternatively, you may place your mouse on the **title bar**, **click and hold the button**, and **drag** the window to the **right** side of the screen. “**Bump**” the mouse into the “middle” side of the screen (not a corner) and you will see a **light, white rectangle** filling up ½ of the screen. Let up your mouse button. NotePad will now take up exactly half of your screen.

You may snap windows in a 2x2 fashion, 3x3, or 4x4.



Once you find these nifty programs, you may want to have them in a convenient location so you don’t need to keep searching for them. You may choose to **pin** a program to the Start menu or the taskbar.

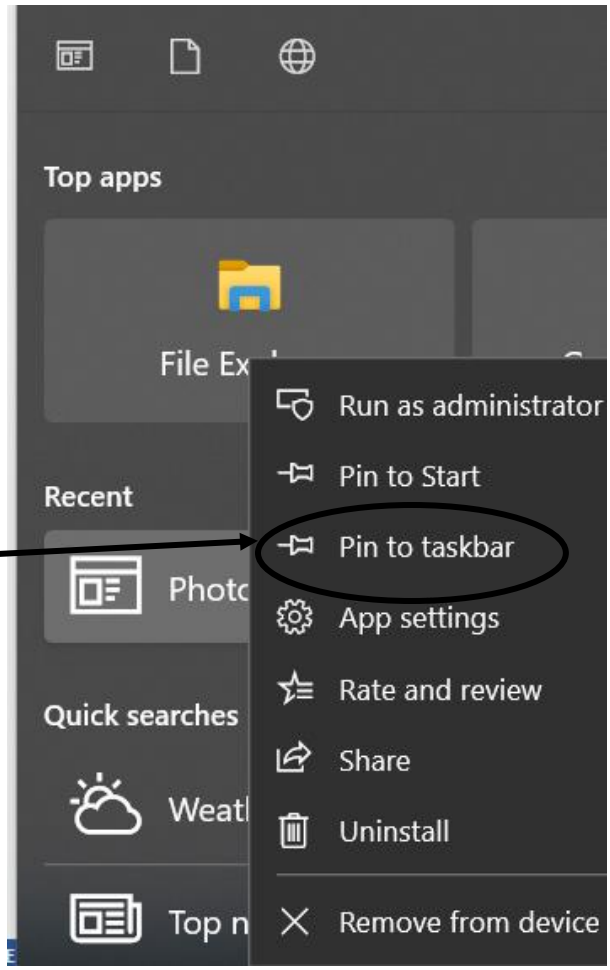
Example of different programs pinned to the taskbar.

Since we have a bunch of useful programs pinned to the taskbar already, let's search for Photos, then pin it to the Taskbar (these steps are the same if you'd like to pin to Start).

Once we search for, and find, Photos, we need to RIGHT CLICK on it. Right clicking brings up submenus. (If you have a touch screen, just touch and hold the item. A submenu appears).

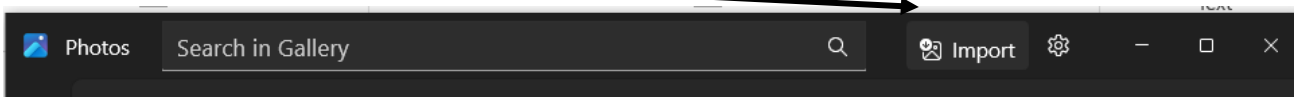
Submenus are just another way to get information on a screen. In this case, we see the options to "Pin to Start" and "Pin to Taskbar."

Please CLICK **Pin to Taskbar**.



The Photos App will appear as a tile on the Taskbar. You may click and hold a tile to drag it into the desired position in the menu (You can see it here).

The **Photos app** is excellent to keep nearby because it allows you to easily import images taken on a camera or phone. Just use your transfer cable to plug the device in, and then click **Import** on the top right:



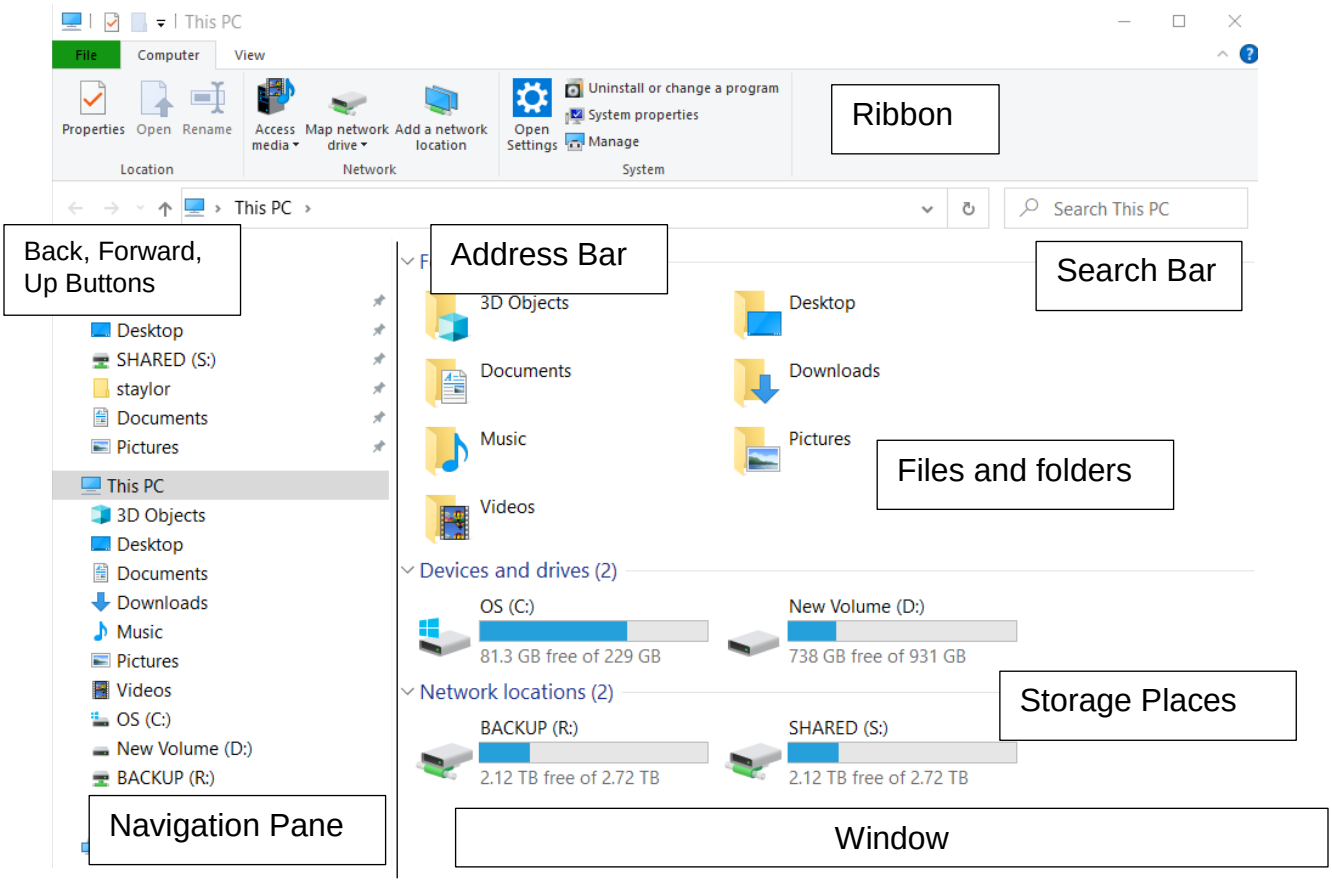
File Explorer – Manage your files

Memory Space – What does it mean to you?

Name	Abbreviation	Size
Bit	b	1 bit (on or off, 1 or 0, electricity or no electricity – it's the lowest unit of measure – everything else is based on this)
Byte	B or b	8 bits – one typed letter (H)
Kilobyte	Kb	1000 bytes – **about** 1/2 page of text. 2KB is about 1page
Megabyte	Mb	1000 kilobytes – **about** 500 pages of text. 4Mb is **about** one digital photo or pop song
Gigabyte	Gb	1000 megabytes – 1 Gb is about 250 photos, or about 2,000 ebooks. 5Gb is **about** one DVD (Hollywood movie with extra features) A Blu-ray is about 27Gb.
Terabyte	Tb	1000 gigabytes – about 225,000 digital photos or about 450 DVD movies

Above table based on the HowStuffWorks Web site (2009). DVD and Blu-ray info: Watson, 2010.

Computers hold a LOT of stuff. But, how? This is the file management software in Windows. A (very) brief overview:



**Special Note: Whatever is LAST in the ADDRESS BAR is displayed in the WINDOW below. So, we see "This PC" in the bar, and the contents in the window below. (Think of the trail of bread crumbs in "Hansel and Gretel.")

The Operating System (Software)

Operating Systems:

Controls the overall activity of your computer – it dictates what you see on the screen
Manages your hardware ("plug and play")
Runs your software and controls the proper sequence of activity that takes place in the processor
Arranges your information on the hard drive and other storage areas; Runs multiple programs and shares information between programs
Represents programs, commands, and options visually

Three Major OS's: Windows, Apple, Android

Apple controls all the hardware and software for its computers. This means that Apples are always more expensive than Windows or Androids.

Apple products are preferred by anyone in graphic design, fashion, music, or any other "art" major. However, because they are so expensive, consumers and businesses alike tend to favor Windows. This pattern holds steady from the 1980s through the 90s.

In 2001, Apple came out with the iPod for digital music. This really put Apple out in the mass market again.

Windows products are really "just" software. Bill Gates allowed other companies in the 1980s to make the hardware to fit his software. IBM is the most iconic. Now, you have multiple companies that "fit" Windows computers. This means competition. Competition means that the price drops, and more people adopt that computer. This is why Windows is still about 95% of the computer market.

Windows, along with all other software companies, updates its system.

For many, many years, all computers were "stand alone," meaning that you used one computer and that was it.

Then: BOOM!!!!! THE INTERNET IS ONLINE!! MASS HYSTERIA ENSUES

Windows went through many "iterations." Generations.

1990s: Windows 3.1 and 3.2

Windows 1995, 98, XP (2000, "Experience")

2007 Vista – bad system. Resource hog.

2009 Windows 7 – good system. Sleek, runs in background. Windows 7 is the last of the "stand alone" operating systems.

2012 Windows 8 came out. BAD!!!

2015 – Windows 10 First system that Microsoft offers FOR FREE.

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Windows

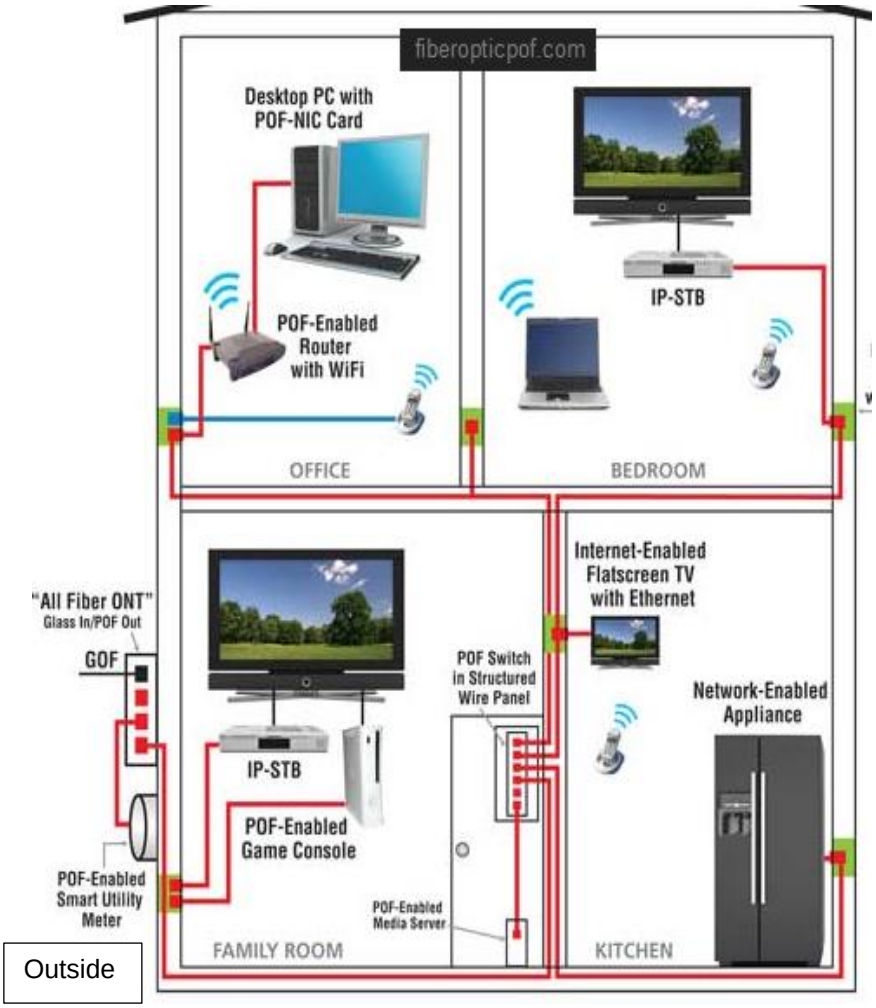
Apple

Android

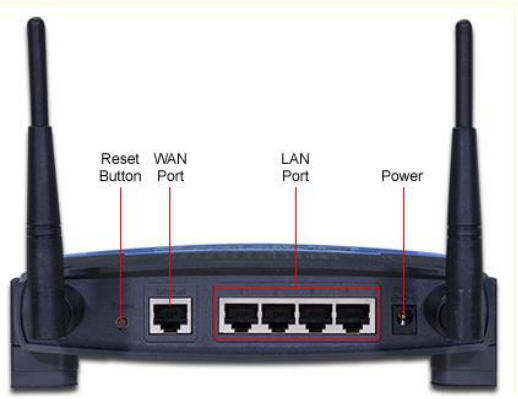
You may use a different Operating System for your phone or tablet. **Apple OS and **Andriod** are the two systems most popular in the mobile market. They each have their own learning curves!**

Internet Concepts – What is a Computer Network?

A computer network is a collection of devices that communicate with one another using wired and wireless technology. Here is an illustration of how your network at home or in the local library might work (see **definitions**)



Home network connected to the Internet through an ISP (Internet Service Provider). Also known as a LAN



Hybrid Modem with WAN and LAN ports (necessary for Internet access) and wireless access

Any device that connects to the Internet requires these things:

1. An Internet Service Provider
2. An Access Point
3. NIC card
4. Browsing software

Definitions:
LAN: Local Area Network. Computers and peripheral devices connected together "for the purpose of facilitating the exchange and sharing of information and resources normally within a floor or building" (Infigro, 2007).

WAN: Wide Area Network. One or more LANs connected together. The Internet is a world-wide WAN.

Router/Modem (in the home, these are most often **converged** in **a single device – Hybrid Modem):** A device that forwards data packets along networks. A router is connected to at least two networks, commonly two LANs (QuinStreet, Inc, 2010). A modem (modulator/demodulator) is a device that enables a computer to transmit data" over any network along telephone or cable lines or wirelessly (QuinStreet, 2010).

Client: a computer that connects to a server and relies on it for some functionality (for example, displaying Web pages). Client devices are usually used by end-users of the Internet – us!

Internet Service Provider: A company that charges a monthly fee for WAN access. They connect client computers to servers around the world. This is how the Internet works.

Peripheral Devices: anything external to the computer itself (a mouse, speakers, keyboard, flash drive, etc). Cameras, printers, PDAs (personal digital assistants), microphones and smart phones are peripheral devices, too. VoIP: Voice over Internet Protocol: use an Internet connection to make phone calls.

Smart Devices – What are they?

Most companies are putting out Smart devices. Basically, anything labeled "smart" is something that can connect to the Internet and be controlled by another device with an account and software. Before we get into that, here are some examples of smart devices (taken from Amazon.com web site)

Fire Stick: Fire TV Stick, the #1 best-selling streaming media player, with Alexa Voice Remote (2nd Gen). Use the dedicated power, volume, and mute buttons to control your TV, soundbar, and receiver.
Launch and control content with the Alexa Voice Remote. Watch favorites from Netflix, YouTube, Prime Video, STARZ, SHOWTIME, or CBS All Access, plus stream for free with Pluto TV, IMDb TV, and others.
Fire TV Stick devices have more storage for apps and games than any other streaming media stick.
Experience tens of thousands of channels, apps, and Alexa skills, plus browse millions of websites like Facebook and Reddit using Firefox or Amazon Silk.

Ring Doorbell: 1080p HD video doorbell with enhanced features that let you see, hear, and speak to anyone from your phone, tablet, or PC.

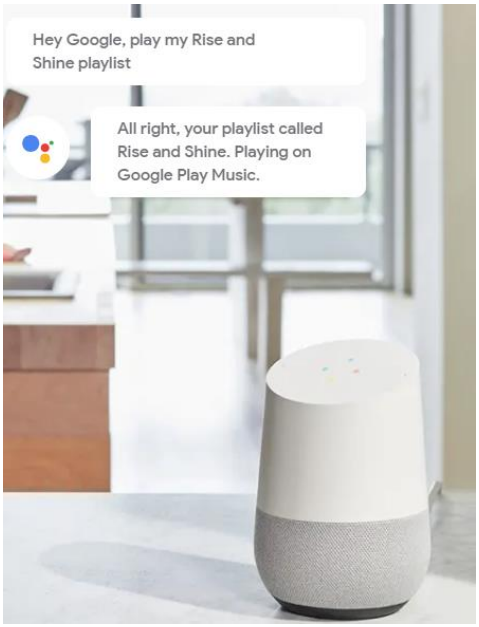
Felix & Fido Petbot Interactive App Controlled Treat Dispensing Smart Mobile Robot, with HD WiFi Pet Camera, Bluetooth, 2-Way Audio,...

★★★☆☆ 15

$199.99

LifeShield, an ADT Company - 14-Piece Easy, DIY Smart Home...

When you arm your LifeShield System, you'll be notified when motion is detected, a door or window is opened, or your fire alarm has gone off. *24/7 professional monitoring for emergency services is optional. Easy to Set Up Sensors & Smart Camera: 2 pet-friendly Motion Sensors, 4 Door/Window Sensors, and a Fire Safety Sensor that works with your existing fire/CO alarms. The Indoor Smart Camera has motion detection, live video, & video recording. Our patented Base uses high-speed internet, cellular signal, cellular text, or a landline phone to ensure that its signal makes it out to you. And, with 24-hour battery backup, you don't have to worry if the power is out.



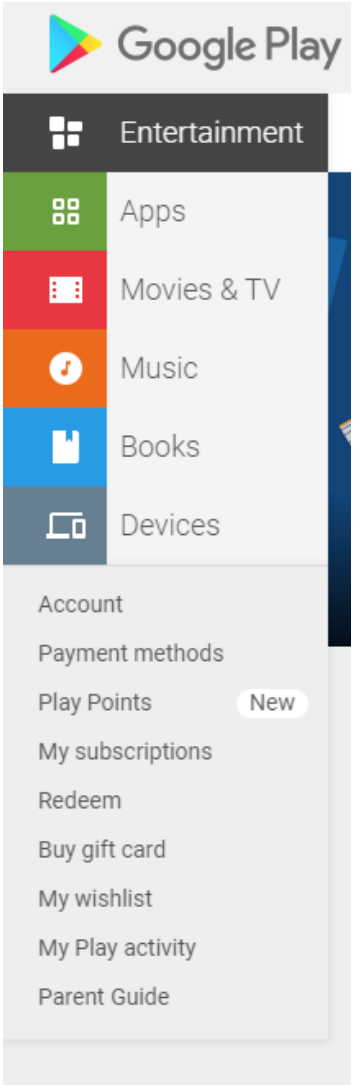
Google Home: Base and voice-activated assistant. Connects with other Google-sold switches and wall sockets. Android-based

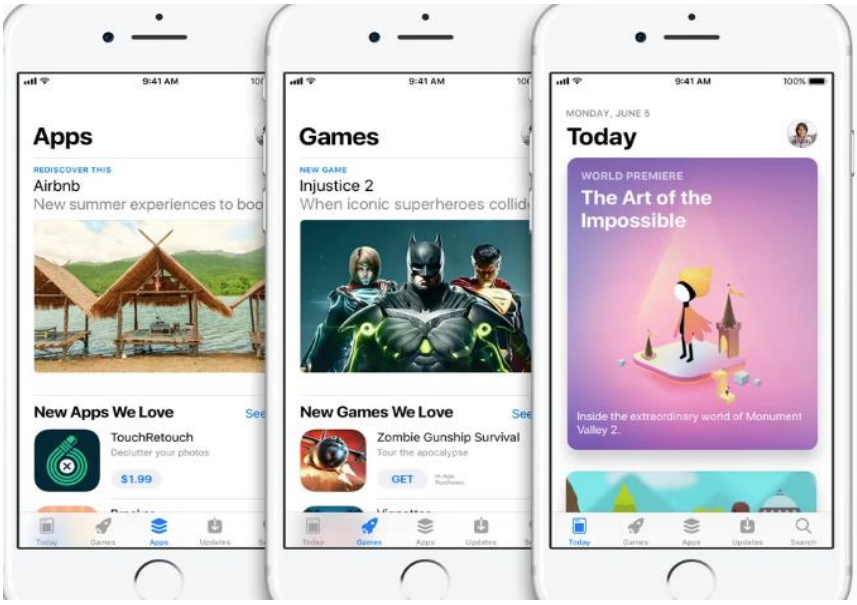
Apple Home: voice-activated whole-house system works with Wi-Fi and iOS

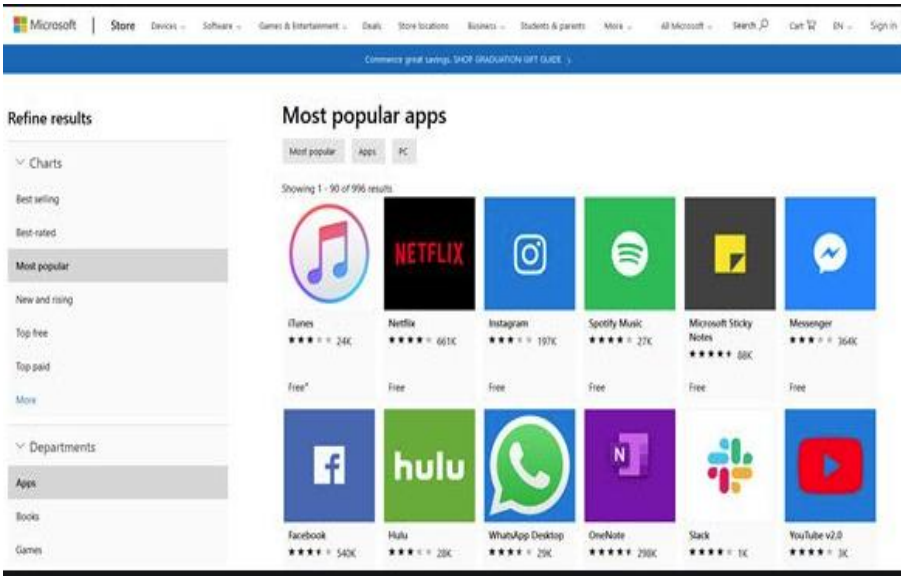
Apps – Software Applications

Each of the three major companies – Windows, Apple, and Android/Google – offer their own unique “App Stores” that allow customers to download software. Some software is free, others cost money, but almost all apps (games, book readers, news apps, etc) allow for “in-app purchases.” That is, you can buy “power ups” in games, or buy books in ereading software.

This is where you also find the apps that work the objects listed previously.







Web Browsers and Web Sites

"**Browsers** are software programs that allow you to search for and view various kinds of information on the Web, such as Web sites, video, audio, etc." (Boswell, 2008).

Edge is one type of Web browser. There are many different kinds of browsers, but they function similarly. Examples include **Firefox**, **Chrome**, **Opera**, and **Safari** (Mac).

Using a **browser** allows you to access Web pages which are stored on a server. **Web page(s)** make up **Web sites**. A single Web site may consist of one page to thousands of pages, just like books.

Open the Browser

There are two ways to open the Internet:

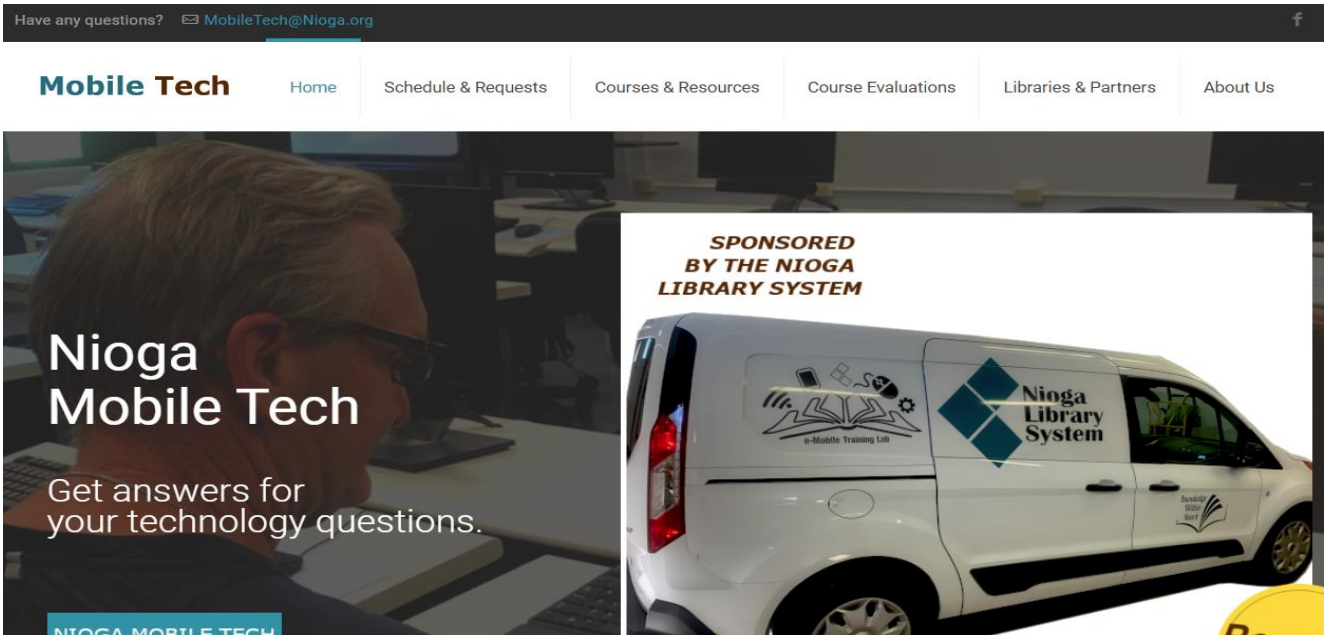
Double click on the **icon** on the **desktop** or

Single click on the **taskbar**

Web Sites – Home Page

The anchor page of ANY Web site is called the **Home page**. It is the starting point of the site, much like the cover of a book. A good Home page will have an easy-to-remember web address, introduce you to the company or person who owns the site, and will clearly point the way to additional pages in the site – like the table of contents in a book.

If you know the Home Page address of a Web site, it's very easy to find the site!



We immediately see an email link to the owner of the site, and a revolving banner. There are multiple **hyperlinks**. Those are elements in a Web page that allow users to see new items or Web pages. Your mouse indicator  will change its shape to a hand  when you move it over the link.

Links may be **words, images, or animation**.

A **link bar** is an element on a page that is usually **across the top** (like the words we see here) or along the **left** side. **Link bars** are a common way to navigate in a web site, so be sure to look along the top or left side of a page to find important information.

Clicking on links and following them from page to page and site to site is called **Web surfing**. This is how anyone may access available information from the Internet (and spend hours in front of a

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The Toolbar – Buttons Make Life Easier!

Any **toolbar** presents some of the most common functions of the program as **buttons** (visual aids that allow you to move from one place to another quickly)
We will discuss the **most frequently used** buttons
Use your **mouse** to click the buttons

Back

Goes backward to the **first** page viewed
May be used after viewing at least two Web pages

Forward

Goes forward to the **last** page viewed
Can only be used **after** using the **Back** button
These buttons work in conjunction with one another – like flipping pages in a book

Refresh

Re-requests the same web page from the server
Automatically **updates** any information on the page (stock quotes, weather, sports scores, school closings)
Functions like “redial” on your telephone

Button Placement Overview:

URLs and the Web Address Bar

A **URL** (Uniform Resource Locator) is a string of characters (letters, punctuation, or numbers) typed into the **Web address bar** WITHOUT spaces. (The address bar is the only place you type without using your space bar – you should use proper word spacing everywhere else on the Internet.)

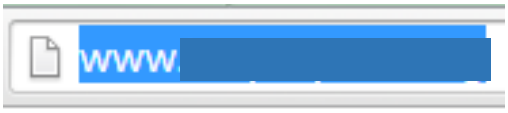
URLs can be **hundreds** of characters long. In any Web browser, the **address bar** will display the URL of the web page you are currently viewing.

Every single Web page has a **unique** web address that the **browser** uses to "call" a web page. "[T]he number of individual web pages out there is **growing by several billion pages per day**" (Alpert, 2008). The search engine Google has an index of over 1 trillion **unique** URLs (see Alpert, 2008).

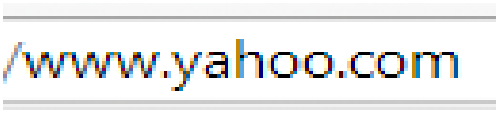
"Eric Schmidt, the CEO of Google, the world's largest index of the Internet, estimated the size at roughly 5 million terabytes of data. Schmidt further noted that in its years of operations, Google has indexed roughly 200 terabytes of that, or .004% of the total size" (McGuigan, 2011).

If you know the **exact address** of a web site, type it directly into the address bar. For example, let's look at Yahoo.

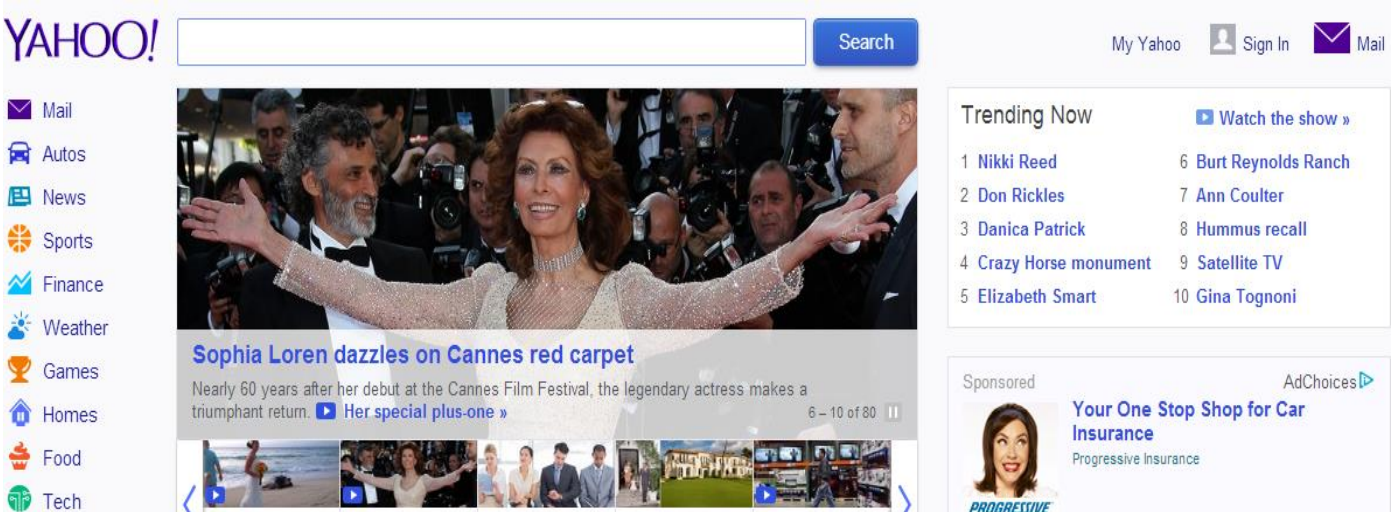
Click once in the bar, right on top of the "www." This will turn the lettering white and blue.



Type right over the blue: www.yahoo.com and press **Enter** on your keyboard.



See how the Yahoo home page loads?

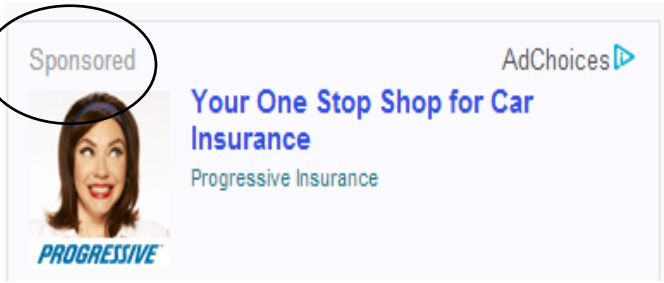


A Word about Tabs and Ads

Advertisements appear frequently on web pages. Without ads, the Internet would not be freely available to us.

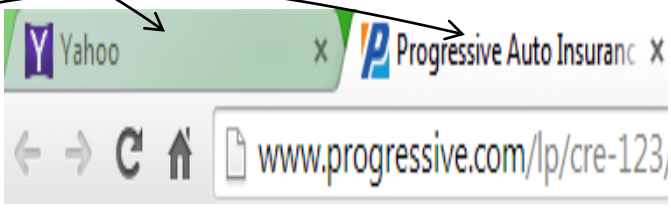
Regardless of where on a page the ad appears, it will be marked as such, with the word **sponsored** or **ad** above it.

This ad is for Progressive Car Insurance.

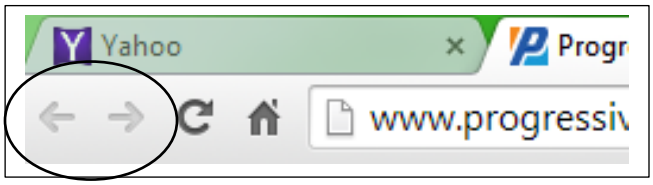


When you click on an ad, it usually opens up in a **new tab**.

Tabs are at the top of your screen.



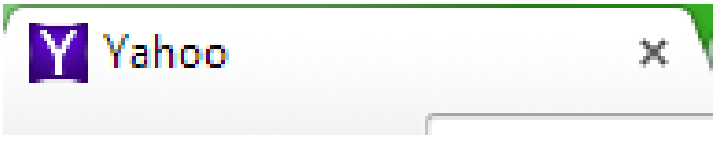
Tabs are important, because once you are in a new one, the **back** and **forward** buttons will no longer move you anywhere. **A new tab is like a brand-new window.**



This is important to note, because new Internet users can sometimes click on an advertisement accidentally, and get "lost." They can't "get back" to the page they were viewing.

To get back to where you were, just **close the new tab** by clicking the small grey "X" on that tab.

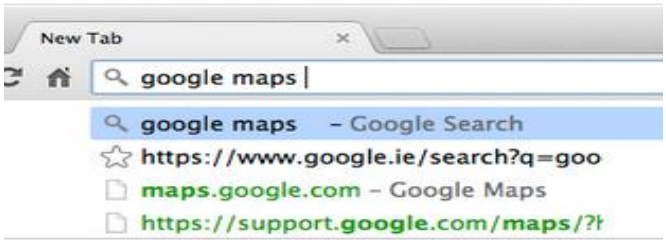
Now we're back to one tab!



Address bar (Omnibox) (Google Support, 2014)

Located at the top of the Window, above the menu bar, it's used to navigate to a particular **Web page:**

1. Type in the **exact** Web Address (Each page has a unique address!)
2. **Search** the Web: Simply type your search term in the address bar and press Enter to see results from **your default search engine**. (Could be Google, Yahoo, or Bing as a default).



3. Search and browse the web faster by trying the **Instant** feature for the address bar. With Instant enabled, search results and webpages appear as you type in the address bar, even before you press Enter. If you don't see the results you want, just keep typing and the results dynamically update.
4. Search for bookmarks, browsing history, and related items: When you type in the address bar, it automatically shows you matches from your bookmarks and browsing history:

- ☆ appears next to bookmarked sites.
- 🔍 appears next to searches, including related searches if you have the prediction service turned on.
- 📄 appears next to matches from your browsing history, or related sites when you have the prediction service turned on.

Create bookmarks

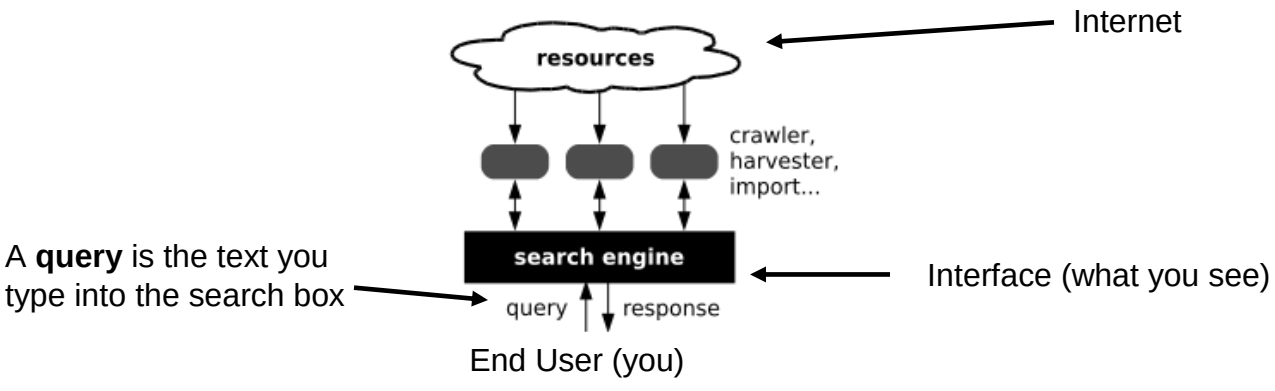
Click ☆ at the right end of the addresss bar to create a bookmark.

Search Engines – Your key to finding URLs

So knowing a Home Page address is all well and good, but what do you do if you know what you're looking for but don't know the exact Web address? Use a search engine!

A **search engine** is an information retrieval system that is designed to assist people in finding data (Web sites, images, audio, etc.) stored on a computer system.

Search engines function similarly to the **yellow pages** – they allow you to look up information without knowing the **exact** business name ("carpenters," "plumbers," "auto repair," etc).

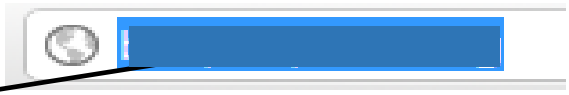


Examples of **commonly used** search engines (there are thousands of different ones in existence):

www.google.com	www.ask.com	www.dogpile.com
www.yahoo.com	www.about.com	www.mamma.com
www.bing.com	www.eHow.com	www.duckduckgo.com

…..Practice…….

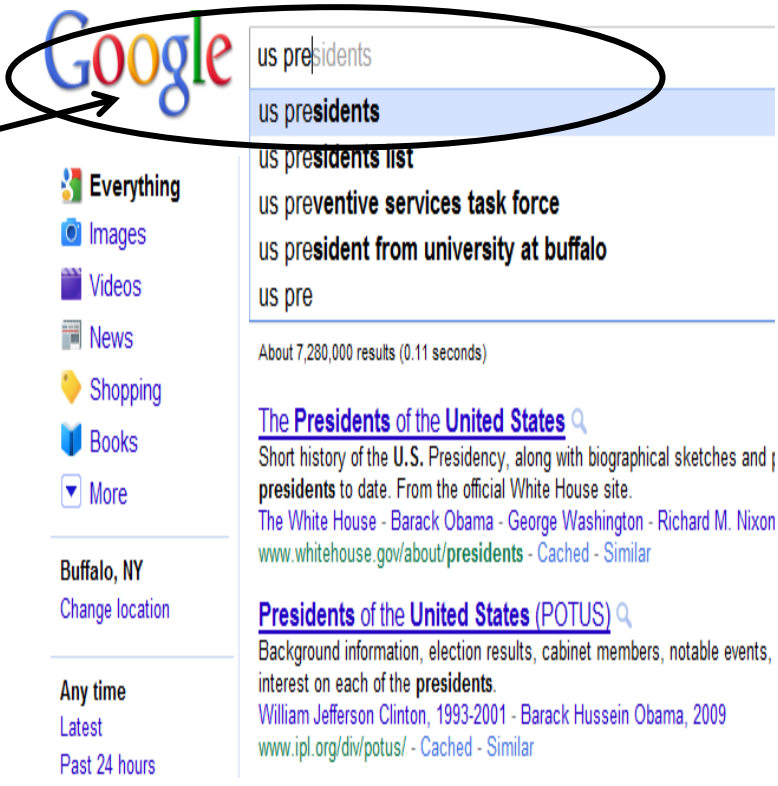
Click once in the **Address** bar (lettering turns blue)



TYPE YOUR SEARCH HERE.

Omnibox Search

Let's look for information on the US presidents. **Begin typing** (without the quotes) "US presidents" in the omnibox.



You will also be given a suggestion list (**Google Suggest**) below the search box**.**

If you are conducting a search and see your choice, you may click on it with your mouse) If you don't see your particular search, type in what you want and press the Enter key on the keyboard

Click on any blue link on the **results page** to view the information on that **web page**

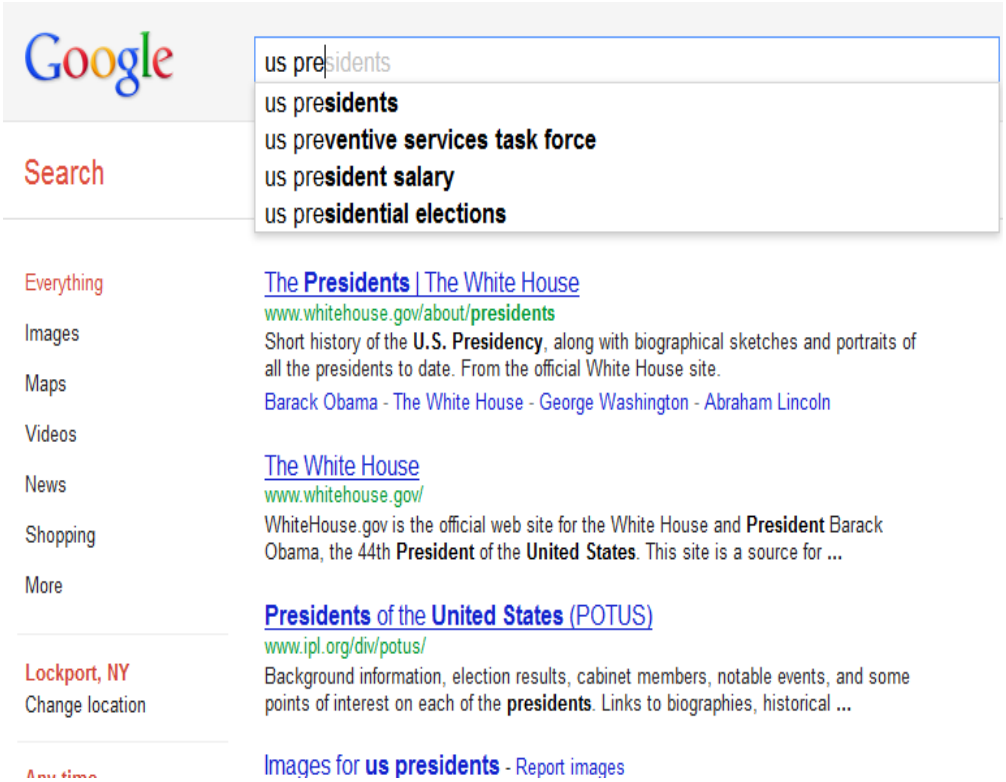
Notice:

The Link (Blue): The first line of any search result is the title of the webpage.

The URL (Green): The webpage's address.

The snippet (Black): A description of or an excerpt from the webpage.

Similar links (Light Blue): A link to a page within the site that is similar to your search. Click here if the page you wanted isn't available.



The URL is important because it gives you important **domain** information:

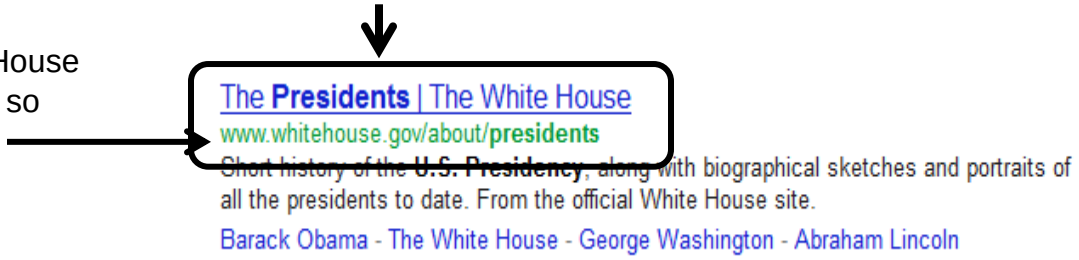
Domains:

- ✓ **.com** – for standard sites and commercial sites, usually designed to sell things
- ✓ **.biz** – also for selling items, stands for business
- ✓ **.edu** – education, for schools, colleges, and universities (big difference from www.buffalo.com and www.buffalo.edu
- ✓ **.org** – for nonprofit organizations (like public libraries)
- ✓ **.net** – for a specific network (like Verizon)
- ✓ **.gov** – usually stands for United States government bodies
- ✓ **.mil** – for the United States military departments
- ✓ **State Codes** – for US State departments (Motor Vehicles, Department of Labor, etc.)
- ✓ **Country Codes** – specific to the country, for example .ca (Canada), .uk (United Kingdom), .au (Australia)
- ✓ **.xxx** (yes, really, I won't explain here).

Domains give quick and easy information as to what kind of site you will visit and, sometimes, how trustworthy the data will be. I wouldn't necessarily trust medical information from a **.com** site, I'd probably be more inclined to trust a **.gov** site.

The **link** is the **most important feature** on the results page because it allows you to actually view a chosen web page. **Use your mouse to click the link to the official White House web site.**

I know this is the White House web site because it says so here (URL).

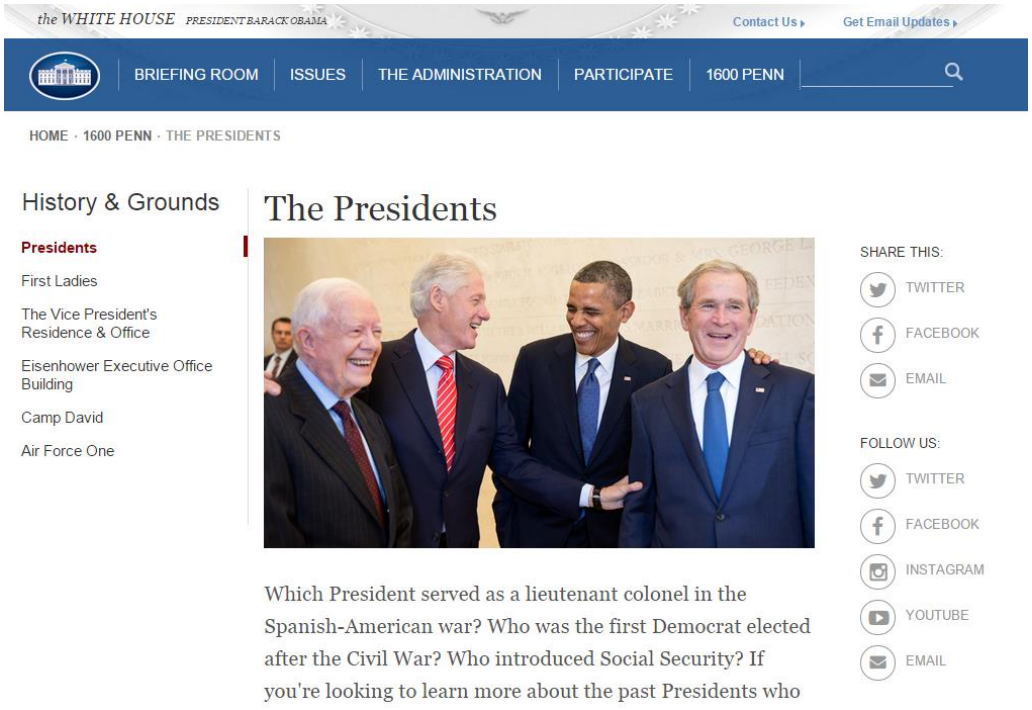


Several important things to note:

There is a fancy **link bar** across the top. Mouse over it to find more navigation options.

There is a **scroll bar** on the right side of the page. This means that the Web page is longer than your screen. Use your mouse to scroll down the page to see the whole thing.

Every word on the left side of the screen is a **link to another page** with more information. Clicking on links is how you **navigate** the



You can follow links anywhere on the Net; you will know something is a link because it is generally BLUE, might be underlined, or your mouse indicator will turn into a hand. A **button or picture** can be a link too.

PRACTICE: Windows Desktop

When you begin working on any library computer, this **desktop** is your base. It really is just like an actual desktop that you organize.
Icons on the desktop are pictorial representations of items you can use. For example:

Computer allows you to browse and search your entire computer system.

File Explorer allows you to find files stored on your computer, flash drive, or cloud storage.

Recycle bin stores all the files you choose to delete and allows you to recover them later.

Empty Full

Program Icons (or **software applications**) help you get your work done. Some popular examples include:

Web browsers:


Edge


Mozilla Firefox


Google Chrome


Safari (Apple)


Microsoft Word

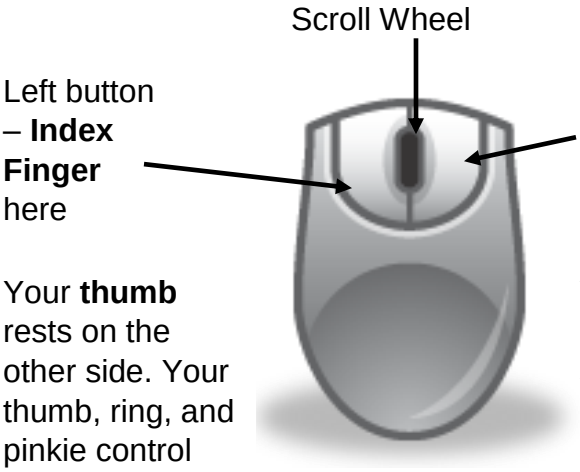

Microsoft Excel


Microsoft Power Point


Microsoft Publisher

Mouse Skills Require Practice!

- **Left** Click (Used most often)
  - Used to select something in a program
- **Double-click** (on left button)
  - Used to start programs.
- **Right** Click
  - Context sensitive as it generally brings up submenus
- **Scroll Wheel**
  - Used to move a file up and down in a window (when it is too big for the window) so you may see everything
- Different options become available depending on where the mouse is when you click. Remember: **Mouse skills require practice!**



A touch pad:

A button mouse:

Left Click Right Click

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Resources

These items are available in the NIOGA Library System!
Contact your local library for assistance!

Author	Title
McFedries, P	Teach yourself visually Windows 11
Miller, M	Computer basics : now covers Windows 11
Simmons, C	Windows 11 for seniors for dummies
Vandome, N	Windows 11 in easy steps : for PCs, laptops and tablets

Author	Title
Rusen, C,	Windows 11 all-in-one
Simmons, C.	Windows 11 for seniors for dummies
Wempen, F.	Computers for seniors

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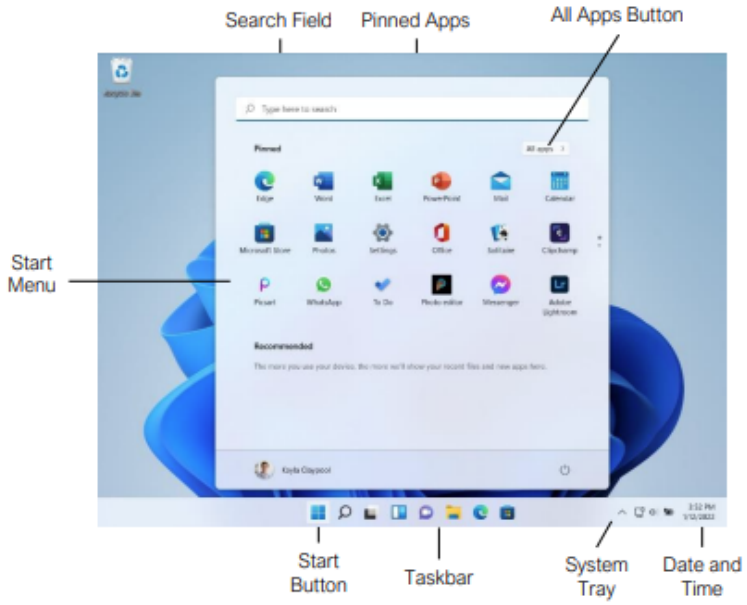
Quick Reference Guide

Windows Desktop and Start Menu



Start Menu

Open the Start Menu: Click the **Start** button on the taskbar; or, press the key.

View All Apps: Click the **All Apps** button in the Start menu.

Pin an App to the Start Menu: Right-click an app in the All Apps list and select **Pin to Start**.

Pin an App to the Taskbar: Right-click an app in the All Apps list and select **Pin to Taskbar**.

Unpin an App from the Start Menu: Right-click an app in the Pinned group and select **Unpin from Start**.

Lock Your Computer: Click your **User Icon** button and select **Lock**.

Sign Out of Windows: Click your **User Icon** button and select **Sign Out**.

Switch Users: Click your **User Icon** button and select another user.

Put Your PC to Sleep: Click the **Power** button and select **Sleep**.

Shut Down or Restart Your PC: Click the **Power** button and select either **Shut down** or **Restart**.

Apps

Launch an App: Click the app's icon in the Pinned group in the Start menu; or, click the All Apps button in the Start menu, scroll through the list of apps, and select the app you want to open.

Search for an App: Click the **Search** button on the taskbar and type the name of the app you want to open.

Jump to an Open App: Click the **Task View** button on the taskbar and select an open app; or, press + **Tab**.
Note: You can also right-click an app in Task view to see additional options for viewing and closing the app.

Install an App: Click the **Microsoft Store** icon on the taskbar. Browse or search for the app you want and click it. Click **Get** to install a free app or **Buy** to install a paid app.

Update an App: Click the **Microsoft Store** icon on the taskbar and click the **Library** tab in the bottom-left corner of the window. Click the **Get updates** button at the top of the window.

Uninstall an App: Right-click an app's icon in the Pinned group in the Start menu or in the All Apps list, then select **Uninstall**.

Keyboard Shortcuts

General

Open the Start Menu	
Copy a file or folder	**Ctrl** + **C**
Cut a file or folder	**Ctrl** + **X**
Paste a file or folder	**Ctrl** + **V**
Quick Settings Menu	+ **A**
Task view	+ **Tab**
Close an app	**Alt** + **F4**
Lock computer	+ **L**
Print	**Ctrl** + **P**
Open File Explorer	+ **E**
Open the Run dialog box	+ **R**
Open the Task Manager	**Ctrl** + **Shift** **Esc**
Capture screenshot	+ **PrtScn**
Open Search	+ **S**
Open Narrator	+ **Ctrl** + **Enter**

Settings Shortcuts

System settings	+ **I**
Accessibility Settings.	+ **U**
Voice Typing	+ **H**
Cast pane	+ **K**
Display options for second screen	+ **P**
Quick Link menu	+ **X**

Desktop Shortcuts

Show/hide desktop	+ **D**
Maximize window	+ ↑
Minimize/Restore window	+ ↓
Minimize all windows	+ **M**
Snap window to left	+ ←
Snap window to right	+ →
Snap Layouts Menu	+ **Z**
View open apps	**Ctrl** + **Alt** + **Tab**
Switch between apps	**Alt** + **Tab**
New desktop	+ **Ctrl** + **D**
Switch desktops	+ **Ctrl** + ← / →
Close active desktop	+ **Ctrl** + **F4**
Peek at the desktop	+ ,
Minimize all but the active window	+ **Home**
Refresh active window	**F5**

The Fundamentals

View the Notification Center: Click the **Date and Time** on the right end of the taskbar. Notifications are grouped by the app that triggered them.

- Click a notification to open it in the associated app.
- Click a notification's ✕ **Clear** button to clear the notification.
- Click an app's ✕ **Clear** button to clear all that app's notifications.
- Click the **Clear All** button to clear all notifications at once.

View the Quick Settings Menu: Click the **Network, Volume, and Battery** icons in the system tray.

- Click a feature's button to toggle that feature on or off.
- Click and drag the ☼ **Brightness** slider to adjust screen brightness.
- Click and drag the 🔊 **Volume** slider to adjust system audio volume.

Connect to a Wireless Network: Click the **Network, Volume, and Battery** icons in the system tray to open the Quick Settings menu, click the › **Manage Wi-Fi Connections** button (next to the **Wi-Fi** toggle button), select a network from the list, click **Connect**, enter the network's password, then click **Next**.

Add a Virtual Desktop: Click the **Task View** button on the taskbar, then click the **New Desktop** button.

Switch Between Virtual Desktops: Click the **Task View** button on the taskbar, then select another virtual desktop from the row of desktops along the bottom of the screen; or, press ⊞ + **Ctrl** + ← or → to cycle through virtual desktops.

Rename a Virtual Desktop: Click the **Task View** button on the taskbar, right-click a desktop thumbnail, select **Rename**, enter a new name, then press **Enter**.

Folders and Files

Open File Explorer: Click the **File Explorer** icon on the taskbar. Double-click a file or folder to open it.

Move or Copy Files and Folders: Select the file or folder you want to move, then click the ✂ **Cut** button (to move) or the **Copy** button (to copy) on the toolbar. Navigate to the folder you want to move or copy the file or folder to, then click the **Paste** button.

Rename Files and Folders: Select the file or folder you want to rename in File Explorer and click the **Rename** button on the toolbar. Type a new name for the file or folder, then press **Enter**.

Folders and Files

Delete Files or Folders: Select the file or folder you want to rename in File Explorer and click the **Delete** button on the toolbar.

Search in a Folder: Click in the **Search** field in the upper-right corner of the File Explorer window. Type a search term, then press **Enter**.

Sort Icons: Click the **Sort** button on the toolbar, then select a sorting method (name, type, date modified, etc.). Click the **Sort** button again and select a sort order (ascending or descending).

File Explorer Views: Click the **View** button on the toolbar. Use the options here to change how your files are viewed—as a grid of icons, simple or detailed lists, or tiles that display a file's contents.

Compress Files or Folders: Select the files or folders you want to compress, then click the ••• **See More** button on the toolbar. Select **Compress to ZIP file**, type a name for the compressed folder, then press **Enter**.

Create a Shortcut: Right-click the file or folder you want to create a shortcut to, select **Show More Options**, then select **Create Shortcut**. Move the shortcut to the desktop, or another folder.

Restore a Deleted File or Folder: Double-click the **Recycle Bin** icon on the desktop. Select the file(s) or folder(s) you want to restore, then click the **Restore the Selected Items** button on the toolbar.

Restore All Deleted Files and Folders: Double-click the **Recycle Bin** icon on the desktop, then click the **Restore All Items** button on the toolbar.

Empty the Recycle Bin: Double-click the **Recycle Bin** icon the desktop and click the **Empty Recycle Bin** button on the toolbar; or, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**.

Connect to a Network Computer: Click the **Network** category in the File Explorer Navigation Pane to expand it, then double-click the computer you want to connect to. Enter a user name and password for a user on that computer, then click **OK**.

Personalize Windows

Change the Desktop Background: Click the **Start** button and open the **Settings** app. Click **Personalization**, then click **Background**. Use the options here to select a new background color or image.

Customize the Lock Screen: Click the **Start** button and open the **Settings** app. Click **Personalization** and then click **Lock Screen**. Use the options here to select a new background image and status information.

Maintain Your Computer

Pair a Bluetooth Device: Click the **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the **Add Device** button, click **Bluetooth**, select a device, then click **Done**.

Connect a Paired Bluetooth Device: Click the **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the ⋮ **More Options** button for a paired device, then select **Connect**.

Disconnect a Paired Bluetooth Device: Click the **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the ⋮ **More Options** button for a connected device, then select **Disconnect**. You can also select **Remove Device**, then click **Yes** to unpair the device.

Check for Windows Updates: Click the **Start** button and open the **Settings** app. Click **Windows Update** and then click the **Check for updates** button.

Open the Task Manager: Right-click the **Start** button and select **Task Manager**; or, press **Ctrl** + **Shift** + **Esc**. If a task is no longer responding, select it and click **End task**.

View Power and Battery Settings: Click the **Network, Volume, and Battery** icons in the system tray to open the Quick Settings menu, then click the **Battery** icon. Adjust the time needed for your display and computer to sleep, adjust power modes, and configure Battery Saver mode here.

Adjust App Privacy Permissions: Click the **Start** button, open the **Settings** app, and click **Privacy & Security**. Click a specific permission category (location, camera, microphone, etc.) to choose which apps can and cannot access that data.

Keep Windows Secure: Click ^ **Show Hidden Icons** in the system tray (if necessary), then click the **Windows Security** icon; or, in the Settings app, click **Privacy & Security**, click **Windows Security**, then click the **Open Windows Security** button.

Some of the categories available that will help ensure Windows is secure include:

- **Virus & threat protection** checks your computer for viruses and other malicious files.
- **Firewall & network protection** configures network firewalls for both private and public networks to keep your computer safe from network attacks.
- **App & browser control** configures warnings for suspicious files, applications, and websites that you download and visit.
- **Device performance & health** keeps track of system, software, and driver updates, while monitoring storage space and battery life.

Microsoft®

Windows 11: What's New

Quick Reference Guide

The New Start Menu

Using the New Start Menu

Use the **Search** field at the top of the Start menu to search for apps and files on your computer, as well as information on the internet.

The **Pinned Apps** grid gives quick access to the apps you use the most.

The **All Apps** list displays every app installed on your computer. Click the **All Apps** button to display the list.

The **Recommended Apps and Files** group shows files you've recently opened, so that you can jump right back in. This list will be empty at first, and fill with items as you use your computer.

Click the **User Icon** to sign out, switch users, lock your computer, or change your account settings.

Click the **Power Button** to put your computer to sleep, shut it down, or restart it.

The Redesigned File Explorer

Using the New Toolbar

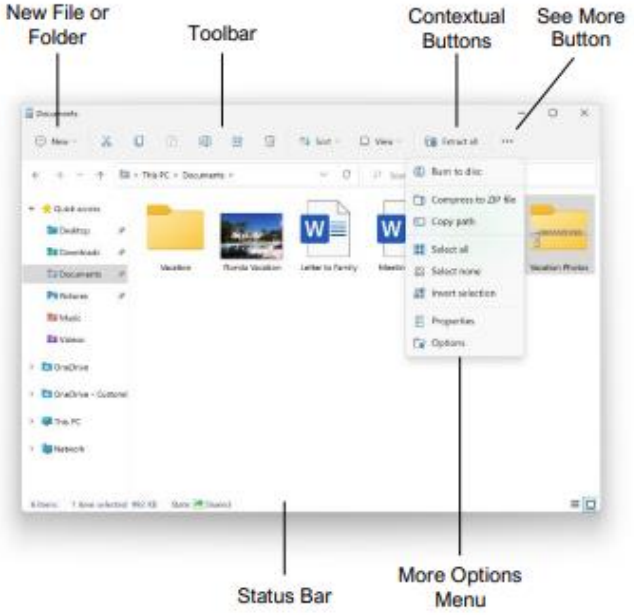
The ribbon from previous versions of File Explorer has been replaced by a toolbar, with icons for common commands.

Buttons on the toolbar allow you to **cut**, **copy**, and **paste**, as well as **rename**, **share**, and **delete** files and folders. You can also sort files and folders and change views.

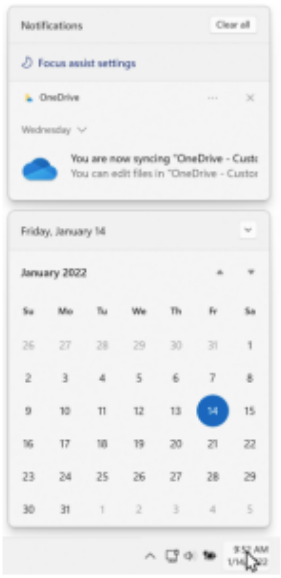
New contextual buttons will appear on the toolbar, based on what is currently selected.

Additional commands can be found in the **See More** ••• menu.

The right-click menu has also been redesigned with a similar look. Some common commands appear as a row of buttons at the top of the menu (or at the bottom, if the menu appears near the bottom of the screen, so that the buttons are closest to the mouse cursor). Select **Show More Options** in the right-click menu to see the classic right-click menu with additional options.



The Updated Notification Center



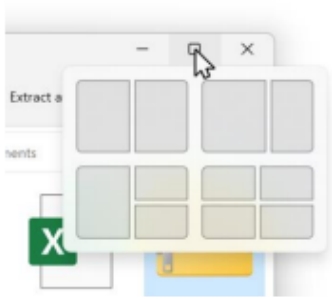
Click the **Date and Time** on the end of the taskbar to open the Notification Center.

The top panel shows notifications you've received and haven't interacted with yet, grouped by the app that triggered that notification.

Click a notification's **Close** button to clear that particular notification. Click an app group's **Close** button to close all of the notifications from that app. Click the **Clear All** button to clear all of the notifications at once.

The bottom panel displays a calendar for the current month.

Arrange Windows with Snap Layouts



Hover your mouse cursor over a window's **Maximize** button to reveal the Snap Layouts menu.

Select a region in a snap layout to place the current window in that position.

Click window thumbnails as they're shown to fill in the other regions of the snap layout.

Hover your mouse over the taskbar app icon of an app in the group, then select the Snap Layout group to bring all its windows back to the front.

The Quick Settings Menu

Click the **Network, Volume, and Battery** status icons to open the Quick Settings menu.

Toggle switches for various features are based on your computer's capabilities.

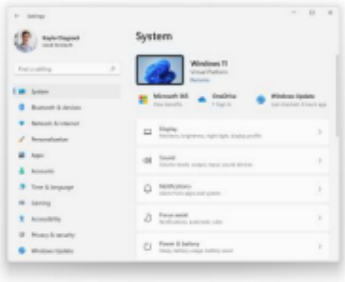
Click a toggle switch to enable or disable that feature.

Use the sliders to adjust screen brightness and volume.

Use the **Edit Quick Settings** button to add new features, remove ones you don't need, and change the layout of the buttons.

Click the **Settings** button as a shortcut to the Settings app.

The Redesigned Settings App



The Settings app has been redesigned to make it easier to find the settings you need.

Use the **Search** field to search for a specific setting.

Click a category in the left pane to display its settings.

Click a settings subcategory to view its settings.

Click in the heading to move up a level.

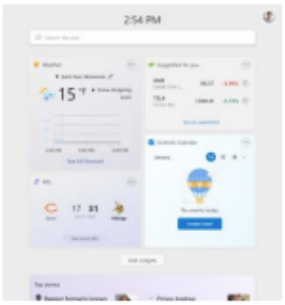
Built-In Teams Chat

Click the **Chat** button on the taskbar to open Teams.

Click the **Chat** button, then enter a contact's name, phone number, or email address to start a new chat.

Select a chat from the Recent list to resume it.

The Widgets Board



Click the **Widgets** button on the taskbar to display the Widgets board.

Click some information in a widget to see more about it.

Click the **More Options** (•••) button and select a new size for a widget.

Click and drag a widget by its titlebar to move it around the Widgets board.

Click the **More Options** (•••) button for a widget, then select **Customize** to change its settings.

Click the **More Options** (•••) button for a widget, then select **Remove Widget** to remove it from the Widgets board.

Click the **Add Widgets** button, then click a type of widget to add it to the Widgets board.

The Updated Task View

Click the **Task View** button on the taskbar to display Task View.

Click the **New Desktop** button to add a new virtual desktop.

Click and drag a window to another desktop's thumbnail to move it to that desktop.

You can rename virtual desktops. Click a desktop's name text field to enter a text entry mode, then enter a new name.

You can now give each virtual desktop a unique background image. Right-click a desktop's thumbnail and select **Choose Background** to open the Settings app to the Background settings.

Focus Sessions

Click the **Network, Volume, and Battery** icons to open the Quick Settings menu, then click the **Focus Assist** button to cycle through Focus Assist modes.

- **Priority Only** will hide all notifications except those that are set as High Priority. You can choose which notifications are high priority in the Focus Assist settings in the Settings app.
- **Alarms Only** will hide all notifications except for alarms that you've set.