



Microsoft®

## Windows 11

Improve your Windows 11 skills: Boost efficiency with shortcuts; organize files and folders; work with multiple windows and apps; cykaand more.

### The Fundamentals

- 1.1 Starting Windows**
- 1.2 Open Apps**
  - Open a Pinned App
  - Browse For an App
- 1.3 App Windows**
  - Window Control Buttons
  - Use the Ribbon
- 1.4 Connect to a Wireless Network**
- 1.5 Notifications and the Notifications Center**
  - View a Notification
  - Open the Notification Center
- 1.6 Use Multiple Desktops**
  - Add a New Desktop
  - Switch Between Desktops
  - Move Windows Between Desktops
  - Rename a Desktop
- 1.7 View Widgets**
  - View the Widgets Board
  - View a Widget's Information
  - Resize a Widget
  - Move a Widget
  - Customize a Widget
  - Add a Widget
  - Remove a Widget
- 1.8 Shut Down Your Computer**

### Work with Apps

- 2.1 Command Controls**
  - Option Buttons
  - Checkboxes
  - List Boxes
  - Sliders
  - Drop-Down Menus

## 2.2 Resize and Move Windows

Move and Resize Windows  
Arrange Windows using Snap Layouts

## 2.3 Switch Between Windows

Switch Between App Windows  
Switch Between An App's Multiple Windows  
Switch Between Windows in Task View

## 2.4 Install Apps from the Microsoft Store

Install an App from the Microsoft Store  
View a Newly Installed App

## 2.5 Update Apps

## 2.6 Uninstall Apps

Uninstall an App

## Work with Folders and Files

### 3.1 View Folders and Files

Open File Explorer  
Use the Navigation Pane  
Select a Folder or File  
Open a Folder or File  
Open a File in Another App  
Navigate with the Address Bar

### 3.2 Organize Folders and Files

Create a New Folder  
Move a File Into a Folder  
Copy a File Into a Folder  
Rename a Folder or File  
Delete a Folder or File

### 3.3 Find Files

Search Files  
Refine a Search  
Open a File Location

### 3.4 Use OneDrive

View your OneDrive  
Sync a File to your Device  
View OneDrive Settings

### 3.5 File Explorer Views

Change Views  
Sort Files  
Group Files



### 3.6 Compressed Folders

- Compress Files or Folders
- View Compressed Files
- Extract a Compressed Folder

### 3.7 Shortcuts

- Create a Shortcut
- Right-Click to Create a Shortcut

### 3.8 Libraries

- Add Libraries to the Navigation Pane
- Open a Library
- Add a Folder to a Library
- Create a Library

### 3.9 Recycle Bin

- Delete a File or Folder
- View the Recycle Bin
- Restore a File or Folder
- Empty the Recycle Bin

### 3.10 Connect to Network Computers

- Connect to a Network Computer

### 3.11 Share a Folder

- Share a Folder
- Create a Network Share



Personalize  
Windows

### 4.1 Modify System Settings

- Open the Settings App
- Preferences Categories
- View a Settings Category
- Search for a Setting

### 4.2 Backgrounds and Colors

- View the Personalization Settings
- Change Themes
- Change the Background Image
- Change the Accent Color

### 4.3 Customize the Taskbar

- Pin a Running App to the Taskbar
- Pin an App from the Start Menu to the Taskbar
- Customize Taskbar Items
- Change Taskbar Alignment

## Maintain your Computer

### 4.4 Personalize the Lock Screen

- Sign In from the Lock Screen
- Customize the Lock Screen
- View the Lock Screen

### 4.5 Change Sign-In Settings

- View Your Account Info
- Change Sign-In Method
- Sign Out

### 4.6 Manage User Accounts

- Add a New User Account
- Modify an Existing Account
- Switch User Accounts

### 4.7 Customize Accessibility Settings

- Open Accessibility Settings
- Change System Text Size
- Toggle Visual Effects
- Accessibility Settings Categories

### 5.1 Add and Remove Devices

- View Devices
- Add a Wireless Device
- Add a Printer or Scanner
- Remove a Device

### 5.2 Windows Update

- Check for Updates
- Pause Updates
- Change Active Hours

### 5.3 Task Manager

- Open Task Manager
- End a Task
- View Computer Performance
- Disable Startup Apps

### 5.4 Improve Battery Life

- Enable Battery Saver
- View Power & Battery Settings
- Adjust Screen and Sleep Settings

### 5.5 System Restore

- Access System Recovery Options
- Restore from a Restore Point



## 5.6 Make Windows Secure

- Open Windows Security
- Security Categories
- Run a Virus Scan
- Remove a Virus

## 5.7 Privacy Settings

- View Privacy Settings