# Introduction to Computers: Using Windows 11

⊞ Start Menu

1. **Search Box:** search for files, apps, or the internet. This is also accessible by clicking ⊞ + **S**
2. **Pinned apps:** commonly used or popular apps.
3. **All apps:** Alphabetical list of installed apps
4. **Settings:** Change various options, such as display, removing apps, power, etc.
5. **User Name:** the name you used when you set up your computer. In a work environment, there may be multiple users.
6. **Power:** Allows you to properly shut down or restart your computer.
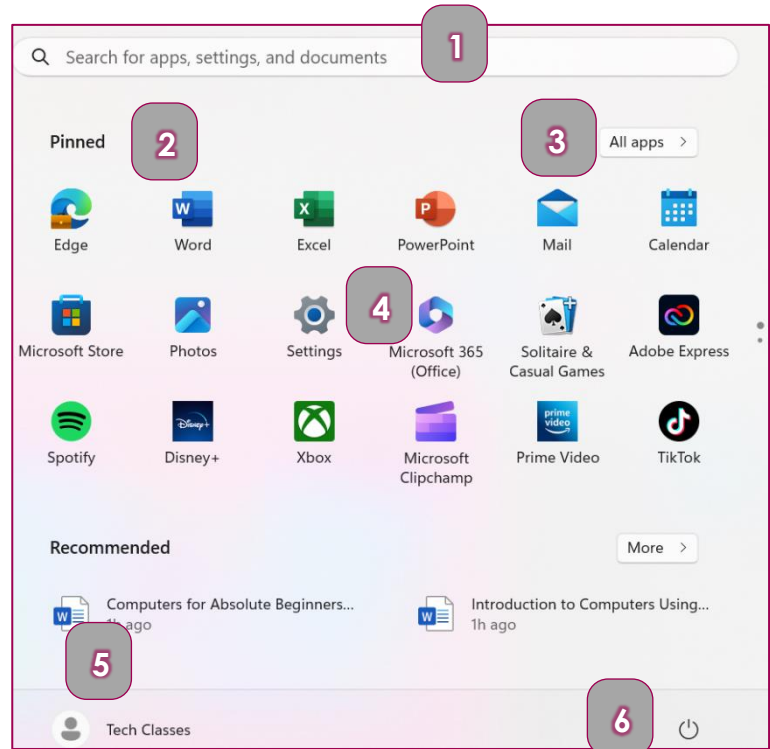
Pinning – refers to the process of

making your favorite apps more easily accessible. Apps may be pinned to the Start Menu, the Taskbar, and the Quick Access menu in File Explorer.

To Pin an App
- Find the App you need to Pin. The easiest, but not the only, way to do this is to go to the **All Apps** button in the Start Menu
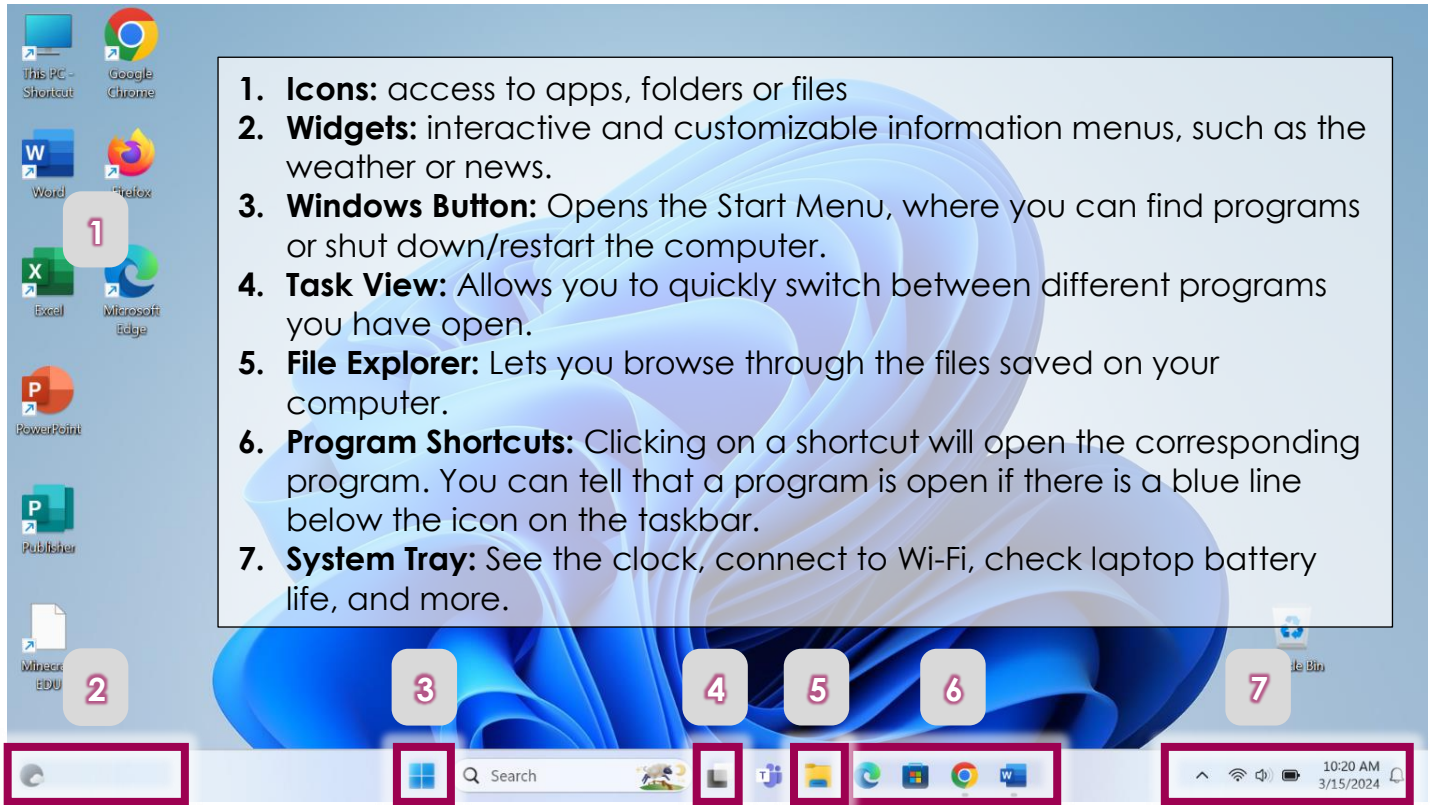
- Right-click → 📌 to Start Menu or Taskbar

To Pin a Folder to the Quick Access Menu in File Explorer
- Open File Explorer
- Navigate to the correct folder

- Right-click → 📌 to Quick Access (you can also Pin to the Start Menu)

To UnPin

- Right-click on a Pinned App → 📌 UnPin

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Desktop

1. **Icons:** access to apps, folders or files
2. **Widgets:** interactive and customizable information menus, such as the weather or news.
3. **Windows Button:** Opens the Start Menu, where you can find programs or shut down/restart the computer.
4. **Task View:** Allows you to quickly switch between different programs you have open.
5. **File Explorer:** Lets you browse through the files saved on your computer.
6. **Program Shortcuts:** Clicking on a shortcut will open the corresponding program. You can tell that a program is open if there is a blue line below the icon on the taskbar.
7. **System Tray:** See the clock, connect to Wi-Fi, check laptop battery life, and more.

File Explorer – contains all files that you have created or saved to your computer.

File Explorer is the best way to see the entire contents of your computer. It also allows easy navigation, addition or removal of content, thumbnail previews of photos, and sorting by modification name, file type or modification date.

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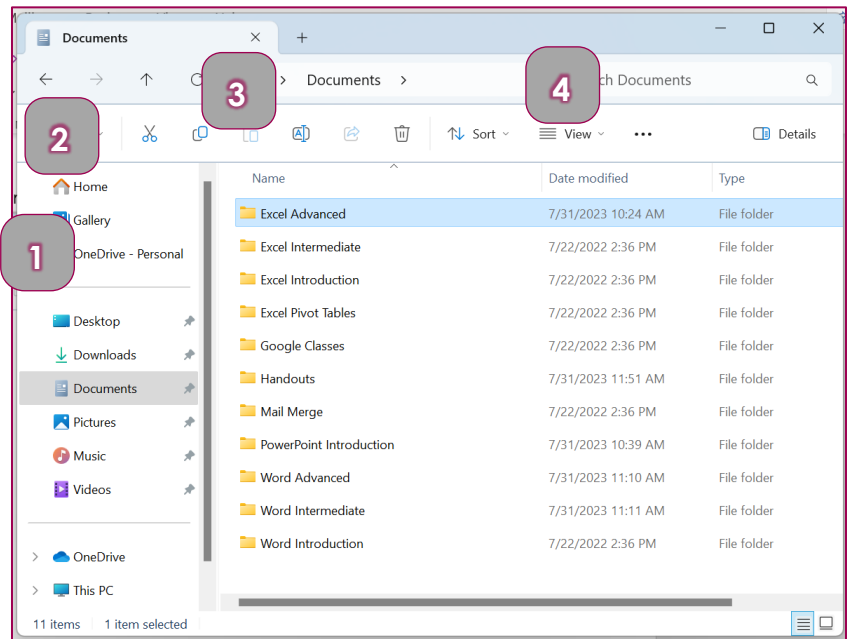
1. Quick Access

Found on the left side of **File Explorer**, Quick Access provides a shortcut to the most commonly used folders on your computer. Additional folders and files can be pinned to Quick Access.

Click on one of the folders to see the contents displayed in the center of the File Explorer

Quick Access Folders

- **Desktop** – mirrors the apps and files visible on your desktop
- **Downloads** – files that have been transferred from an email or website often are saved to the Downloads file
- **Documents** – Any files you have created or saved are generally added to the Documents folder
- **Pictures** – digital photos downloaded from another device, phone, or camera
- **Music** – digital music files
- **Videos** – digital video files
- **This PC** – every file that makes your computer operate can be found here. You'll need to access This PC if you have inserted a USB drive, or other external storage device.

2. Toolbar
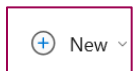
- contents of the new button vary by computer. The following are universal

- **Folder:** used to organize files
- **Shortcut:** provides a link to a file location. Useful when I file fits into multiple organizational categories.
- **Compressed Folder:** makes the file size smaller for easier transfer
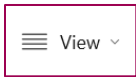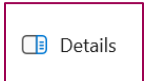
- Cut, Copy, Paste   - Rename   - Share   - Delete

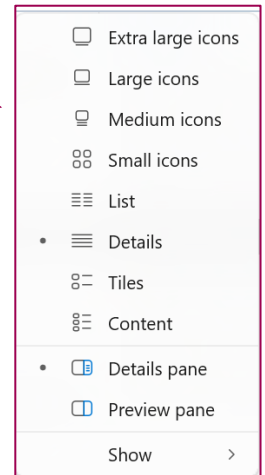- sort by multiple criteria, including name, file size, date modified and more.

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View - choose the layout of the file names. *Icons* provides thumbnail previews of image files (jpeg, png, etc.)

... - More (includes selection options, properties, zip tools, etc.)

Details - additional information about a specific file (e.g. date created, file size)

| Extra large icons |
| Large icons |
| Medium icons |
| Small icons |
| List |
| • Details |
| Tiles |
| Content |
| • Details pane |
| Preview pane |
| Show > |

3. Breadcrumb Trail

Shows the file hierarchy of the current folder (e.g. *Documents → Word Advanced → Sample Files*). Use the ← and → arrows to visit previously viewed folders in the File Explorer. Use the ↑ arrow to move up a level in the hierarchy (e.g. From *Documents → Word Advanced → Sample Files* to *Documents → Word Advanced*).

4. Search

lists the folder to be included in the Search. Double-click on a subfolder to *only* include that in the Search.

Saving, Copying and Moving Files

Saving

When saving a file, you will need to choose what to name it, and where to save it. The process is slightly different depending on the app you are using.

The **Quick Access** menu appears on the left. Use it to navigate to the Documents folder, then use the list of folders in the center of the screen to select a sub-folder if needed.

Use the **File Name** box to name the file. Upper- and lower-case letters, spaces, and most punctuation is allowed.
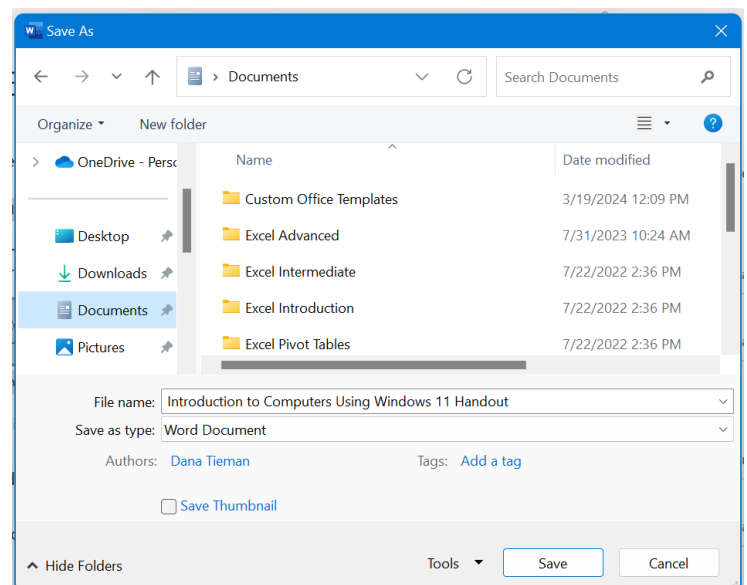
Do NOT use these characters to name a file: **< > : " / | \ ? ***

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Copying and Moving

The easiest way to move a file is through the **File Explorer.**

1. Navigate to the location of the file you would like to move.
2. Add a new Tab to **File Explorer** by clicking the **+** at the top of the window
3. Navigate to the destination folder in the second tab
4. **Click and drag** (press and hold down the left mouse button) the file from the source location over the second tab.
5. While continuing to hold the mouse button down, move the mouse pointer down to the destination folder (in the center of the File Explorer Window)
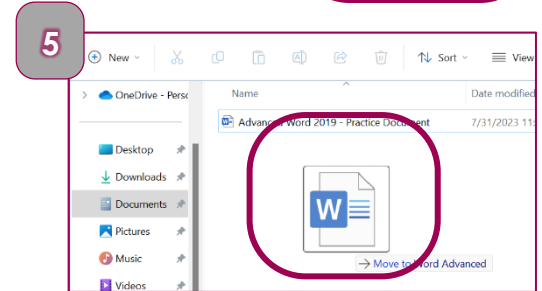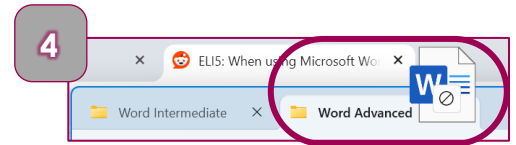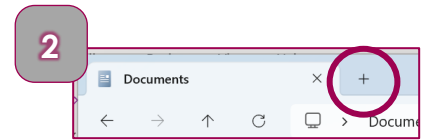
Settings

The following include some important settings, but this is not a complete list!

System

- **Display:** brightness and dual monitors
- **Sound:** volume, microphone and speaker controls
- **Notifications:** choose how and when pop up notifications appear on your screen
- **Power & Battery:** controls the efficiency of the battery, as well as sleep mode.
- **About:** the details of your computer (processor speed, OS edition and version)

Bluetooth & Devices

- Turn Bluetooth On or Off
- Pair Bluetooth Devices, such keyboard, mouse, external speakers, etc.
- Add or Remove Printers and Scanners
- Mouse, Pen and Touchpad settings

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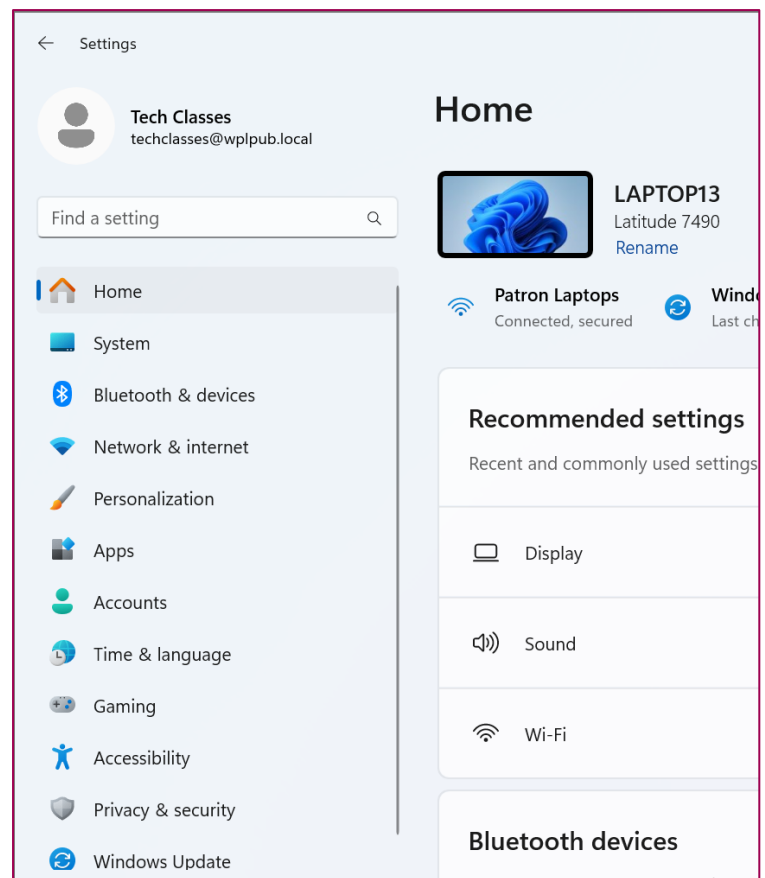
Personalization

- **Background**: sets the desktop image
- **Colors**: choose light/dark mode and accent colors. Select a contrast theme for easier viewing
- **Taskbar**: Move the Start button to the left side of the Taskbar (in Taskbar Behaviors)

Apps

- Manage or Uninstall existing Apps
- Choose Default Apps (browsers, video players)

Accounts

- **Profile**: customize with a personal photo
- **Email**: Use the Mail app to combine all your email accounts into one browsable location.
- **Sign-in Options**: Choose the best option for signing in to your machine. Most PCs allow you to choose between passwords, PINs, face or fingerprint recognition. This is called **Windows Hello**.
- **Passkeys**: use your face, fingerprint, or PIN to bypass traditional password logins on websites and apps. You must set up Windows Hello for this to function correctly.

Accessibility

- **Text Size**
- **Mouse Pointer** and Touch Sensitivity
- **Magnifier**
- **Contrast Themes**
- **Narrator**
- **Speech Recognition** (voice to type)

Privacy & Security

- **Windows Security**: built in antivirus, firewall, and network protection. If you don't have another app for Security, this should be on.

Windows Updates

- These are generally installed automatically.
- Updates include critical patches and security updates. If you don't install updates automatically, you should make a point to install them at least monthly.

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