Windows 11

Mastery Bible

The Complete Illustrated Encyclopedia for Beginners, Seniors, Power Users & IT Professionals — From Basics to Security, Networking & Virtualization

Gally Renders

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OVERVIEW OF THIS BOOK

This Windows 11 guide has been designed to be of immense help to anyone with a device that runs Windows 11. This guide has been carefully written to ensure that users find it very easy to navigate through the latest upgrade designed by Microsoft. It has also been uniquely tailored to meet the needs of older people who are still quite tech-savvy and would love to make use of Windows 11. In this section, you will be introduced to some of the various chapters as well as nuggets that this book contains;

Chapter 1: Introduction

This is the first chapter of this book. It brings to you the basic things you ought to know about Microsoft and Windows from its inception to the latest development. In this chapter, you will also learn about the various new interfaces that are embedded in Windows 11. Lastly, you will also learn about the various system requirements your system needs to have before you will be able to make use of Windows 11. This segment is also quite useful for those with PCs still running Windows 10 and who would love to upgrade their system to the new Windows 11.

Chapter 2: Getting Started

In this chapter, you will be introduced to basic things about the new Windows 11. You will get to learn about the start menu, the taskbar, and the various icons that appear on the start page of Windows 11.

Chapter 3: Navigating Windows 11

In this chapter, you will learn the basics of File Explorer, and how to make use of Windows search to swiftly get to where you would like to go or locate any application or setting you would like to make use of. You will also learn how to use the virtual desktop and task view.

Chapter 4: Personalization and Accessibility

Most people are only satisfied with their computer after they have personalized it. Personalization helps an individual feel more like they are in total control of their device.

In this chapter, you will learn about how to get your desktop background customized, utilizing themes and accent colors to your advantage, and you will also learn about the various accessibility features that older people can make use of. If you are quite old or have an elderly person you would like to get a Windows 11 gadget, this chapter is of extreme importance to you.

Chapter 5: Working with Apps and Programs

Of what use is your computer if there are no applications on it? Applications are the main things people use in completing their tasks. In this section, you will learn how to install and uninstall applications, download applications from and make use of the Microsoft Store, and multitask with the use of Snap layouts.

Chapter 6: File Management

Organizing one's document is key to ensuring that you have all of your files well arranged in a particular place on your computer. In this chapter, you will learn how to organize files and folders, and make use of the various features that are embedded in File Explorer and you will also learn how to get the best from your external device and storage through effective management.

Chapter 7: Internet and Browsing

We are in a world where almost everything is happening online. What is the use of your device if you cannot gain access to the internet? In this chapter, you will learn about making use of the internet which also includes the Microsoft Edge browser. You will learn how to navigate the web in a safe manner, and you will also learn how to manage bookmarks and tabs.

Chapter 8: Communication and Collaboration

There is always a need for effective communication and collaboration especially when it has to do with the work environment. In this chapter, you will learn how to configure Email and calendar and make use of Microsoft Teams for video calls. You will also learn how to share and collaborate on various documents to ensure that you get the best of everything you have to get done, especially with your colleagues.

Chapter 9: Security and Privacy

Bad boys are all around and most especially online hence the need to ensure that your device is well protected at all times. In this chapter, you will learn about Windows Defender and Antivirus, privacy settings, and permissions, and you will also learn about two-factor authentication which is a very good method to ensure you are well protected.

Chapter 10: Troubleshooting and Maintenance

Any personal thing you own ought to be well taken care of and if at any time it happens to malfunction; such problems should be sorted immediately. This also applies to your device. In this chapter, you will learn about system updates and Windows updates, you will learn about troubleshooting issues that may arise while you are using your system, and you will also learn how to create system restore points.

Chapter 11: Advanced Customization

Would you like to customize your device even more? Then this chapter is absolutely for you! In this chapter, you will learn how to customize the taskbar and start menu, make use of group policies and power user settings(which can help get the best use of your system), registry tweaks and you will also learn how to make use of Windows Subsystem for Linux (WSL) Configuration.

Chapter 12: Media and Entertainment

You do not need to wait till Friday night before you get groovy! You can always enjoy the best of music and films right on your system and from just anywhere you choose. In this chapter, you will learn how to play music and videos, make use of photo apps, play entertaining games, and also make use of advanced graphics settings and optimization.

Chapter 13: Senior Friendly Features

Due to the fact that this book is all-encompassing, this chapter was dedicated to the older generation. In this chapter, you will learn how to enlarge text and icons. This is because old people are often diagnosed with sight problems, as well as voice control and Cortana.

All of these settings when learned will help the older ones make the best use of their devices.

Chapter 14: Tips and Tricks

It's nice to have some tricks and tips you can make use of in making the most of your device. In this chapter, you will learn about the various keyboard shortcuts you can use in order to enhance your efficiency, you will learn about time-saving gestures on touchscreen devices and you will also learn about the various Windows 11 hidden gems.

Chapter 15: Backup and Data Recovery

There are times when you may mistakenly delete some files or have a need to move your files from one place to another. In view of this, in this chapter, you will learn how to ensure your files are well backed up, make use of Windows Backup and restore, and you will also learn about creating recovery drives.

Chapter 16: Networking and Connectivity

In this chapter, you will learn about how to connect to Wi-Fi networks, and configure VPNs for privacy, and you will also learn how to share files and printers.

Chapter 7: Performance Optimization

When you have used your device for quite some time, there might be a need for you to optimize its performance a little. In this chapter, you will learn how to speed up Startup and Shutdown, manage background applications, and monitor system resources and you will also learn about overclocking and hardware tuning.

Chapter 18: Advanced Troubleshooting

In this chapter, you will learn about making use of the Windows Performance analyzer, you will learn about making use of command prompt and PowerShell tricks, and you will also learn about diagnosing hardware and driver issues.

Chapter 19: Developing on Windows 11

Microsoft openly disclosed that Windows 11 was designed with developers in mind. This chapter hence has been dedicated to anyone who is a developer. In this chapter, you will learn about installing development tools, writing and debugging code, and also learn about Windows App development.

Chapter 20: Virtualization and Hyper-V

In this chapter, you will learn about configuring virtual machines, and also making use of Hyper-V for testing and development.

Chapter 21: Advanced Networking and Security

In this chapter, you will learn about firewall configuration and rules, network policies, and group security and you will also learn about encryption and secure boot.

Chapter 22: Cloud Integration and One Drive

The loss of documents is an occurrence no one really wants to deal with. It can be very frustrating to lose a document especially when it is one that is very important. In this chapter, you will learn how to ensure you never suffer from file loss with the use of OneDrive. You will also learn how to collaborate with people on a document, especially those from your workplace. This can help ensure that work tasks are completed in due time.

Chapter 23: Windows Subsystem for Linux

In this chapter, you will learn about advanced WSL configuration tips, running GUI applications in WSL, and how you can integrate WSL with development workflows.

Chapter 24: Windows 11 Deployment and Management

In this chapter, you will learn about enterprise deployment strategies, Windows autopilot, and modern deployment, how to manage Windows 11 using Intune, and you will also learn about group policy updates and its best practices.

Chapter 25: Data Protection and Bitlocker

Data is a big deal in today's world and everyone would like to learn how to ensure that their data is not leaked. In this chapter, you will learn about the use of BitLocker for drive encryption, and the use of BitLocker to go for removable storage, and you will also learn how to use advanced BitLocker configuration and recovery.

Chapter 26: PowerShell Scripting and Automation

In this chapter, you will learn about PowerShell, how to write PowerShell scripts for automation, and how to manage Windows 11 with the use of PowerShell.

Chapter 27: Advanced Security and Windows Hello

The need for security and more security can never be overemphasized in our world today. In this chapter, you will learn about Windows Hello biometric authentication, FIDO2 security keys and authentication and you will learn about Windows Hello for Business too.

Chapter 28: Performance Monitoring and Analysis

Get to know how your PC is fairing; this is very important for you because you are able to detect first-hand issues anytime they arise. In this chapter, you will learn about the resources monitor and task manager advanced features. You will also learn to make use of the Windows performance monitor.

Chapter 29: Gaming and Graphics Optimization

This is a chapter that will be of great interest to game lovers. In this chapter, you will learn about DirectX12 ultimate features, Nvidia DLSS, and AMD fidelity FX super-resolution, and you will also learn about advanced graphics settings for gamers. If you love to play games t and would also like to get the best from your PC in order to enjoy your games more you should study this chapter well.

Chapter 30: Advanced Networking and Remote Desktop

In this chapter, you will learn how to configure network policies, and make use of remote desktop protocol security, and you will also learn about remote desktop services and virtual desktop infrastructure.

Chapter 31: Windows 11 for IoT and Embedded Systems

The Internet of Things is going viral nowadays. Almost everyone wants to have things automated. Speak in your house and the light comes on, make use of amazing devices in the world of medicine and agriculture. In this chapter, you will learn how to develop an application for IoT, and you will also learn how to deploy Windows 11 on embedded devices.

Chapter 32: Windows 11 for Accessibility

Seniors might not be able to operate their devices just as well as the younger folks would. In this chapter, you will learn how to better access Windows 11 through the use of its assistive technologies and features. You will learn about some third-party software that you can make use of and how best to test your accessibility features before deploying them.

Chapter 33: Edge Computing and Windows Containers

In this chapter, you will learn about Windows Containers, and how to deploy Microservices with the use of Containers and you will also learn about Kubernetes and Container Orchestration.

Chapter 34: Advanced Disk Management

In this chapter, you will learn about how to get your disk properly managed. You will learn about dynamic disks and raid configuration, disk cleanup, and optimization; this is quite important to ensure that you have just the important things on your disk and also have enough space on your disk for something very important you would like to save. Lastly in this chapter, you will also learn about how to resize and manage your disk partitioning.

Chapter 35: Data Recovery and Forensics

In this chapter, you will learn about Windows File History and previous versions, making use of data recovery software, and you will also learn about digital forensics basics on Windows 11.

Chapter 36: Enhancing Productivity with PowerToys

In this chapter, you will learn about PowerToys Utilities, and how to get your keyboard shortcuts customized, you will also learn how to boost efficiency with fancy zones and run launchers.

Chapter 37: Managing User Accounts and Family Safety

The Internet is a free world with so much content flying all around. There is a need to protect our young ones from content that is not for their age. In this chapter, you will learn about user account control customization, family safety features, and parental controls, and you will also learn how to set up a child account.

Chapter 38: Advanced File Sharing and Permissions

In this chapter, you will learn about sharing files and permissions. You will also learn how to manage NTFS permissions and you will learn about access control lists.

Chapter 39: Windows Update Strategies and WSUS

In this chapter, you will learn about Windows updates for business, and Windows server update service and you will also learn about deferring updates and quality vs. against feature updates.

Chapter 40: Windows 11 for 2-in-1 Devices

In this chapter, you will learn about optimizing touch and pen input, tablet mode, and continuum, and you will also learn about gesture controls and hybrid usage.

Chapter 41: Customizing System Sounds and Notifications

In this chapter, you will learn about effectively managing system sounds, customizing notification settings, and syncing notifications across various devices.

Chapter 42: PowerShell Desired State Configuration (DSC)

In this chapter, you will learn about DSC, how to write DSC configuration scripts, and how to apply and manage DSC configuration.

Chapter 43: Windows 11 Security beyond Basics

In this chapter, you will learn about application control policies, credential guard and device guard, exploit protection, and Windows Defender ATP.

Chapter 44: Windows 11 for Content Creators

This is a chapter also for content creators. In this chapter, you will learn about the use of Windows Ink Workspace for creative work, you will also learn about advanced photo and video editing tools and you will also learn how to get your displays calibrated.

Chapter 45: Windows 11 and Internet of Things (IoT)

In this chapter, you will learn about integrating Windows 11 with IoT devices, you will also learn about IoT Core and Windows IoT Enterprise. Lastly for the chapter, you will learn about prototyping IoT solutions with Windows 11.

Chapter 46: Automating Tasks with Task Scheduler

In this chapter, you will learn about the use of the task scheduler and also how to create advanced scheduled tasks. You will also learn to make use of triggers and actions in an effective manner.

Chapter 47: Extending Windows 11 with Extensions

In this chapter, you will learn about Microsoft Edge extensions, various third-party extensions, and how to develop extensions for Windows 11.

Chapter 48: Enhancing Battery Life and Power Management

In this chapter, you will learn how to make use of the advanced power options, battery saver mode, and power plans, and you will also learn about managing background processes so as to control battery drain.

CHAPTER 1
INTRODUCTION TO WINDOWS 11

Windows is an operating system that Microsoft developed. The operating system is what enables you to make use of the computer. Windows is already loaded on almost all personal computers widely called PCs which also enables it to become the most popular system in the world. With the use of Windows, you are able to complete all of your tasks on the computer on a daily basis. For instance, you can make use of Windows to surf the internet, check through your emails, modify pictures, listen to any music of your choice, play games, and a host of others. In various offices around the world, Windows is also used because it offers you access to various productivity tools like calendars, word processors, and spreadsheets.

Below is an overview of just how Windows commenced its operation;

- **MS-DOS and Early Days**: In the very late 1970s and the earlier part of the 1980s, the very first success achieved by Microsoft was the Microsoft Disk Operating System with the acronym MS-DOS for the first personal computer of IBM which was released by the IBM PC in the year 1981. MS-DOS offered a command-line interface for various users in order to have a perfect and seamless interaction with the computer. Nevertheless, this user interface didn't have a graphical user interface (GUI) and lacked multitasking capabilities.
- **Graphical User Interfaces**: The popularity of the use of Graphical User Interfaces commenced in the early 1980s with systems such as the Apple Macintosh which made use of icons and mice for seamless interaction. Microsoft could recognize the potential GUIs and commenced work on its own graphical operating environment.
- **Windows 1.0**: In the year 1985, Microsoft launched Windows 1.0 which offered a graphical interface that could run on top of MS-DOS. Windows 1.0 enabled various users to launch various applications and programs at the same time and also launched what is now referred to as multitasking. Nevertheless, it was not regarded as a full operating system but it was known more as an extension of the MS-DOS.
- **Windows 2.0 and 3.0**: Windows 2.0 was launched in the year 1987; it included major improvements in graphics and performance. It was then immediately

followed by Windows 3.0 in the year 1990 which also represented a very significant step forward with much-improved graphics, and multitasking and also offered more support for more applications and programs. Windows 3.0 became a widely used platform for users of personal computers and also helped with the establishment of the graphical user interface as a model.

- **Windows 95**: With 1995 came the release of Microsoft 95 (the 95 must have been coined from the year of launch) Microsoft achieved a major milestone in the evolution of Windows. It brought about the use of the Start menu, taskbar, and much more improved and advanced graphics. Windows 95 was a very important upgrade from the previous Windows as it came with a much more user-friendly and well-integrated experience.
- **Subsequent Versions**: Microsoft continued to evolve and went on to release more Windows such as Windows 98, Windows 2000, Windows ME (Millennium Edition), and Windows XP. Each of the listed versions brought about various degrees of improvements in performance, stability, and features.
- **NT-based Windows**: With the release of the Windows NT, there was an introduction of a more robust and stable architecture that was aimed at various businesses and enterprise users. Windows NT went on to evolve into other Windows like Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, and the latest Windows 11.

The next significant version of the Windows operating system, Windows 11, will replace Windows 10. On June 24, 2021, Microsoft made the announcement in a virtual event. In comparison to Windows 10, Windows 11 adds a number of new features, upgrades to the user interface, and expanded capabilities. The Start Menu and Taskbar are centered in Windows 11, giving the interface a neater and more contemporary appearance. The Start Menu now has system tray improvements, Live Tiles, and app icons that are centered and aligned. Windows 11 adds new snap layouts and snap groups to improve the window management experience. The management of open windows by users is simple, which makes multitasking more natural. Windows 11 adds new snap layouts and snap groups to improve the window management experience. The management of open windows by users is simple, which makes multitasking more natural. In Windows 11, widgets are made available once again, providing rapid access to customized news, weather, calendars, and other information at a glance. With an emphasis on better app discovery, enhanced speed, and a greater variety of program types, including both conventional Win32 apps and cutting-edge Universal Windows Platform (UWP) apps, the Microsoft Store has been

revamped for Windows 11. New system requirements for Windows 11 include support for contemporary 64-bit CPUs, UEFI firmware with Secure Boot, and TPM 2.0 (Trusted Platform Module) for increased security. By now I am sure you must be wondering if Windows is the only operating system that can be used with computers. The answer to that is NO. It all depends on the kind of computer you are using. There are other operating systems that can be used but they are pertinent to certain types of computers.

These operating systems (OS) include;

- Chrome OS is used basically for Chrome books. This type of computer was created by Google and it is quite affordable. It can be used for just basic computing functions such as surfing the net, working on your email, and composing very simple documents. Note however that Chromebooks cannot execute Windows programs like Office or Photoshop although they are able to execute the online version of these programs.
- One other amazing operating system is the macOS which is basically confined to Apple and is used basically for Mac computers.
- There is also Linux which is another amazing operating system. It is similar to the Chrome OS in that it can only handle very light operations such as surfing the internet, working on simple documents, and checking and replying to your emails.

Overview of the New Interface

A revamped Start menu that resembles an app launcher, more rounded corners, snap controls that enable you to pin windows to specific locations on your screen (and snap groups), a new Widgets area and icon in the taskbar, and a new Windows setup experienced are just a few of the interface changes in Windows 11.

- **Snap groups and Snap layouts**: These are lovely features that allow you to have more flexibility and choice over just how you configure your display with various windows. Windows can now be organized in various ways, while Windows will remember your layouts so that they can be gotten with ease much later. Windows 11 will also remember just how you laid out your windows on an external display and offer you access to that same layout whenever you re-dock.

In comparison to Windows 10, several icons have also been refreshed, giving everything a new vibe. It is more of iteration than a significant departure from Windows 10 in terms of functionality. The redesigned Start menu, which is visible above, is the main design modification. The taskbar icons have been moved to the center; if desired, they can be moved back. You may view your most recently touched files in the Start menu as well. The Widgets bar, which you may resize, essentially replaces the Start menu live tiles in Windows 10 and allows for the delivery of personalized information such as pertinent news articles.

On tablets, snapped Windows alter orientation if you have a need to change to portrait landscape. Touch targets have also been made larger hence it's quite easier to use for touch. Android apps will also now be able to be installed on Windows 11 through the Microsoft Store and Microsoft Teams is baked into the operating system, seemingly now being preferred to the officially long-forgotten Skype. More than ever, Microsoft wants to present Windows as a platform for other products. Microsoft claims that regardless of the developers' methods for collecting payments from customers, it will let any kind of app — not only "native" store apps — into the store. It's interesting to note that Windows 11 lacks a number of features, which we've listed in a separate article. These features include Live Tiles, which have been replaced by the Widgets sidebar, Tablet Mode, Timeline, and Cortana's prominent placement. There are also many additional apps that are no longer available, like the previous version of Internet Explorer.

System Requirements and Compatibility

Windows 11 is designed to get you closer to what you love and is released at a time when the PC is playing an even more central role in the way people would like to connect, create, and play. When the decision was made on where to configure the minimum system requirements for Window 11, Microsoft focused on three basic principles which was reliability, security, and compatibility.

Below are the minimum system requirements your PC ought to meet so you can have a wonderful computing experience;

- **Processors/CPUs (Central Processing Units)**: 1 GHz or faster with about 2 or more cores and also showing on the list of approved CPUs (you might want to check Microsoft website for this). The processor in your PC will be a very important determining factor for running Windows 11. The clock speed (the 1 GHz or faster requirement) and the number of cores (2 or more) are quite inherent to the processor design as it was manufactured and are not considered upgradable components.
- **RAM**: 4GB. If your PC happens to have less than 4GB of memory, there are times when there are options for you to upgrade in order to get more RAM. There might be a need for you to consult the manufacturing website of your PC or with a retailer in order to see if there are easy and affordable options to meet the minimum requirements for Windows 11.
- **Storage**: 64GB or larger storage device. If your PC doesn't have a large enough storage drive, there are time options for upgrading the drive. You may need to consult your PC manufacturer's website or with a retailer to see if there are easy and affordable options to meet the minimum requirements for Windows 11.
- **System Firmware**: UEFI (for unified Extensible Firmware, Interface, a modern version of the PC BIOS) and Secure Boot capable. If your device does not meet the minimum requirements due to the fact that it is not Secure Boot capable, there might be a need for you to see if there are steps you can take in order to enable this. Secure Boot can simply be enabled with UEFI and you can then be patient enough to study it so you can have a perfect understanding of the potential options available to alter settings to make this possible.
- **Graphics Card**: This should be compatible with DirectX 12 or later with WDDM 2.0driver.

- **Display**: High definition (720p) display that is much greater than 9” diagonally, 8 bits per color channel. If the size of your screen is less than 9”, the intended user interface of Windows may not be totally visible.

Activity

1. Give a brief introduction to Windows 11.
2. Highlight the notable features that have been included in the interface of Windows 11.
3. Mention the various system requirements needed for your system to be able to run on Windows 11.

CHAPTER 2
GETTING STARTED

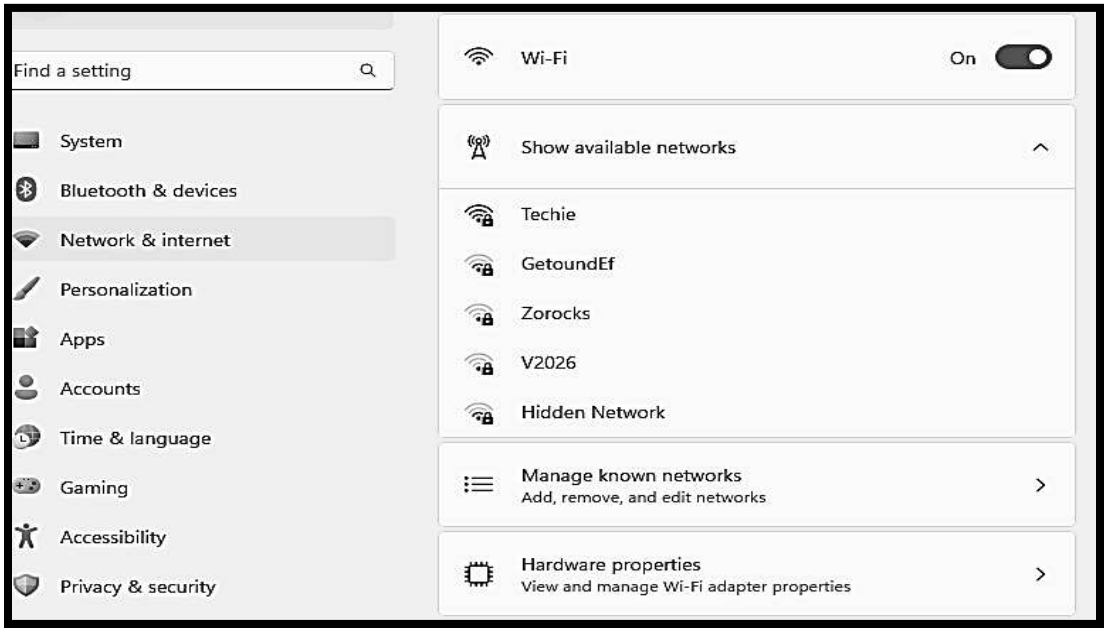
In this chapter, you will learn all you need to know about setting up and initializing your computer for your use. It has to do with lots of steps to ensure your computer is ready for your daily tasks like surfing the internet, customizing settings, working on documents with the use of installed software, and so on.

Setting Up Your Computer

To guarantee that a computer is ready for usage, numerous actions must be taken during setup. The general procedures for setting up a new computer are listed below. Remember that depending on the kind of computer (desktop or laptop) and operating system you're using, particular instructions can change.

- **Unboxing and inspection**: Carefully unpack your computer, accessories, and peripherals. Inspect all and check for any form of damage that might have happened in the course of shipping. If you locate any form of damage, reach out to those you purchased from and swiftly ask for a refund.
- **Connecting Hardware**: Based on your type of computer, follow the steps below;
  - **Desktop Computer**
    - Position **the computer tower** in a location that is quite suitable with sufficient ventilation.
    - Connect **the monitor** to the computer with the use of the appropriate cable (HDMI, DisplayPort, VGA, etc.)
    - Plug **in the keyboard and mouse to the various USB ports available**.
    - Connect any other peripherals like speakers or printers.
  - **Laptop Computer**
    - Open **the laptop and power it on**.
    - Connect the charger to the laptop and an electrical outlet.
- **Powering On**: Touch the power button on the computer or laptop to bring it on. Follow any onscreen instructions that may show while the initial boot process is ongoing.
- **Operating System Setup**: If you have a brand new computer or you need to install the operating system yourself; follow the procedures below;

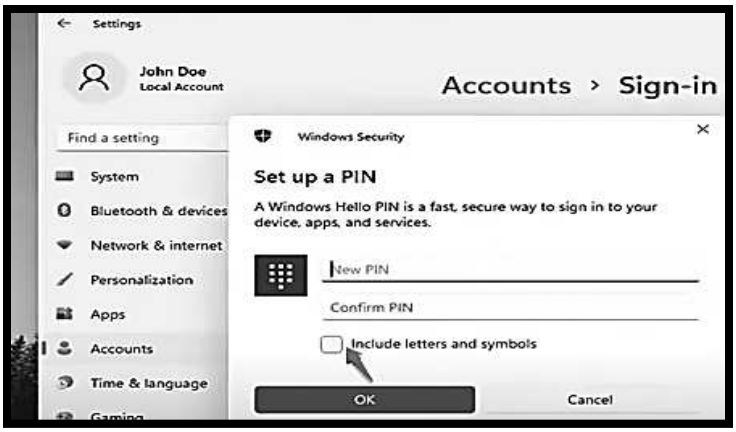
- Follow the on-screen prompts to choose your preferred language, region, timezone, and keyboard layout.
- Connect **to any available Wi-Fi network if applicable**.



- Sign up or sign in with your Microsoft account.

- Complete **the configuration process** which also may involve the configuration of privacy settings as well as preferences.

- **Software Installation**: Ensure you have all the necessary applications and software installed. This ought to include web browsers, office suites, media players, and any other specialized software you feel will be needed for your personal use.
- **Updates and Drivers**: Ensure that your operating system is up to date with the latest updates and patches. Furthermore, install any driver you feel will be needed for any of your hardware components like printers.
- **Data Transfer and Backup**: You might need to copy your files, papers, images, and other data to the new computer if you're moving data from an old computer. In order to safeguard your data in the event of hardware failure or other problems, think about setting up a backup solution.
- **Security Setup**: Make sure that your computer is well protected by configuring various security measures;
  - Install **a trustworthy antivirus and anti-malware software**.
  - Make use of a firewall for network protection.
  - Configure secure login methods like PIN, password, or the use of biometric authentication.



- **Data Organization**: Arrange your files and design folders to ensure data are well kept and well-structured too. Note also that ease of access is also a very important factor that must be considered.
- **Troubleshooting:** Ensure you check all hardware and software components to be sure they all are functioning properly. Be sure to deal thoroughly with any issue that may arise during this process.
- **Create Recovery Options**: Create a recovery system or a system restores point such that you are able to restore your computer to a functional state in case problems arise much later in the future.

Keep in mind that these instructions are only a general reference; depending on the type of computer and operating system you are using; your setup procedure may vary. For comprehensive advice on configuring your specific computer model, always refer to the manufacturer's instructions and user manuals.

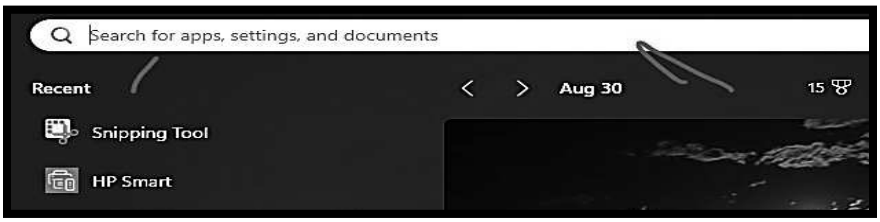
Exploring the Start Menu

Windows 11 mimicked Apple's strategy on the Mac when it came to the desktop. As a result, the taskbar and Start menu are both in the middle, and the taskbar's icons operate similarly to Mac icons. I appreciate this new strategy, and I really like the redesigned Start menu, which has new categories and things and is organized differently than it was in Windows 10. Windows 10's tiles are gone, and Windows 7's traditional shortcuts are now available. The very first thing that will be made visible to you when you either click or touch the start icon is the Start menu. This is Microsoft’s first centered start menu in a

Windows operating system since inception and as expected, it comes with a lot of difference than the start menu in Windows 10.

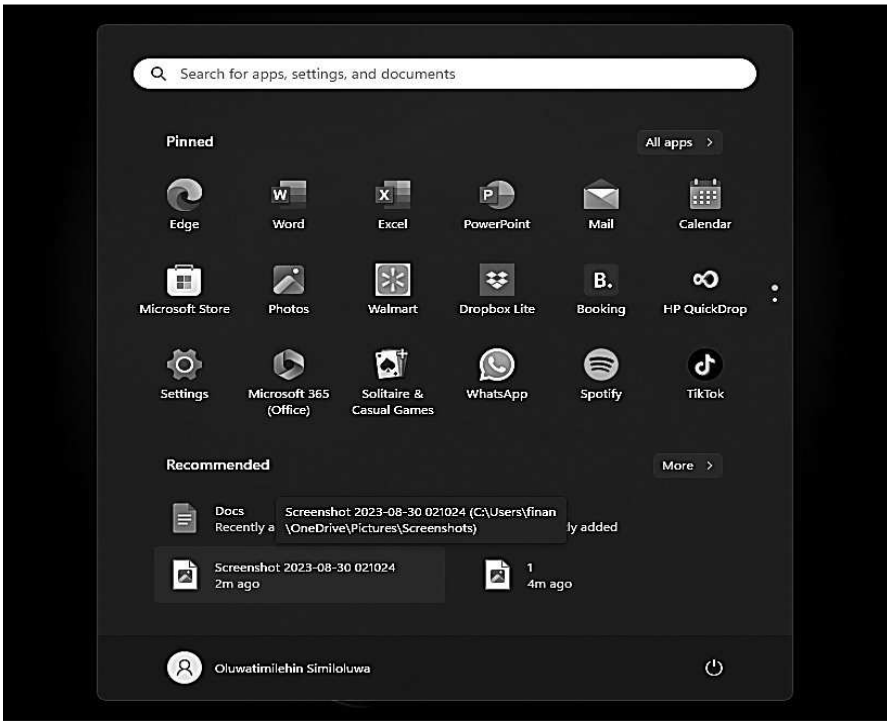
Below is a preview of the organization of the start menu;

- In the upper part of the Start menu is located **a search box** that can be used to locate anything from installed applications on your computer to configurations, files, or various websites on the internet. All you have to do is input whatever it is you would like to search for and then tap the enter button.



- Followed by this is **the Pinned section** which has about three rows of shortcuts to applications installed. These shortcuts are instantly configured by Windows 11 but then you can also choose to personalize the list. Although the default with Windows 11 is up to 18 shortcuts but then you can always alter this to either increase which is most often the case or you can also choose to remove some applications already in the list of the default section if you will not be making frequent use of the application. To move to the next screen of shortcuts, all you have to do is click or touch one of the **dots on the right side of the Pinned section**.

- At the top of the Pinned list to the right is the **All Apps button**. Tapping or selecting this button will lead to an opening of a list containing all of the various applications in Windows 11.
- Subsequent to the **top Pinned list** is the **recommended section** which has recently added applications, the applications you use the most, and also the items you happen to make use of the most. A More button on the right can be seen that simply contains more applications that you have been using recently.
- At the bottom of the **Start menu is your username** as well as your picture on the left and also on is your power icon.



Note however that unlike Windows 10, you are unable to modify the size of the Windows 11 Start menu. You are somewhat stuck with the default size and its various sections.

Personalizing the Start menu

The Start menu of Windows 11 can be personalized to suit your taste. Below are some of the things that you can do to ensure you are freer with the use of the Start menu;

Moving, removing, and Adding pinned apps

For a start, you might just want to jump at the Start menu and remove the pinned app shortcuts you don't want anymore, pin shortcuts to apps you feel you might use more often, and then alter the various positions of these shortcuts for ease of access.

Follow the set of instructions below to get this done with ease;

- Select or touch the **Start menu icon**.
- Right-click the **app shortcut** or press and hold down **the app to unpin the app**.
- Select or touch Unpin from Start.
- Click or touch the **All Apps button**.

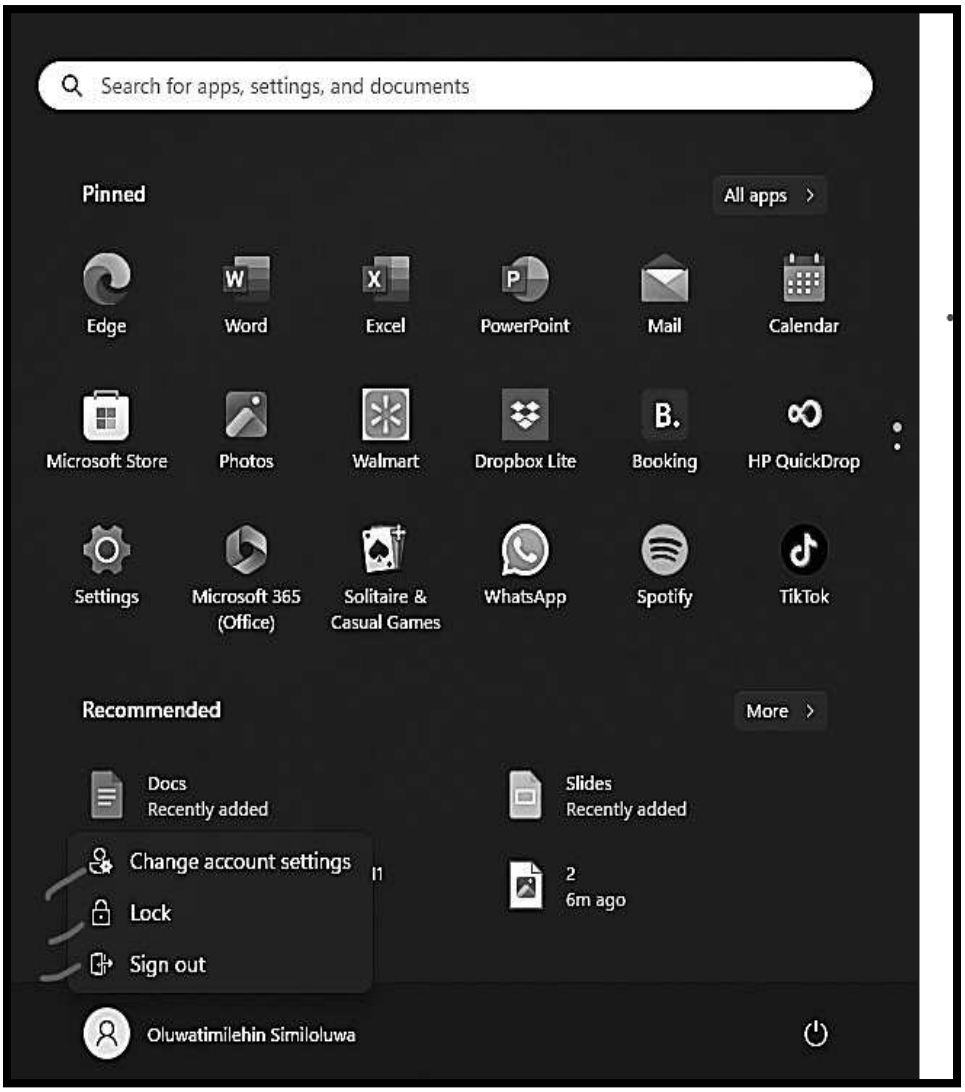
- If you would like to pin an application, move down the list of applications and then right-click the app or you can also choose to press and **hold down the app**.
- Choose **Pin to Start**.

- Select or touch the **Back button** to see the app in the Pinned section.

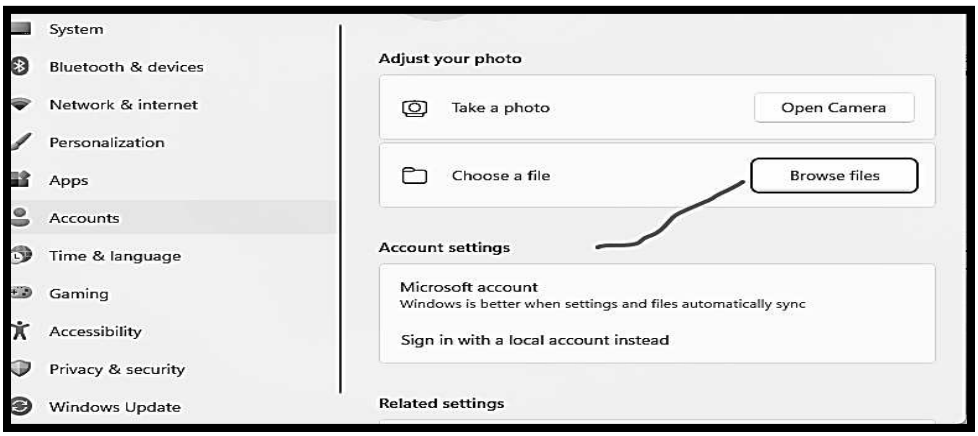
Changing your picture

One other modification that can be done to the Start menu is for you to change your picture that is located at the bottom left corner;

- Open the **Start menu**, touch or choose **your picture**, and then choose **Change Account Settings**.



- **If you have a picture you would like to make use of already; take the steps below;**
    - Close to the **Choose a File option**, select or touch **Browse Files, and navigate to the picture.**



    - Choose **the picture**, and touch or select the **Choose Picture.**
- If there is a need for you to make use of the webcam of your computer to have another picture in place, follow the steps below;
    - Ensure you are in order to take a good picture and then tap or select **Open camera.**
    - In the Camera app window, touch or select the **Take Photo button**

- And then check if you are cool with the picture by touching the **Done option**.

Adding and removing Start menu folders

The only icon that appears by default in the bottom-right portion of the Windows 11 Start menu is the power icon. To act as quick shortcuts to locations you frequently visit, you can add a number of folders adjacent to it. The settings, File Explorer, Documents, Downloads, Music, Pictures, Videos, Network, and the Personal folder (the folder for your user account) are all places where you can add shortcuts.

The steps to add and remove folders from the Start menu are as follows:

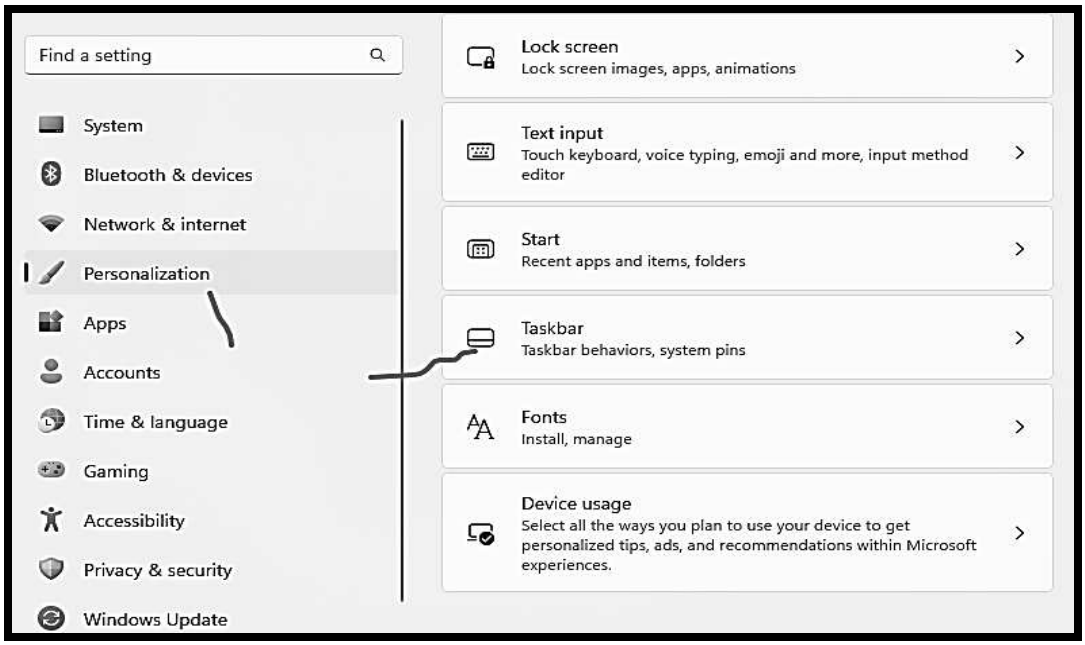
- Open the **Start menu** and choose or **touch Settings.**
- In the Settings app, choose or touch **Personalization, Start, and then Folders**.
- For each folder, you would like to have on your **Start menu, choose or touch the switch to bring it on.**
- For the folders you have no specific need on the Start menu, configure their switch to off.
- When you are done with all of these, close **Settings**.

Moving the Start menu and taskbar to the left

The taskbar and Start menu are centered in Windows 11. You might prefer a more accustomed setup with everything aligned to the left side of the screen because this is different from Windows 10 and earlier versions of Windows.

How to move the Start menu and taskbar are described here:

- Open the **Start menu** and choose **Settings**.
- In the Settings app, choose or touch **Personalization and then Taskbar**.
- Navigate downwards to **Task Behaviors and choose it.**



- Select or touch **Taskbar Alignment** and click on Left.

Using Taskbar and System Tray

The outdated Windows 7 taskbar was given the codename "Superbar" by Microsoft developers who were working on it. The Windows 11 taskbar is without a doubt an essential tool for all users, even though it is debatable how much of the Super in the taskbar is actually real. The Windows 11 taskbar is located at the bottom of the screen, with various icons in the middle. One major difference is that it is not aligned on the left anymore as it was in previous Windows like 10 and 7. This time, Microsoft has taken a cue from Apple's workbook, and both the Windows 11 taskbar and the Start menu are positioned at the center. Compared to Windows 10, the taskbar in Windows 11 is far less versatile. You can no longer alter its dimensions, for instance. No matter what, it's frozen at the bottom of the screen. You cannot add any toolbars because they are missing as well. I'm willing to wager that a lot of people won't like this very much, and I'm hoping that Microsoft will quickly reverse direction and bring back all the features we loved about the taskbar.

There are about two different kinds of icons available on the taskbar;

- **Pinned icons**: Windows 11 comes with about eight icons on the taskbar which are for Start, Search, Task View, Widgets, Chat, File Explorer, Microsoft Edge, and the Microsoft Store. Whenever a program is installed, you can tell whoever is installing the program to add an icon for the program on the taskbar. You can also choose to pin programs of your choice on the taskbar.
- **Icons associated with running apps and programs**: An icon for software appears on the taskbar each time it launches. Only one icon appears even if you run three separate instances of the program. The icon vanishes when the program ends.

Click or press a **program's icon** to launch it from the taskbar. Windows 11 adds an almost imperceptible line under the symbol for any running program, making it easy to identify which icons represent operating apps or programs. The line below a minimized running app's taskbar icon gets smaller. Two translucent squares surround the taskbar icon if there are many instances of the software running.

Using jumps lists and other taskbar tricks

There are a bunch of links which usually is termed a jump list which is visible if you right-click an icon on the taskbar or tap and hold down on it if the icon is pinned or not. Depending on the program that is running, the jump list's contents change, but every jump list's bottom pane always includes the entry Unpin from Taskbar (or, if the program is running but not pinned, Pin to Taskbar). Jump lists were introduced in Windows 7, but they haven't gained much popularity. Jump list implementation varies greatly across non-Microsoft applications, from being overtly obsessional (as with Microsoft Edge) to careless.

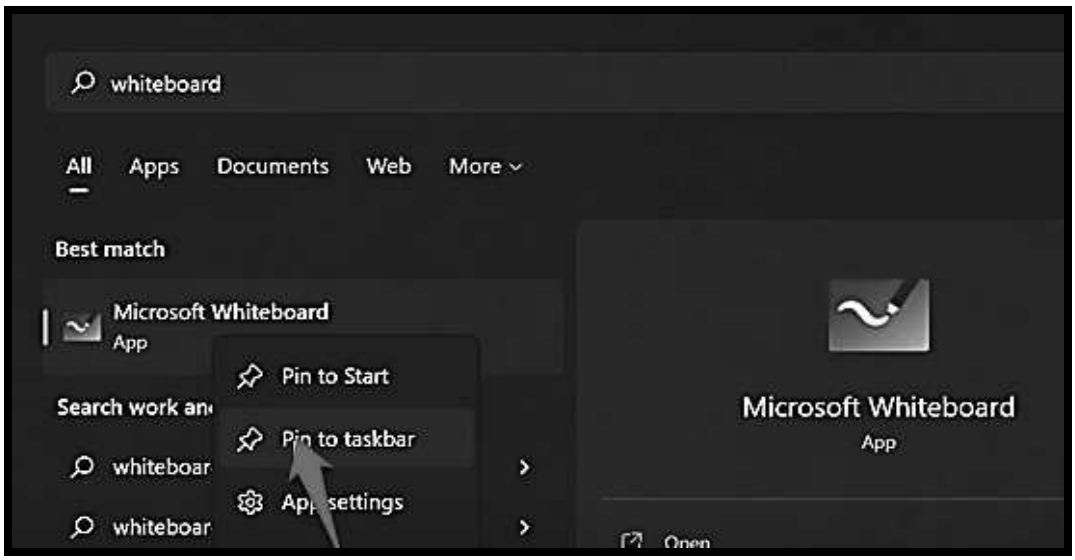
Below are the basics of the jump list;

- It's quite easy to pin an item to the jump list. When you pin an item, it gets stuck to the jump list of a program. It doesn't matter if the item is opened or not. To have an item pinned, move your mouse cursor to the right side of the item you would like to pin and choose or tap the pushpin that shows. The item will then be positioned in a different Pinned pane at the top of the jump list.
- The jump list may also display your frequent folders or files of the file history of files you opened recently.

- The jump list has one not-so-obvious use. This is the fact that it enables you to open a second copy of the same application. Let's say you wish to transfer a few files from the Documents folder to a USB memory stick using the D: disk. File Explorer should be the first thing you select by clicking or touching the taskbar, followed by Documents on the left. You can choose your documents, copy them using the keyboard shortcut Ctrl+C, browse to D: using the list on File Explorer's left, and then paste them with Ctrl+V. However, it is quicker and simpler to create a second window of File Explorer and navigate to D: in that window, if you need to copy numerous documents. Then, you may choose and drag your files to the D: drive from the Documents folder.

Pinning apps to the taskbar

- **Pin a program on the taskbar:** Right-click or touch and hold down on the program and select **Pin to Taskbar.**



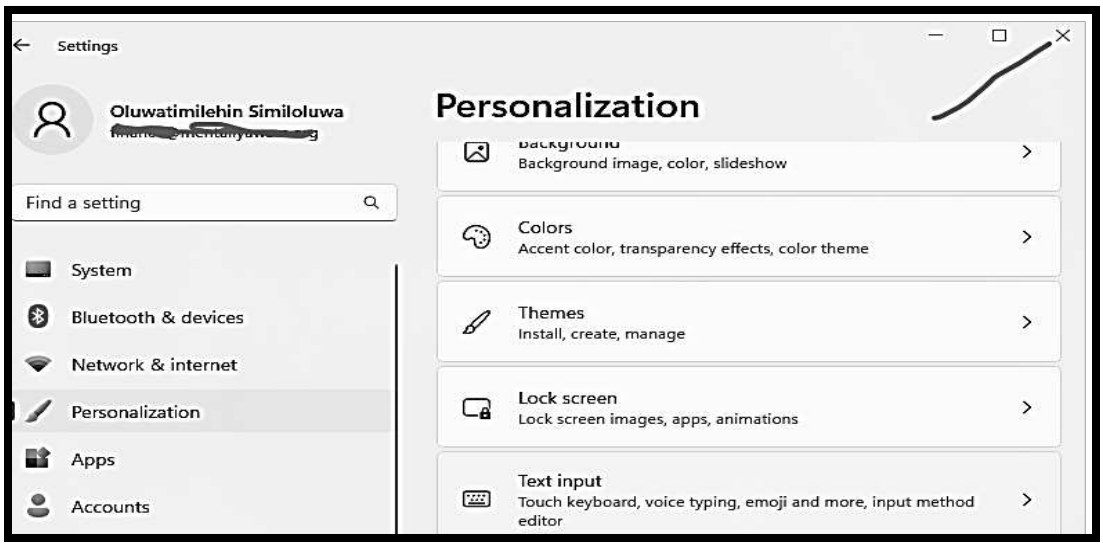
- You can right-click **the icon** of a running program on the taskbar or its shortcut on the **Start menu, the desktop, and some other places**.
- **Move a pinned icon**: Choose or touch and **move the icon**. You can also choose to move an icon that has not been pinned into the middle of the pinned icons. When the program in sync with the icon stops, the icon will also disappear and all of the pinned icons will also move back into their position.

- **Unpin a pinned program**: Right-click or touch and hold down **on the icon and select Unpin from the Taskbar.**

Adding and removing taskbar items

You can choose to either enable or disable some of the icons on the Windows 11 taskbar. **Follow the steps below to add icons and take off icons from the taskbar;**

- Right-click or touch and hold down **anywhere on the empty space on the taskbar and select Taskbar Settings.**
- Beneath Taskbar items, toggle off the **switches of the icons** you would like to remove from the taskbar.
- If you have a tablet or a touchscreen, beneath **Taskbar Corner Icons,** allow the icons that you would like to see in the right corner of the taskbar.
- When you are done, bring a close to Settings by selecting or touching **X in the top right corner.**



Activity

1. Open your system and set it up.
2. Explore the Start menu of your system.
3. Make use of the Taskbar and System Tray.

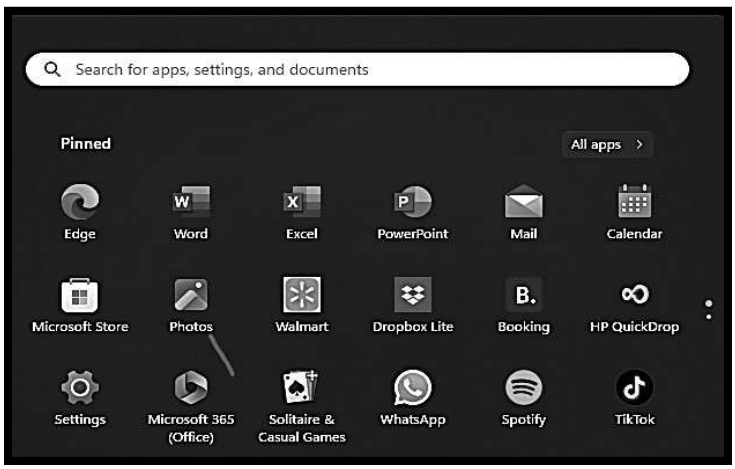
CHAPTER 3
NAVIGATING WINDOWS 11

If you are an experienced user of Windows 7, you will find certain aspects of Windows 11 quite easy to navigate through; it is just as though these parts were taken from a Mac or an iPhone. I am sure you know how to get around certain basic settings with Windows with the previous knowledge you have. Navigating Windows 11 isn't so difficult, I will give you a quick tour around what you are expected to come across so this becomes an easy and seamless experience for you. In this chapter, you will also learn about basic shortcuts you can use to ensure navigation becomes much easier for you. When you make use of shortcuts, it helps with enhancing your creativity and also ensures you find your way around in a swifter manner.

Navigating around the desktop

If you are making use of a mouse or using a trackpad or even if it is a finger, the desktop is the very place where you will likely be spending most of your time in Windows. Below is a well-guided tour of your PC, which you can do with just the use of a mouse, a finger, or even a stylus. Any choice you decide to go with, this guide will surely help you settle properly.

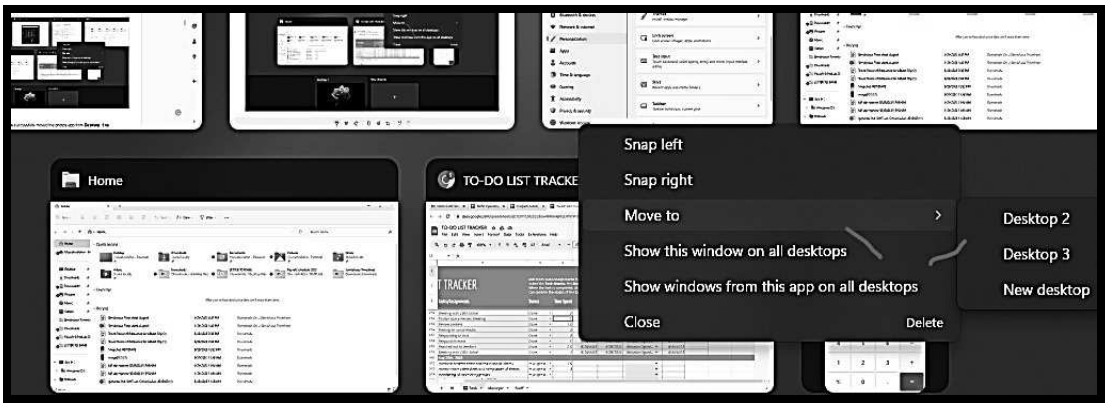
- Select or touch the **Windows logo icon (Start)** which can be found at the margin.
- Navigate to the pinned section, choose or touch **the Photos icon**.



- Look closely at the Photos app window; note that the size of this window can be modified when you drag your mouse cursor over to a specific edge and then **tap and drag**. You can ensure to choose to drag the whole window by selecting the title bar and then dragging it. Note also that you can choose to minimize the window by making it shrink down to just an icon by simply selecting or touching the horizontal line in the upper right corner. Finally, if you would like to close the app, all you need to do is select or tap the **X icon in the upper right corner.**
- At the lower part of the Window in the taskbar, close to the **Start icon**, choose or touch the search icon.

Here you will be able to search for various applications, files, folders, and configurations as well as websites you might need to visit.

- In the search field at the very top of the Windows, you can choose to type the word “photos”. The results will include various settings pertaining to searched words, web results, and files and folders in your computer that pertain to the word search.
- Select or touch the **New Desktop button at the top of the taskbar**. When you do this, another desktop (Desktop 2) will be created instantly and will be added to the list of virtual desktops. Any other application you open will then be added to the virtual desktop.
- Drag the mouse over **Desktop1**, right-click on **any page**, and then select **Move To > Desktop 2**.



With this, you would have successfully moved the photos app from Desktop 1 to Desktop 2 which you have earlier created.

- Select or touch **Desktop 2**.
- Inside the Photos app window, select or touch the **X button** in the top-right corner in order to have it closed.
- On the taskbar, choose or **touch the widget's icon**. Windows 11 widgets show quite a handful of useful information like weather forecasts, the latest news especially if you are a lover of sports, stock market data, and also traffic data.

Keyboard Shortcuts

Windows 11 has lots of keyboard shortcuts. Some of these shortcuts have the ability to ensure your work is done in a much easier manner which definitely is the sole reason you are making use of a computer in the first place.

- **Ctrl +C**: This shortcut helps you to copy whatever it is you have highlighted with the use of your mouse. Once copied, it is positioned on the clipboard. You can also repeat this same process on a touchscreen; all you have to do is tap and hold down then select Copy.
- **Ctrl + X**: This option helps to cut anything you must have highlighted and also puts it on the clipboard. For the touchscreen option, you can also make use of the same options mentioned above but this time will touch the cut option and not copy.
- **Ctrl+V**: This option helps with the pasting of whatever you have either copied or cut and is in your clipboard. As usual, for the touchscreen option, you can simply touch

and hold down the exact place you would like to paste and then touch the Paste option.

- **Ctrl+A**: This option helps to select everything. Although, there are times it can be very hard to differentiate certain things from “everything”.
- **Ctrl+Z:** This helps you to undo whatever you have just done. Oftentimes, this option is usually used when an error is committed.
- Whenever you are typing, Ctrl +B, Ctrl + I, and Ctrl + U often modify your text to bold, italic, or underline, respectively. Tap the same key combination once more and the text will then go back to normal.

Below are some other one-touch shortcuts you also should be aware of;

- The **Windows key** brings up the Start menu.
- **Windows +A** helps with the opening of Quick Actions.
- **Windows + E** opened File Explorer.
- Windows + I help with the opening of the Settings App.
- Windows + M minimize all open applications and windows on the desktop that is currently in use.
- **Windows+Tab** open the task view, with the virtual desktop listed at the bottom. In the middle, a preview of the applications opened can be found on each of the virtual desktops.
- **Alt + Tab**: This option helps you to move through all the applications running on the desktop in use one after the other.
- **Ctrl + Alt + Del**: A combination of these buttons brings up a screen that enables you to decide to lock your PC, change the user, sign out, or even execute Task Manager.

File Explorer Basics

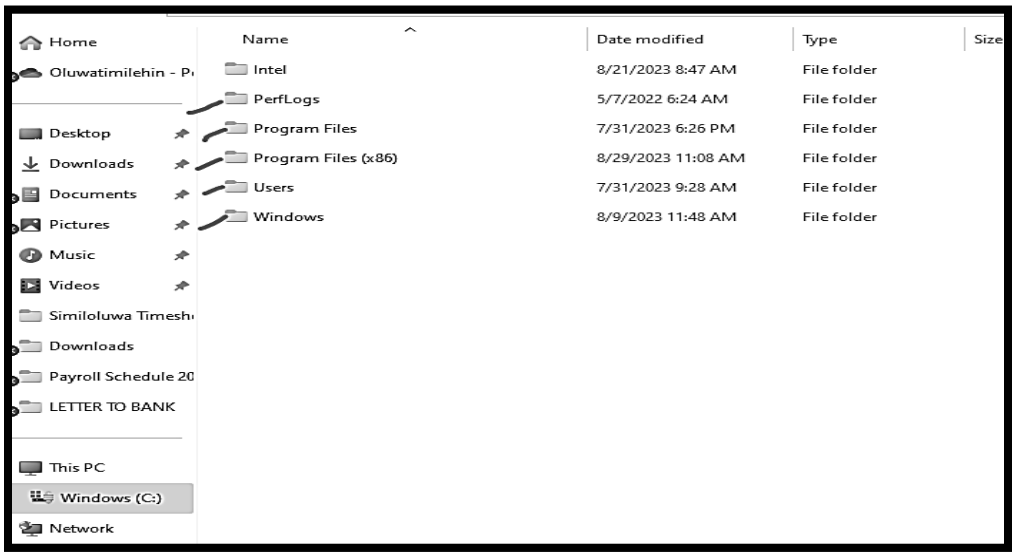
File Explorer in Windows 11 is a tool for navigating and managing files and folders on your computer. It offers a graphical user interface for interacting with your files, organizing them, copying, moving, deleting, and doing other file-related activities.

The following are the fundamentals of utilizing File Explorer in Windows 11:

- Opening File Explorer
  - Select the **Start button (Windows logo) in the taskbar.**

- Choose **File Explorer from the Start menu** or you can also choose to tap the **Windows Key + E on your keyboard.**

- Navigation Pane
  - The navigation pane located on the left side shows Quick Access which are frequently used folders and This PC which are drives and storage devices.
  - Select **a folder** or drive to gain access to its contents.



- **Address Bar**
  - The address bar helps to show the current location of the folder you are currently in. You can also choose to type a path or address swiftly in order to get to the specified location swiftly.
- **File Lists**
  - The File lists help to show the contents of the chosen folder. You can see files as icons, a list, details, and even thumbnails.
- **Ribbon Menu**
  - The Ribbon is usually located at the top and offers various options as well as tools for the management of files which includes; organizing, copying, moving, and deleting files and also modifying the overall view and layout of the file explorer.
- **Quick Access**
  - This option enables the display of folders that are frequently used and also recently opened files. Folders can be pinned for easy and swift access.
- **Context Menu**
  - Right-click on **a file or folder** in order to open the Context menu which provides different options like opening, copying, cutting, renaming, deleting, and a whole lot more.
- **Selecting Files and Folders**
  - Select **a file or folder to choose it.**
  - Hold down the Ctrl key **when choosing** if you would like to choose more than one item.
  - To choose a wide range of items, choose the first item, hold down the Shift key, and then choose the last item.
- **Organizing Files**
  - Open a new folder: Select the New **Folder button on the Ribbon**.
  - Rename: Right-click and then select **Rename** or you can also choose to tap **F2 on your keyboard**.
  - Cut, Copy, Paste: Right-click and then choose **your preferred choice between Cut or Copy; then right-click and select Paste at the very destination where you would like to have the item pasted**.
- **Searching for Files**
  - Make use of the search box located in the top right corner to locate files and folders.
- **File and Folder Properties**

- Right-click on a file or folder and select **Properties** to see details about the specific item like its size, location, and attributes.

- **Changing Views**
  - Make use of the icons on the Ribbon or the View menu to modify the manner in which files and folders are shown such as icons, details, and thumbnails.

These are some of the fundamental capabilities and activities available in Windows 11's File Explorer. File Explorer provides a variety of tools and settings for efficiently and effectively managing your files.

Using Windows Search

Windows Search has been around for over 15 years, beginning with the venerable Windows Vista. It has changed and matured over time, and the most recent version, Windows 11, is simpler, faster, and more efficient than earlier versions. Windows Search in this operating system can help you locate apps, settings, documents, images, emails, files, folders, and online results from a variety of sources, including your computer, the Bing search engine, OneDrive, OneNote, SharePoint, Outlook, and Mail.

If you would like to open Search in Windows 11,

- Select or tap **its icon**, which can be found close to the Windows logo, or you can also choose to **tap Windows + S on the keyboard.**