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Windows 11 Fundamentals

Course #: W8-100 **Duration:** 1 day

Prerequisites

None.

Details

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer and, more specifically, Windows 11. This course will familiarize you with the Windows 11 interface and its basic capabilities. You will learn to use Windows apps and desktop applications to complete day-to-day tasks, including installing new apps and multitasking with multiple programs. You will learn how to work with files and folders by using File Explorer and OneDrive, how to use Cortana as your virtual personal assistant, and how to use Edge for web browsing. You will learn how to customize the Windows 11 environment, install and remove printers and peripheral devices, and use security features to create more secure passwords and protect your device against common attacks.

Software Needed

Windows 11 Enterprise or Professional

Outline

Windows 11 - Introduction

- **The Fundamentals**
  - Starting Windows
  - Open Apps
  - App Windows
  - Connect to a Wireless Network
  - Notifications and the Notifications Center
  - Use Multiple Desktops
  - View Widgets
  - Shut Down Your Computer
- **Work with Apps**
  - Command Controls
  - Resize and Move Windows

- Switch Between Windows
- Install Apps from the Microsoft Store
- Update Apps
- Uninstall Apps

- **Work with Folders and Files**
  - View Folders and Files
  - Organize Folder and Files
  - Find Files
  - Use OneDrive
  - File Explorer Views
  - Compressed Folders
  - Shortcuts
  - Libraries
  - Recycle Bin
  - Connect to Network Computers
  - Share a Folder
- **Personalize Windows**
  - Modify System Settings
  - Backgrounds and Colors
  - Customize the Taskbar
  - Personalize the Lock Screen
  - Change Sign-in Settings
  - Manage User Accounts
  - Customize Accessibility Settings
- **Maintain Your Computer**
  - Add and Remove Devices
  - Windows Update
  - Task Manager
  - Improve Battery Life
  - System Restore
  - Make Windows Secure
  - Privacy Settings