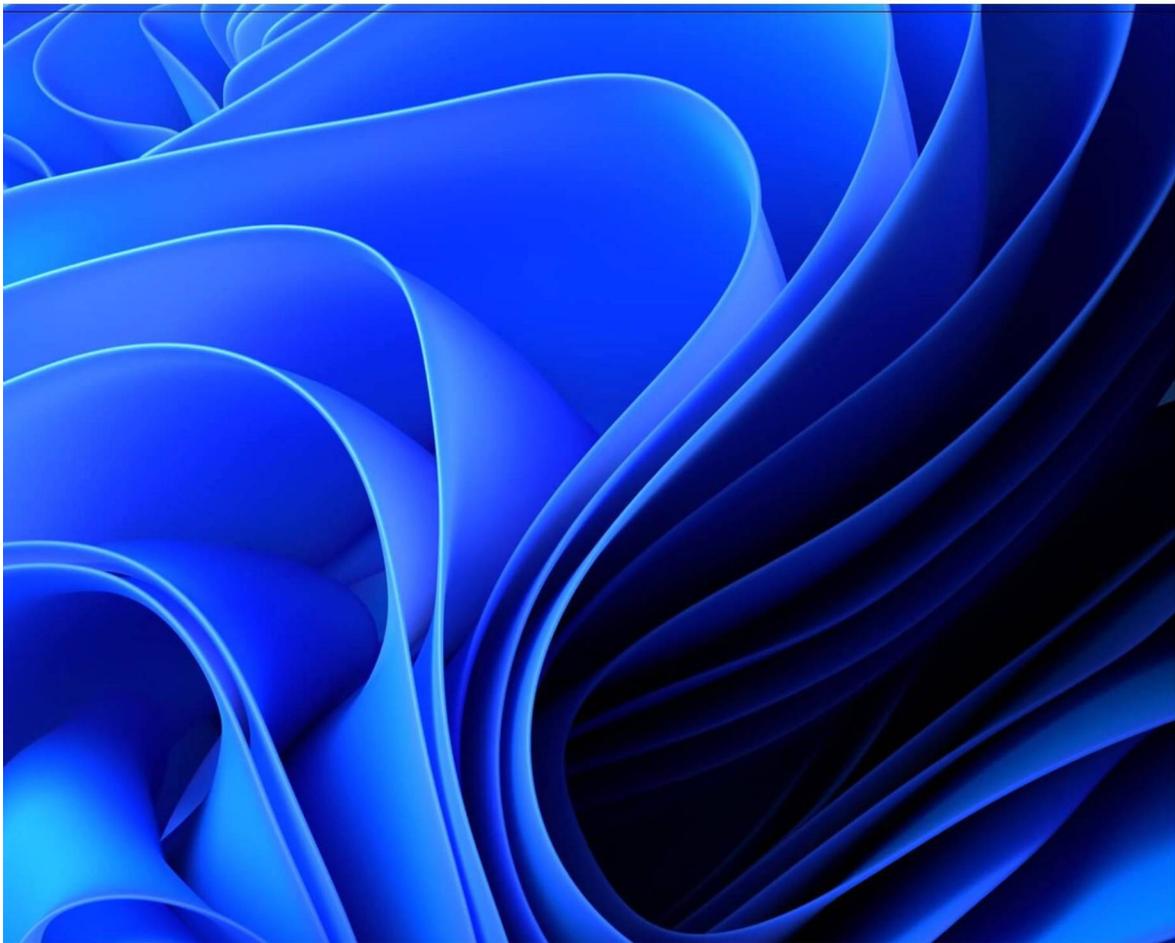


# windows 11 Kickstart

Perfect Beginners Companion



*A Comprehensive & Handy Guide  
For Beginners and Seniors*

Anand Narayanaswamy

## *Acknowledgements*

*Windows 11 Kickstart has been published as part of the Blogchatter eBook carnival 2022. The book is designed to help and assist beginners, students and senior citizens to learn Windows 11 easily. I thank the whole Blogchatter team for giving an opportunity to publish my book and undertaking the required promotional work. I would like thank my parents and brother for their excellent support. I also thank God for giving the required strength and energy to work.*

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## *About the Book*

*Windows 11 Kickstart teaches all the core aspects of Windows 11 operating system in a simple style. The book will serve as a perfect study material for beginners and students including senior citizens who would like to learn the nuances of Windows 11 without any assistance. The aim of the book is to enable students and learners to grasp the concepts easily. The community libraries are growing in a fast pace post COVID-19 pandemic and Windows 11 Kickstart book can be integrated into their digital library. This will enable members to learn Windows 11 without depending upon costly books. There will be absolutely no waiting time to borrow this book and librarians can make copies of the book for each workstation for quick access. The Windows 11 Kickstart book is supplemented with plenty of images. Moreover, the additional content inside boxes amplifies the learning process to great extent. The book will also be useful for senior citizens, who would like to learn Windows 11 concepts safely inside their homes without visiting a computer training institute amidst the pandemic.*



## *About the Author*

*Anand Narayanaswamy works as a freelance writer based in Thiruvananthapuram, Kerala State. He has published several articles and reviews for several publishers since 1999. Anand worked with a computer center as faculty before becoming a full-time freelancer.*

*He has contributed content for several websites including asp.net PRO. Anand was the Chief Technical Editor for ASPAlliance from 2004 to 2009. Anand also worked as a reviewer for several publishers and assisted authors to improve content.*

*Anand was recognized with Microsoft MVP award from 2002 to 2011 for his contributions to the technical community. He published Community Server Quickly book for Packt Publishing in 2006.*

*Anand started working with Windows 11 ever since its initial launch in June 2021 and was attracted by the features. He is currently a Windows Insider MVP. He has been active on social media platforms such as [Twitter](#), [Facebook](#), [Instagram](#) and [LinkedIn](#). Anand started blogging in 2000 and runs [www.netans.com](http://www.netans.com). He also owns a YouTube shorts channel in the entertainment category. During the spare time, he enjoys playing with old Nokia phones, Apple iPod, Microsoft Zune and others.*

## *Chapter 1: Microsoft Windows History*

Microsoft developed Windows operating system around 39 years ago when the company started to work on a program named Interface Manager. It all started with the development of DOS followed by Windows 1.0. The company rolled out several new Windows editions with advanced features. The company was founded by Bill Gates and Paul Allen. Microsoft employs over 200,000+ people worldwide with its corporate headquarters at Redmond, Washington, USA. As of this writing, Microsoft runs under the wonderful leadership of Padma Bhushan (India's third-highest civilian award) Satya Nadella. Microsoft released Windows on November 20, 1985 as a Graphical operating system shell for MS-DOS. Microsoft Windows ruled the world at that time with over 90 percent market share by overtaking Apple macOS introduced in 1984. Apple went to the court by stating unfair encroachment on their GUI innovation, However, the court ruled the judgement in favour of Microsoft in 1984. The main advantage of Microsoft Windows is that people found it easy to work with not only Windows UI but also third-party software apps. The entry of Microsoft Office gave a big boost to Windows users since it enabled them to enhance office productivity. We now have access to several open-source Word Processing software tools including cloud-based platforms like Microsoft 365 & Google Doc. The launch of Visual Basic 6 and Visual Interdev was in sync with Windows during 1997-2003 timeframe. In this chapter, we will analyze the history of Microsoft Windows in detail.

### **Windows 1.0**

Microsoft started to create a program named Interface Manager in 1981 and this marked the history of Windows. The Interface

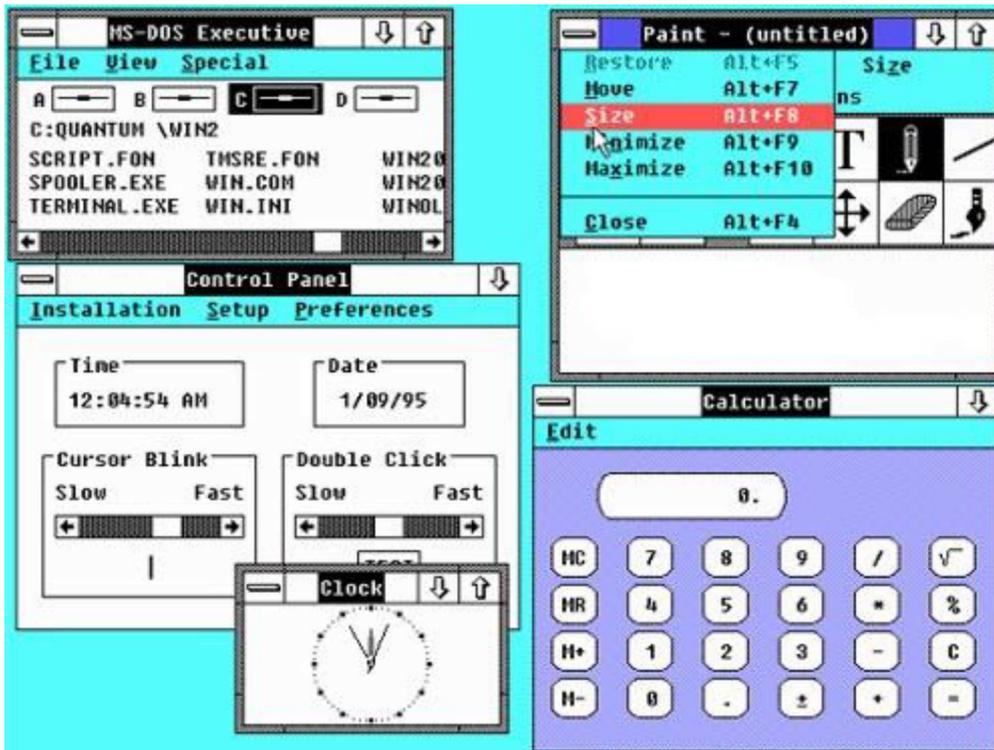
Manager was changed to Windows in November 1983. However, the company released Windows 1.0 only in November 1985. Even though Windows 1.0 was developed to compete with Apple, the operating platform only got little popularity. The Windows 1.0 was an extension to DOS because the shell included with the Windows 1.0 was named as MS-DOS Executive. The modules included with Windows 1.0 are Calculator, Cardfile, Clipboard Viewer, Clock, Control Panel, Paint, Notepad, Write, Reversi, Terminal and Calendar.



The Windows appears tiled and not overlapped in Windows 1.0 with modal dialog boxes. Microsoft also sold several samples along with Windows 1.0 to enable developers to learn the process in detail.

## Windows 2.0

Windows 2.0 was released in December 1987 with improved features, user interface and memory management.



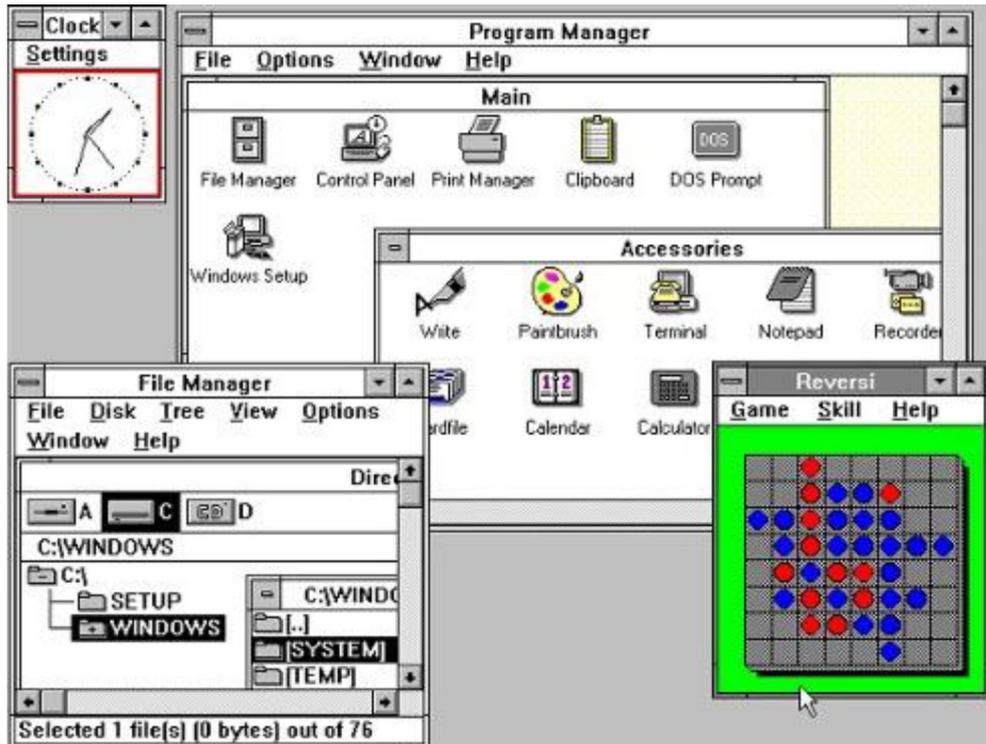
The GUI was changed to over lapping windows from tiled windows. Windows 2.0 was shipped with advanced keyboard shortcuts.

## Windows 2.1

Microsoft released Windows 2.1 in Windows/286 and Windows/386 versions. The Windows/286 is capable of running on both Intel 8086 and Intel 80286 processors in real mode. The Windows/386 version make use of the virtual 8086 mode of the Intel 80386, which enables you to multitask DOS programs.

## Windows 3.0

Microsoft released Windows 3.0 to general public on March 1, 1992 with improved design and advanced capabilities. Windows 3.0 was shipped with Program Manager, Accessories, File Manager, Settings, Games, Solitaire, VGA support, Virtual memory and much more.



With the help of Windows 3.0, users were able to multitask DOS applications and runs in protected mode. Windows 3.0 sold over 2 million copies in the first 6 months of the launch. Microsoft had released Windows for Workgroups with integrated peer-to-peer networking functionalities in August 1993 along with Windows 3.1 version.



The refined Windows 3.1 included several new features like improved File Manager, Program Manager, Minesweeper game and much more. Microsoft ended support for Windows 3.1 on December 31, 2001.

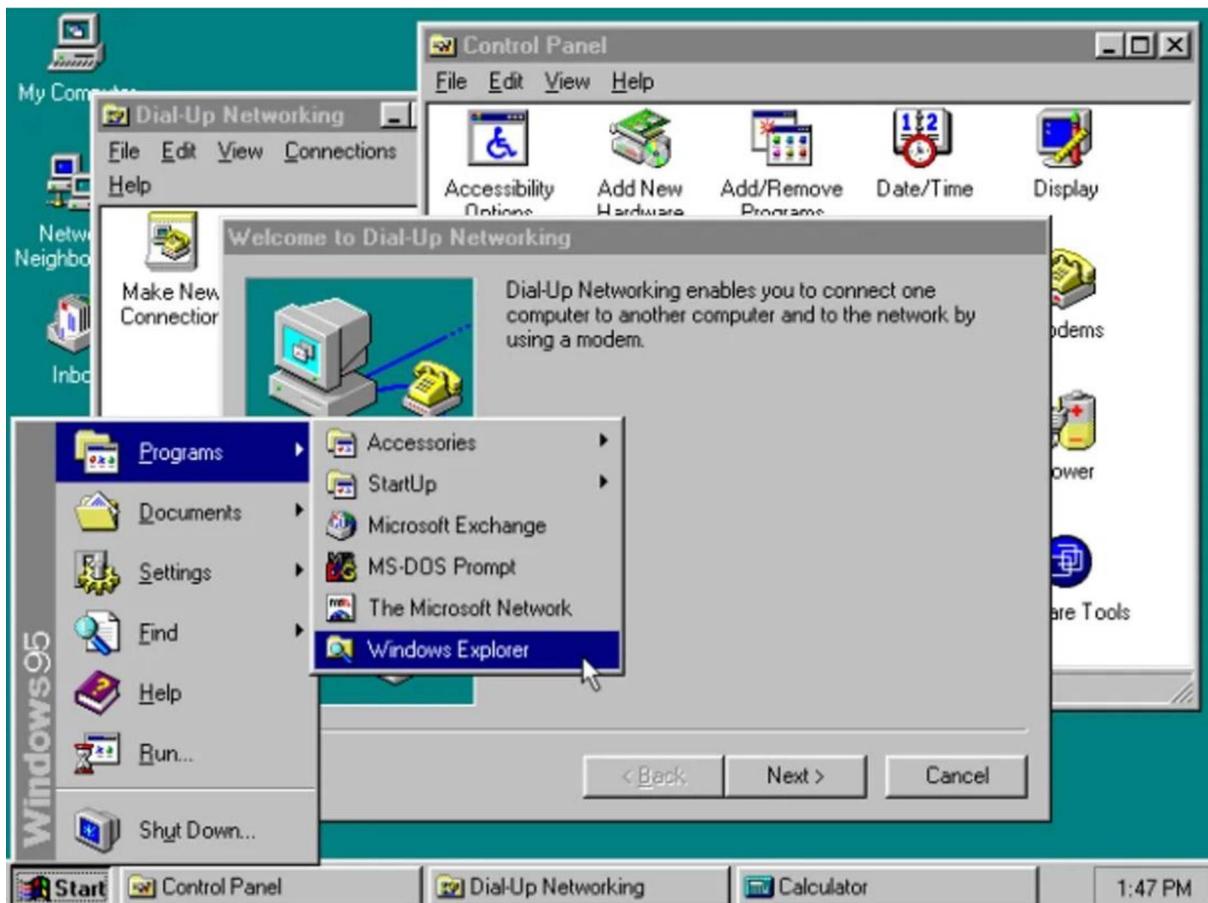
## Windows 3.2

Windows 3.2 was released in 1994, which is an upgraded release of the Windows 3.1 Chinese version. The operating platform was sold by computer manufacturers with a 10 disk version of MS-DOS with simplified Chinese characters on basic output and other utilities.

*Disk Operating System (DOS) is a command line operating system first launched by Microsoft before the arrival of Windows. You just need to type **cmd** on the Taskbar search box to start working with the DOS. You can create folders and files from with DOS.*

## Windows 95

Microsoft then took a giant leap and released Windows 95 on August 24, 1995. Windows 95 was developed based on MS-DOS with support for native 32-bit applications, plug and play hardware, multitasking including enhanced stability and performance. Moreover, Windows 95 also introduced 255-character support for file names.



Windows 95 also introduced a redesigned object-oriented user interface by replacing the Program Manager in the previous versions and was a big commercial success. The PCs across the world carried Windows 95 and users found it easy to work. Microsoft ended support for Windows 95 on December 31, 2000, while the extended support ended on December 31, 2001.

## Windows 98

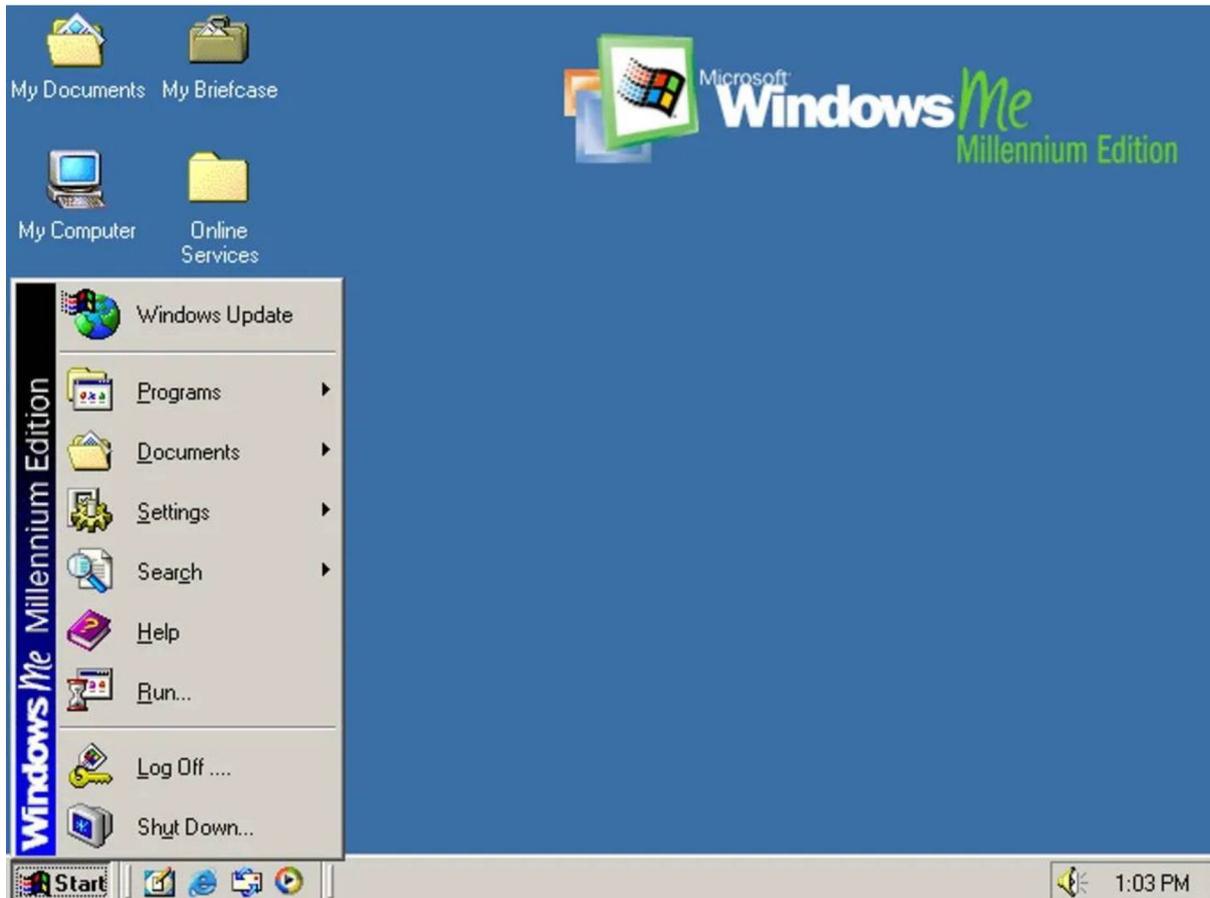
The next major release was that of Windows 98 on June 25, 1998. The Windows 98 was launched with great expectations and it was shipped with the Windows Drive Model, USB device and ACPI support, hibernation including support for multi-monitor configurations. Windows 98 includes Internet Explorer 4 integration via Active Desktop.



The Windows 98 Second Edition was released in May 1999. Moreover, Windows 98 SE also added Internet Explorer 5.0 and Windows Media Player 6.2 support. Microsoft ended support for Windows 98 on June 30, 2002, while the extended support ended on July 11, 2006.

## Windows Me (Millennium Edition)

The Windows Me was released on September 14, 2000 and is the final DOS based release of Windows. The operating platform inherited core features from the Windows NT with faster boot times and expanded multimedia capabilities.



The platform was packed with Windows Media Player 7, Windows Movie Maker and the Windows Image Acquisition Framework. The fetching of images from scanners and digital cameras were simplified with tools like System File protection and System Restore.

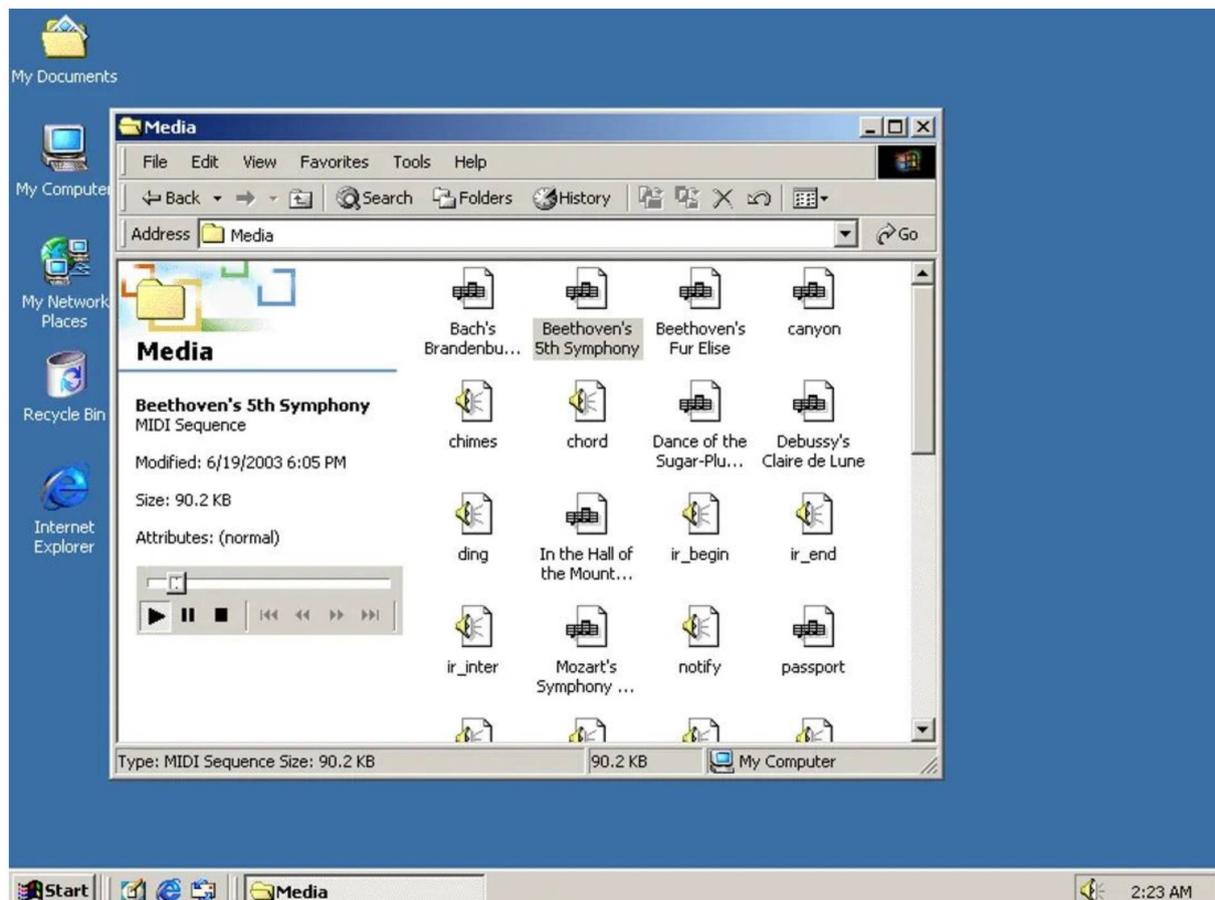
## Windows NT 3.1

Microsoft released Windows NT 3.1 in July 1993 with workstation and server versions. The Windows NT 3.5 was released in September

1994 with special focus on performance enhancements. Microsoft worked faster based on the feedback and released Windows NT 3.51 in May 1995.

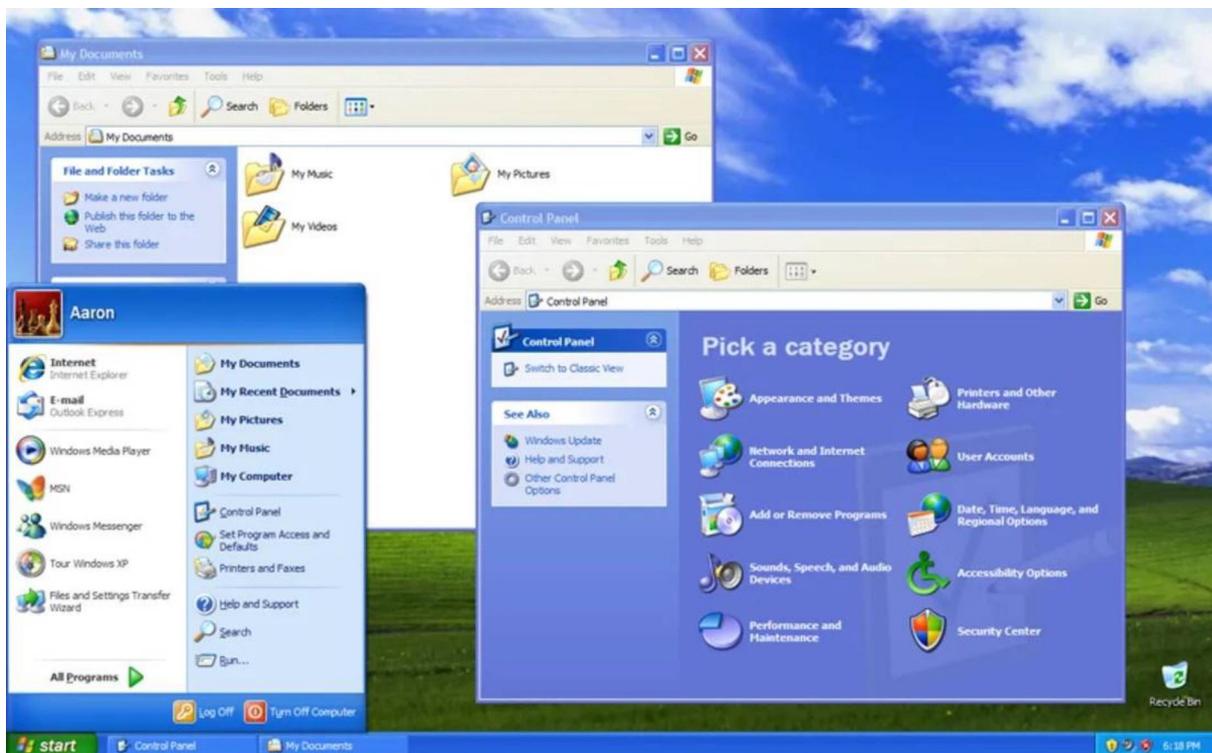
*Linux is a free operating system available under Ubuntu and Redhat. Ubuntu is popular and can be downloaded free of cost. You can install Linux on Windows PC via dual booting technology. You have to pick the operating system from the boot menu.*

Microsoft released Windows NT 4.0 in June 1996. The development of Windows NT was dropped after the release of Windows 2000 on February 17, 2000.



## Windows XP

Windows XP was released on October 25, 2001 and was developed based on the Windows NT architecture. Windows XP was shipped with a completely redesigned user interface coupled with a refreshed Start menu and a task-oriented Windows Explorer. The operating platform also carried improved networking and multimedia features with Internet Explorer 6. The platform was integrated with Microsoft .NET passport services alongside remote assistance capabilities.

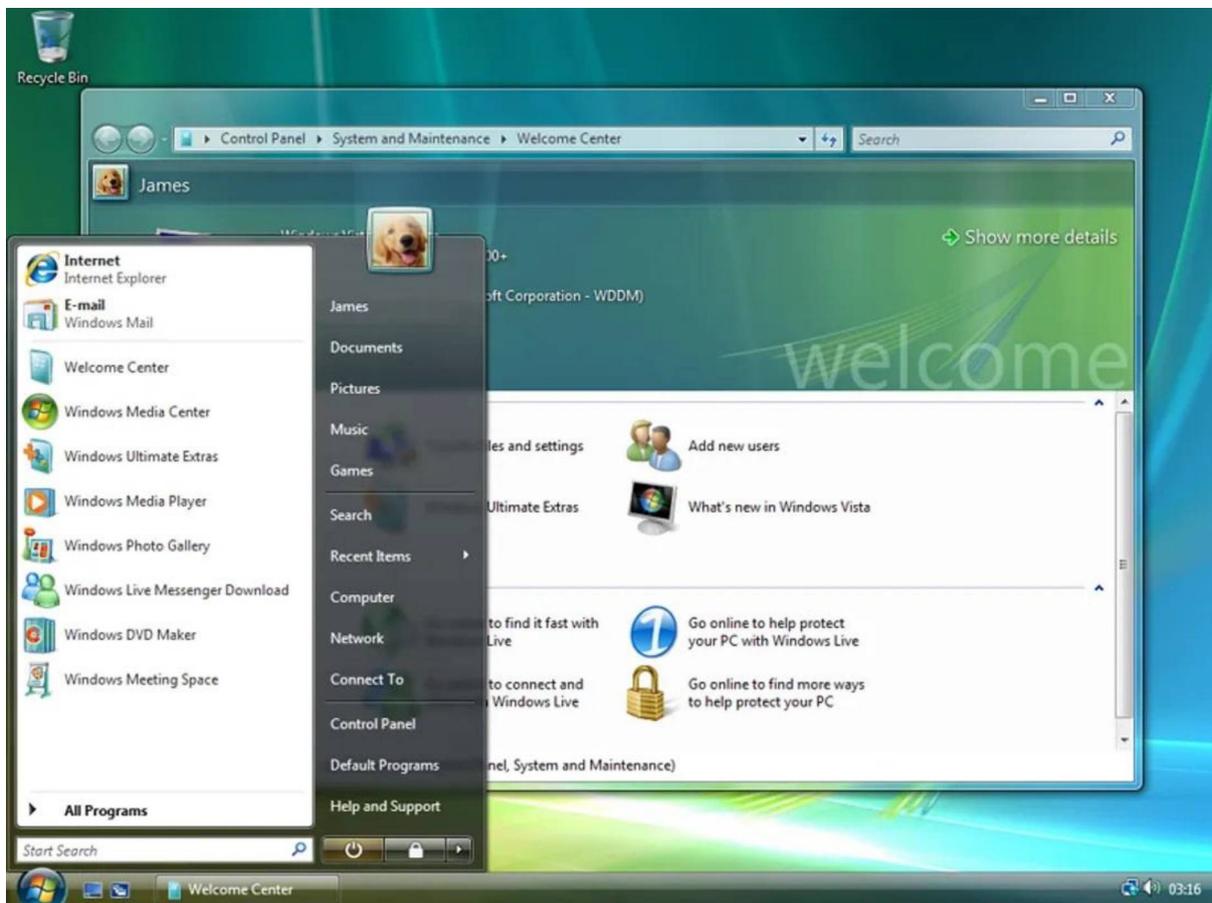


The Windows XP was made available in both Home and Professional editions. While the Home edition was designed for general consumers, the Professional edition was mainly oriented towards developers and business users. Microsoft also released Media Center edition with modules for DVD playback, TV tuner cards and DVR functionalities including a special Tablet PC edition. Microsoft ended support for Windows XP on April 14, 2009 followed by extended

support on April 8, 2014. The Redmond-based software giant released Windows Server 2003 and Windows Server 2003 R2 in April 2003 and December 2005 respectively.

## Windows Vista

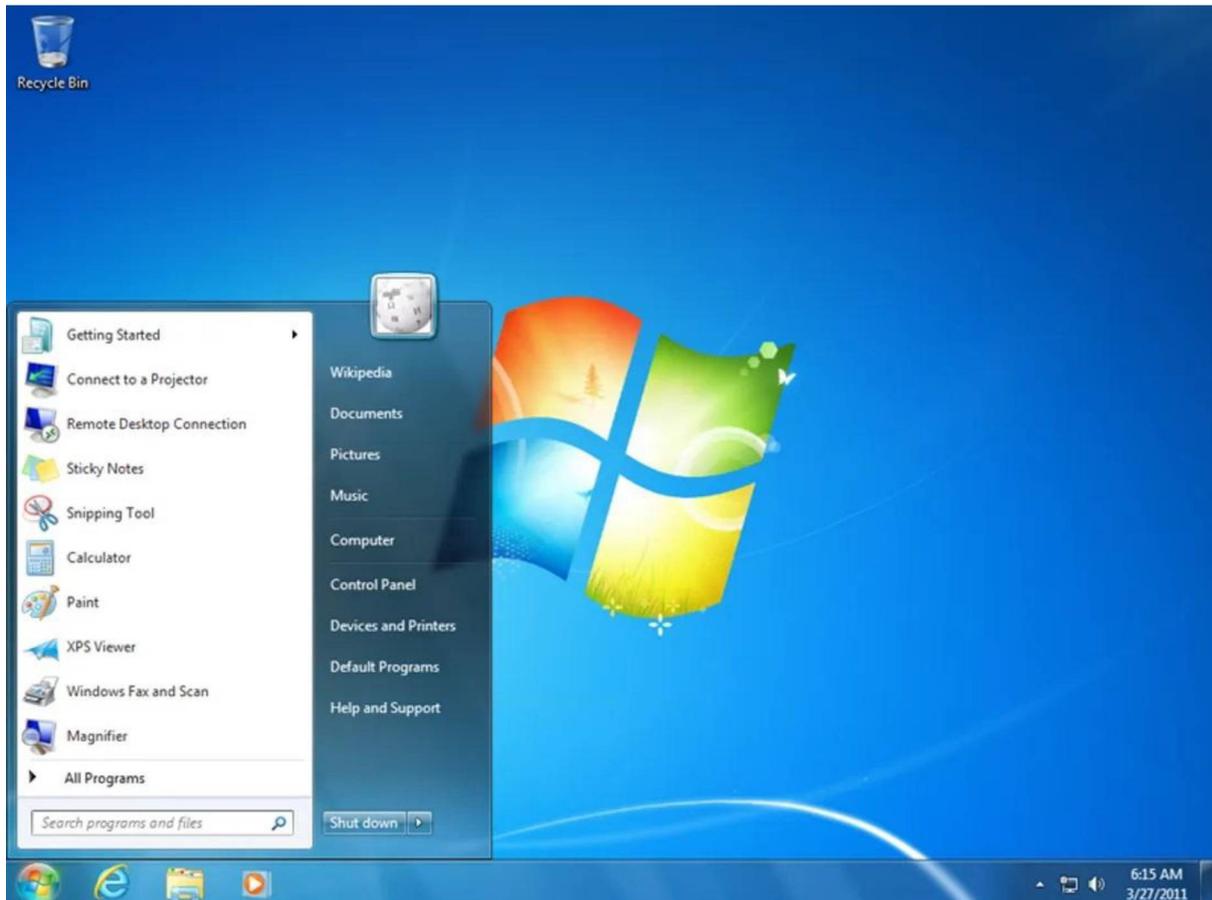
As per changing times, Microsoft released Windows Vista on January 30, 2007 for consumers with a redesigned shell and user interface elements. However, Windows Vista was not successful like Windows XP because of longer boot times, performance decline and changes in the license agreement.



The Windows Server 2008, which was developed based on Windows Vista was released in early 2008.

## Windows 7

Microsoft continuously worked to improve the functionality of Windows and released Windows 7 on October 22, 2009. Windows 7 was made available with plenty of new features including a refreshed desktop, Taskbar and touch support.



After the release of Windows 7, manufacturers started to build laptops with touch display panel. Windows 7 was one of the major releases from the house of Microsoft.

*Windows 7 was one the successful operating platform and is till used by several people. Microsoft has ended support and updates. Hence, you should work with either Windows 10 or Windows 11 for enhanced security and privacy.*

## Windows 8 and 8.1

Windows 8 is the successor of Windows 7 and was released on October 26, 2012. The Windows 8 has introduced a new user interface based on Microsoft's metro design language. Microsoft designed Windows 8 with an aim to optimize touch-enabled devices such as tablets and convertibles. The Start screen make use of the large tiles that are convenient for touch interactions. Moreover, Windows 8 introduced new apps developed exclusively for touch-based devices.



The minimum resolution requirement was 1024x768 pixels. Microsoft also integrated social media platforms including SkyDrive (currently OneDrive) and Xbox Live services. Microsoft released Windows 8.1 on October 17, 2013 with several features such as live tile sizes, OneDrive integration and much more.



The tech enthusiasts criticized the development of Windows 8 series for the removal of the Start menu. However, manufacturers started to design and manufacture touch-enabled displays for laptops with the evolution of Windows 8 series.

## Windows 10

Microsoft announced the launch of [Windows 10](#) on September 30, 2014 followed by an initial release on July 29, 2015 with a plethora of new features. The launch of Windows 10 is regarded as a significant milestone for the company. The company even claimed that they will not release any new operating system after the release. The first look teaser images of Windows 10 were unveiled at Microsoft Build conference in April 2014. The ability to run third-party apps gave a big boost for developers.

*Microsoft acquired LinkedIn in 2016 for US \$2600 crore.*

The launch of Windows 10 was appreciated by all tech-savvy community members because of the introduction of the Start menu, new virtual desktop system including the ability to install and run Microsoft Store apps from within Windows 10. Windows 10 was made available for all system running Windows 7 with SP1, Windows 8.1 and above.



Microsoft completely changed the look and feel of Windows 10 with the introduction of pinned Taskbar icons and a robust system file structure. The Windows 10 has completely changed the way you worked with Windows operating systems.

*Windows 10 Pro ships with advanced security and business networking features such as BitLocker Drive Encryption, Remote Desktop and the ability to join a domain or Azure Active Directory. You can upgrade from Windows 10 Home to Windows 10 Pro via [Microsoft Store](#).*

If you type Control Panel or Settings on the Start menu search box, you will be taken to the respective dashboard from where you can

select items to modify. Microsoft also launched Windows Insider Program on September 30, 2014 along with Windows 10, which automatically delivers updates via OTA as and when the software bits are released. The software updates will be in the form of preview builds and are released regularly even now. You can experience new features regularly by joining the Windows Insider Program. Microsoft will continue to run Windows Insider program for Windows 10 until the end of support date.

## Windows 11

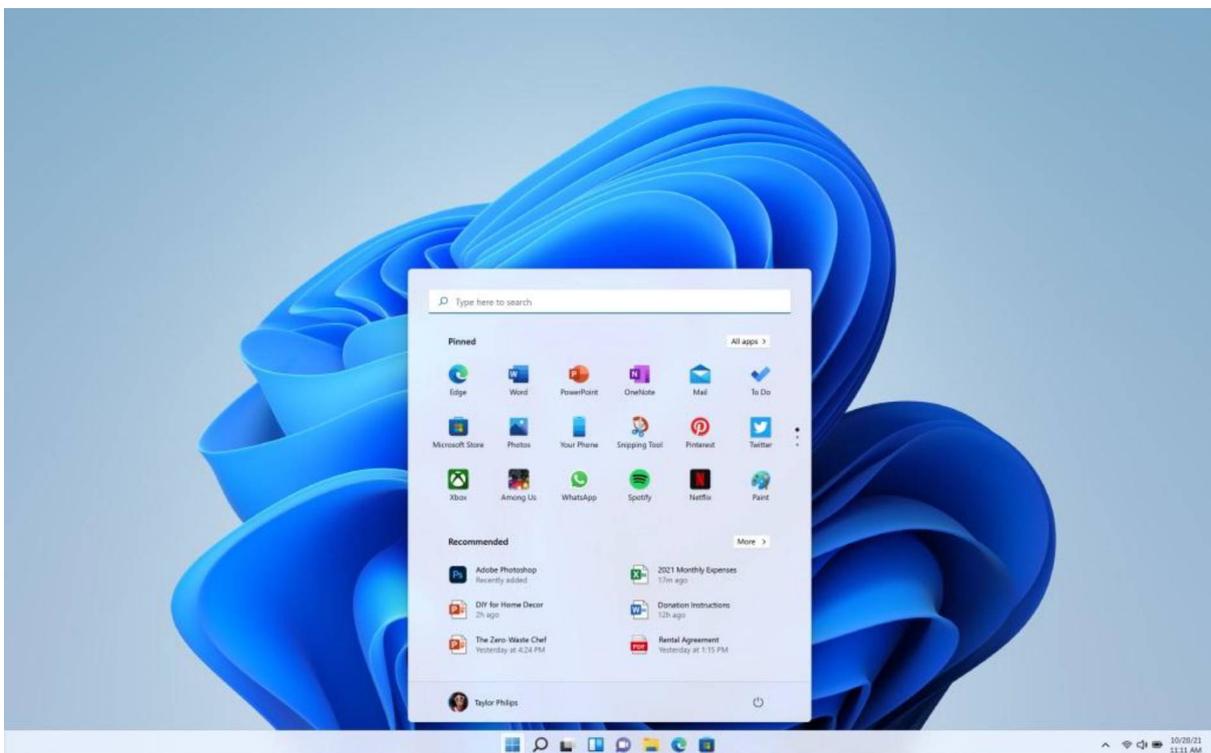
Microsoft launched Windows 11 on June 24, 2021 via [online launch event](#) amidst COVID-19 pandemic. Panos Panay, Microsoft Chief Product Officer who also serves as EVP introduced Windows 11 and its features to the global audience followed by brief appearances by various product group members and CEO Satya Nadella. Windows 11 was initially made available via Windows Insider Program through which Windows Insiders were able to automatically upgrade from Windows 10 to Windows 11 easily. Microsoft released Windows 11 for general availability on October 5, 2021. Windows 11 was made available as a free upgrade to all eligible PC and laptops including convertibles. Microsoft has enhanced the system requirements to leverage the integrated security functionalities.

Windows 11 is supported only on devices with 8th Generation Intel Core CPU and above, AMD Ryzen CPU based on Zen+ microarchitecture or later, Snapdragon 850 ARM system-on-chip and UEFI secure boot technology. Moreover, the device should also provide support for Trusted Platform Module (TPM) 2.0 for successful installation of Windows 11.

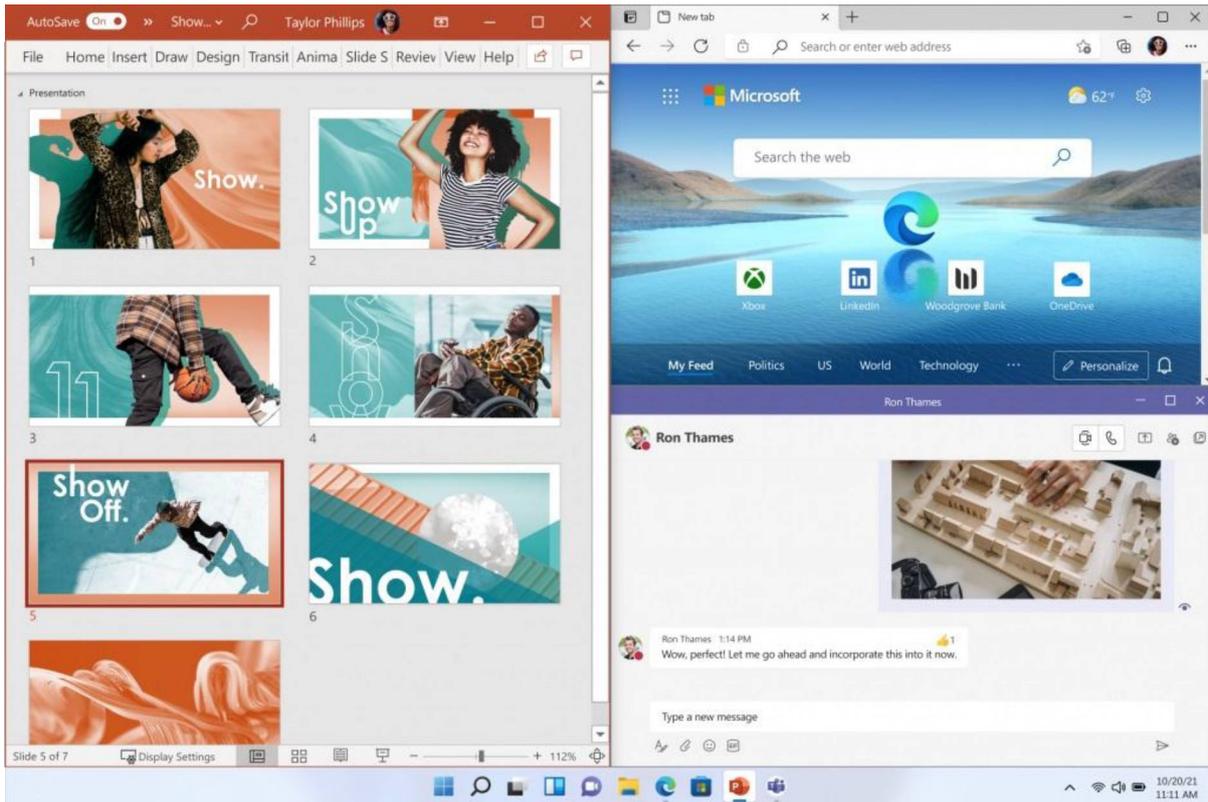
*Microsoft rolled out support for Windows 11 on devices running 7th Generation Intel Core processors as well.*

Even though you can install Windows 11 on unsupported processors, Microsoft does not guarantee updates. Microsoft pushes updates regularly via Windows Insider Program. As a user, you will be able to install updates easily without downloading any ISO files.

Windows 11 features redesigned Start menu, Widgets panel, improved multi-tasking via snap windows, Taskbar enhancements, Auto HDR, Android apps support, Animated dialogs and DirectStorage on compatible hardware.



While Microsoft Teams has been integrated into Windows 11, Internet Explorer gets replaced by Chromium-based Microsoft Edge. The features included with Windows 11 are impressive and you can multi-task easily by snapping windows at the respective positions.



Microsoft has revamped Microsoft Store in Windows 11 with new user interface, improved search and navigation, quick installation algorithm and much more. Moreover, the Redmond-based software giant has announced Android apps support on Windows 11. Microsoft is adding new features with every new update via Windows Insider Program. Moreover, the product team is also rolling out bug fixes and improvements with every update with the help of Windows Insider builds.

## The Future of Microsoft Windows

Going forward, Microsoft Windows will continue to grow rapidly with new features. We can't predict the future but Windows 11 will certainly rule the computing world for the next several years. You have plenty of time to upgrade your system. You can also purchase a new PC pre-loaded with Windows 11 if you desire to retain Windows 10. The updates are being pushed regularly and there is no need to

wait for service packs as before. As of this writing, people work with both Windows 10 and Windows 11.

*Microsoft will end support for Windows 10 on October 14, 2025.*

There are people who still use Windows XP and Windows 7. However, you should try to upgrade to the latest Windows edition for security purposes. With financial and banking services going digital, you need a fool proof computer to work upon to prevent hacking and misuse of data.

## Chapter 2: Computer Basics

Before delving deep into Windows 11, you should be aware of the basic components included with a computer. You will not be able to work with your computer without these components. This chapter is designed to assist students and beginners including senior citizens who have just started to learn about computers in general.

### Monitor



A monitor is an equipment which displays the content of the work being done on the computer. The laptop includes an integrated display. However, you will have to purchase a monitor separately in case of assembled PCs.

Even though a laptop ships with a display unit, you can purchase a dedicated large monitor for an enhanced viewing experience. Let's examine history of monitors briefly.

During 1980's, people worked with large monitors placed above the CPU. The monitor was integrated with the PCs during that time. After that, we saw the emergence of CRT monitors, which looks like an old TV set.

*CRT monitors consumes huge electricity and emit rays. You have to place shield to protect from heat and radiations.*

Then came the arrival of LCD monitors. The LCD monitors are manufactured in a thin form factor and produce less electricity. However, they were mostly available in square shape and the wide displays were costly. The problem with square shaped monitor is that you have to bend your neck to view content, which will be painful in the long run.

With the rapid change in Technology, we saw the evolution of LED monitors. The main benefit of the LED monitor is that it consumes less electricity and also looks very thin. The LED monitor looks great for not only home but also office environments. The LED monitors are available only in wide screen format and hence you can easily work with your PC without eye strain. You will not experience neck pain after an extended usage.

You should note that LED monitors are also available with IPS panel, which eliminates eye strain. Moreover, the rendered visuals look clear and crisp. We would suggest you to purchase LED monitors with IPS panel for a smooth computing experience.

## Central Processing Unit (CPU)



A Central Processing Unit aka CPU is the core part of a computer. In case of assembled computers, the CPU is located inside the big cabinet. You will find Power Supply Unit, Motherboard, Processor, Hard drive, DVD drive and other cooling equipment inside the CPU. You can purchase trending cabinet with all the latest features for your desktop PC manufactured by popular companies like Cooler Master.

*Just like any other electronic device, a computer hard drive will become unusable, corrupt or fail to function over the period of time. Hence, you should save your valuable data using either a pen drive or a portable hard drive regularly so that you will be able to recover lost data in case of any damage. Moreover, you can also save the files via cloud-based file hosting services such as Microsoft OneDrive, Google Drive, Mega and much more.*

If you are working with a laptop, the CPU is generally located below the keyboard in a small form-factor. You will find plenty of options for desktop cabinets including transparent side panels. You will be able to visualize the components inside the cabinet with the help of LED lights. You also have option to place several cooling components including dedicated third-party coolers and fans. You can access USB devices from within the front side of the cabinet.

## Hard Drive



A hard drive is one of the most important components of any PC or laptop. This is because it's inside the hard drive, data is stored. Without hard drive, you simply can't work with your PC. The hard drives are available in both 5400 RPM and 7200 RPM variants. The higher the RPM, higher will be the speed of the data fetching process from the drive. However, 5400 RPM is the common among traditional PCs and laptops.

During the initial stages of computing, hard drives were available in 120GB and 320GB storage capacities. With the change in technology, manufacturers have started to release 500GB and now 1TB is the new normal. You will not be able to find any laptop, which is less than 1TB hard drive space. You can still buy 500GB laptops but the large 1TB will provide you ample space to store all content including the ability to install several apps.

## Processor



A processor is the core part of a computer, which performs all the tough work. You will not be able to work with a computer without processor. Both Intel and AMD release new generation of processors every year.

*You can partition hard drive using software tools such as [MiniTool Partition Wizard](#). The free version will be limited in features but you can consider opting for paid license if you find the software suitable for your requirements.*

You have to read the features and specifications of the processors before proceeding to invest for a PC/laptop. Generally, Intel Core i5 processors will be sufficient for normal usage but you should consider Intel Core i7 for extreme gaming. You should purchase latest Intel processor with TPM 2.0 if you would like to take advantage of the features included with Windows 11.

## Motherboard



Motherboard is an important part inside a computer and it houses circuits, processor, fans, capacitors including slots for USB ports, HDMI, sound card and much more. The technology has advanced a lot and now we have

motherboards with up to 12 USB ports. If you work with laptop, the motherboard is embedded below the keyboard with all the required components.

*Motherboards are manufactured by companies like Intel, Asus & Gigabyte.*

## CPU Cooler



As the name denotes, CPU Cooler is used to cool the processor. If you work with your computer for a long time, the internal components become hot. It's essential to cool down the processor to extend the functionality to prevent abnormal sounds from inside your PC. You can either make use of the bundled CPU cooler or a dedicated third-party CPU

Cooler. Intel processors ships with a mini cooler along with sufficient amount of thermal compound. The third-party coolers will be larger in size and the thermal paste will be included in the form of a tube. These coolers have the capacity to accommodate large fans including fans with LED bulbs. The thermal paste should be applied uniformly on the cooper base of the processor.

*You just need to place a small dot of the thermal compound on top of the processor.*

You should frequently clean the CPU Cooler and reapply thermal compound depending upon the usage. This will enable the computer to work efficiently.

## Power Supply Unit (PSU)



The Power Supply Unit (PSU) is the core part of a computer. If you buy assembled computer, you will find a big power box below the cabinet with several wires. The parts included inside the cabinet are connected to the power unit. The Power

Supply Units are available in various capacities such as 450W, 650W, 850W and 1000W.

*The PSU generate tremendous amount of heat and sound from fan. You should clean the fan once in every month to ensure maximum performance.*

The integrated fan takes care of the cooling mechanism to a great extent. The laptops contain power unit beneath the keyboard. Nowadays, all the required components required for the functioning of a laptop are assembled in a single PCB.

## Keyboard



A Keyboard is an input device using which you can type content. A computer keyboard looks identical to that of a standard

Typewriter keyboard. A typical keyboard will have A\_Z, 1-9, navigational arrows, symbols including special function keys from F1 to F12.

*You can also buy wireless keyboards and mouse to work without cables. Generally, you have to add batteries and replace them every three months depending upon the usage.*

You can use these function keys while working with Windows 11. The usage of keyboard with palm rest facilitates quick typing and less hand pain. If you work with a laptop, the keyboard will be integrated with the device. However, you can purchase an external keyboard and connect via USB port. Nowadays, you can purchase attractive keyboards with LED lights.

## Mouse



A mouse is also an input device with a pointer. You can make use of the mouse for navigational and scrolling purposes. You can interact with your computer via the mouse. If you purchase an assembled PC, you have to buy a mouse separately. However, in case of laptops you can work with Touchpad for navigation purposes. Alternatively, you can also connect an external mouse via USB for added comfort.

*You should note that Trackball mouse gives great comfort for your hands but they are not available widely. You need not have to move the entire mouse like in the case of the standard mouse. You just need to rotate a ball using your thumb finger to move the cursor, which provides great comfort.*

## Printer



A Printer provides the output of the screen content in hard copy. You have to purchase a printer if you need to print documents very often. You need not have to approach cyber cafes for printing purposes in these pandemic times.

*Windows 3.0 celebrated 32 years on May 22, 2022.*

Gone are days where you worked with parallel port printers. We had worked with them for long time. With the rapid development of technology, USB printers are now available at low prices. Moreover, wireless and voice enabled printers are also available using which you can print directly via Bluetooth. Moreover, you can also use

mobile app provided by the manufacturer to print documents via smartphones and tablets.

## Scanner



A scanner is a device using which you can digitalize documents. You have to place the relevant document on top of the glass surface and scan to your computer using the supplied software. Nowadays, there is no need to buy a scanner separately because printers ships with integrated scanner.

*Look out for all-in-one printers with Ink advantage capability to avoid frequent change of the printer cartridge.*

## Floppy Drive



A floppy drive is mainly used to store data from your PC inside a specially designed floppy disk. The storage capacity of the floppy disk measures only 1.44MB and you can only store data within this capacity. The floppy disk was popular until 2006 but got outdated when portable hard drives and USB pen drives became popular. However, computer technicians still use floppies to perform system level work.

## CD Drive



A CD drive is used to read data stored inside the CD. You can store plenty of data when compared with floppy drive. To copy and read the content stored inside CDs, you need access to CD drive. You will find CD drive on top of the CPU. However, the rapid change

in technology played spoiler sport with CDs getting outdated and got replaced by DVDs.

## DVD Drive



A DVD drive is used to store and read content inside not only DVDs but also CDs. If you purchase a new laptop, you will find DVD drive and not CD drive. The process of copying content to DVD from the PC is termed as burning. You can in fact completely burn Windows 10 operating platform files to the DVD. Microsoft distributed their products in DVD format but later on changed to digital format in ISO format as downloadable file to reduce wastage. The problem with CDs and DVDs is that they will deteriorate over the period of time if you are not preserving it properly. Sometimes, you will not be able to read the contents stored inside CDs and DVDs after a certain point of time.

*You can make use of [Rufus](#) to burn the ISO file to a Pen drive. You can also use [ImgBurn](#), [FreeISOBurner](#) to burn files to DVD.*

## Pen Drive



A pen drive is a mini pluggable device that can be connected via USB port. Nowadays, people are not using DVDs and shifted to pen drives for easy accessibility and portability. You will find pen drives with 8GB, 16GB, 32GB, 64GB and 128GB storage capacities. You just need to plug the pen drive on to the USB port. The computer automatically detects the drive and you can read the content by double clicking on the icon from the File Explorer included with Windows 11. You can make use of the USB port not only to read pen drives but also to work with smartphones as well via specialized cables.

*Both CDs and DVDs have become outdated. You should consider using Pen drives to save your work and files.*

## Portable Hard Drives



A portable hard drive can store large amount of content. You can keep a backup of all the files inside a portable hard drive. You will be able to retrieve the old content in case hard drive of your PC fails or becomes non-functional. You can purchase portable hard drives in 500GB, 1TB, 1.5TB and 2TB storage capacities. Even though you can buy hard drives with more storage space, it will be sufficient if you have 1TB or 1.5TB storage. We would suggest you to backup all your files inside a portable hard drive on a weekly basis so that you can easily recover data in case of an abnormal event.

## *Chapter 3: Windows 11 Installation*

To work with Windows 11, you should perform proper installation using any one of the available methods. You can either upgrade to Windows 11 from Windows 10 or perform a clean installation. The best way to install Windows 11 is to upgrade from Windows 10. This method will be useful for beginners since a clean installation requires plenty of work.

The first step before performing Windows 11 installation is to verify whether your device meets the system requirements. You can make use of the PC Health Check app for this purpose. You can download the tool from [Windows 11 Software Download](#) page. The app displays the system name, RAM and storage capacity. You can also rename your PC directly from the dashboard. The PC Health Check app also reveals the battery and storage capacity including the open Windows Update dashboard directly.

PC Health Check

## PC health at a glance

**LAPTOP-MSINJ8KI**

8 GB RAM  
1000 GB HDD  
4 years old

[Rename your PC](#)  
[About](#)  
Learn more about your device in the HP Support Assistant App

### Introducing Windows 11

Let's check if this PC meets the system requirements. If it does, you can get the free upgrade when it's available.

[Check now](#)

- Backup & sync
- Windows Update ⚠ Attention required
- Battery capacity: 100% of the design capacity
- Storage capacity: 68% full

Related links: [Tips on PC health](#) | [More on Windows 11](#)

You can verify whether your device meets the system requirements by selecting *Check now* button. The app immediately displays a dialog as shown below.

**This PC doesn't currently meet Windows 11 system requirements**

Review the following info to learn more.

- The processor isn't currently supported for Windows 11.  
[More about supported CPUs](#)  
Processor: Intel® Core™ i5-7200U CPU @ 2.50GHz

[See all results](#) | [Learn more](#)

You can view complete details by selecting Show all results button.

### This PC doesn't currently meet Windows 11 system requirements

Review the following info to learn more.

-  The processor isn't currently supported for Windows 11.  
[More about supported CPUs](#)  
Processor: Intel® Core™ i5-7200U CPU @ 2.50GHz
-  This PC supports Secure Boot.
-  TPM 2.0 enabled on this PC.  
TPM: TPM 2.0
-  There is at least 4 GB of system memory (RAM).  
System memory: 8 GB

Hide all results

Learn more

Even if the PC doesn't meet the Windows 11 system requirements, Microsoft has thrown open the Windows 11 update for PCs powered by Intel 7th Generation processors.

## Upgrading from Windows 10

The simple way to install Windows 11 is to upgrade from Windows 10. However, you will receive a notification via Windows Update prompting you to install the update as and when available. This step is recommended for beginners. You should join Windows Insider Program to receive regular updates after the installation of Windows 11.

## Windows 11 Installation Assistant

With the help of Windows 11 Installation Assistant, you can migrate to Windows 11 from Windows 10 easily. However, you require a PC running Windows 10 version 2004 or higher to run the Installation assistant. Your PC should also support device specifications as outlined by Microsoft. Even though upgrade from Windows 10 won't

delete any drivers, you should navigate to the PC manufacturer's website for additional information regarding upgraded drivers. Nowadays, laptops are available with 1TB storage but the basic requirement is 9GB of free space for the successful installation of Windows 11.

You should download Windows 11 Installation Assistant, accept the license terms and click the Restart Now button to finish the installation process. The time required to complete the installation depends upon the processor and memory of your computer. The system automatically restarts several times during the process. The point to note is that you should not switch off your PC during the Windows 11 upgrade process. The Windows 11 Installation Assistant is compatible only with PCs running x64 processors and not ARM based PCs.

## Performing Clean Installation

You can perform a clean installation of Windows 11 with the help of the media creation tool provided by Microsoft. You will be able to create bootable USB or DVD using the tool. The relevant instructions and download link are available on the Windows 11 Software Download page.

## Manual Installation

You can install Windows 11 manually by downloading the relevant disk image in ISO format. You can use third-party tool like Rufus to create a bootable installation media in either USB drive or DVD. Microsoft is currently providing multi-edition ISO, which make use of your product key to automatically unlock the correct Windows 11 edition. The Windows 11 Software Download page provides relevant information about the whole process.

## Chapter 4: Windows 11 Elements

Windows 11 mainly comprises of Desktop, Taskbar & Start menu. The Desktop includes icons of various third-party apps and programs installed on the PC. You will not feel any difference if you had previously worked with Windows 10. The purpose of the Desktop icons is to enable you to quickly open the relevant program. You can also create new folder or shortcuts on the desktop depending upon your requirements. It's also possible to change the look and feel of the icons including the ability to hide them.

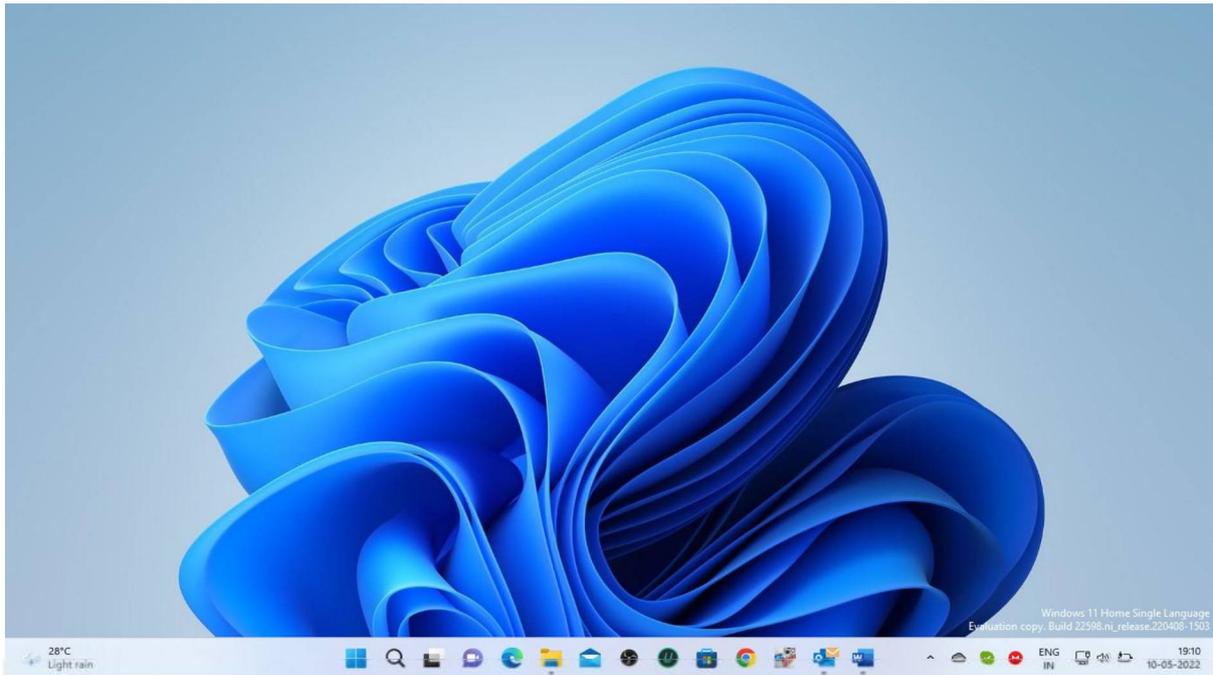
The *Start* menu is the core part from where you can access all the apps installed on your Windows 11 PC. The Start menu looks different when compared with Windows 10. Moreover, you can access documents, pictures, Mail including Settings app from within the Start menu.

*You can [upgrade](#) to Windows 11 for free if you have a compatible Windows 10 device.*

Unlike Windows 10, the Windows 11 Taskbar is centred on the desktop by default. The Taskbar is a core part of Windows and is present right from Windows 95 days. You can access core apps just by clicking on the respective icons. The right side enables you to modify date/time including accessing network status and speaker volume. The Taskbar includes Task View, using which you can manage multiple Windows.

### Working with Windows 11 Desktop

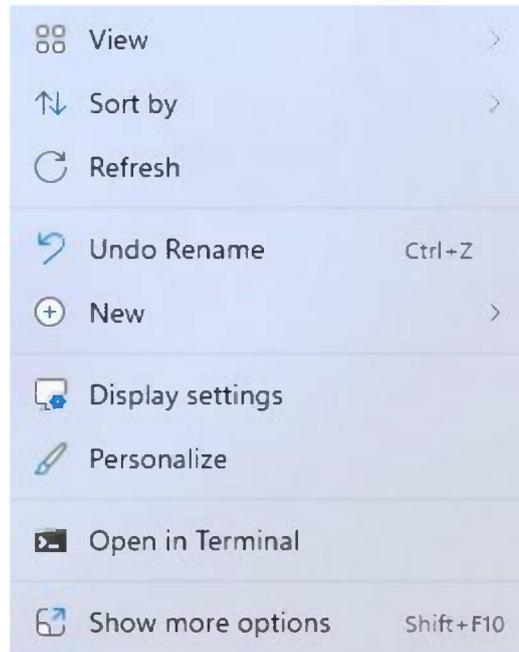
If you configure Windows 11 on a new laptop or PC, then you will not find several icons on the desktop. You will probably only find Recycle Bin.



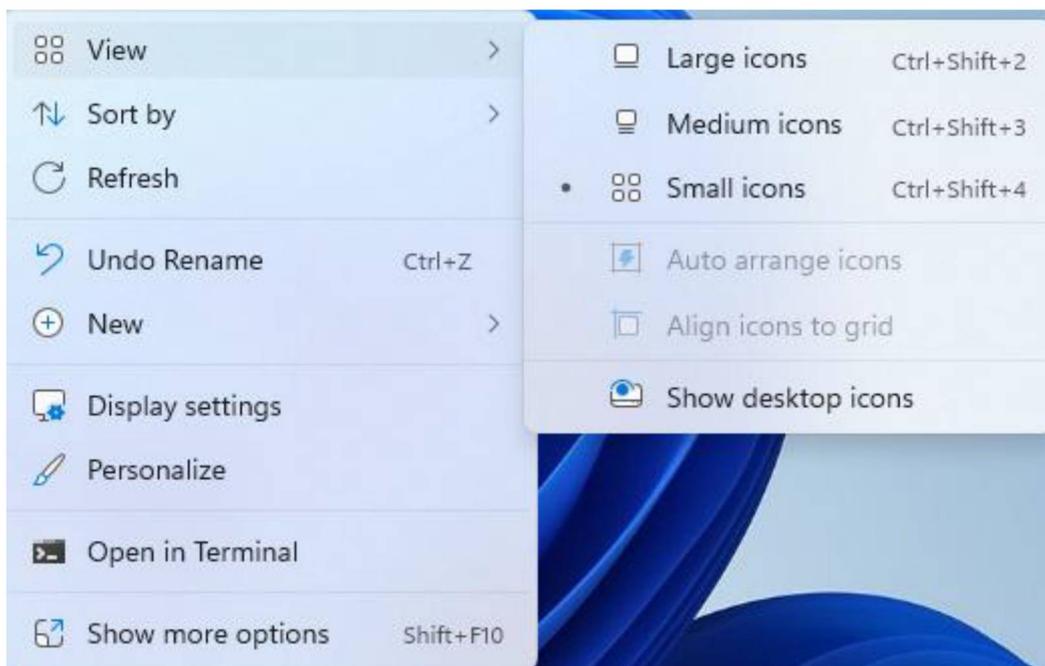
The desktop will be accumulated with icons upon continuous usage. You will most likely install several apps/programs and the relevant icons will be visible on the desktop.

*You can purchase a [license](#) of Windows 11 Home directly from Microsoft for assembled PCs.*

If you right click on an empty portion of the Windows 11 desktop, you will view the following pop-up menu.



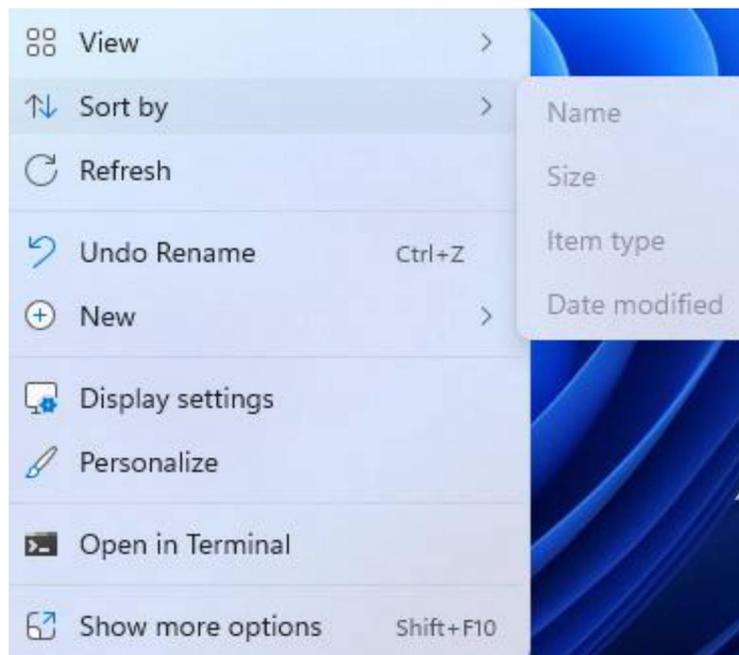
If you select the *View* menu, you will be able to view modify the appearance of the icons. You can also note that Windows 11 provides keyboard shortcuts for each menu option as shown below.



The Medium icon is suitable for laptops. If you are working with a large display, you should consider Large Icons. The small icons will be ideal for Windows tablets and convertibles.

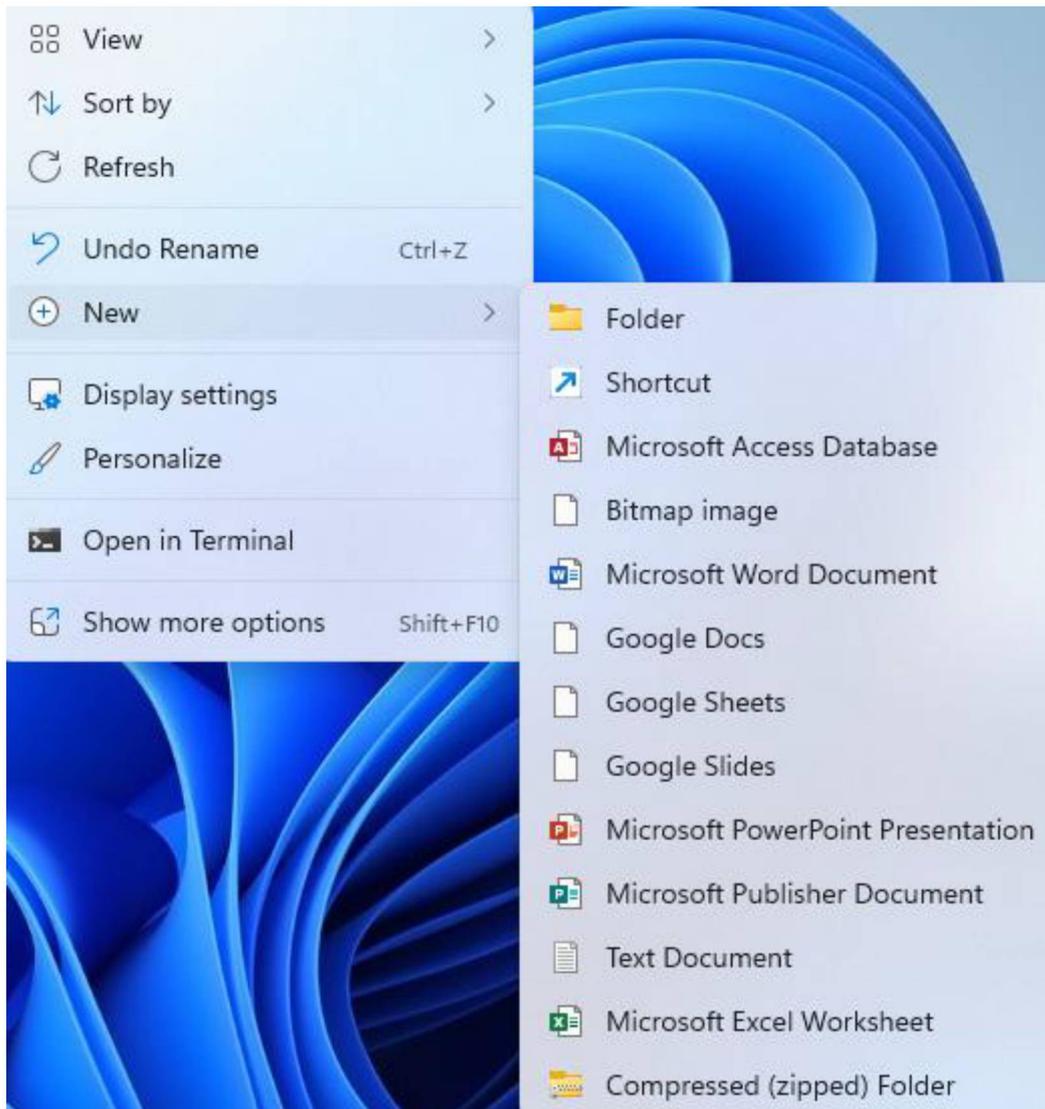
*To create a new directory on DOS, type the command - md followed by directory name (md win11kickstart) from the command prompt. Just type cmd from the search dialog.*

The **Sort By** option enables you to arrange icons by name, size, item type and the modification date.



The **Refresh** menu can be clicked to load the Windows 11 desktop icons again. The icons will blink and will appear on the desktop.

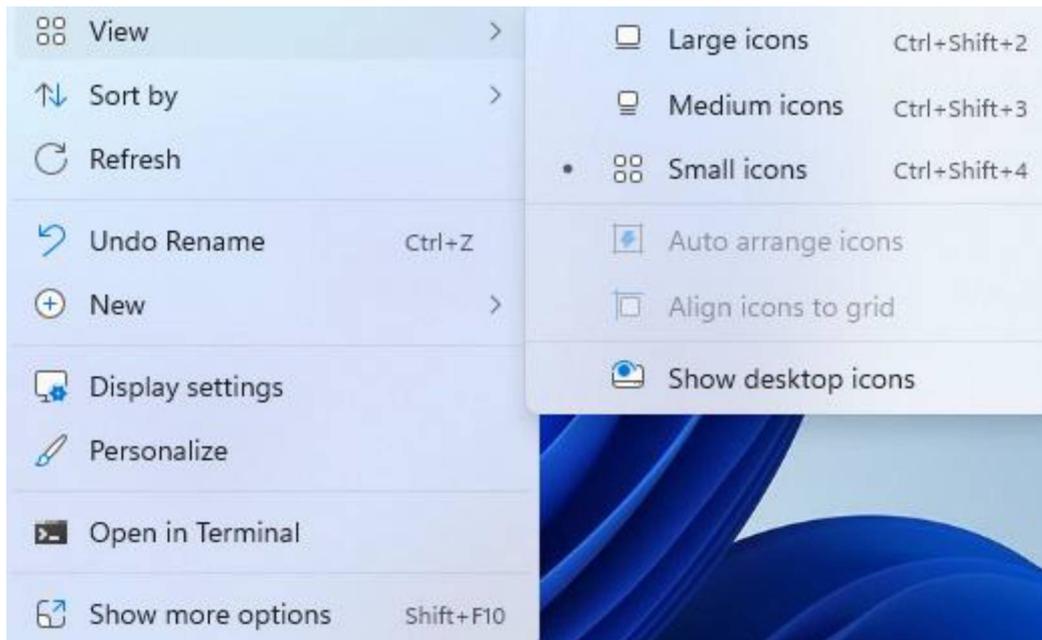
The **New** option helps you to create a new folder or shortcut on the Windows 11 desktop. If you installed Microsoft Office, you will be able to create shortcuts of the apps such as Word, Excel, Access, PowerPoint and others as shown below.



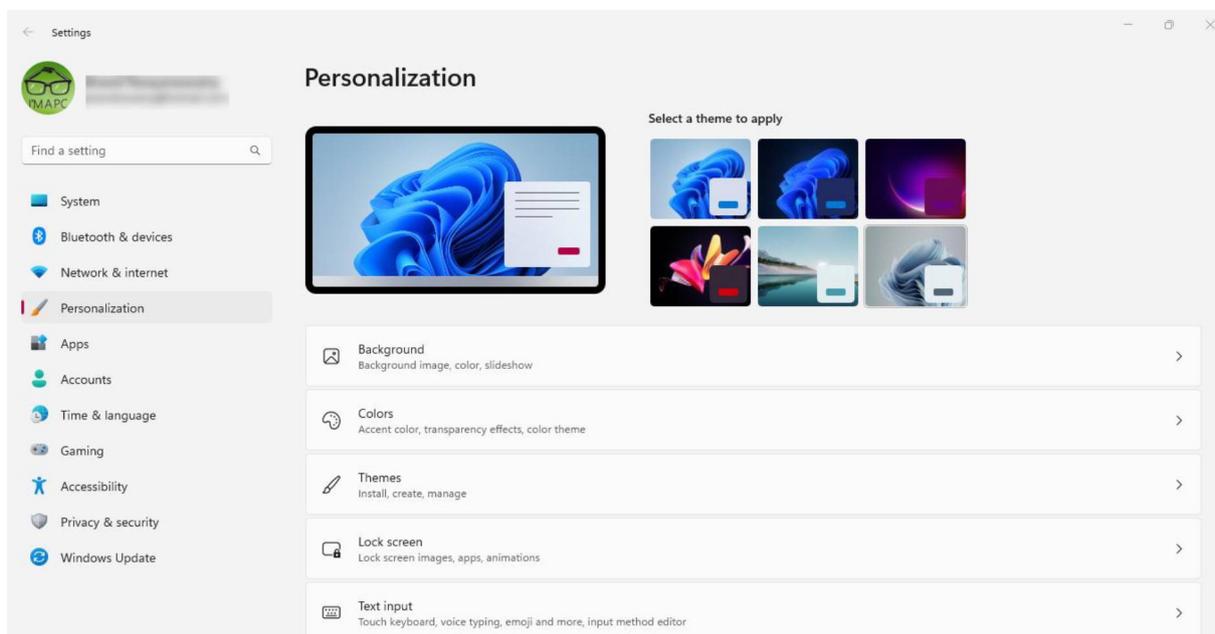
## Hiding Desktop Icons

You can hide Windows 11 Desktop Icons by selecting *Show desktop icons* option from the *View* menu as shown in the figure below. This option is enabled by default and hence you will view the icons. You will be required to disable icons when you are proceeding to perform video recording of your desktop.

*Clipboard is a place where copied text is stored for future usage.*

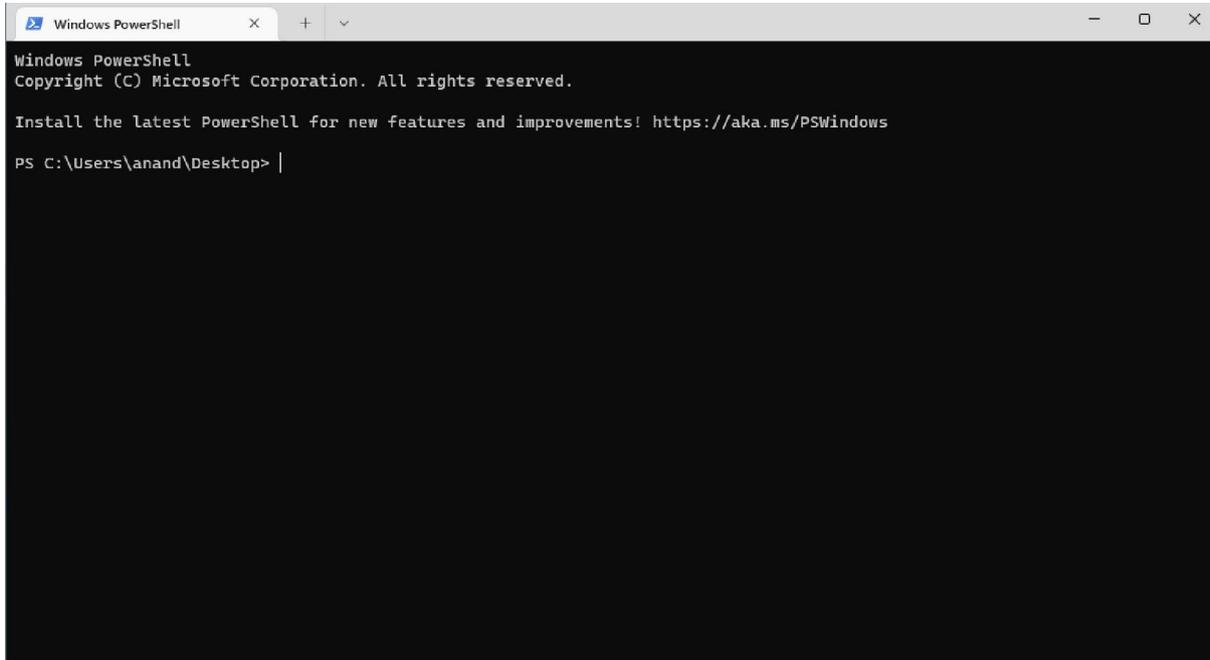


The *Personalize* menu option enables you to modify system parameters, backgrounds, colors, apps, user accounts, setting time/language including the ability to change Bluetooth and Internet preferences. You can also configure Windows Update options.



Windows 11 has added a new menu component on the pop-up menu namely *Open in Terminal*. If you select this item, you will view

Windows PowerShell command line window where you can initiate tasks via PowerShell commands. A complete discussion on Windows PowerShell is beyond the scope of this book. However, this feature will be useful for developers.



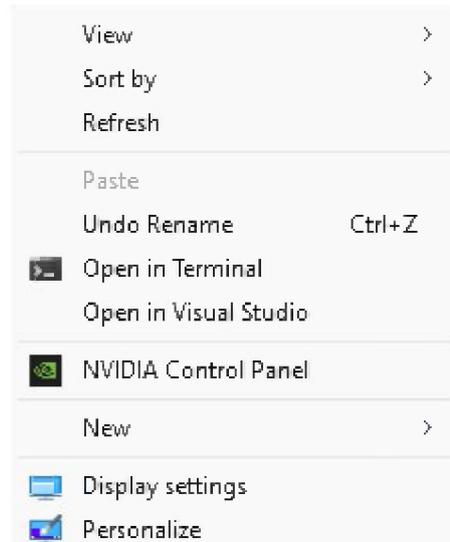
```
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows

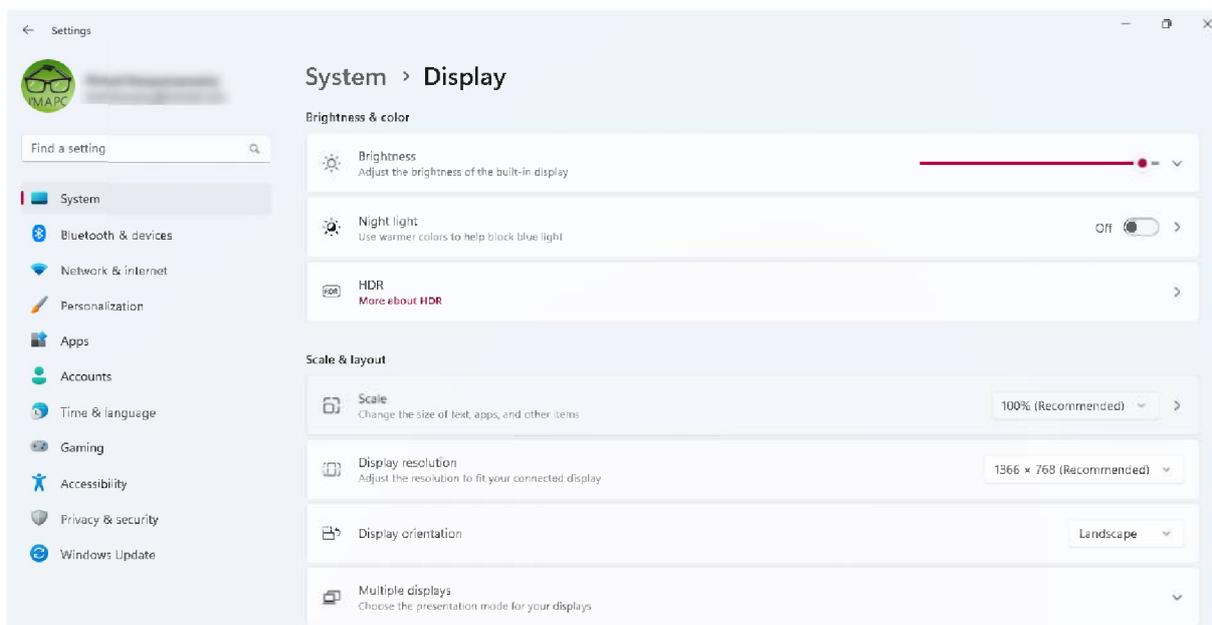
PS C:\Users\anand\Desktop> |
```

*To copy text, press CTRL+C shortcut.*

Windows 11 has introduced *Show more options* menu item on the desktop popup menu. You will view Windows 10 look and feel pop-up menu if you select this option.

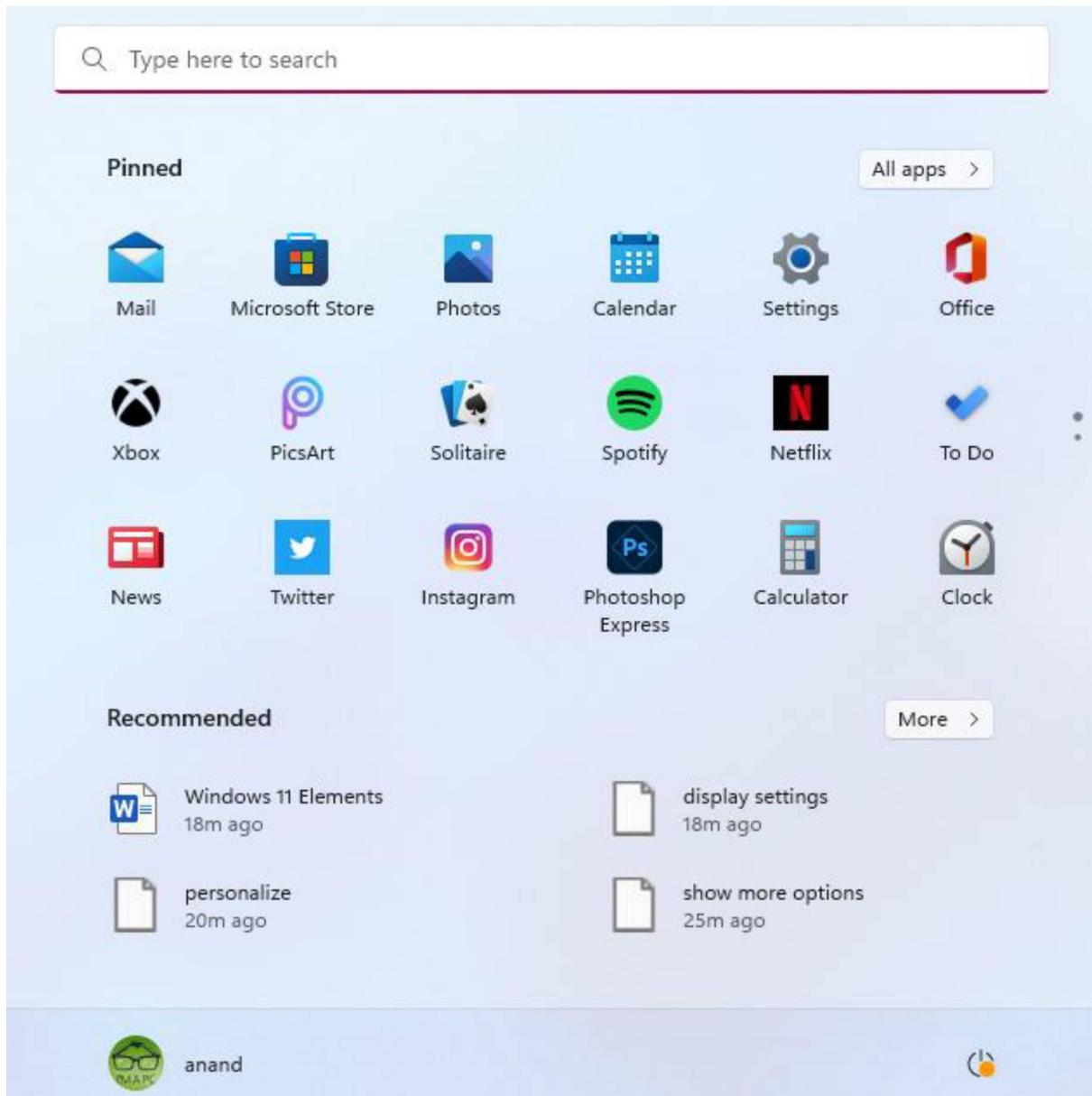


You can modify Display parameters by selecting *Display settings* option. This includes system brightness, night light, HDR, orientation and much more.

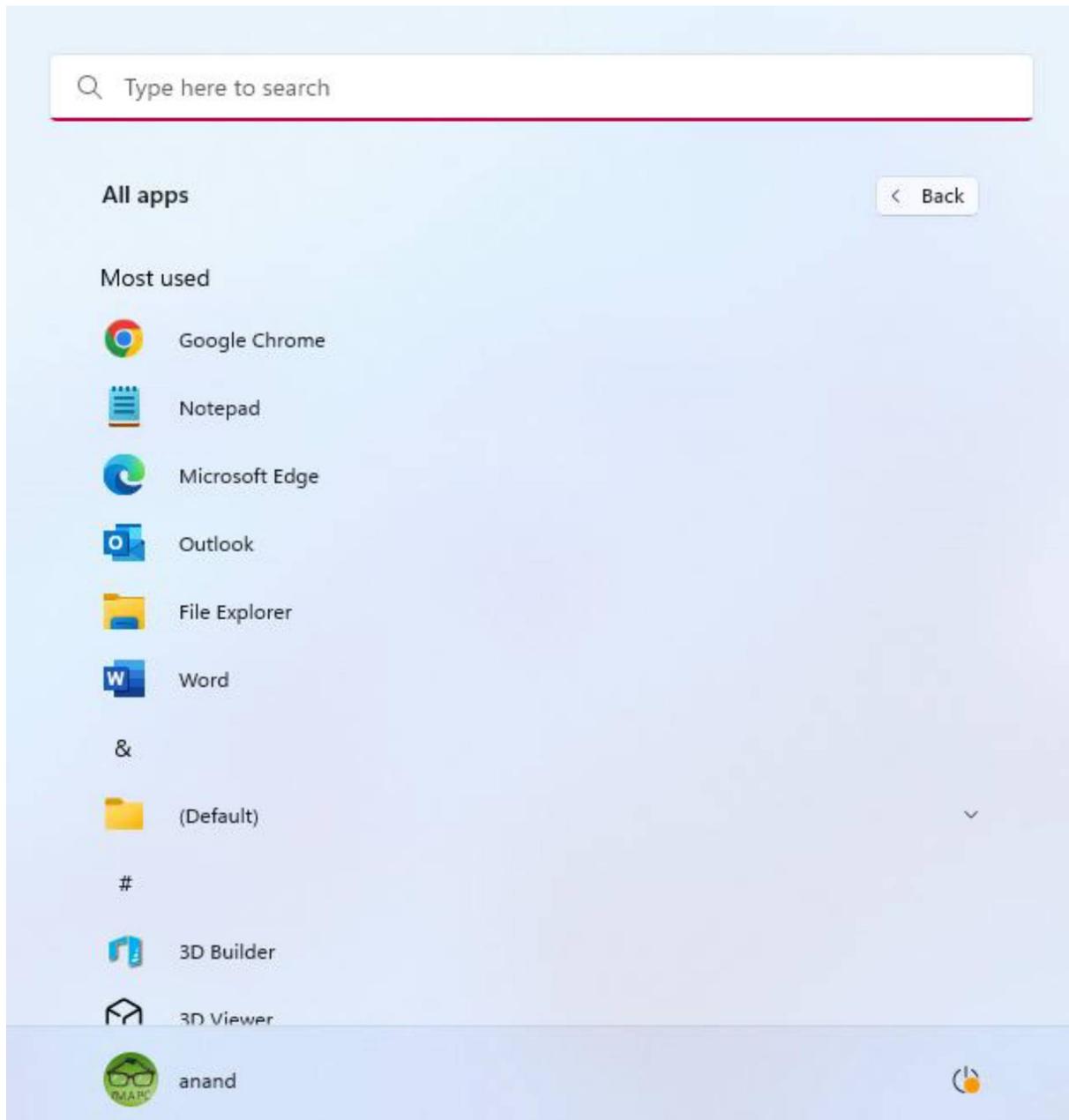


## Understanding Start Menu

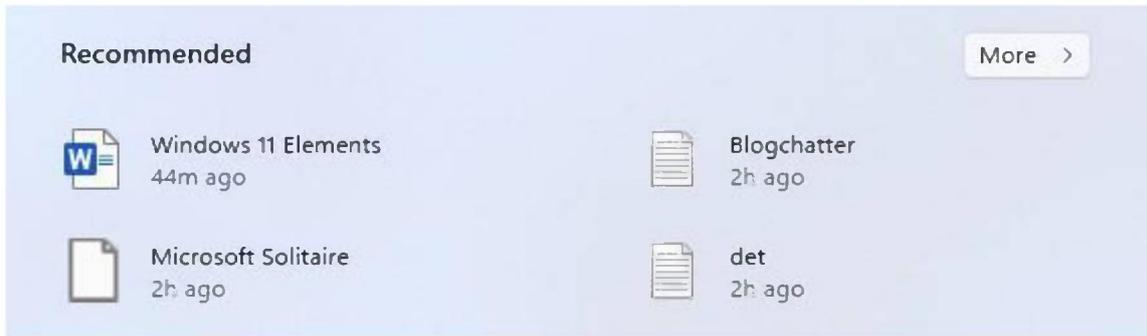
Microsoft has introduced completely new Start menu in Windows 11 as shown below.



The top portion displays apps that are pinned. However, if you select *All apps* option located on the top right side, you will view old Windows 10 style interface with list of all the apps and programs loaded alphabetically. You have to scroll down to locate the appropriate app.



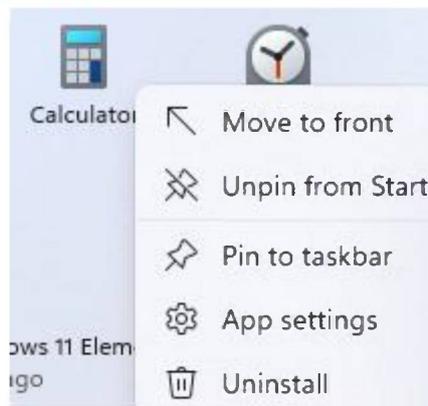
The *Recommended* section displays the list of recently opened files including images.



The Start menu only displays 4 recent items but if you select *More* option, you will be able to view all the latest opened and saved files.

*If you switch on your laptop, it will take few minutes for your computer to display Windows 10 desktop. In computer parlance, this process is termed as Booting.*

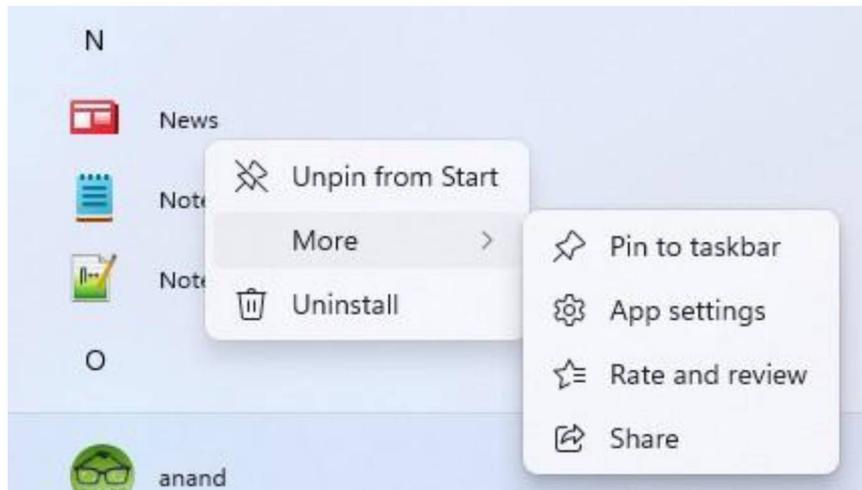
If you right click on an app from the Start menu, you will view a pop-up menu as shown below.



You will be able to place the app icon on the first row upon selecting *Move to front* menu item. You can place the app icon on the Taskbar if you select *Pin to taskbar* option.

You can also remove the app from the Start menu if you wish. The *App settings* option can be used to directly navigate to the app management dashboard.

If you right click on an app name from the *All Apps* section, you will view the following menu.



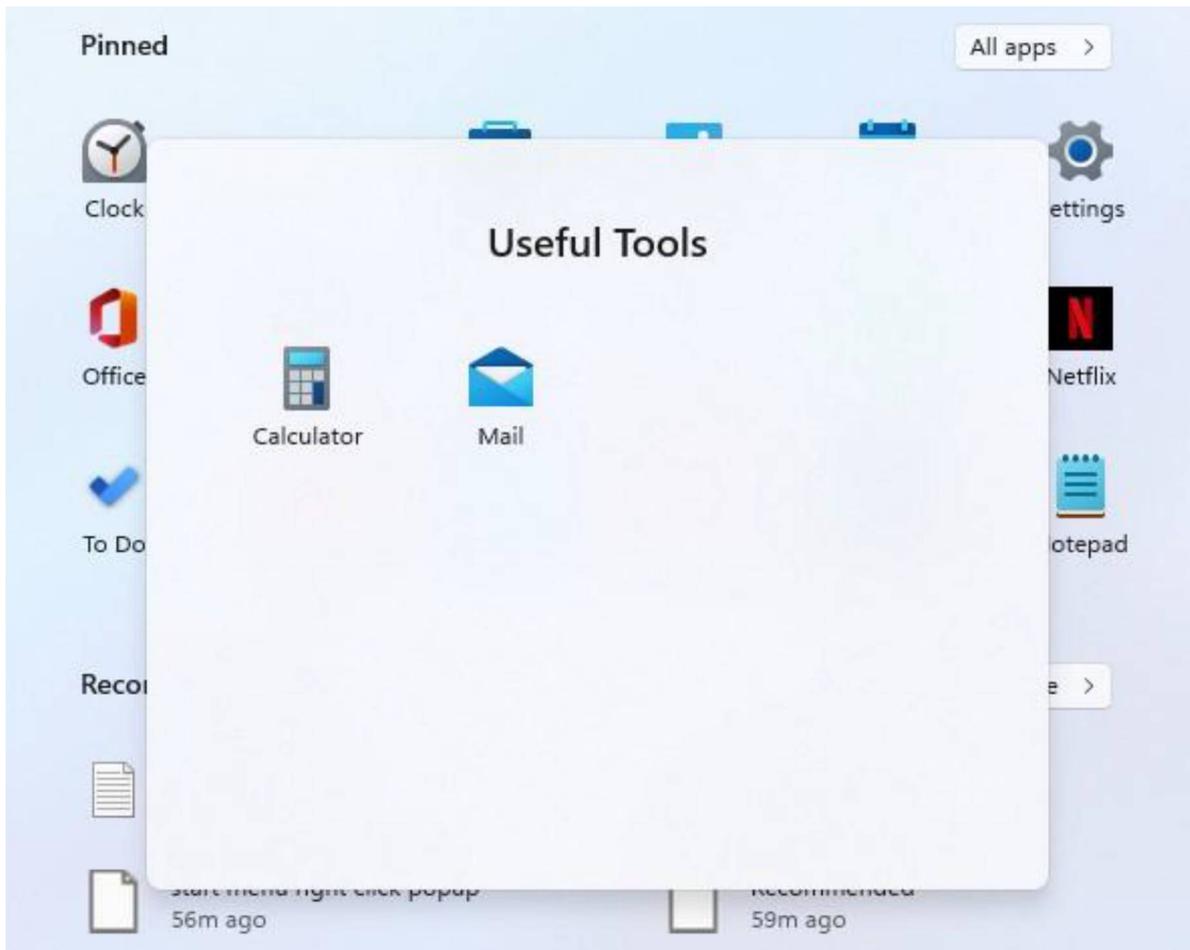
You can easily pin the app to Start menu and Taskbar including the ability to post reviews. However, the App apps page will disappear if you come out of the Windows 11 Start menu. You have to again click and locate the relevant app name inside All apps page.

## Grouping Apps

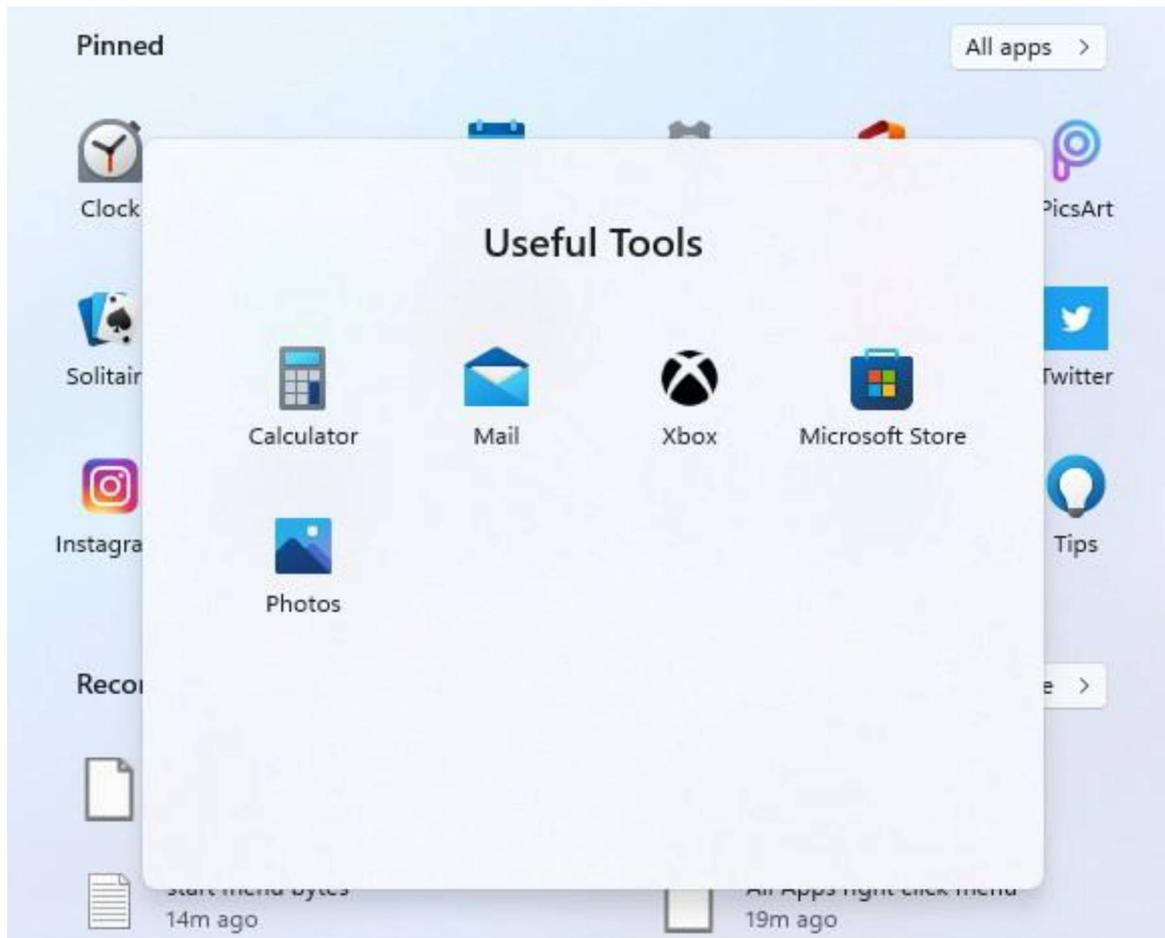
Windows 11 has added support for grouping multiple apps into one single folder via drag and drop. To work with this feature, you just need to drag and drop an app into another app. The second app will automatically appear inside the first app as a group.



You can select on the group and provide a meaningful name as shown below. You should provide a name, which recognizes the usage of the apps inside the group.



You can add several apps into the group. The aim of this functionality is to enhance productivity by allowing users to locate an app of their choice quickly. Moreover, grouping app icons into newly created folders will eliminate the need for scrolling.

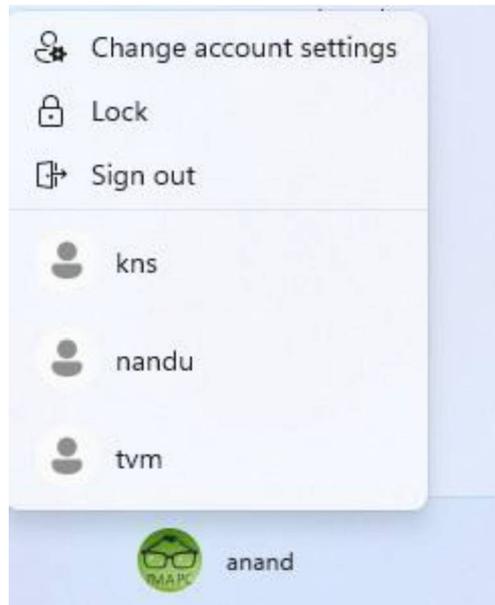


## Understanding Power Options

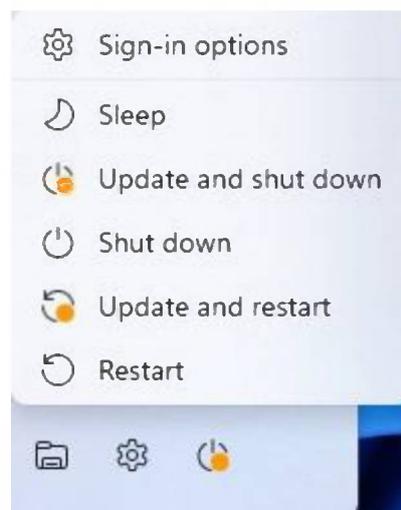
The Windows 11 Start menu includes Power options. While the left side enables you to change users, the right side provides options for shut down/restart.



If you select the user account name, you will view a list of others created users including the ability to directly navigate to the corresponding account settings page. You can also sign out and login either as the same user or another user account.



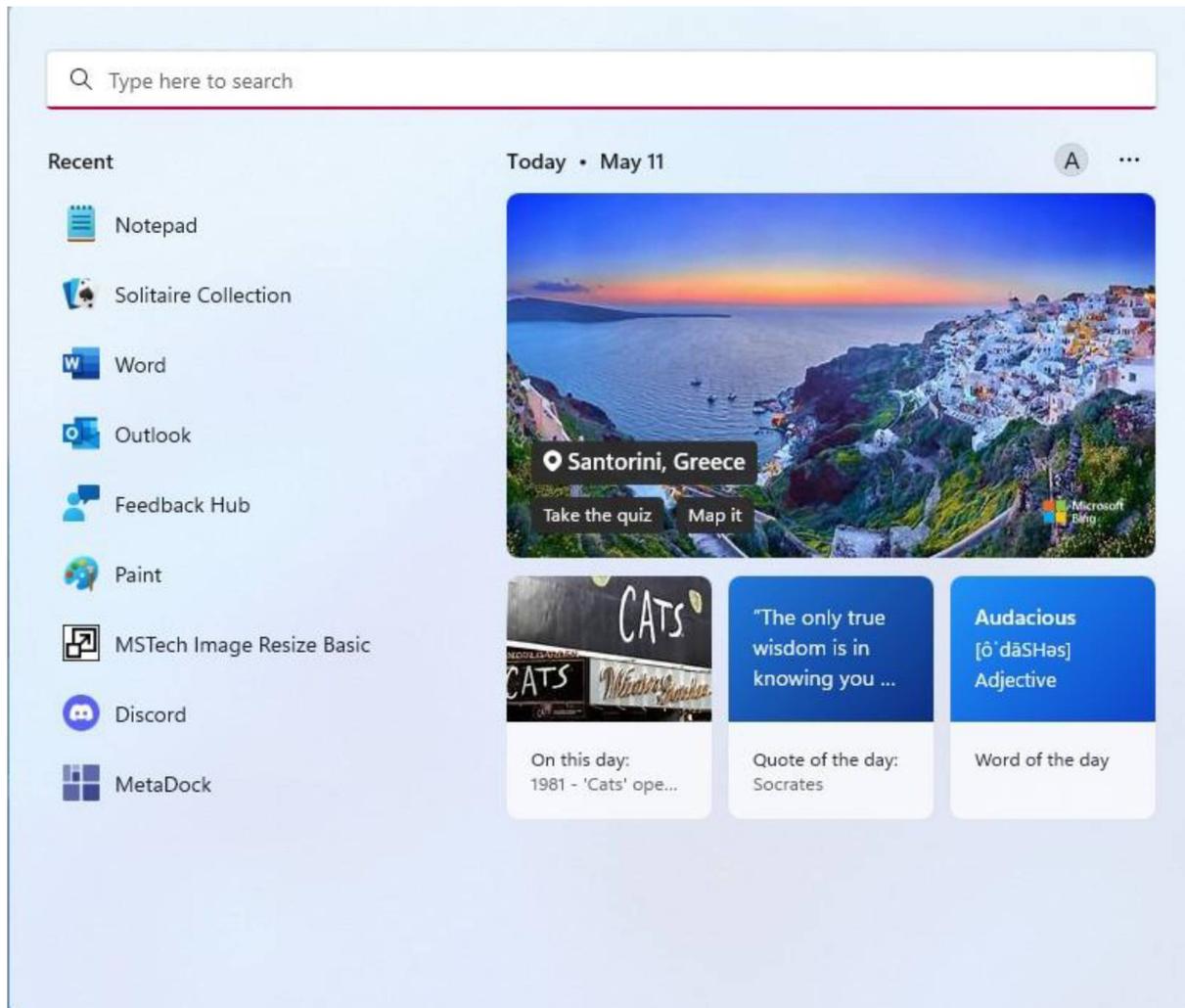
If you select the *Power* icon, you will view several options as shown below



Normally, you will only view three options but here we have downloaded Windows Insider Preview update build and is waiting to get installed. You can choose either *Update and shut down* or *Update and restart* options as per your preference.

## Working with Start Menu Search

Windows 11 Start menu includes search box. If you point your mouse inside the box, you will view a dedicated search dashboard as shown below. Alternatively, you can select the Search icon located on the Taskbar.

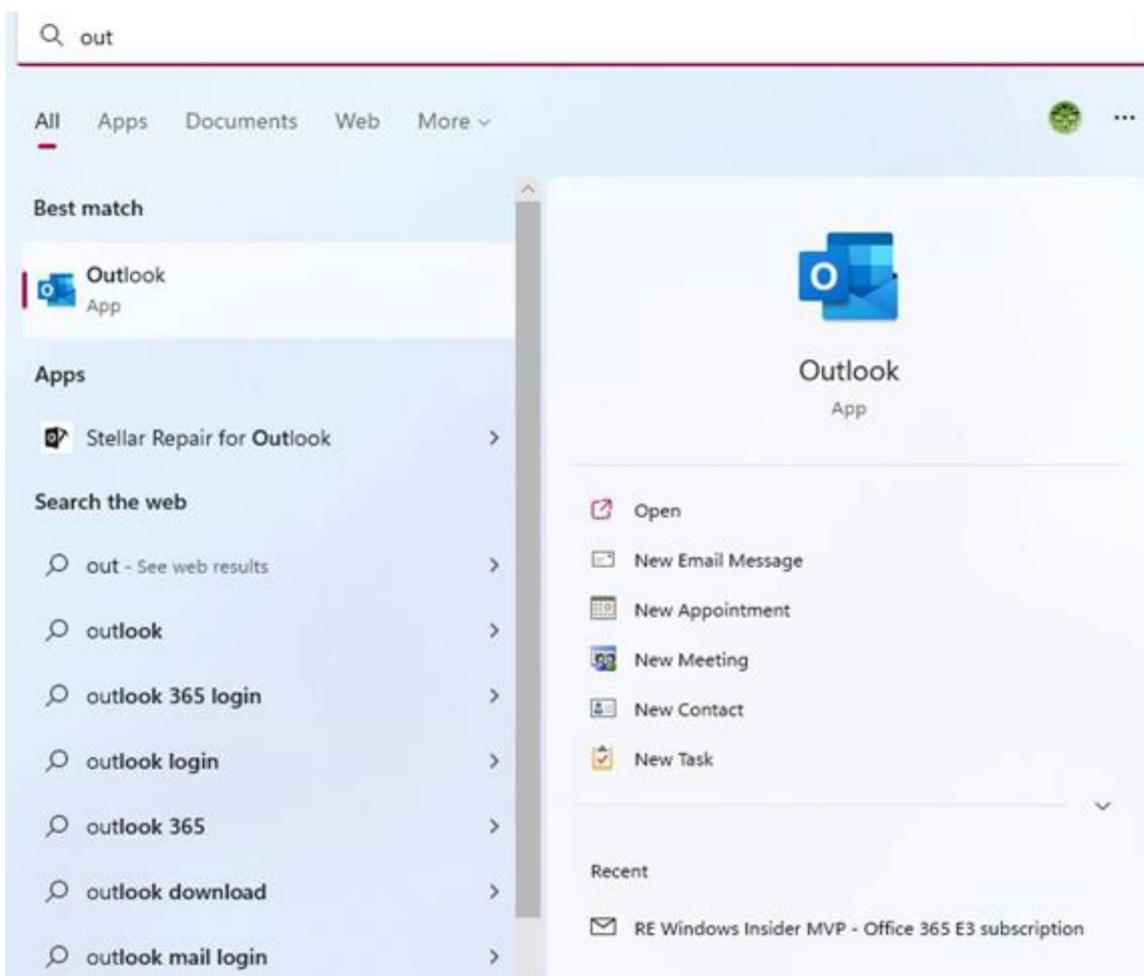


The left side navigation panel display the recently opened apps. Microsoft recently upgraded the Search box with information about specific topic every day. You can participate in quizzes, learn new words every day, view quote of the day and much more. The Search box is designed to enable users to learn new facts and information.

This new feature was rolled out via Windows 11 Insider Preview update after the official launch.

*You should not install Windows purchased by other users and downloaded from Torrent websites. Software Piracy is a punishable offense. Moreover, viruses and malware from illegal copies will harm your computer.*

You can also locate a specific app by typing few words on the search box. If you type *out*, you will view search information as shown below. You can even compose new email message and other activities directly from the Search box without opening Microsoft Outlook.

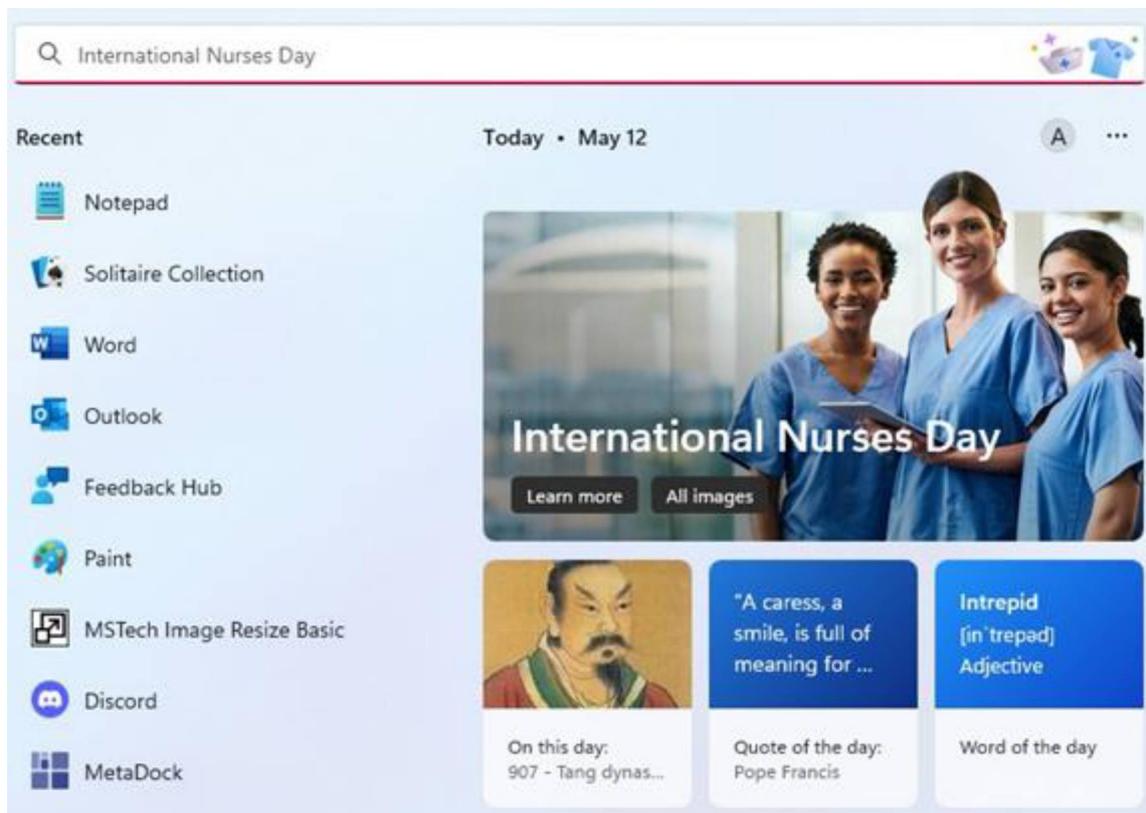


## Working with Taskbar

The Taskbar is the core module of the Windows 11 operating system. You should note that the Start menu and Search, which we discussed in the previous section sits nicely on the Taskbar. You will find several icons on the Taskbar that are in pinned state. For example, Mail and Store icons are placed permanently on the Taskbar. You can also pin apps and programs to the Taskbar depending upon the requirements.

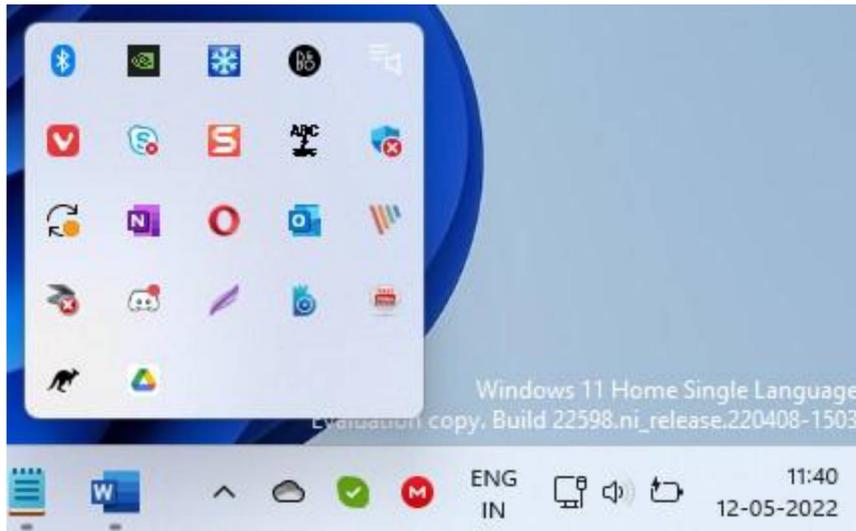


The Taskbar accommodates search icon using which you can locate apps and programs. You will be able to learn new information/tip from the Search window. Windows 10 offered search box on the Taskbar but with Windows 11 Microsoft has changed the user interface by adding the icon. The purpose is to offer additional screen real estate to accommodate other icons.



The right-hand side includes the clock, speaker and network icon including battery, Skype and others.

If you click on the arrow pointing upwards, you will find several icons inside the pop-up dialog. For example, if you connect a portable hard drive, you will be able to manage the device by selecting the up arrow and right clicking on the hard drive.

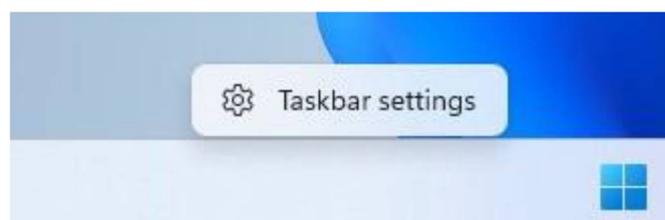


If you right click on an icon from the Taskbar, you will view *Unpin from taskbar* option. If you select the option, the relevant icon will be removed from the Taskbar.

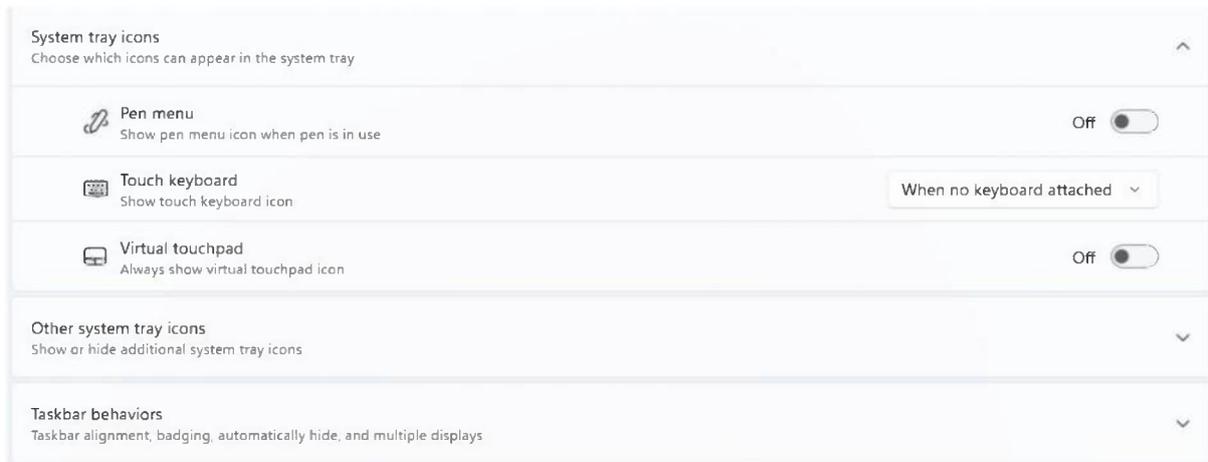
*To remove one working directory from DOS, type cd..*

## Hiding Taskbar

Sometimes, you will be required to hide the Windows 11 Taskbar either to increase the screen real estate or for screen recording purposes. The first step is to right click on the Taskbar and select Taskbar settings option.



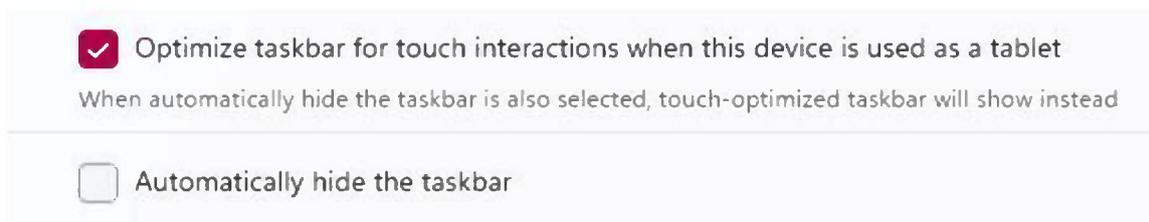
You will view Taskbar dashboard page. You should scroll down and select *Taskbar behaviors* option.



You can modify the Taskbar alignment position from Center to Left. You will immediately view the relevant change on the desktop.



To hide the Taskbar, you should select the option *Automatically hide the taskbar* option.



You will now view the Taskbar. However, if you hover the mouse over the Taskbar area, it will display and you can work. This feature is mainly used by people who capture screen recordings and would like to hide the Taskbar on the video.

## Working with Widgets

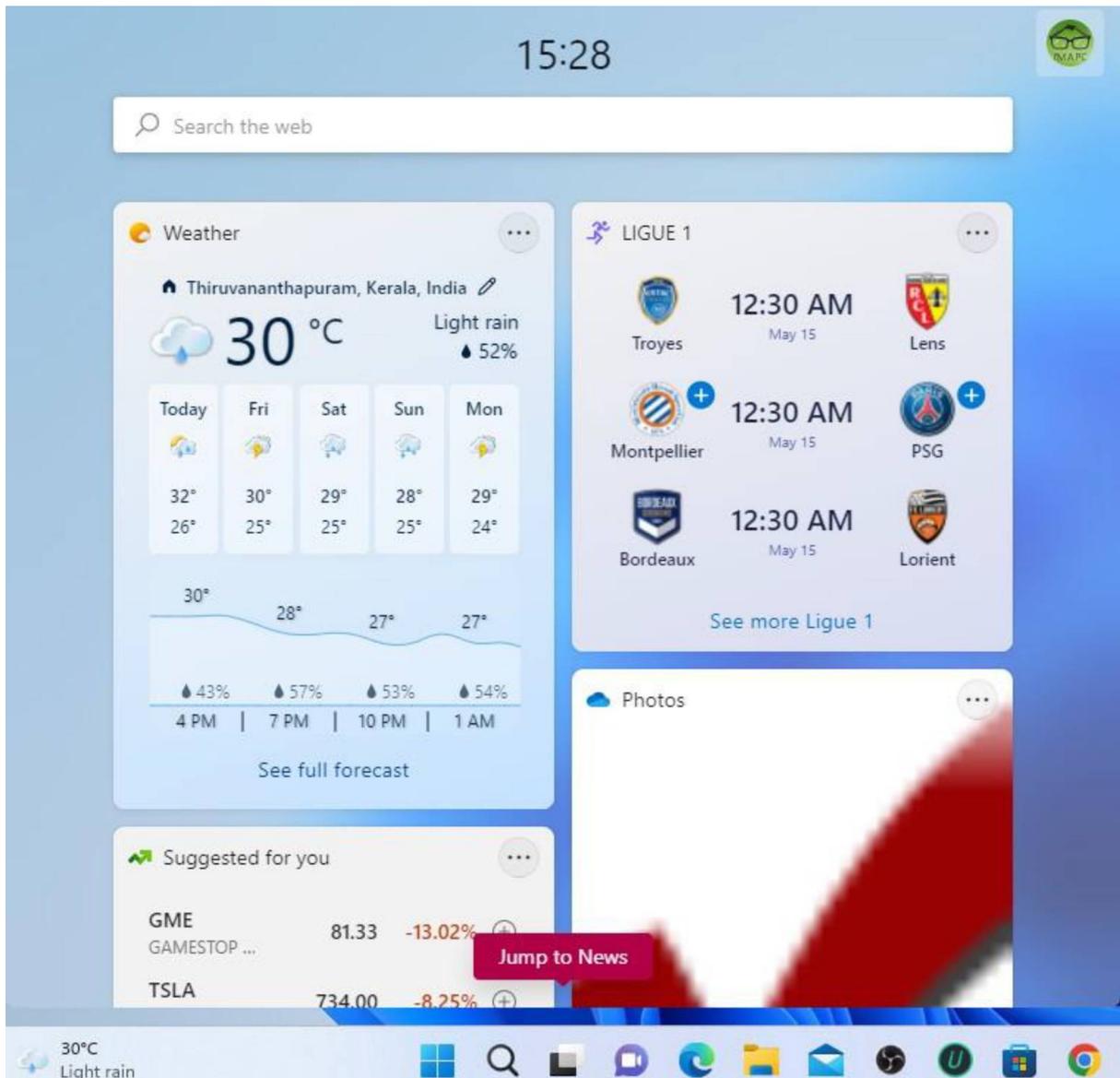
Windows 11 includes a handy Widget module using which you can access News, Weather and other related information similar to News and interests in Windows 10. The location of the Windows 11 Widget depends upon the location of the Taskbar. If the position of the Taskbar is center, then Widget will be located on the far-left side as shown below



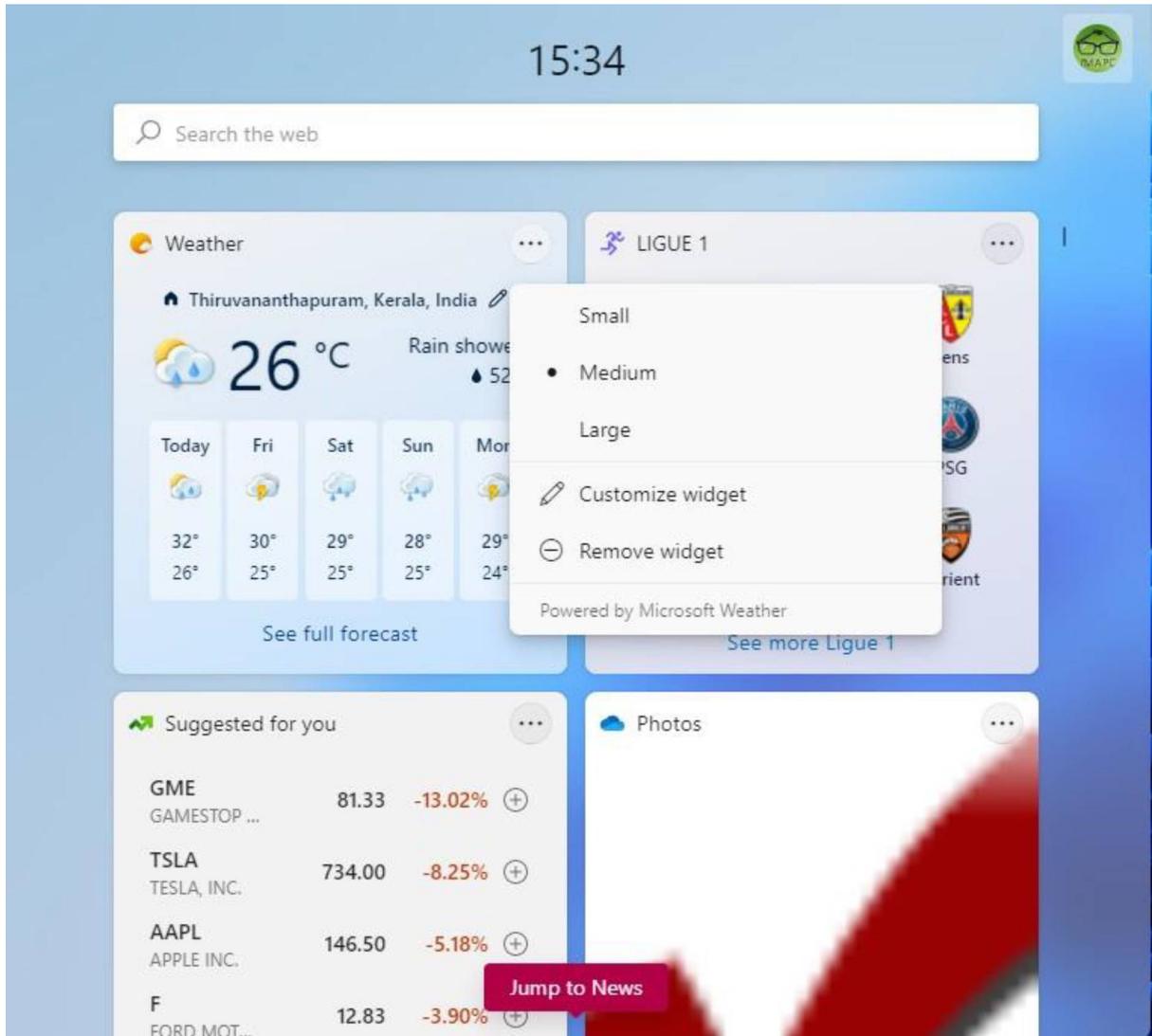
If the position of the Taskbar is Left, then the Widget will be mixed with other Taskbar icons.



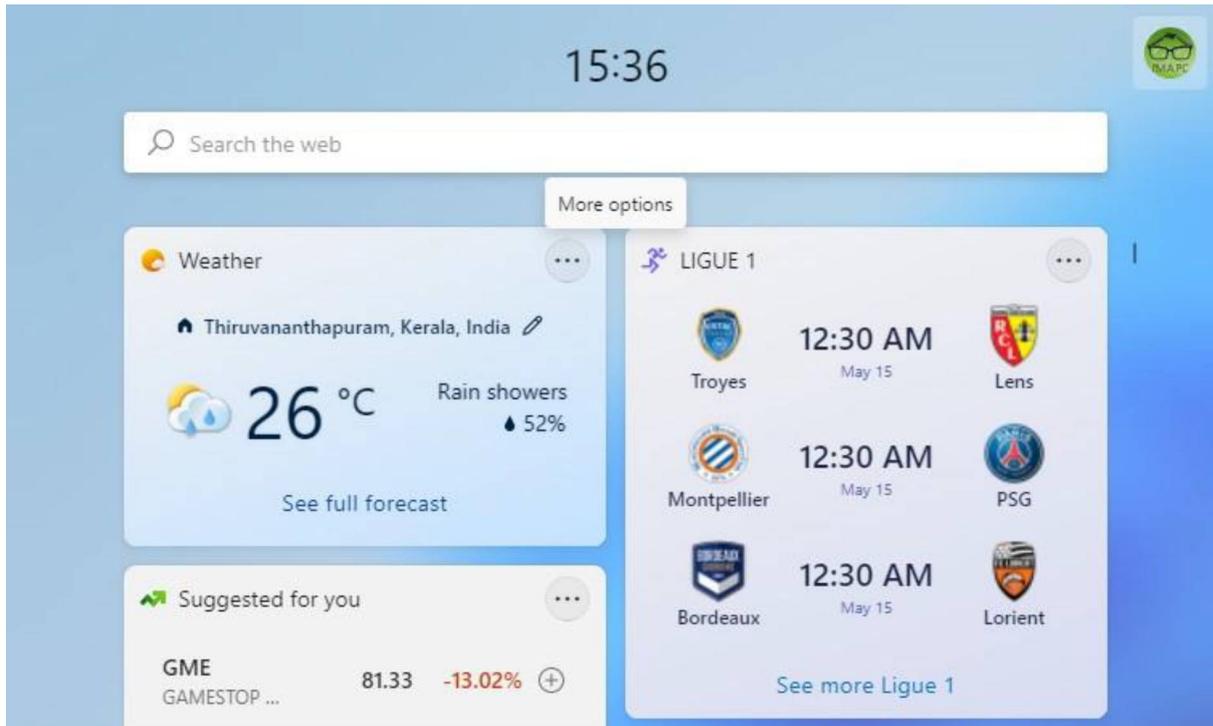
If you select the Widget, then you will view a dashboard as shown below



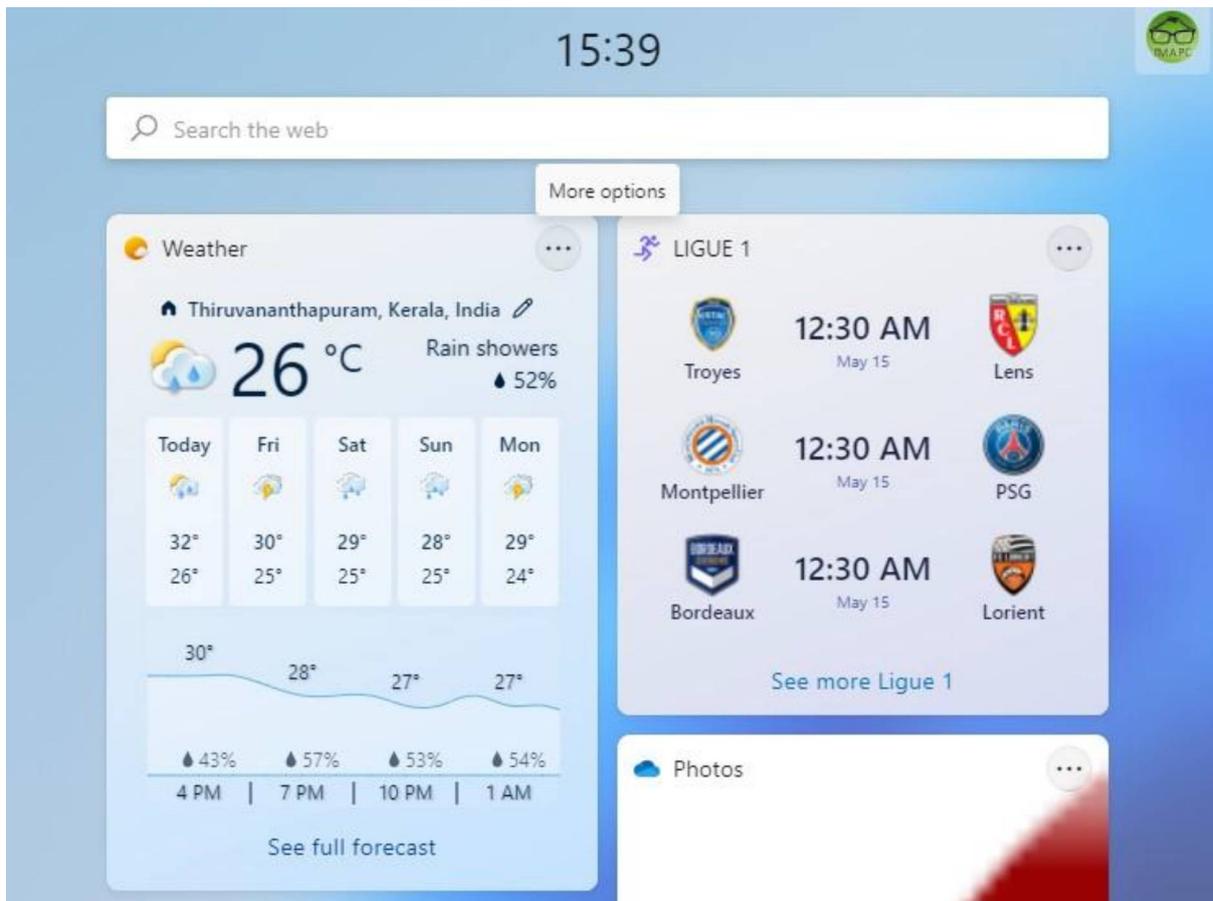
You will view more news if you continue to scroll down the Widget. You should note that the news widget never ends and will continue to display relevant news. You can also easily customize the look and feel of Widgets by selecting the three horizontal dots on the top right side of each widget.



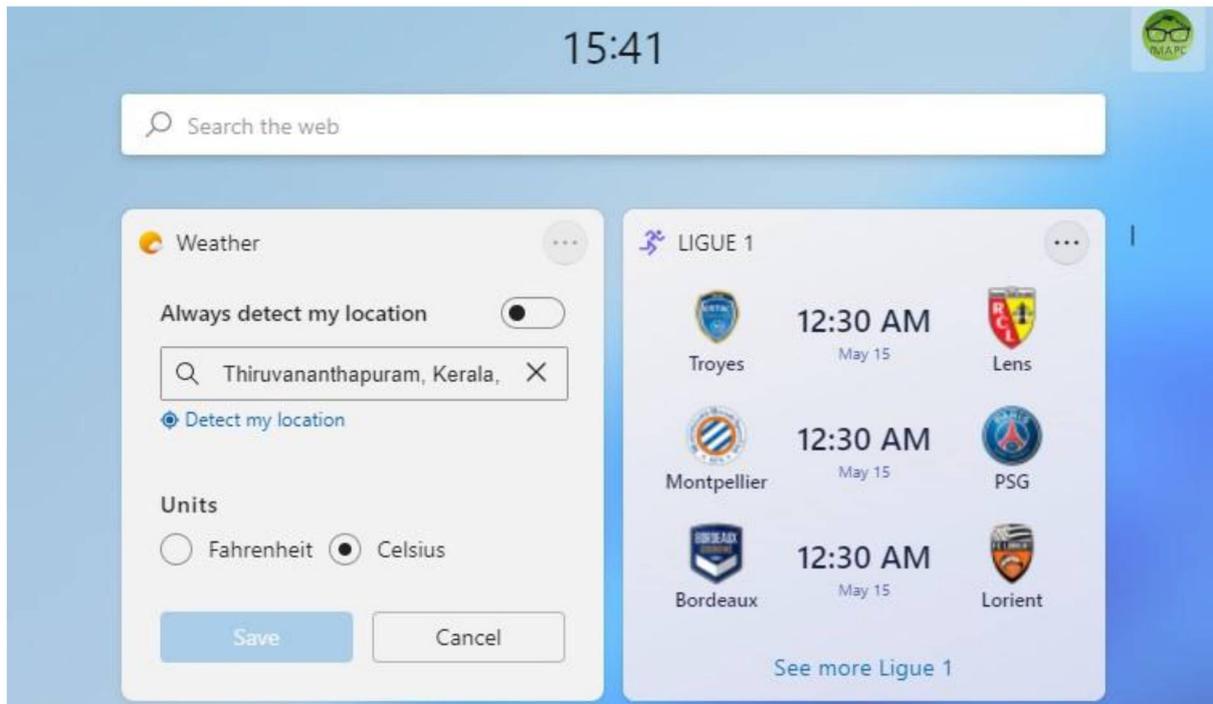
If you select *Small* option, the weather widget will be trimmed as shown below



The Large Widget will appear as shown below

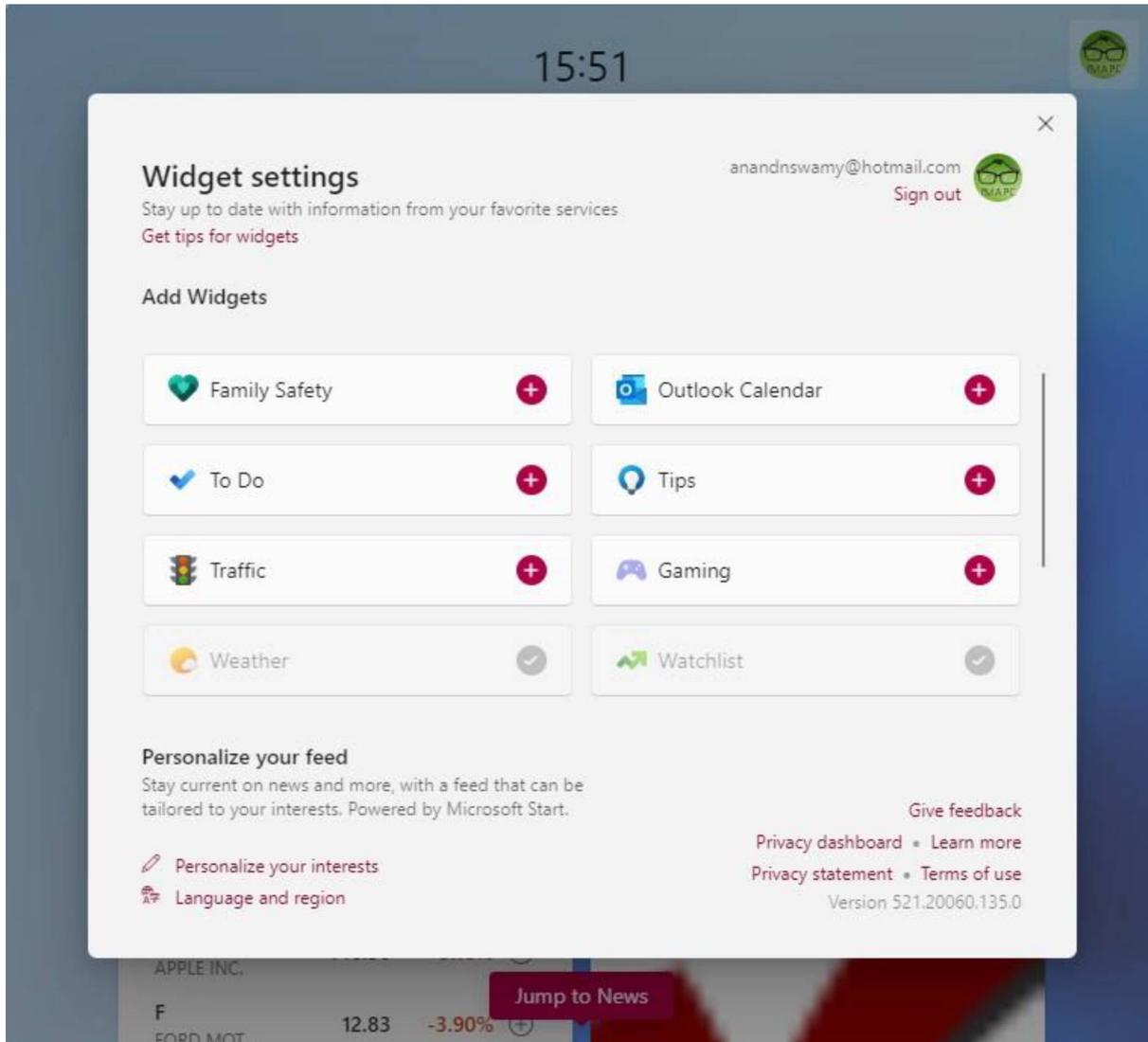


You can modify the Weather location and other parameters by either selecting the *Pen* icon near the country name or Customize widget option.



*To paste copied text, use CTRL+V keyboard shortcut.*

You can add additional Widgets by selecting your icon from the top right side and selecting the relevant option from the Widget settings dialog.



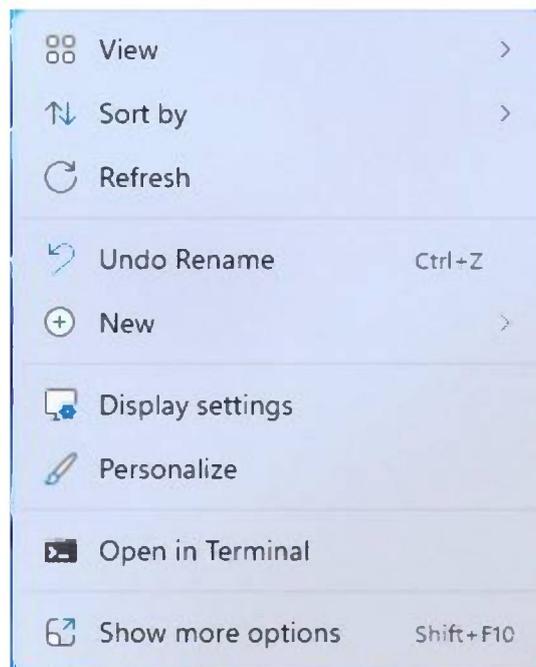
You can add additional categories, countries and others by selecting Personalize your interests option located below the Widget settings dialog. You can scroll down to read additional news including the ability to search the web.

## Chapter 5: Customizing Windows 11

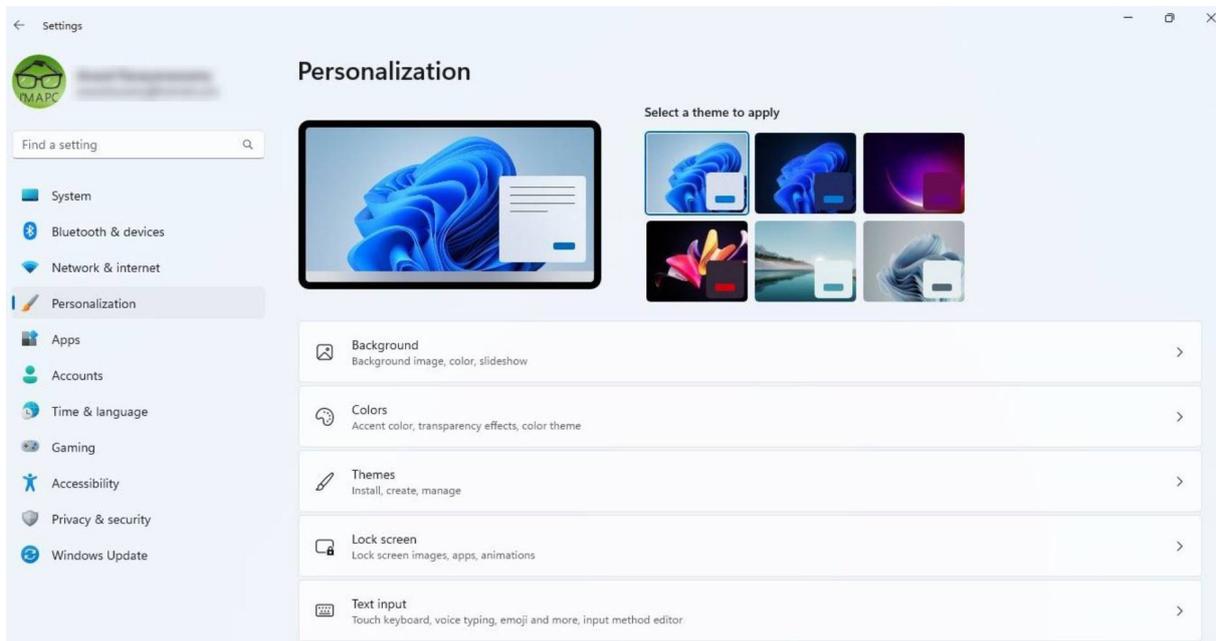
Windows 11 enables you to easily customize desktop icons, modify wallpapers and screensavers easily. Moreover, you can activate themes and perform various activities on the Start menu and Taskbar. The icons placed on the desktop play a pivotal role in the functioning of the system. If you install a third-party software, then the corresponding icon will of the app will appear on the desktop. If you double click on the icon, you can directly work with the relevant program.

*To pin a running program on the Taskbar, right click on the relevant program icon on the Taskbar and select "Pin to taskbar" option.*

You can customize appearance including look and feel of the Windows 11 user interface by right clicking on a blank area of the desktop and selecting **Personalize** option. Alternatively, you can select **Settings** icon from the Start menu and click on **Personalization** option from the left side navigation panel.



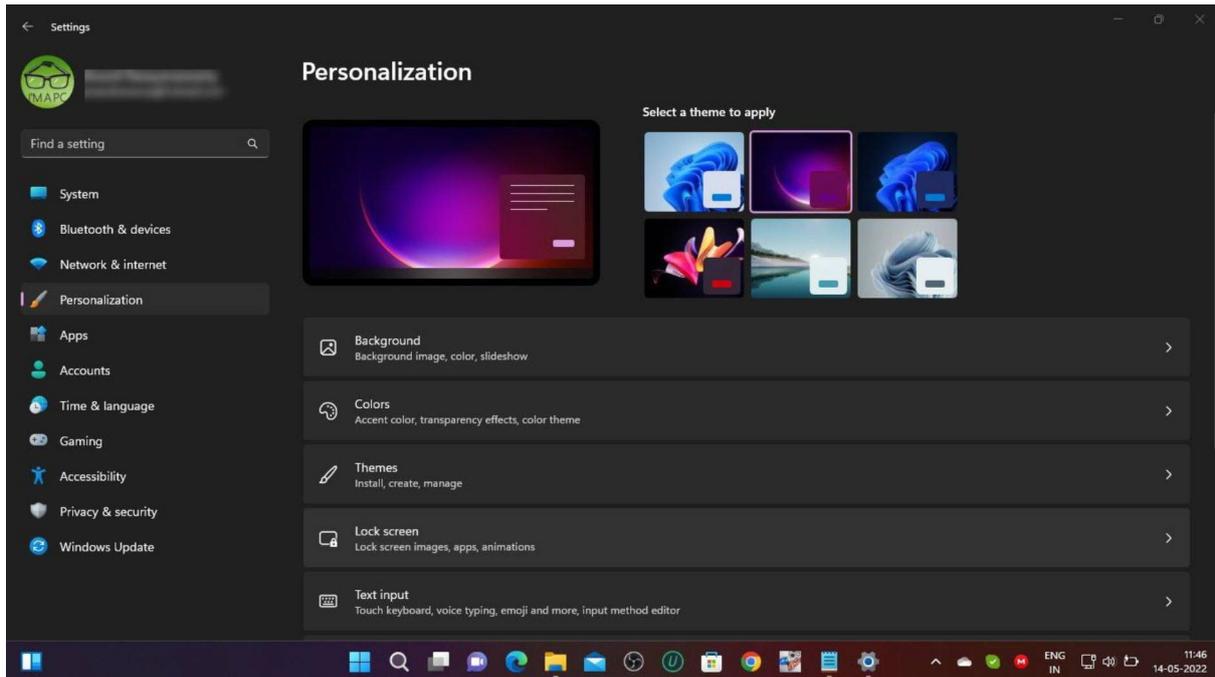
Windows 11 displays Personalization dashboard as shown below upon selecting Personalize option.



The right side displays several options using which you can easily customize Windows 11. Moreover, you can directly change the appearance of Windows 11 by selecting an appropriate theme from the top of the dashboard.

*USB stands for Universal Serial Bus.*

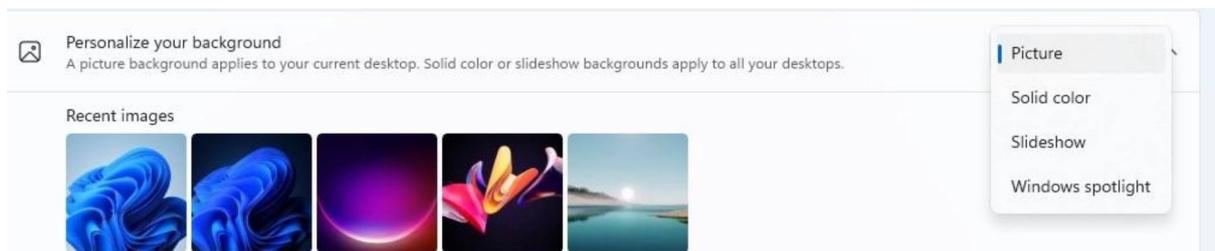
Let's change the theme from Windows (light) to Glow and the output will look as shown below. You should note that Glow theme comprises of 4 images and they will rotate automatically. Technically, the Glow theme can also be termed as Dark theme.



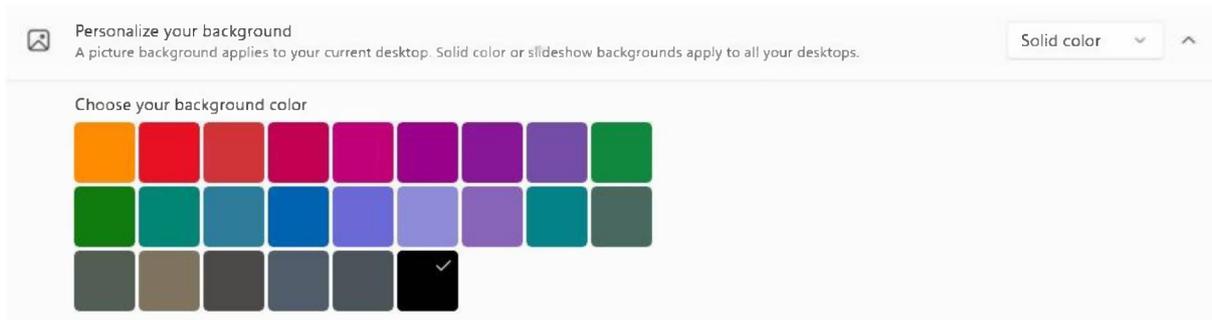
We will examine each option included with the Personalization dashboard in detail.

## Working with Background

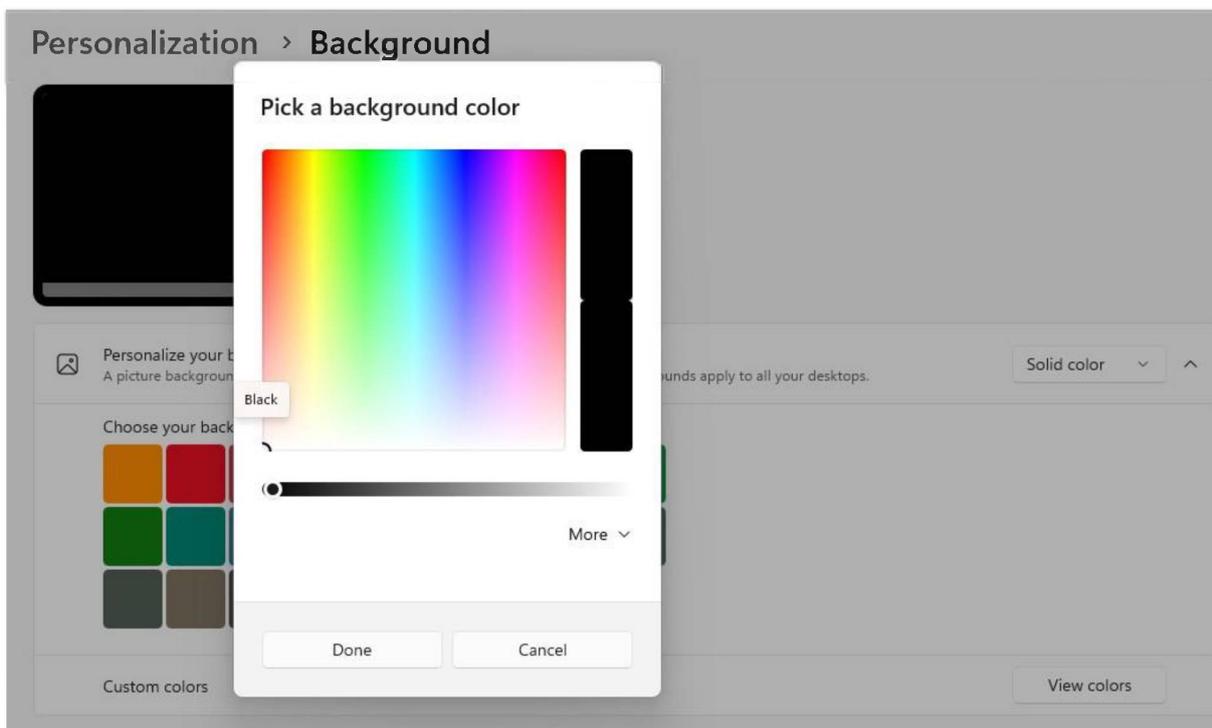
You can easily change the background image, color and activate slideshow using the Background module. Windows 11 displays a picture as the background relevant to the selected theme. However, you can replace Picture with solid color, slideshow and windows spotlight.



If you select Solid color, you will have to choose a background color from the displayed palette.



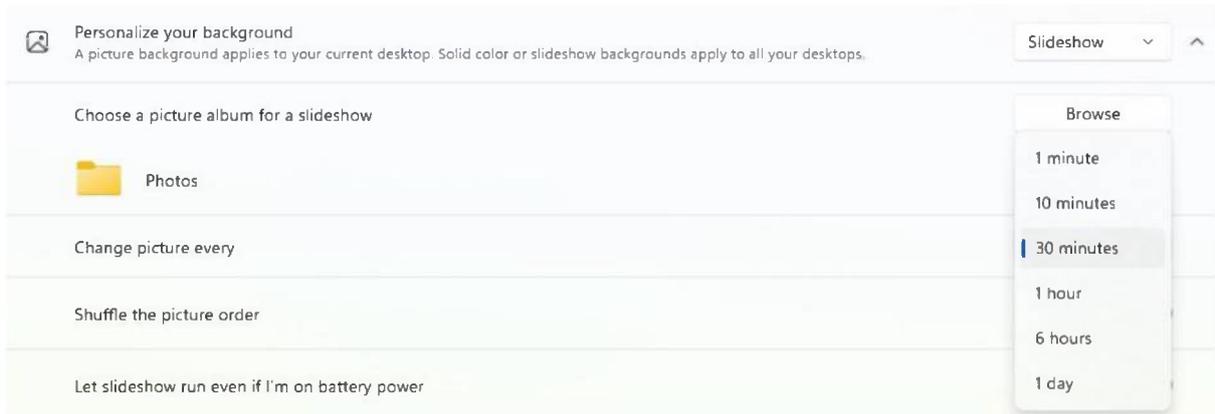
You can also select custom colors by selecting View colors button.



The *Slideshow* option enables you to integrate photos from your device. You can add several pictures by selecting *Browse* button.

*You can download free Windows wallpapers from [WallpaperHub](https://wallpaperhub.com).*

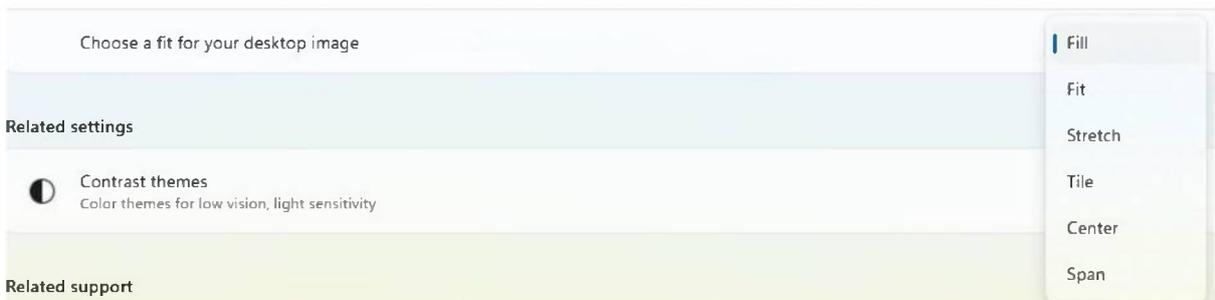
The slideshow will be activated immediately upon adding the pictures and the relevant folder will appear on the dashboard. You can choose the slideshow timing according to your requirements.



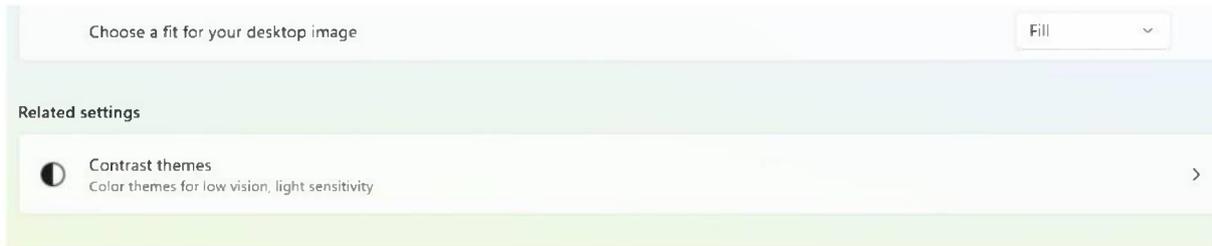
For instance, if you select 10 minutes, each picture inside the folder will rotate every 10 minutes and will be displayed on the desktop. You can enable or disable the slideshow when the device is running on battery. You can also shuffle the picture order so that Windows 11 displays it randomly.



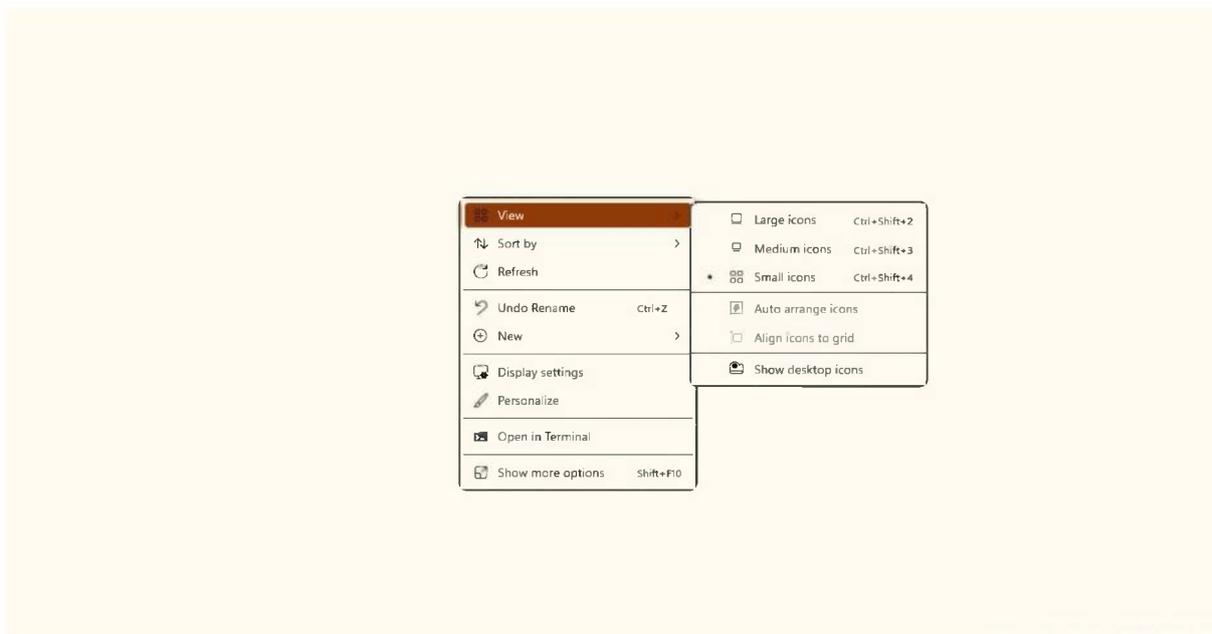
You can modify the way in which the picture should be displayed by selecting a relevant option.



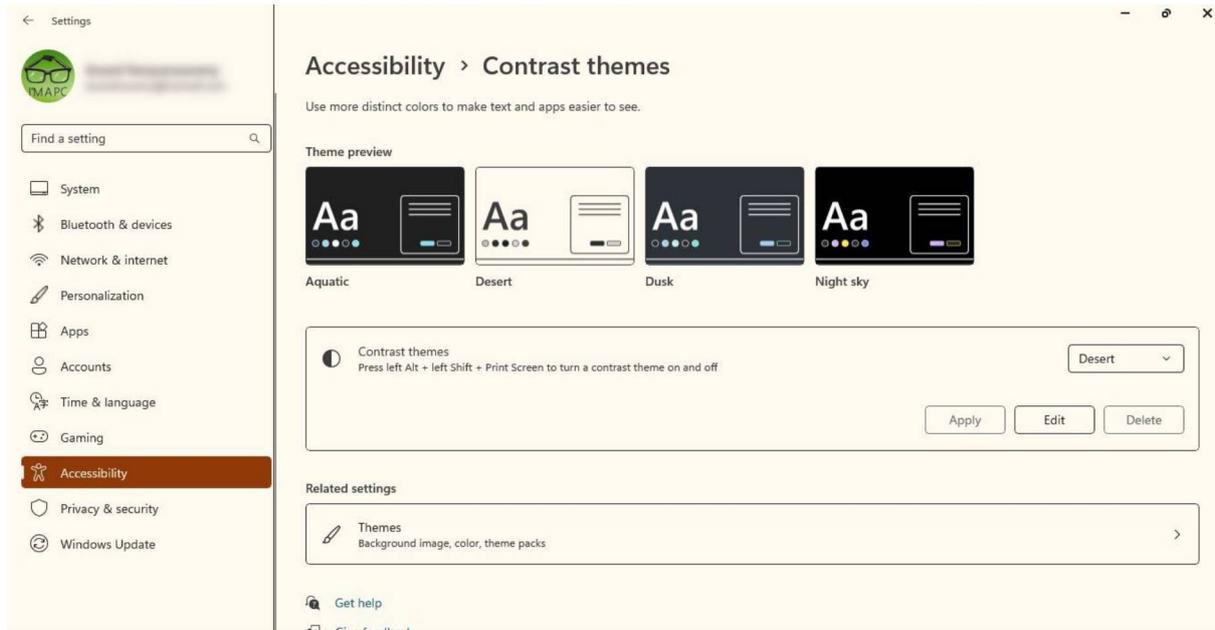
If you would like to work with color themes for low vision and light sensitivity problems, then you can choose contrast themes option included with Windows 11.



You will view the following dashboard with several contrast themes like Aquatic, Desert, Dusk and Night Sky. Your desktop, pop-up menus, dialogs, menu bar etc will appear differently if you activate contrast themes. Moreover, you will view *please wait* message when Windows 11 starts activating the themes.



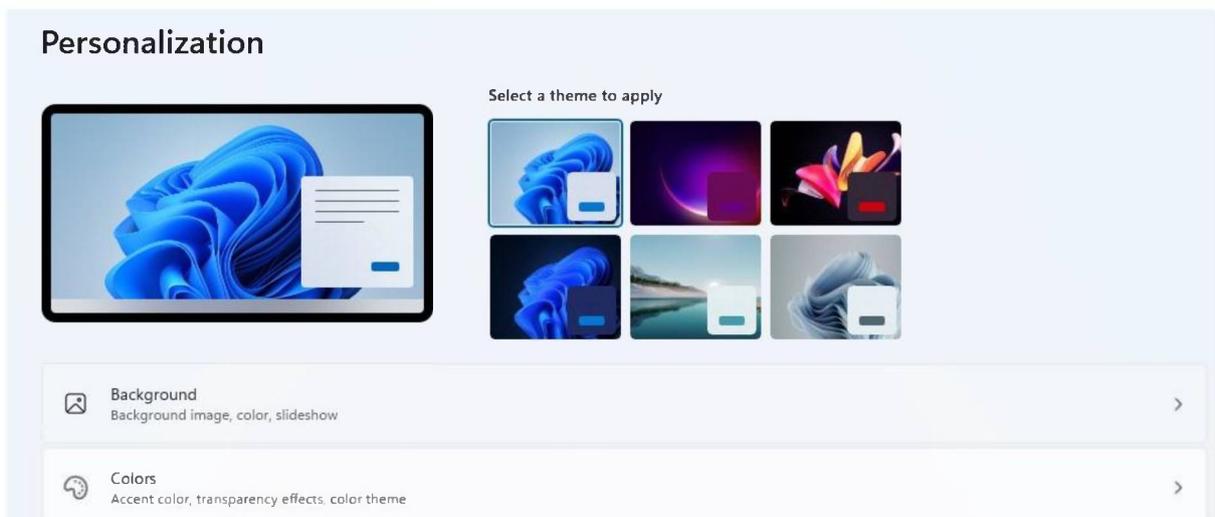
The Settings dashboard after the activation of the contrast theme will appear as shown below.



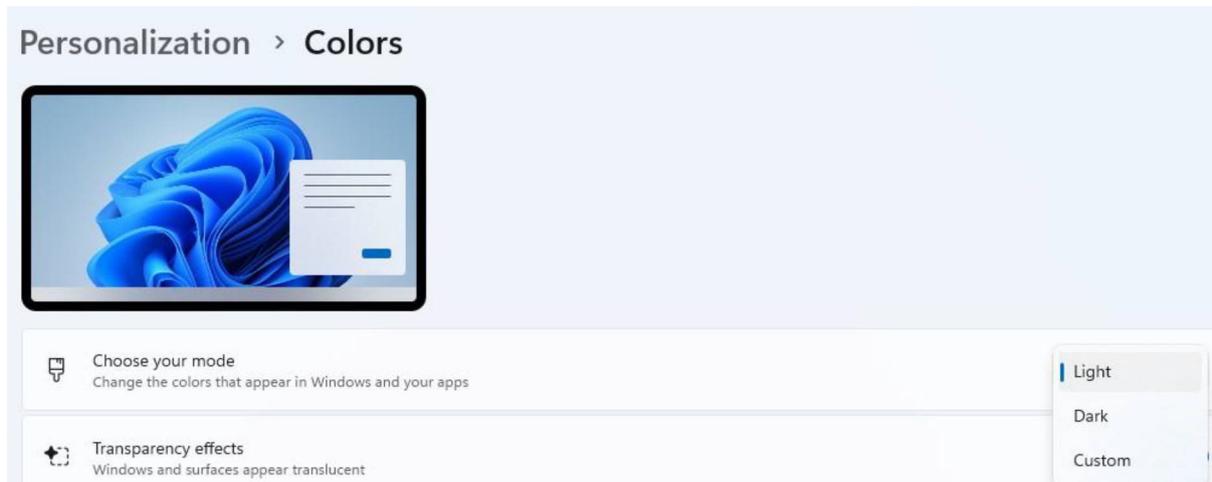
The *Windows spotlight* option fetches the theme directly from the servers. This functionality was added in the Windows 11 Insider Preview update released after the official launch of Windows 11.

## Activating Dark Mode in Windows 11

Windows 11 provides an ability to choose either Light or Dark mode for the user interface. The default mode is Light but you can change to Dark by selecting Colors option from the Personalization dashboard.



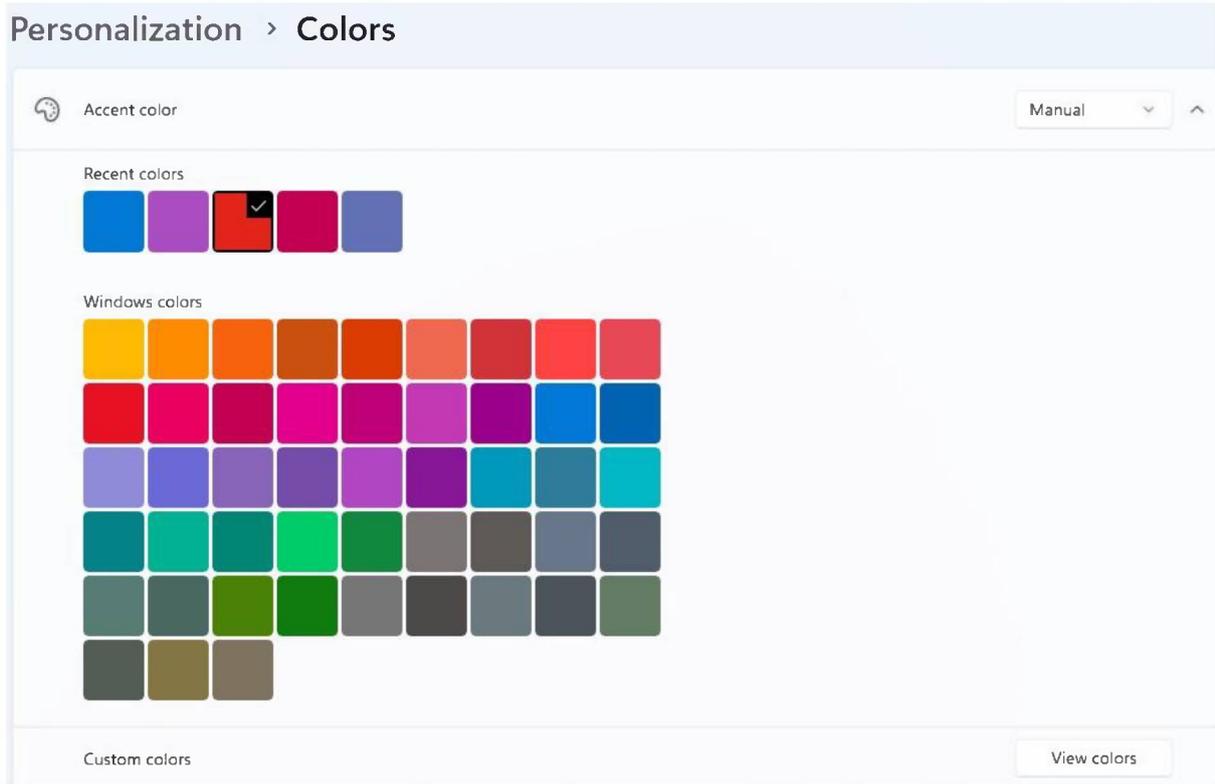
You should select *Choose your mode* row and select *Dark* option from the drop-down box.



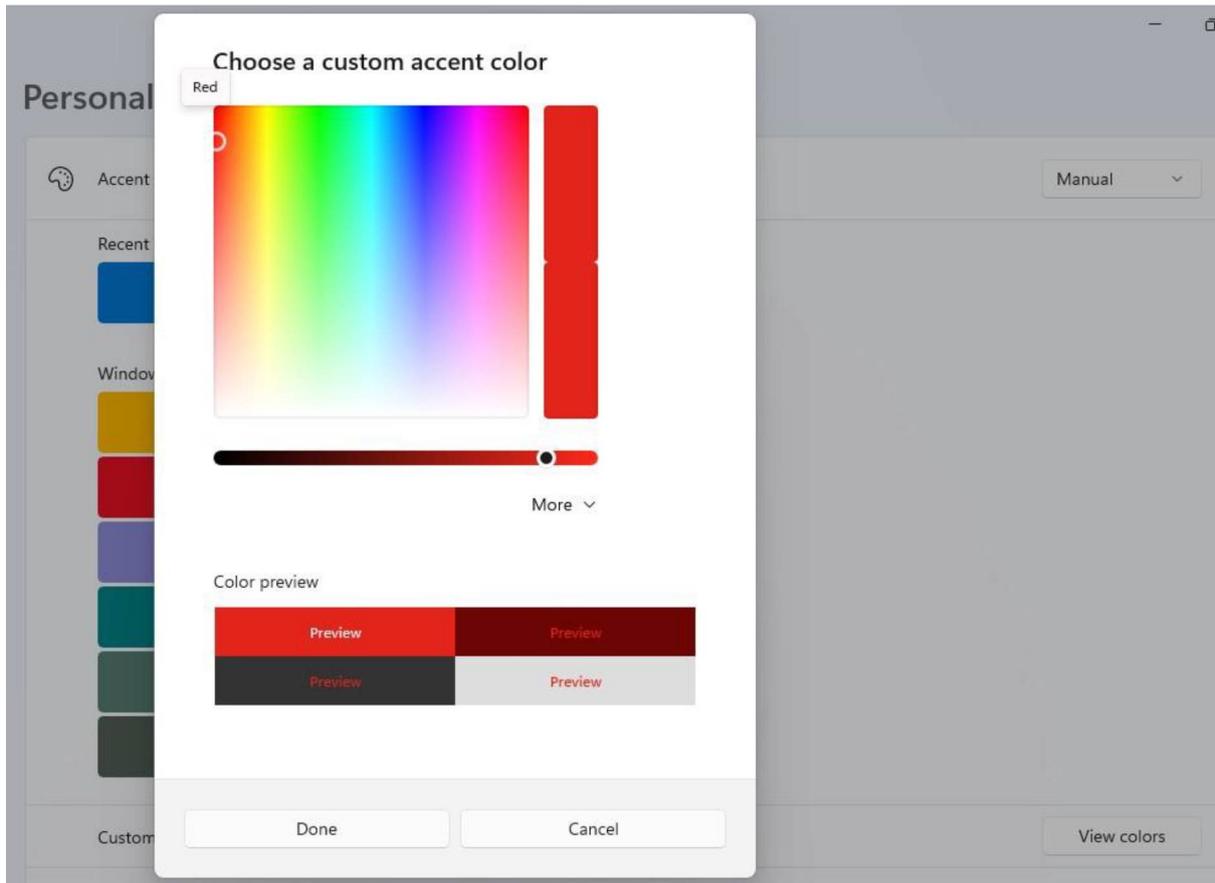
If you choose *custom* mode, you will view two options. You can choose the appropriate mode for the default Windows and app modes respectively.



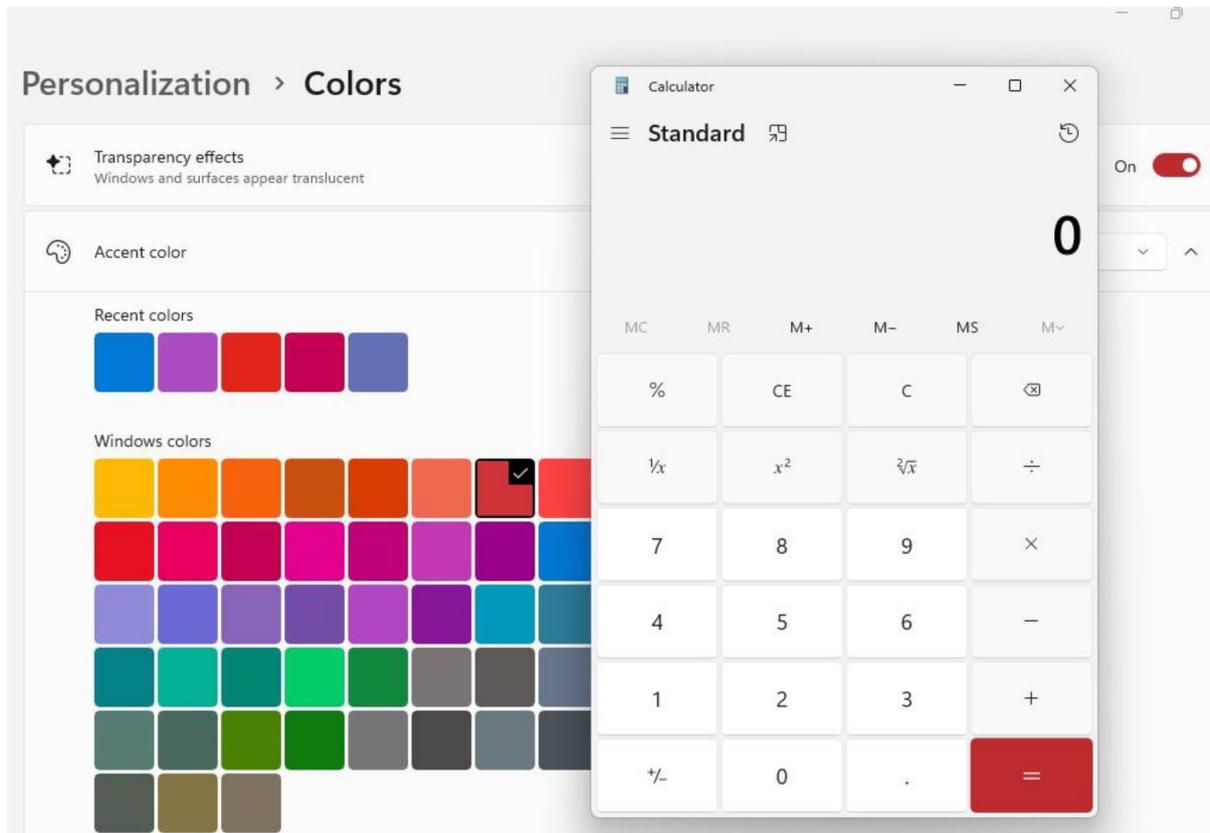
You can modify the accent color by picking a suitable color from the palette.



You can also choose custom accent colors by selecting View colors button from the Custom colors row.



The selected accent color will appear as the background color for buttons, links and other user interface elements.

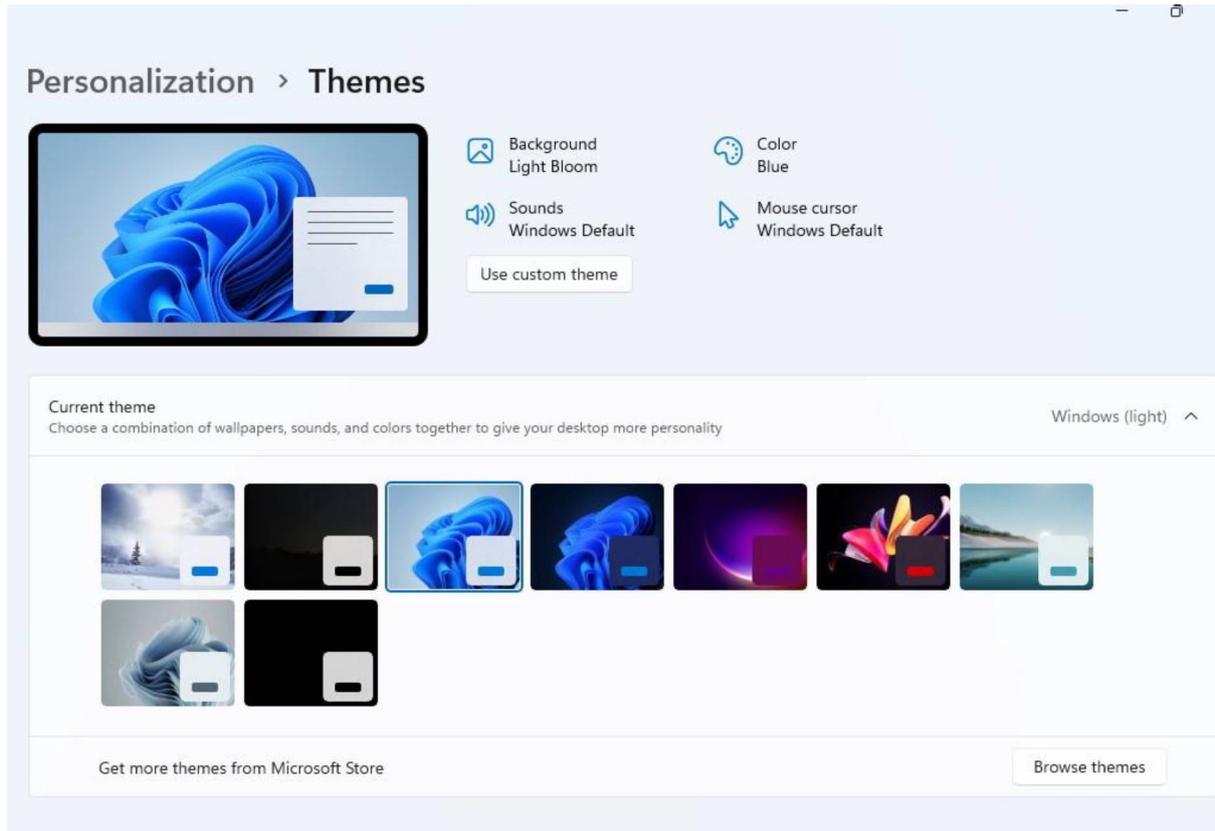


You can also activate accent color on title bars and windows borders. If you open Notepad, you will view the title bar and borders in the selected color.

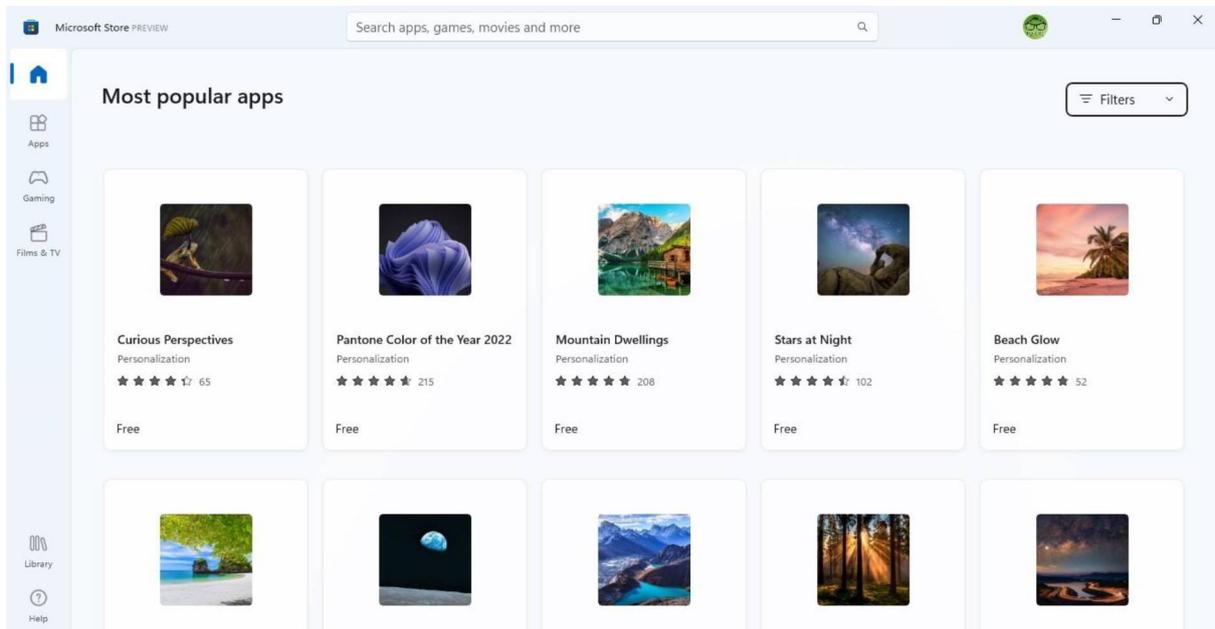
*You can grab screenshot of the active window by pressing PrtScn key.*

## Themes Management

You can manage themes from the Themes dashboard. It's possible to change themes easily by selecting the appropriate theme preview.

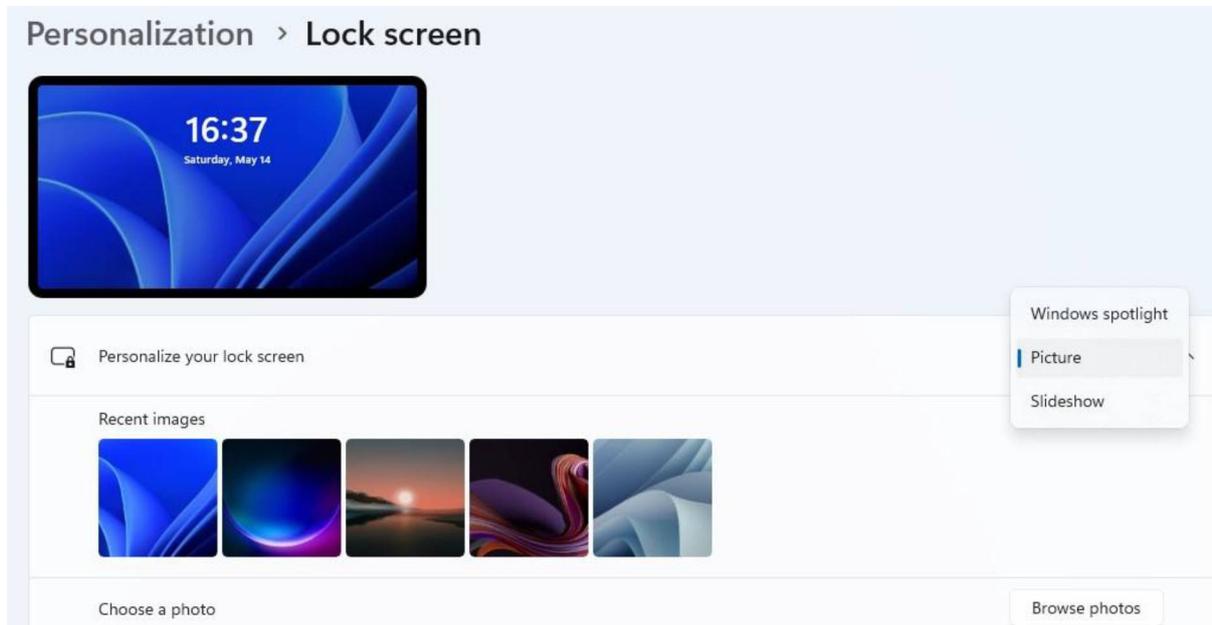


You can also fetch additional themes directly from Microsoft Store by selecting *Browse themes* button.

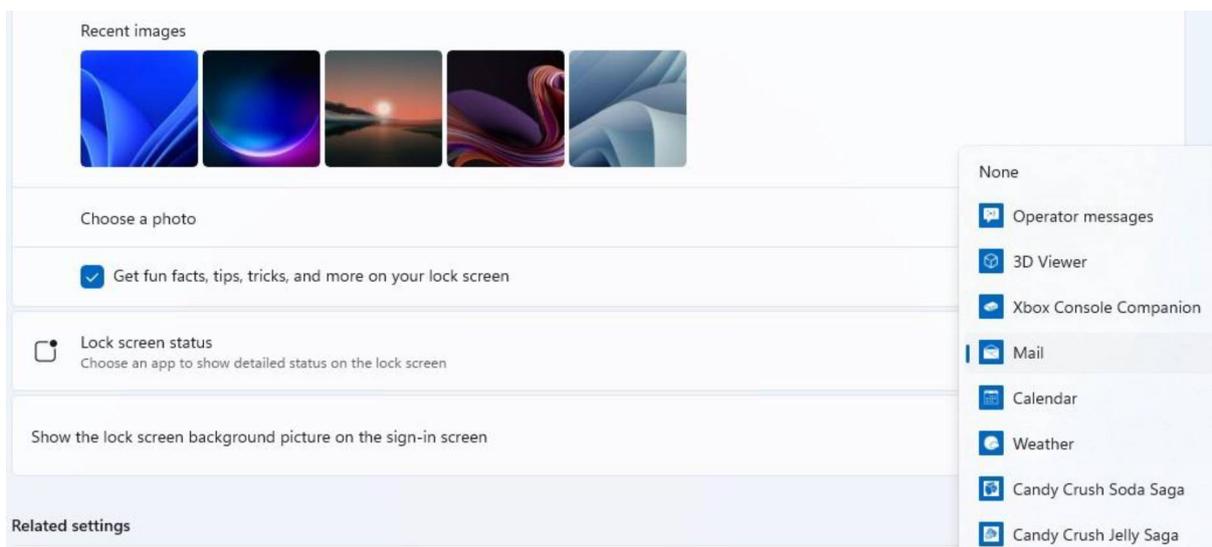


## Customizing Lock screen

The lock screen can be customized with Slideshow and Windows spotlight in addition to the default Picture.

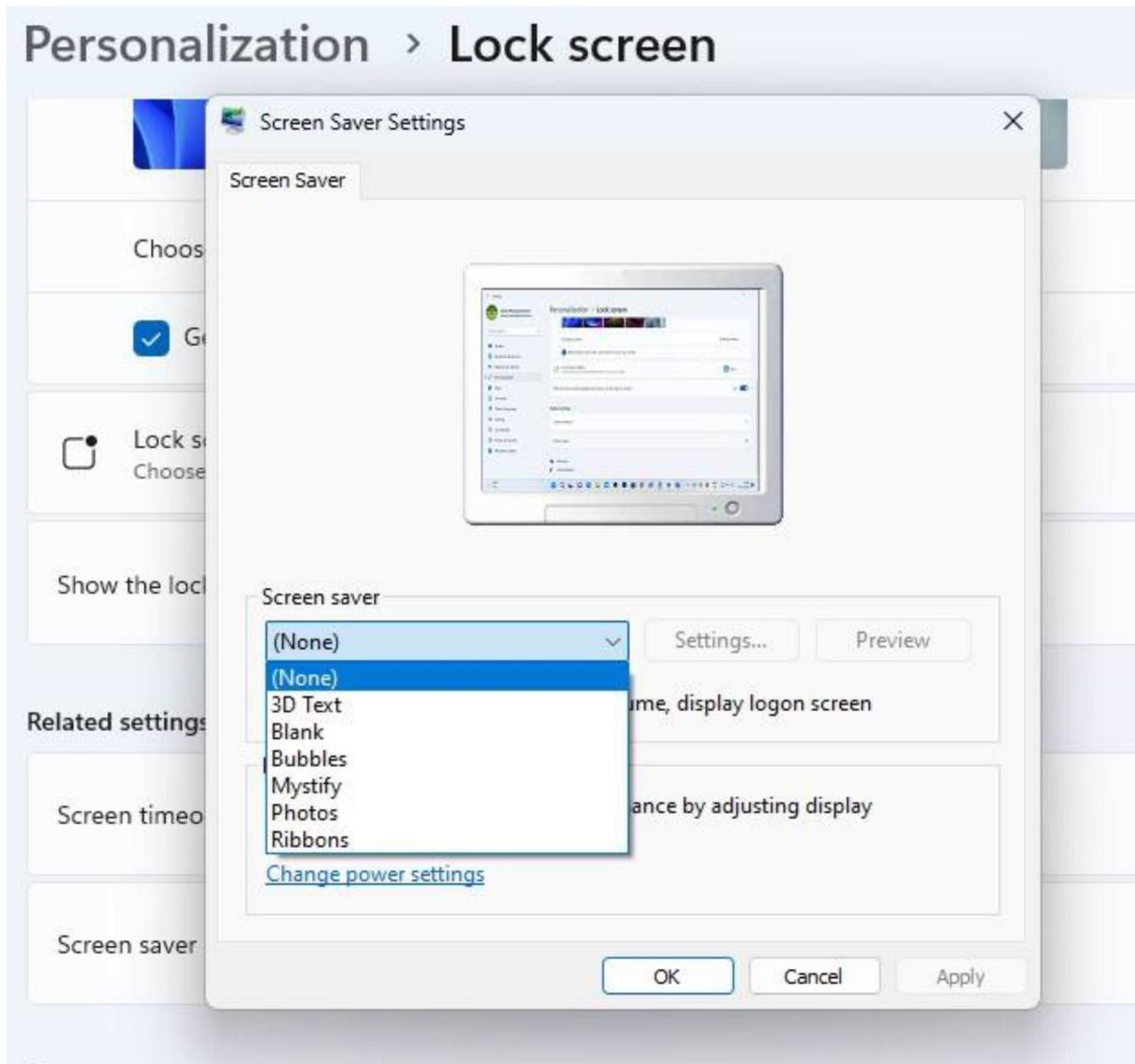


You can also activate fun facts, tips, tricks and more on the lock screen. You can also pick an app, which will display the detailed status on the lock screen by selecting a relevant app.



You can activate screensaver from the Related settings section. The screensaver is used to display animations on the display if the system

is idle for a specific period of time. The traditional screen saver dialog will be displayed as shown below

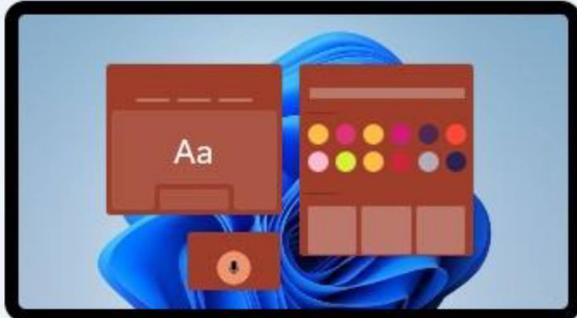


## Customizing Text input

You can modify the look and feel of the touch keyboard, voice typing, emojis and much more by selecting Text input. The dashboard provides several themes using which you can modify the appearance.

## Personalization > Text input

Choose a theme for touch keyboard, voice typing, emoji and more, and input method editors.



Try out your setup

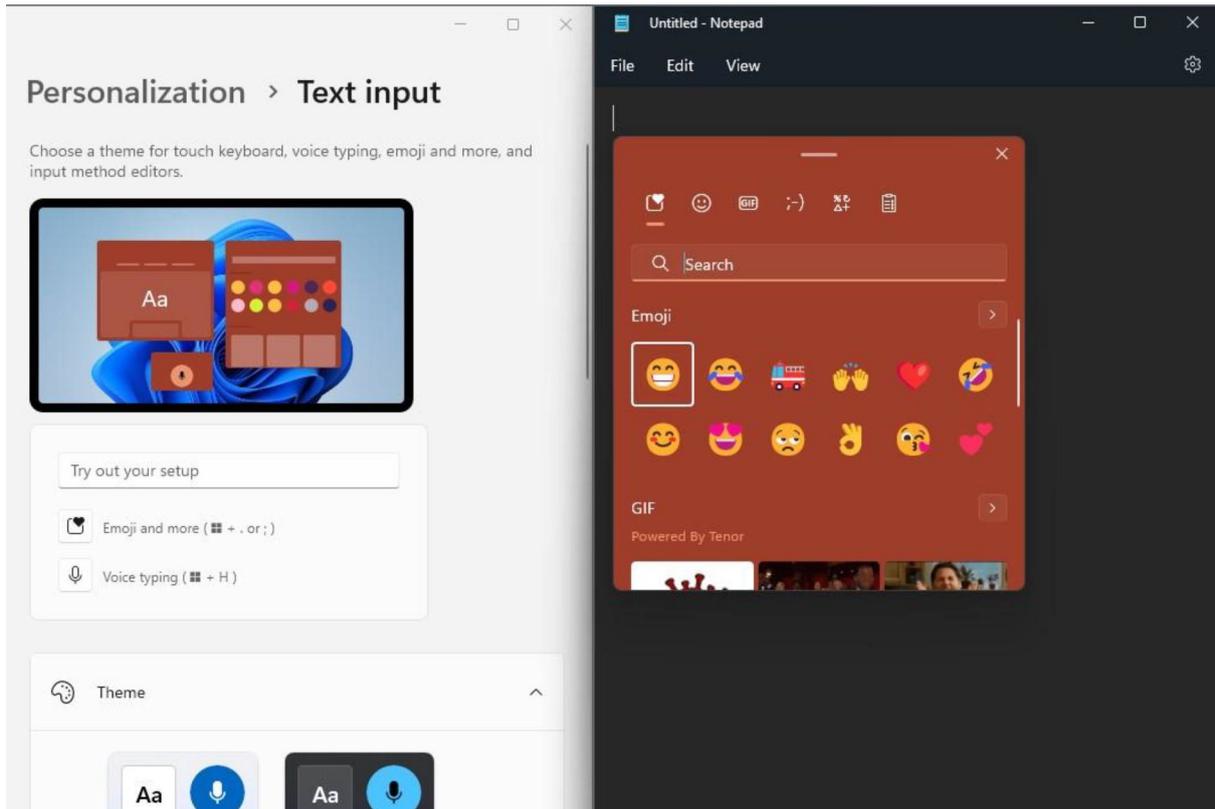
 Emoji and more ( **Win** + . or ; )

 Voice typing ( **Win** + H )

 Theme



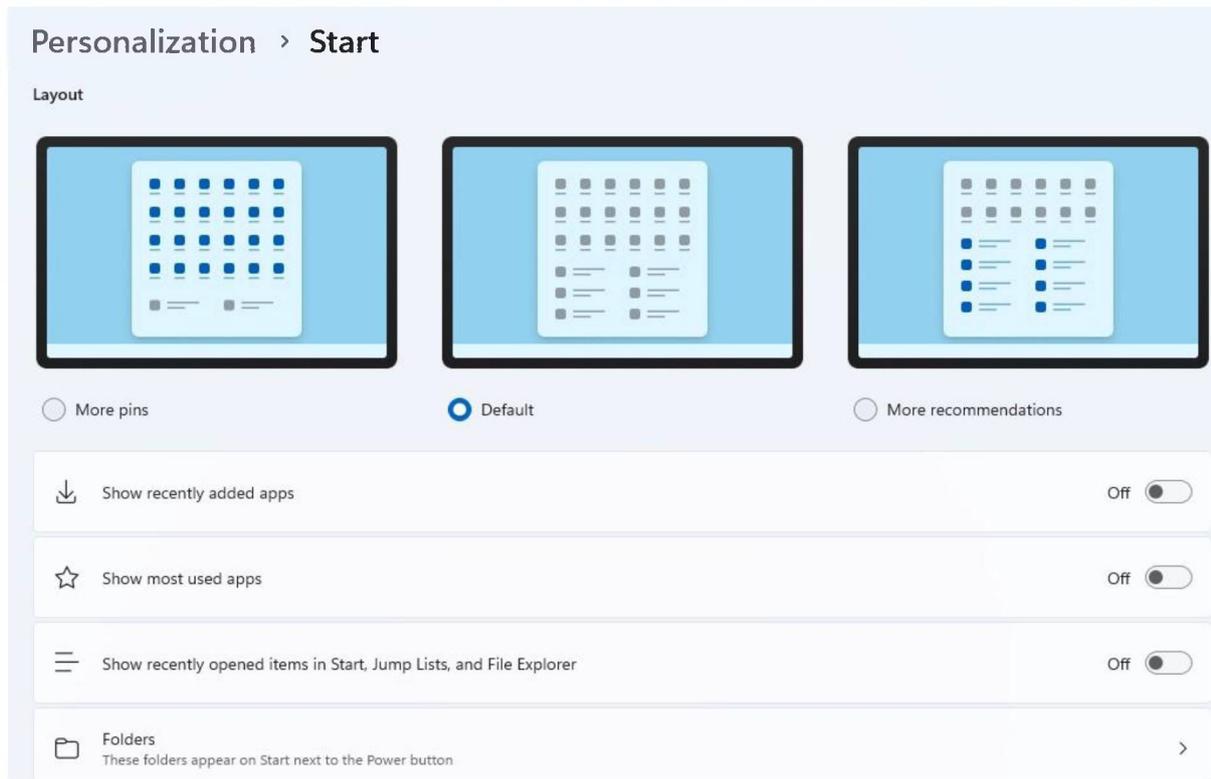
You can play with emojis by pressing **Windows+Period** keyboard combination. You will view the change if you press the shortcut after activating a different theme.



You can also change the parameters of the touch keyboard if you work with a convertible or laptop with touch display.

## Modifying Start Menu Appearance

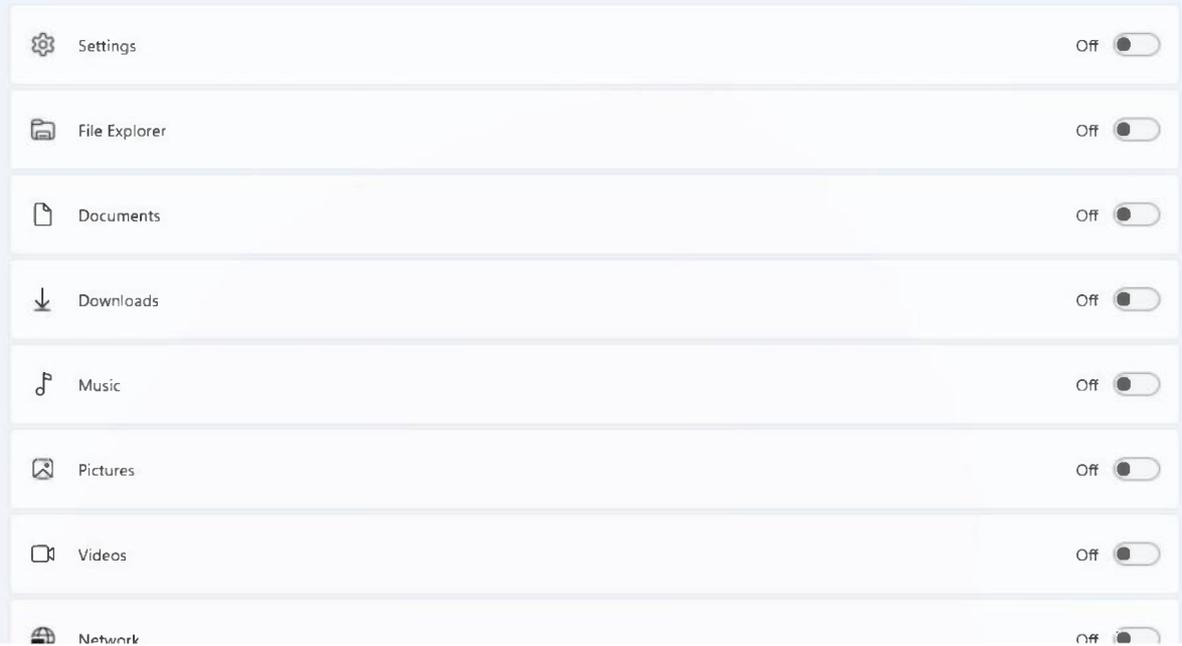
Windows 11 includes a brand new Start menu. You can change the way the Start menu looks like by selecting Start from the Personalization dashboard.



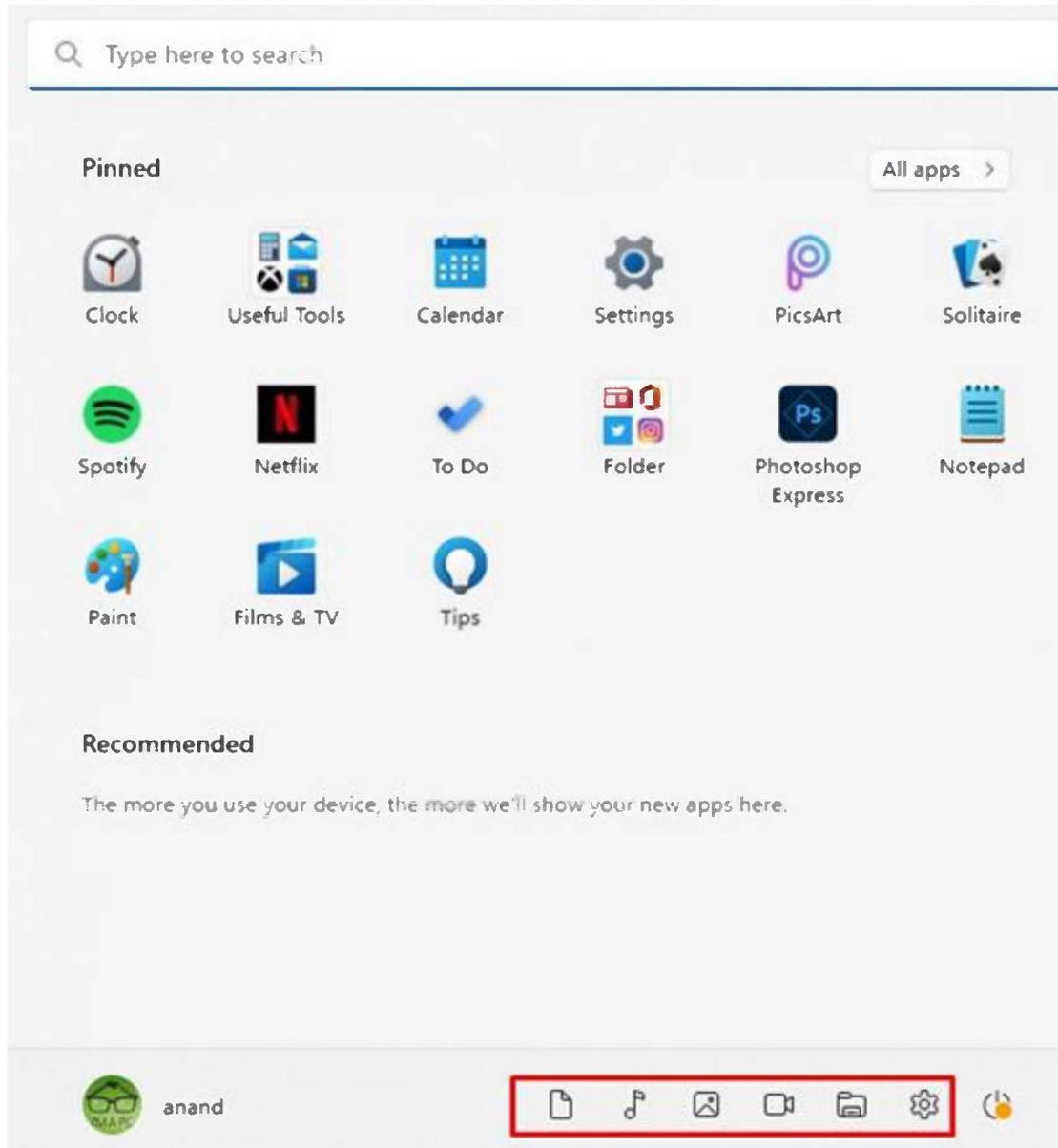
You can enable or disable recently added and most used apps. You can enable folders on the Start menu, which appears adjacent to the Power button. If you select *Folders* option, you will view a dashboard as shown below

## Personalization > Start > Folders

Choose which folders appear on Start next to the Power button.



You should enable the options for a specific folder. Let's enable Settings, File Explorer, Documents, Music, Pictures and Videos. The appearance of the Start menu will be as shown below.



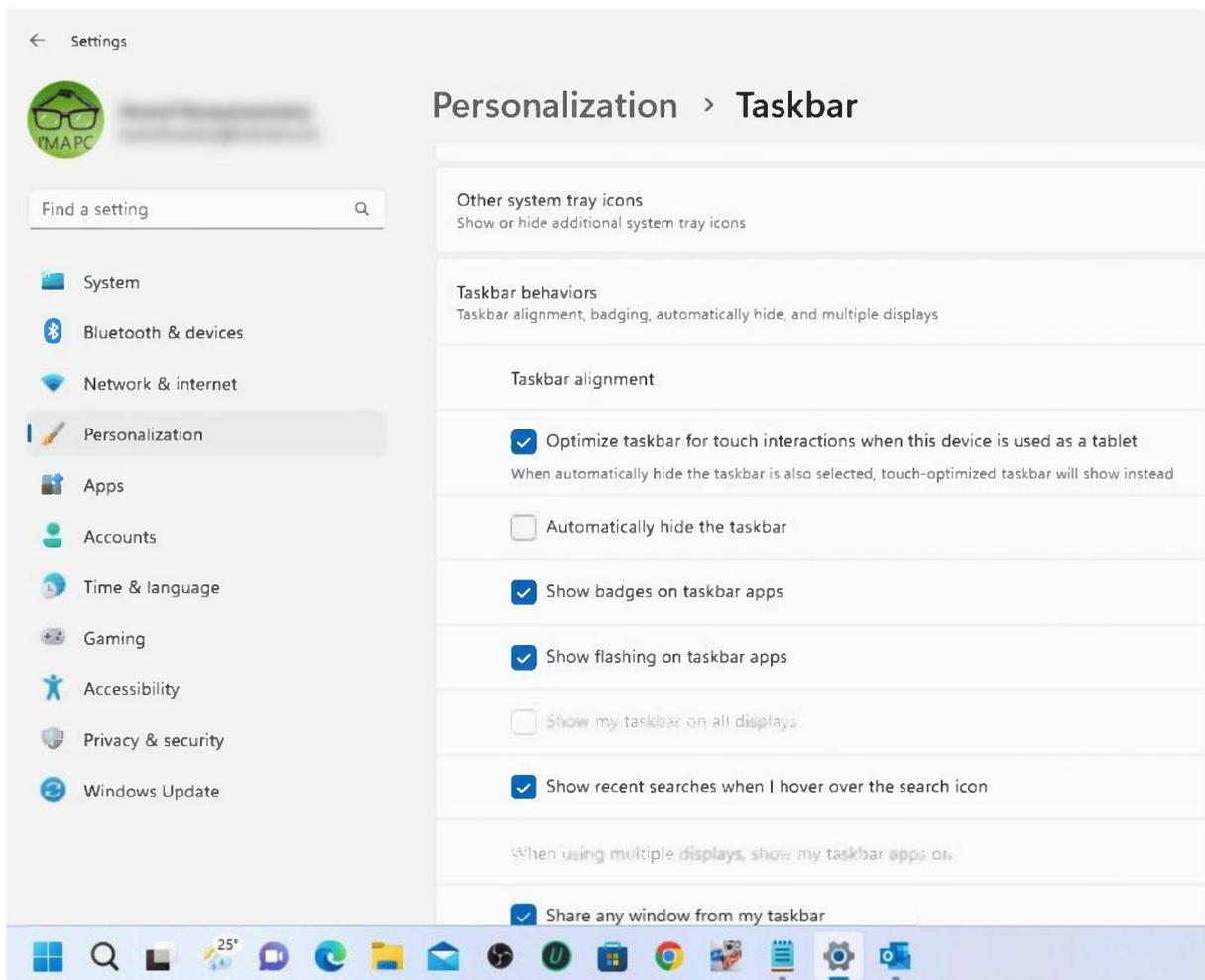
The purpose of the appearance of folders on the Start menu is to simplify the usage of Windows 11.

## Understanding Taskbar options

You can enable or disable items such as Search, Task view, Widgets and Chat from the Taskbar.



The *Taskbar behaviors* option enable users to modify the alignment of the Taskbar from Center to Left.



You can hide the Taskbar automatically by selecting *Automatically hide the taskbar* option.

You can also enable pen menu and touch keyboard including virtual touchpad from the Taskbar dashboard. However, these settings will be useful only if you work with a touch-enabled Windows 11 device.

## Font Management

With the help of Windows 11, you can easily manage Fonts by selecting *Fonts* from the Personalization dashboard.

*Mega is a cloud-based file storage platform where you can store files safely. You have to remember your password because you can't recover lost password unless you have the secret code.*

You can view a preview of all the installed fonts as shown below



If you select a specific font preview, you will be able to view the complete metadata information as displayed below. You can also change the size of the font.

Personalization > Fonts > Aladin

Type here to preview font

Change font size

24 points

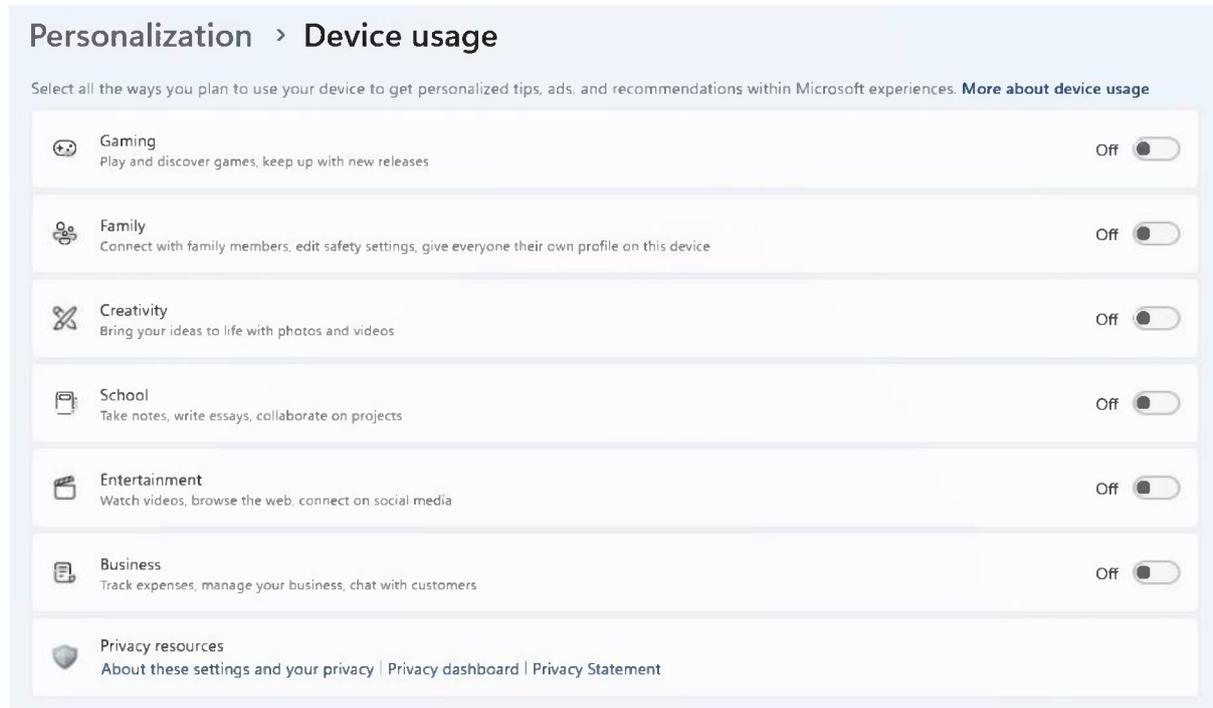
**Regular**

### Metadata

Full name	Aladin Regular
Font file	C:\WINDOWS\FONTS\ALADIN-REGULAR.TTF
	<input type="button" value="Uninstall"/>
Version	Version 1.000
Designer/Foundry	Angel Koziupa and Alejandro Paul
Manufacturer	Angel Koziupa and Alejandro Paul
Copyright	Copyright (c) 2009 Angel Koziupa (sudtipos@sudtipos.com), Copyright (c) 2009 Alejandro Paul (sudtipos@sudtipos.com), with Reserved Font Name "Aladin"
Legal trademarks	Aladin is a trademark of Angel Koziupa and Alejandro Paul.
License description	This Font Software is licensed under the SIL Open Font License, Version 1.1. This license is available with a FAQ at: <a href="http://scripts.sil.org/OFL">http://scripts.sil.org/OFL</a>

You can also install new fonts by selecting *Browse and install fonts* button.

Windows 11 provides personalized tips, ads, and suggestions within Microsoft experiences by enabling various options from the Device usage dashboard.

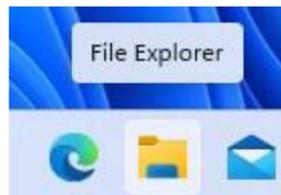


It's easy to work with Windows 11 once you mastered the usage. The user interface is simplified when compared with Windows 10.

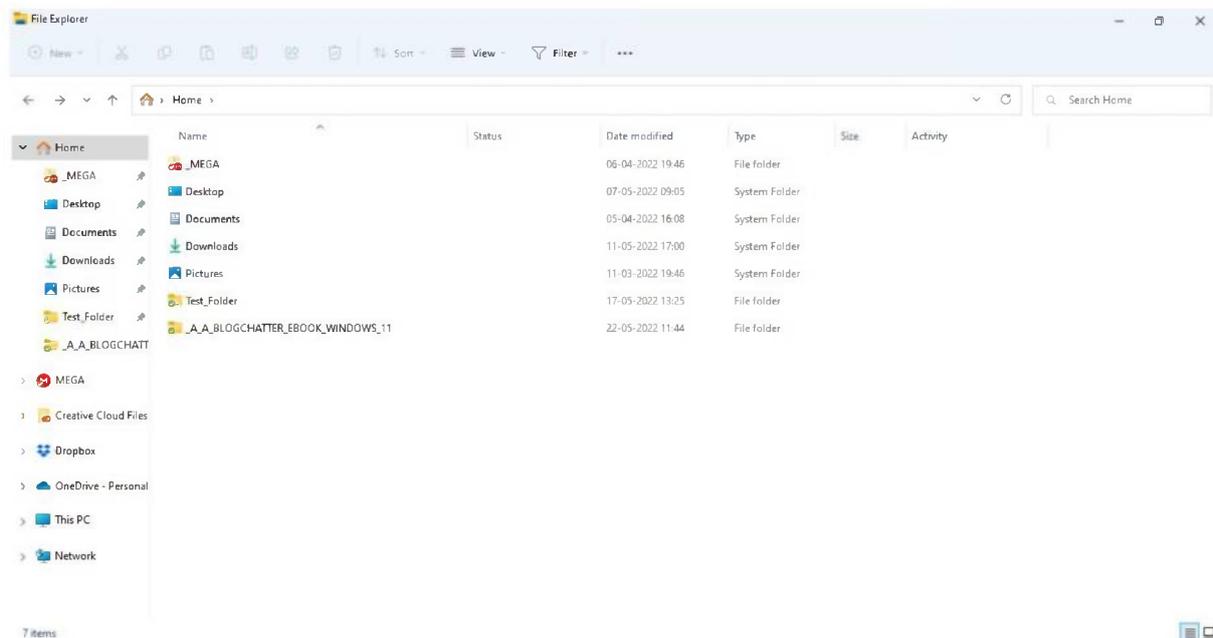
## Chapter 6: Working with File Explorer

The File Explorer is one of the most important modules included with Windows 11 operating system. You will be able to access the files and folders from inside the File Explorer. With the help of the File Explorer, you will be able to not only view the files inside your PC but also can access data from USB drives, Portable hard drives and other related accessories.

To work with Windows 11 File Explorer, you should select the icon located on the Taskbar.



You will view File Explorer with two panes. The Left side navigation panel provides easy access to desktop, documents, downloads, pictures, cloud storage providers including your PC hard drive.

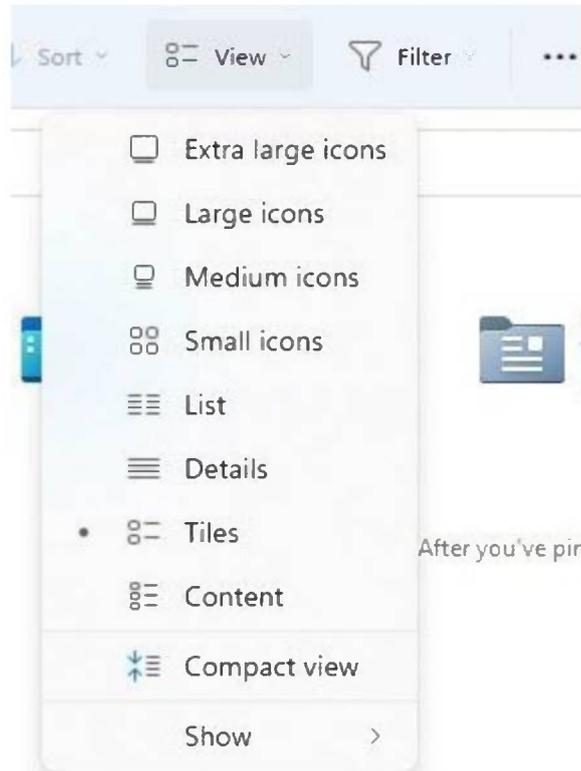


The Desktop folder enables you manage files and apps placed on the Windows 11 desktop. If you install apps, the relevant icon will be placed on the desktop so that you can open the app easily. The Downloads folder stores all the files you have downloaded from the web. This includes documents, ZIP and other files.

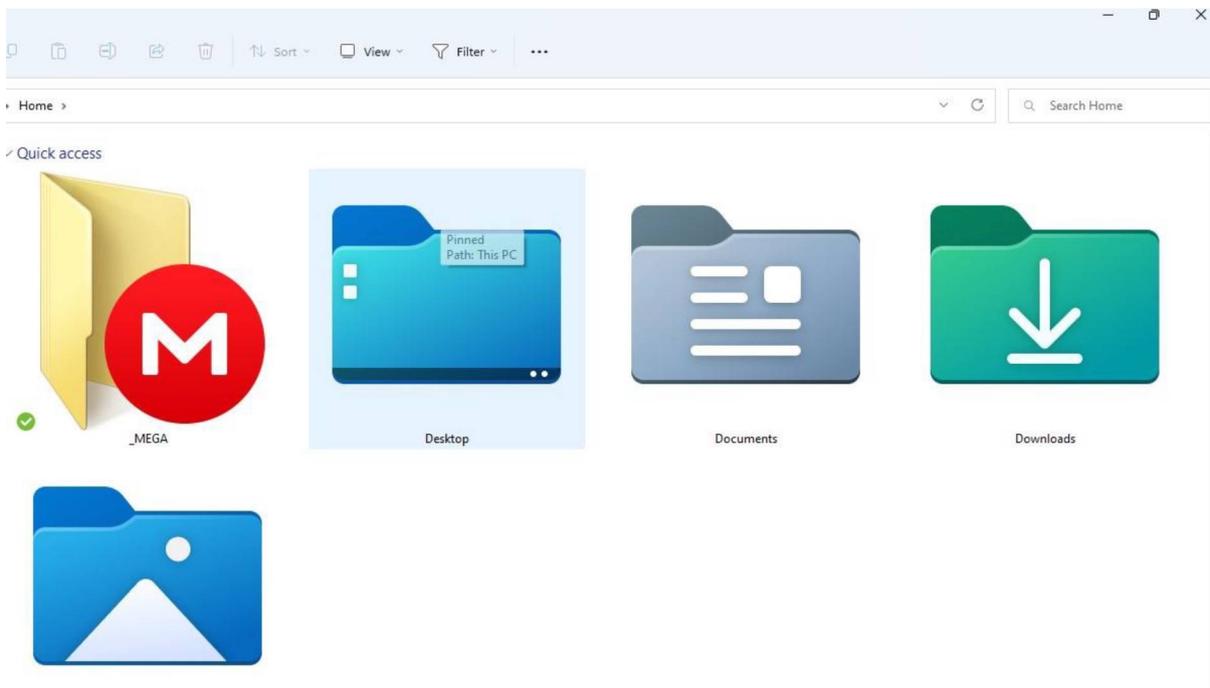
*You can have more control over the screenshot captured using **PrtScn** key by installing [Lightshot](#). The Lightshot is available for both Windows and Mac.*

If you had installed cloud storage apps such as Dropbox, OneDrive or MEGA, you will be able to directly open the folder and store all files directly from your device. Microsoft has added an easy way to manage OneDrive account from within File Explorer, which we will discuss later in this chapter.

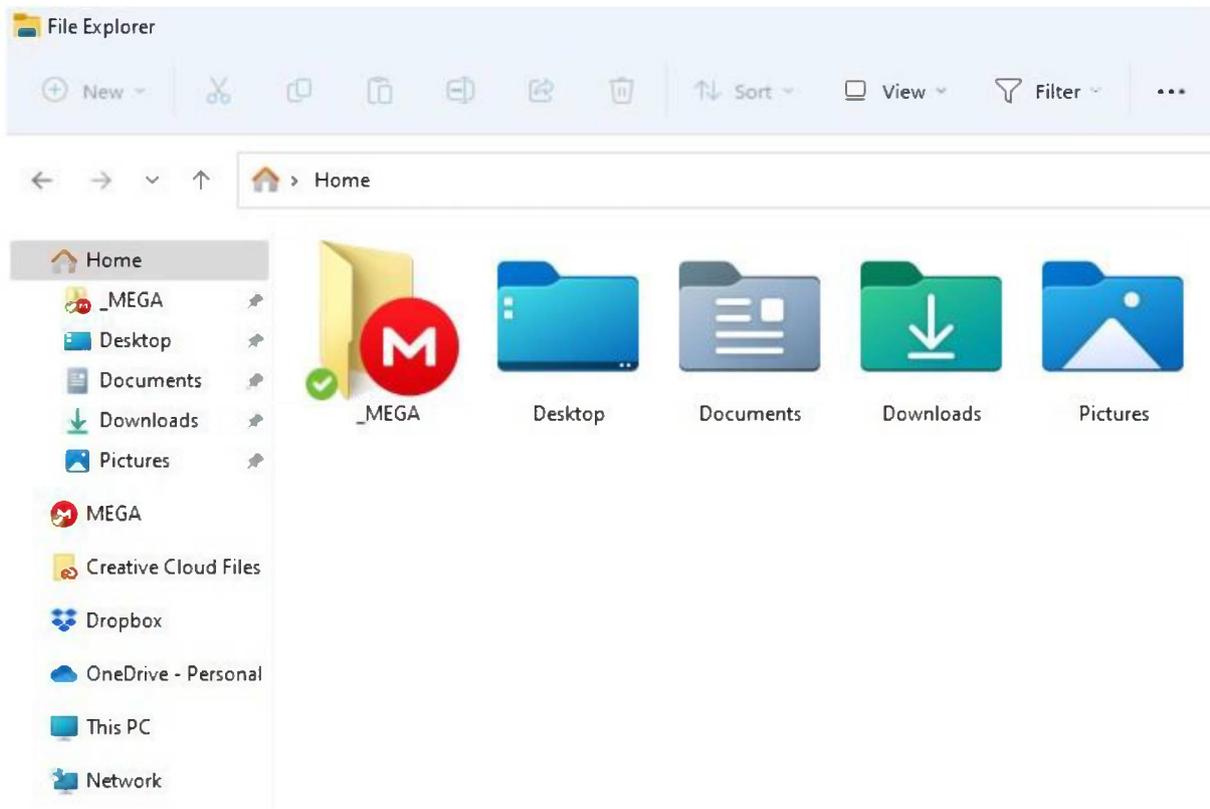
The menus included with the Toolbar on the top of the File Explorer changes depending upon your selection. For example, if you open File Explorer, you will visualize View and Filter menus. The **View** menu enables you to change the look and feel of the icons.



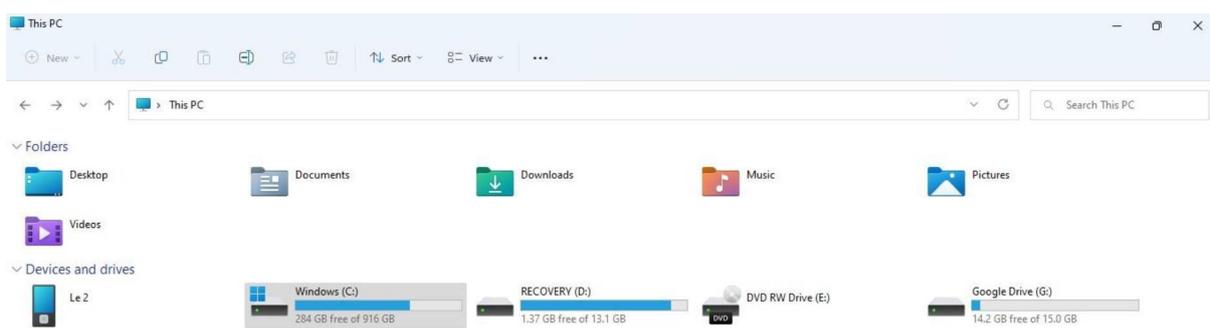
You can change the size of the File Explorer icons from Extra large to Small icons respectively. If you select Extra large icons option from the View menu, the File Explorer will change as shown below



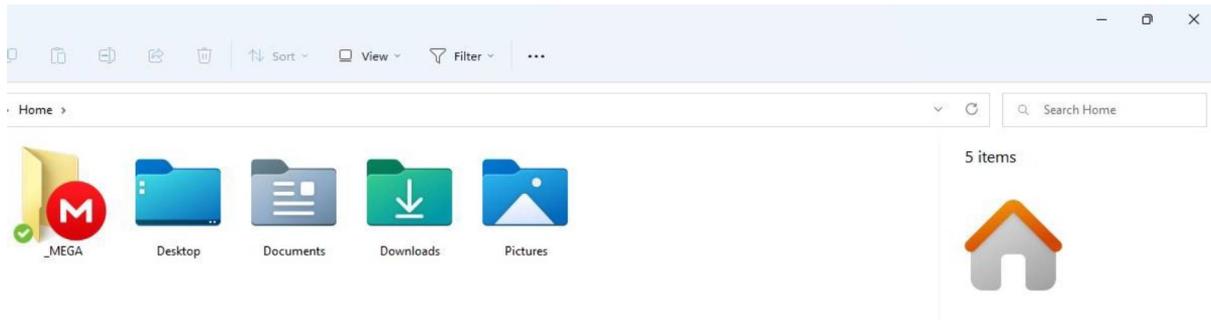
The Compact View provides a crisp appearance of File Explorer and the spacing is removed as shown below



You can hide the navigation pane located on the left side by selecting View | Show | Navigation pane. If you select the option, the File Explorer looks as shown below



The Details pane displays the details of the relevant folder. If you select Desktop, the File Explorer displays the list of all the files and the total number of items inside the folder.

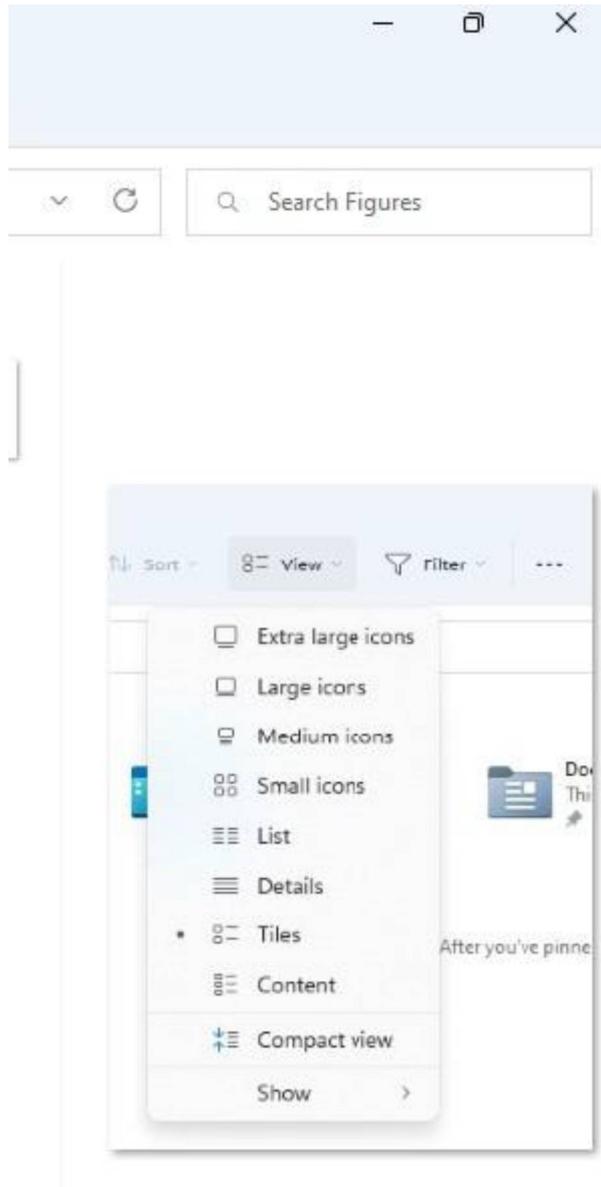


If you select Windows (C:), then you will view total capacity and available free space.

The Preview Pane displays a preview of the relevant PDF and picture files. If you select a PDF file, then you will view a preview of the file. You will also be able to view a preview snippet of content from the text file.

*Please note that formatting the drive will delete all data on the drive.*

If you select a picture file, you will be able to view a preview of the selected picture as shown below



Windows 11 displays checkboxes against each selected folder or file. However, you should activate this functionality by selecting **View | Show | Item check boxes** option.

<input type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> 1	17-05-2022 13:25	Text Document	0 KB
<input type="checkbox"/> 2	17-05-2022 13:25	Text Document	0 KB

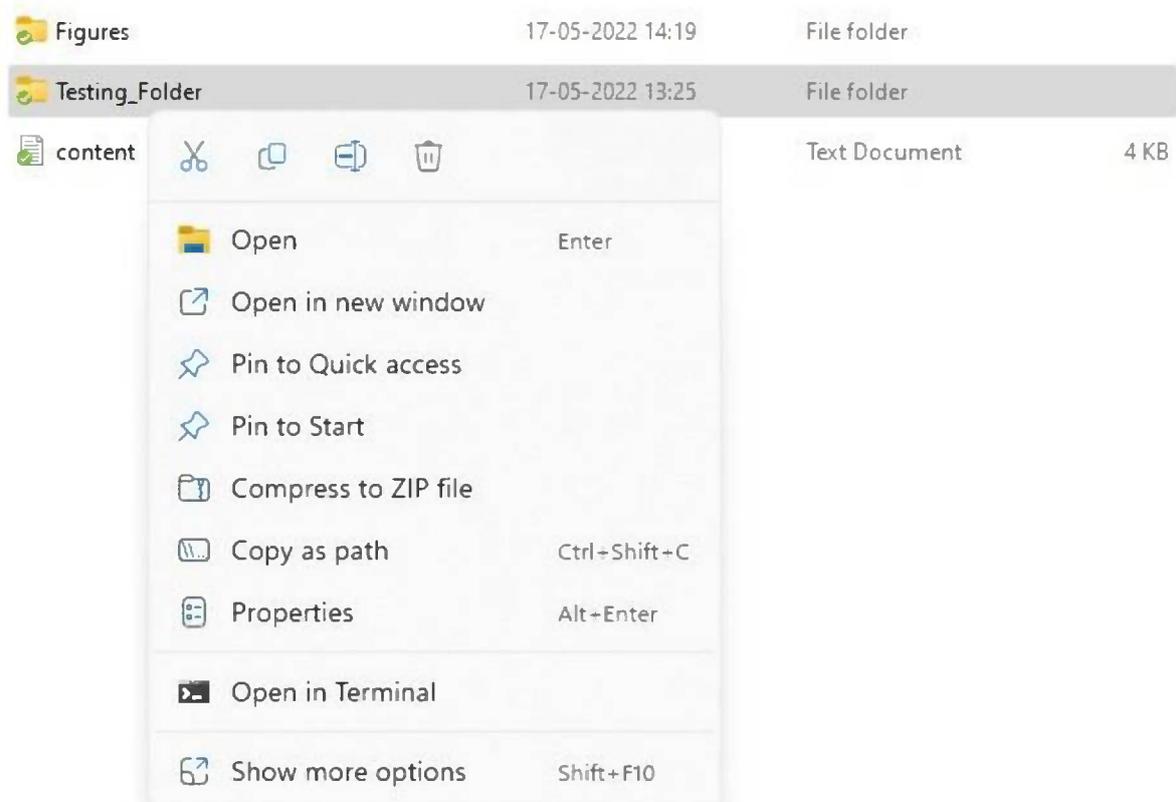
You can enable/disable extensions against file names by selecting **View | Show | File name extensions** option.

## Quick Access Pinning

You can pin a folder on the Home dashboard. This feature will enable you to easily access a folder when you require instead of searching for it on the C drive.

*You will only be able to pin a folder and not a file.*

If you right click on a folder, you will view a pop-up menu as shown below

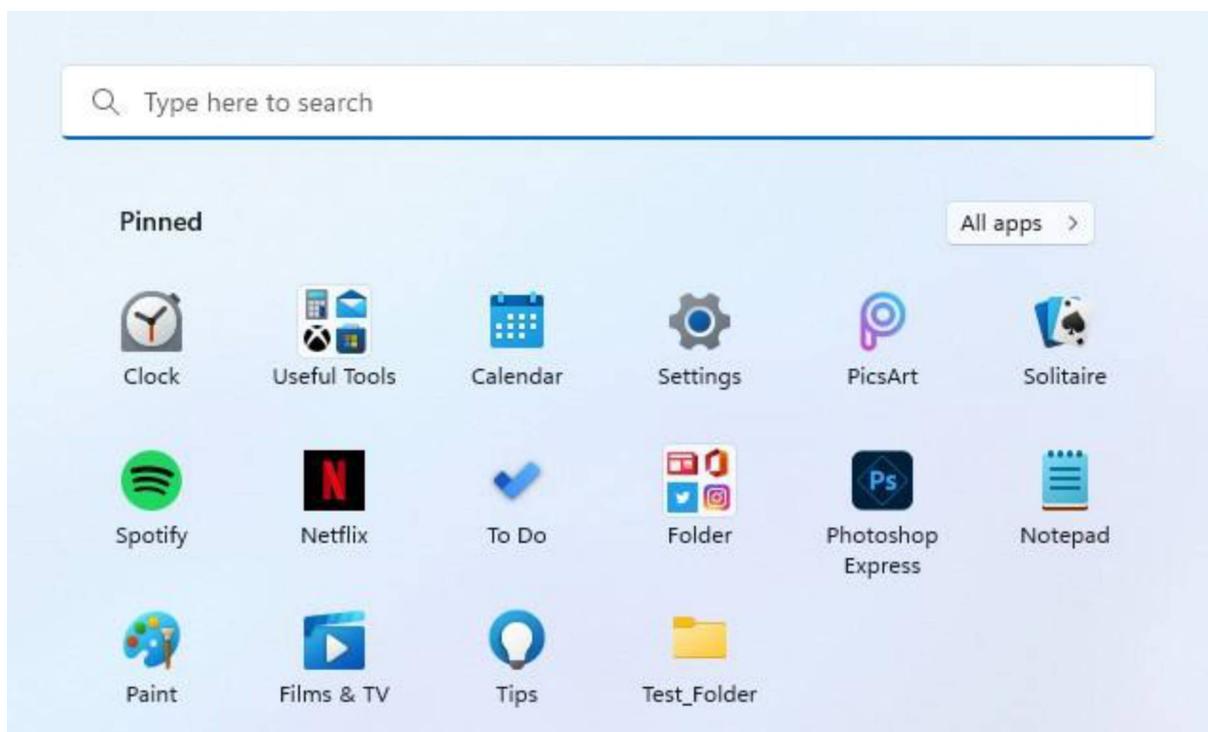


If you select *Pin to Quick access* option, the relevant folder will appear on the Home dashboard as shown below.

> Home >

Name	Status	Date modified	Type	Size	Activity
_MEGA		06-04-2022 19:46	File folder		
Desktop		07-05-2022 09:05	System Folder		
Documents		05-04-2022 16:08	System Folder		
Downloads		11-05-2022 17:00	System Folder		
Pictures		11-03-2022 19:46	System Folder		
Test_Folder		17-05-2022 13:25	File folder		

You can also pin a folder to the start menu by selecting *Pin to Start* option.



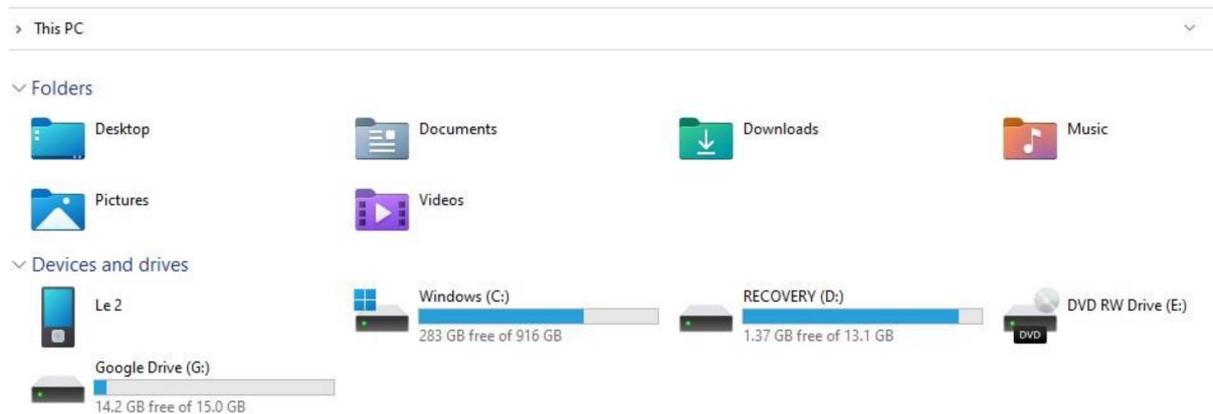
You can compress a folder as ZIP and access its properties. Moreover, if you select *Show more options* menu item, Windows 11 displays several options using which you can perform wide range of activities such as cut, copy, delete, renaming and much more.

## Managing your PC

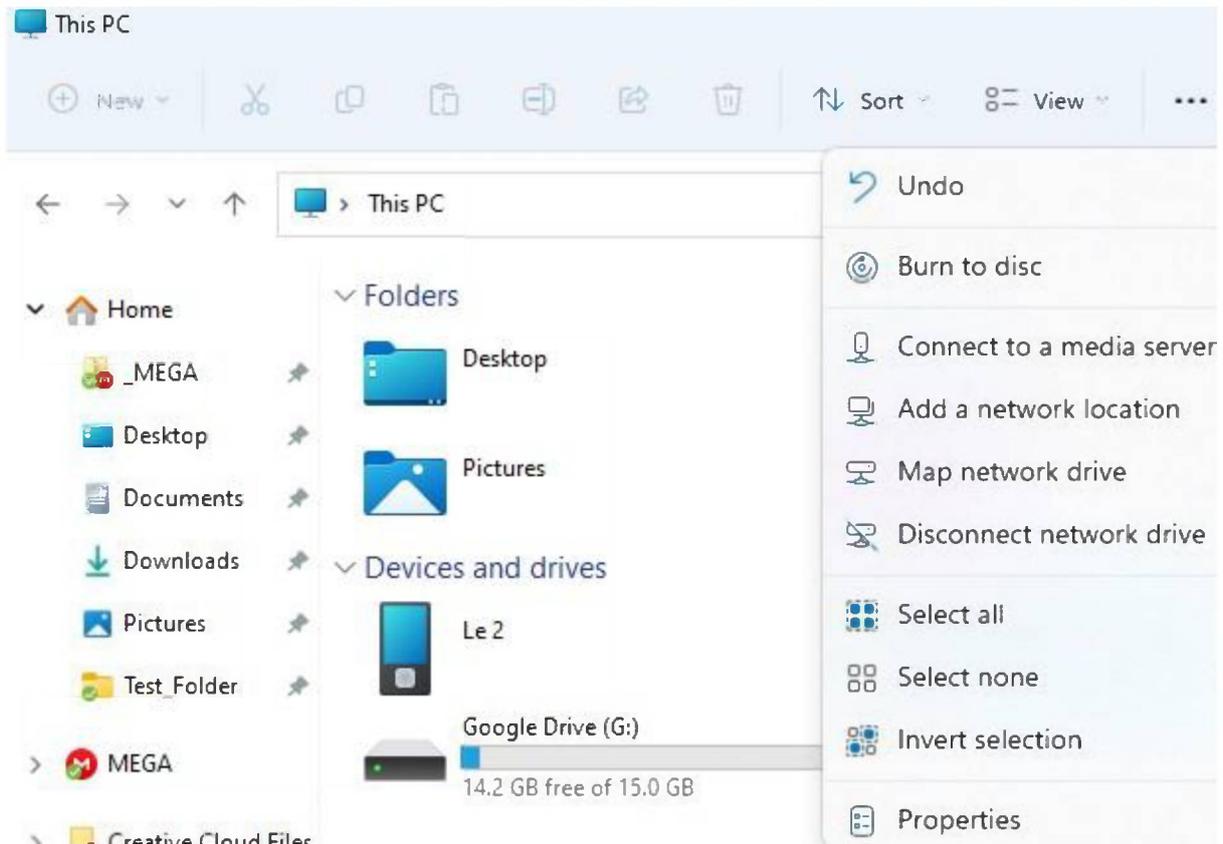
To manage your PC from File Explorer, you should select *This PC* option from the left side navigation panel.



Windows 11 displays folders, devices and drives on the right side as shown below



You will view USB drives, smartphones, memory cards and much more under *Devices and drives* panel. The Toolbar displays Sort and View menus including additional menus upon selecting the three horizontal dots.



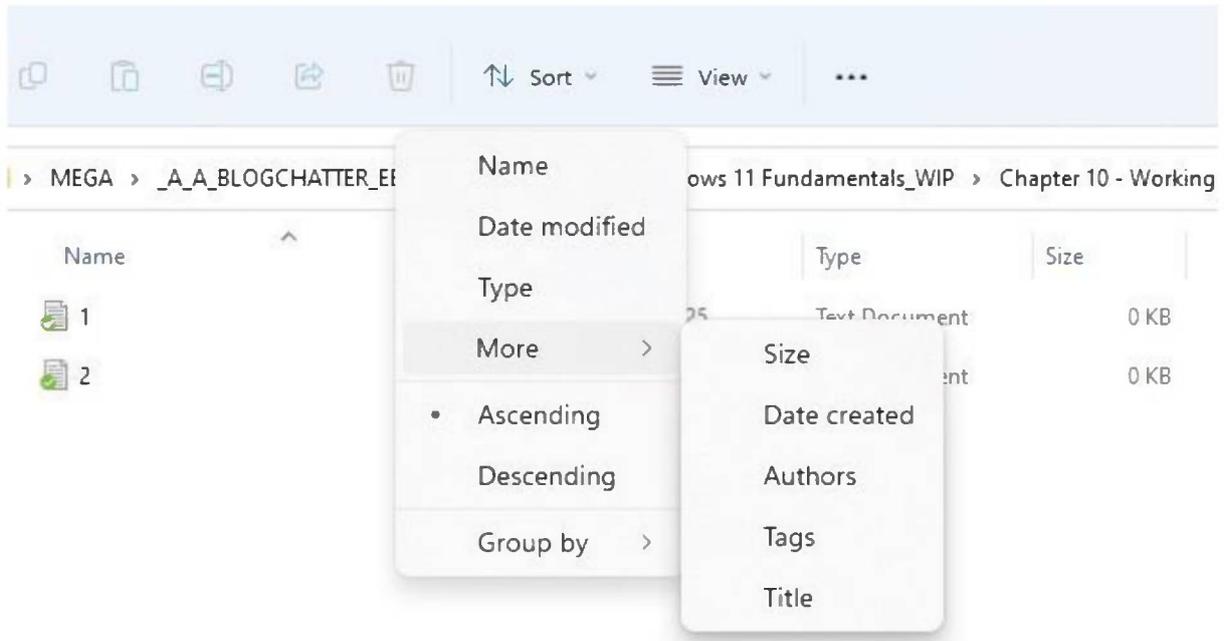
If you select a drive such as *Windows (C:)*, the copy and rename options on the Toolbar will be activated.



If you double click on the drive name and select a folder, the Cut, Copy, Rename and Delete options will be activated on the Toolbar.



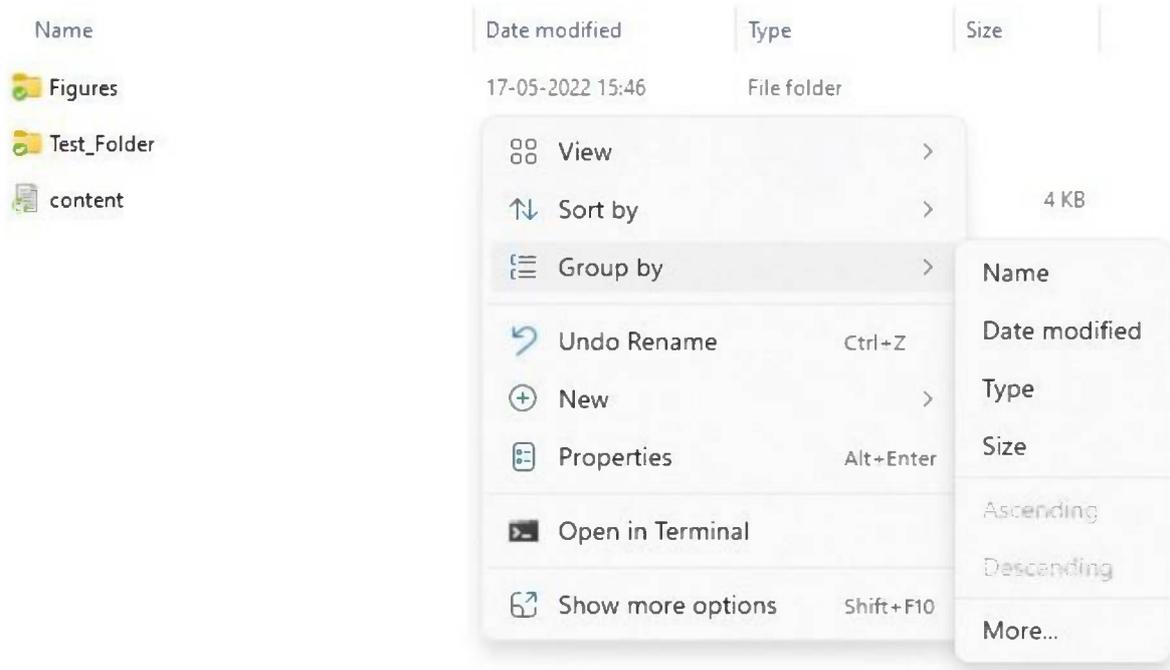
You can sort folder items in various ways.



You can work with each option to view the changes inside the relevant folder. You can dissect files by the size by selecting *Group by* menu. Windows 11 will display files based on the capacity under small, medium and tiny panels. If folders are involved then Windows 11 tags the relevant folders as Unspecified.

Name	Date modified	Type	Size
Unspecified			
Figures	17-05-2022 15:37	File folder	
Test_Folder	17-05-2022 13:25	File folder	
Tiny (0 - 16 KB)			
content	17-05-2022 14:24	Text Document	4 KB

If you would like to remove the grouped folder, then you should select None. You can view these options if you right click on a blank area on the File Explorer.



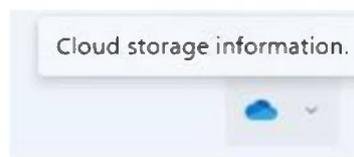
If you select Content and select **View** menu by right clicking on it, Windows 11 displays a screen as shown below



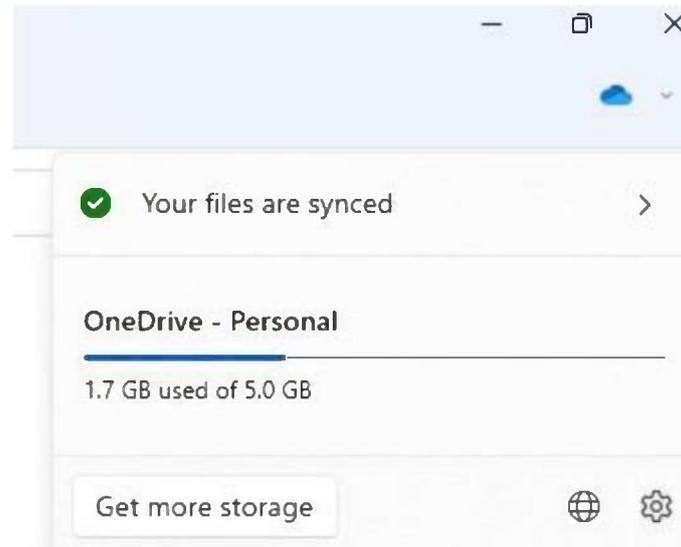
You can learn the usage of each menu options by testing them.

## Managing OneDrive

Microsoft has added a new feature recently using which you can manage Microsoft OneDrive cloud storage from within Windows 11. If you select OneDrive item from the navigation pane, Windows 11 displays the OneDrive icon on the top right side of the File Explorer.



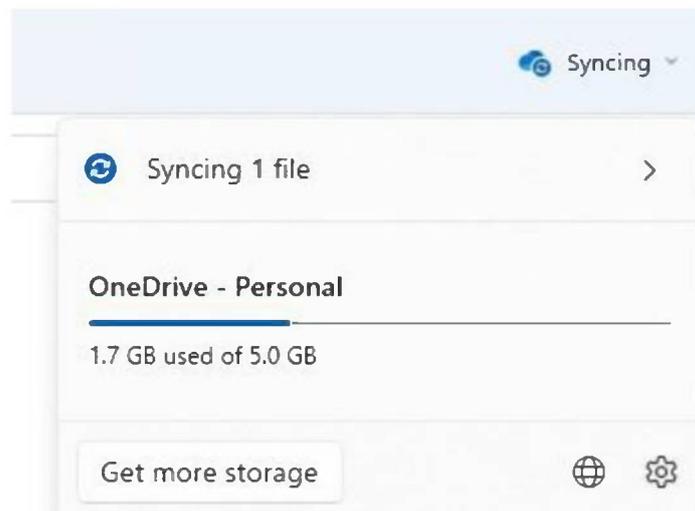
If you select the icon, you will view the information as shown below



If you select *View online* icon, the relevant OneDrive folder list will be displayed on the browser.

*You can also access OneDrive on your Android device by downloading the app from Google Play Store.*

If you drop files from your hard drive to OneDrive folder, you will be able to view the sync progress.



If you select *Syncing 1 file* option, you will be able to view a detailed progress of the files that are being uploaded as shown below



The File Explorer is the entry point for all your files, documents, pictures, videos, DVD drives, USB drives and much more. You should understand the usage of File Explorer to leverage the benefits of Windows 11.

## Chapter 7: Working with Snap Windows

Windows 11 brings in Snap Windows functionality using which you can split your screen with different apps. Imagine, you are working with Notepad and Microsoft Word. Normally, you will open Notepad from the Taskbar, complete the work and then start working with Microsoft Word. With Snap Windows, you can eliminate this task by displaying both Notepad and Word side by side. You can split your screen in such a way that you can work with multiple apps. You can choose the Snap Windows layout depending upon the number of active apps.

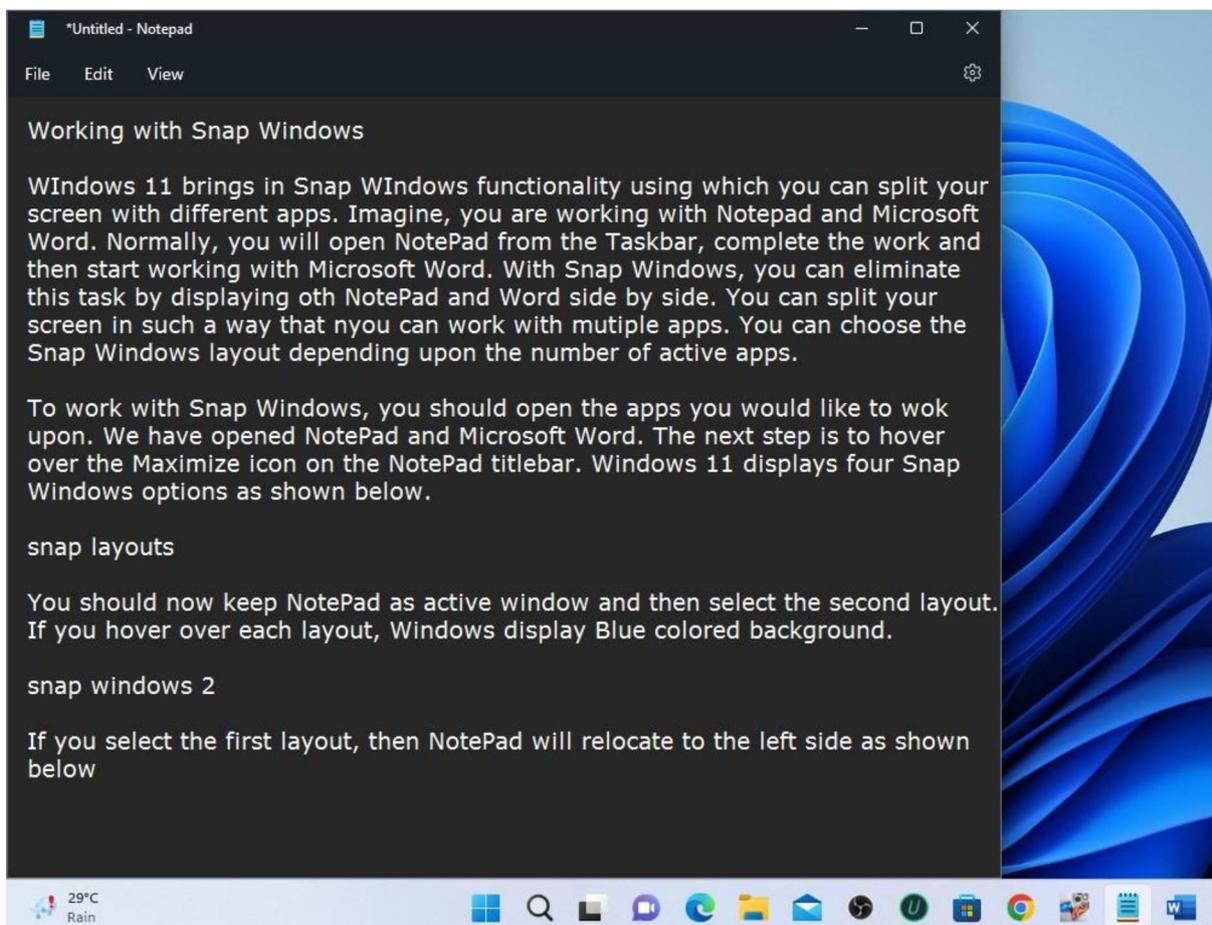
To work with Snap Windows, you should open the apps you would like to work upon. We have opened Notepad and Microsoft Word. The next step is to hover over the *Maximize* icon on the Notepad title bar. Windows 11 displays four Snap Windows options as shown below.



You should now keep Notepad as active window and then select the second layout. If you hover over each layout, Windows display Blue colored background.



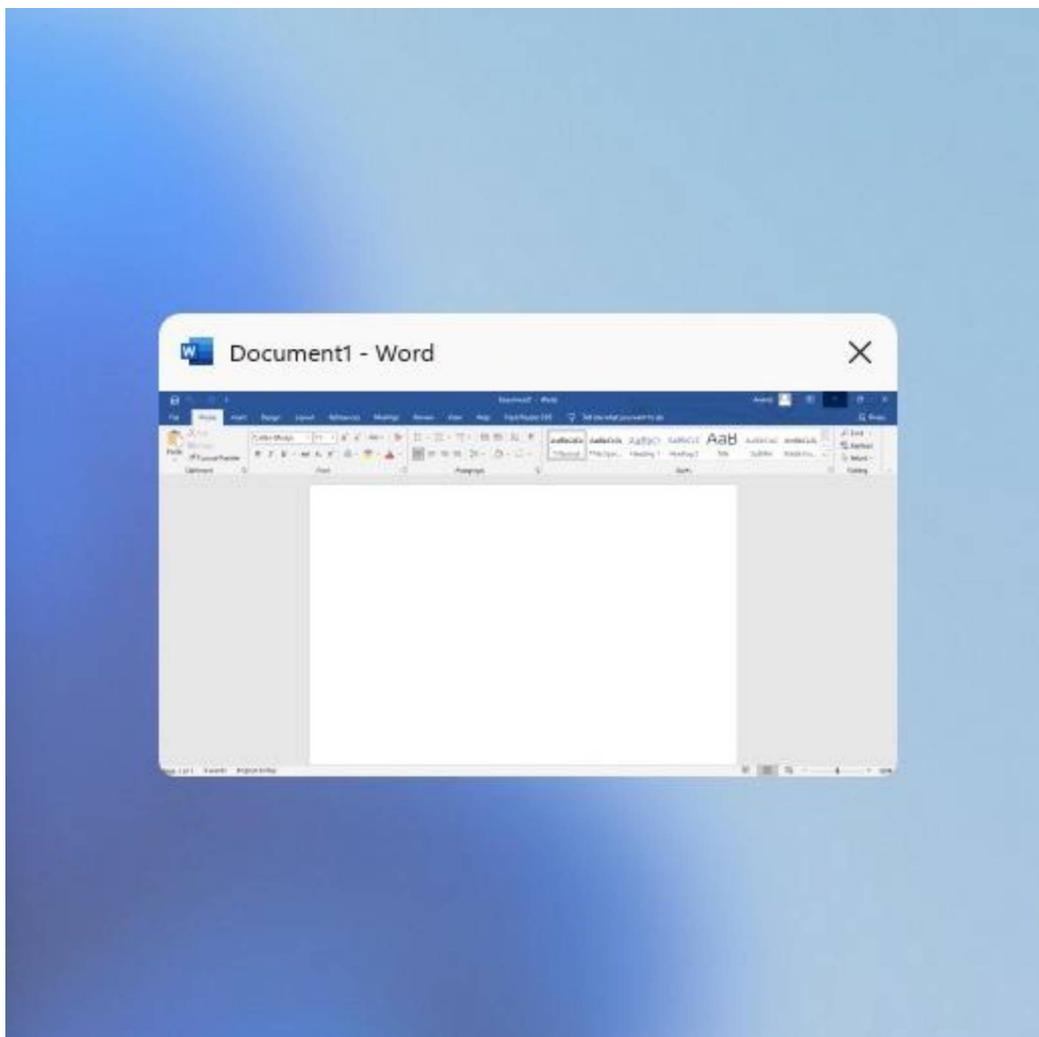
If you select the first layout, then Notepad will relocate to the left side as shown below



You should then select the first layout by hovering over the Maximize icon.



You will view Microsoft Word, which is active on the Taskbar on the right side as shown below

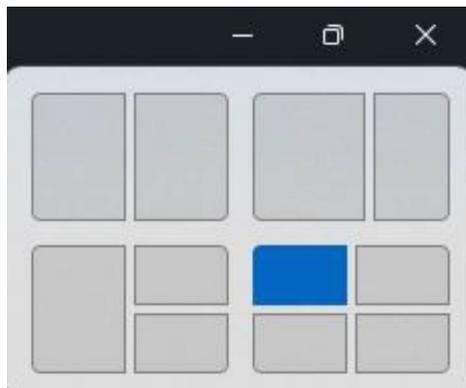


You will be able to view a blank Word document on the right side. You can click inside the document and type your content. Notepad

will also be active on the left side. You can work simultaneously with Notepad and Word without any problems. You will have access to all the features of Word and the productivity of your work will increase considerably.

*BIOS stands for Basic Input Output System and can be accessed during booting stage. You should not make any notifications to the BIOS without prior knowledge.*

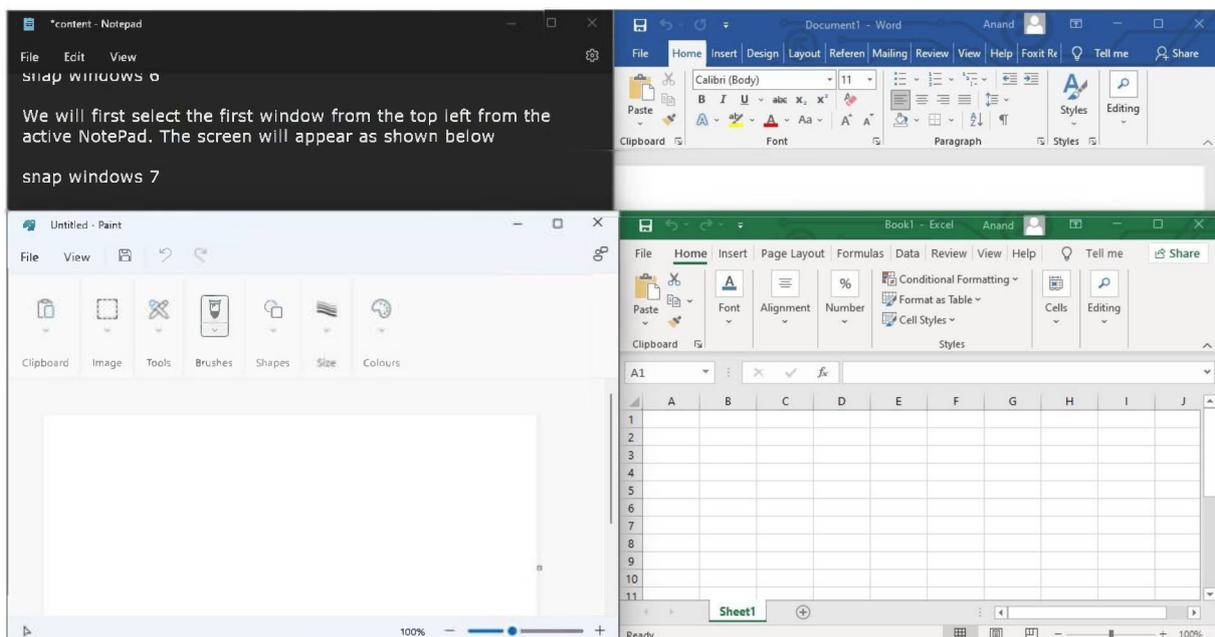
We will now open Microsoft Excel and Paint apps. The attempt is to bring in all the four apps on a single screen. You have to hover over the Maximize icon to view the Snap Windows layouts. Let's select the fourth layout comprising of four windows.



We will first select the first window from the top left from the active Notepad. The screen will appear as shown below



If you again select the second layout, Notepad skips to the top right side. You should now open each app such as Word, Paint and Excel and select the window positions accordingly. The screen will appear as shown below after all selection.

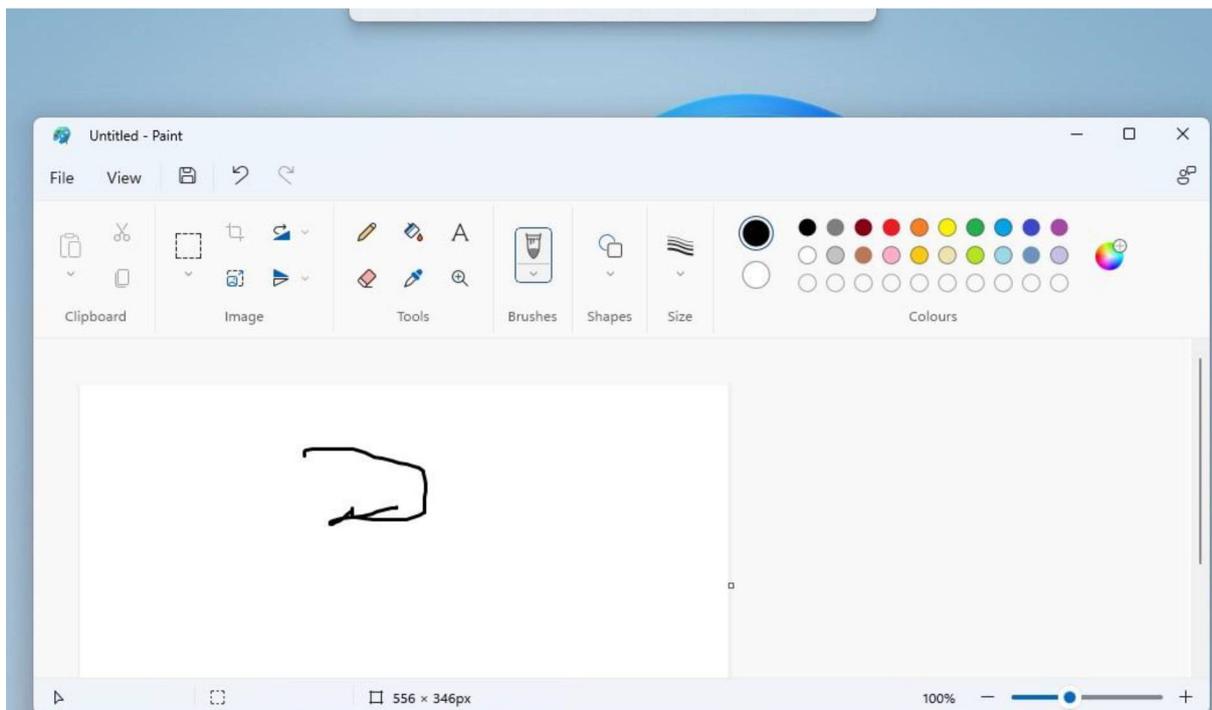


You can now draw on Paint, perform calculations with Microsoft Excel and compose Word document from a single screen. Even though the size of the app windows is small, you can still leverage

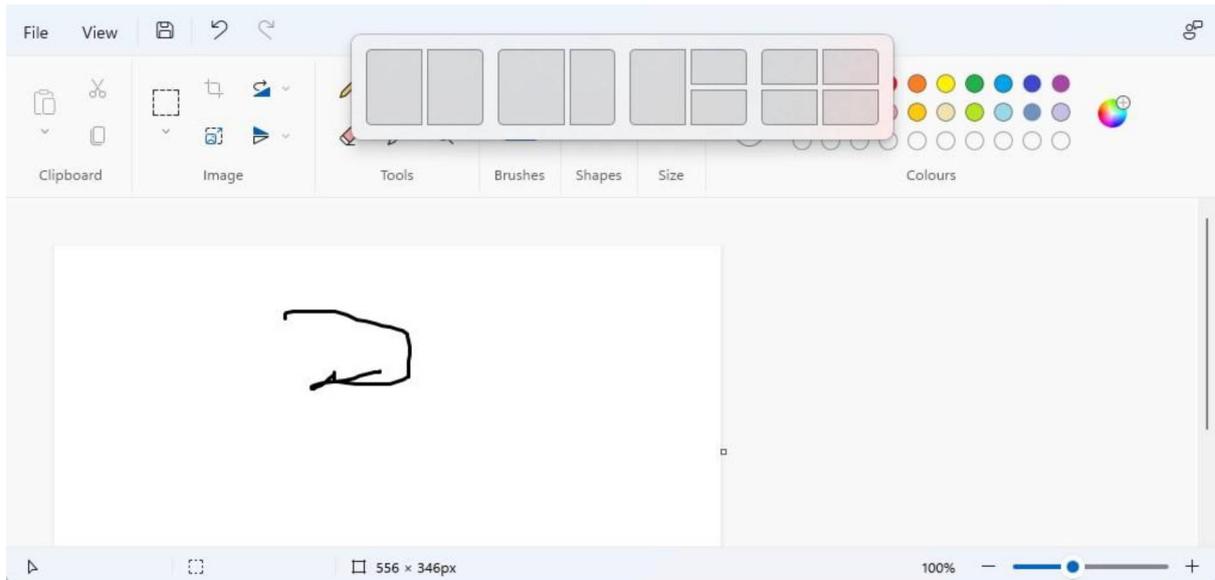
productivity without opening the relevant app from the Taskbar. The larger the size of the monitor, the larger the size of Snap Windows will be.

## Alternate Way to Snap Windows

Windows 11 provides an alternate way to work with Snap Windows. You have to keep one app as active, click on the title bar and move slightly. For example, if you have Paint as active app, you have to hold the title bar and move in any direction. You will be able to view that the Snap Windows layouts are hidden on top of Windows 11 as shown below.



You have to drag the active Paint app towards the top of Windows 11 and drop it inside your desired Snap Windows position.



The Paint app will be added to the dropped Snap Window position. You can then add the remaining apps to the desired Snap Windows position.

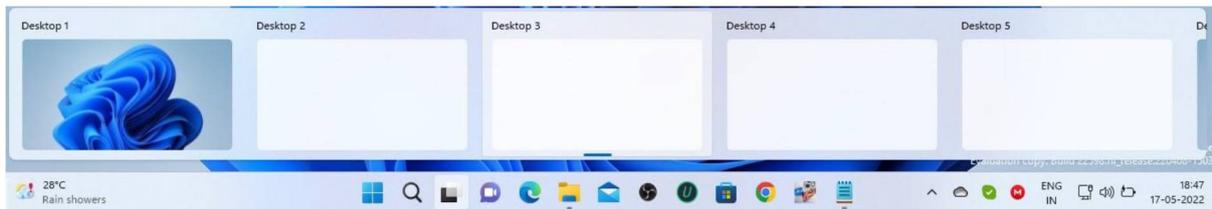
*You should not delete files and folders located inside Windows and System directories.*

You can work with two, three or four apps in a single screen. The Snap Windows functionality enhances the productivity since you can work with multiple apps at the same time without using any third-party software programs.

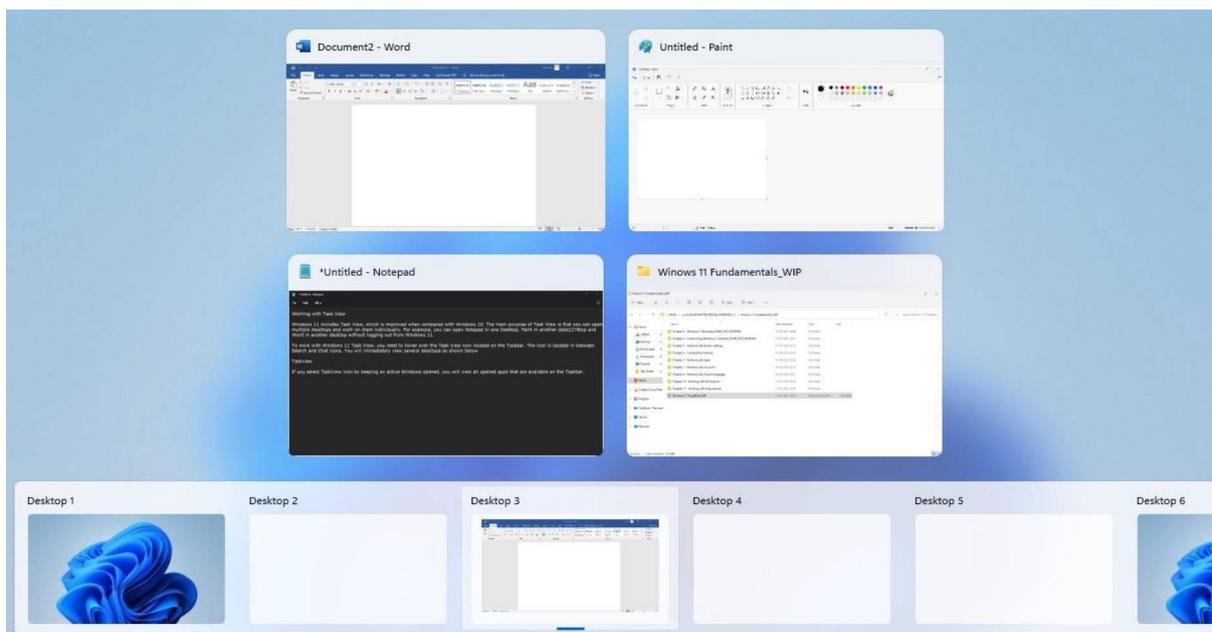
## Chapter 8: Working with Task View

Windows 11 includes Task View, which is improved when compared with Windows 10. The main purpose of Task View is that you can open multiple desktops and work on them individually. For example, you can open Notepad in one Desktop, Paint and Word in other desktops respectively without logging out from Windows 11.

To work with Windows 11 Task View, you need to hover over the **Task View** icon located on the Taskbar. The icon is located in between Search and Chat icons. You will immediately view several desktops as shown below:



If you select TaskView icon by keeping an active Windows opened, you will view all opened apps that are available on the Taskbar as shown below.



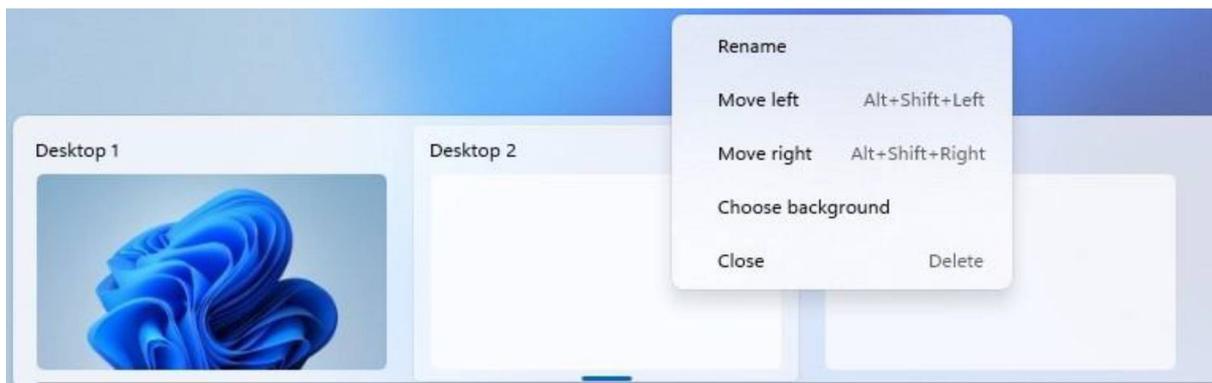
You can then drag and drop app to the relevant desktop. You have to drag the title bar of the relevant app to drop inside the concerned desktop.

*Microsoft Teams is a video-based collaboration platform using which you can communicate with your colleagues. Windows 11 ships bundled with Microsoft Teams.*

If you would like to work with Microsoft Word, you just need to select Desktop 3. To work with Paint, you should select Desktop 4, where we dropped it. However, you will not be able to work with Notepad and other apps from desktop 4. You should switch over to Desktop 3 to work with Notepad and Word. You can position the mouse pointer over the relevant desktop on the Taskview to view the apps opened inside that specific desktop.

## Modifying Properties

You can change the way you work with Taskview. If you right click on the Task View Desktop, you will view menu options as shown below



The default name for each Taskview is Desktop 1, Desktop 2 etc. You can rename the desktop name with a meaningful name to resemble the work being carried on.



You can move left and right each desktop according to your preferences.

*Favicon support was added in Internet Explorer 5.*

You can also choose individual backgrounds for each desktop by selecting *Choose background* option.



You can also close a desktop and it will be deleted. The usage of Task View has been simplified in Windows 11. You can seamlessly drag and drop apps to the desktops and change parameters in addition to individual backgrounds for each desktop inside the Taskview.

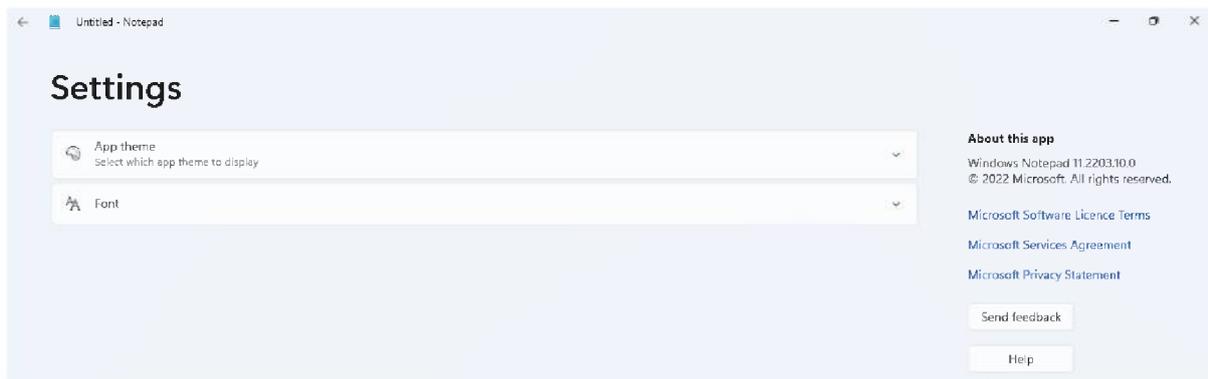
The main purpose of Windows 11 Task View is not only to organize work properly but also to improve the overall productivity. You can have five different apps inside each desktop and work with them as and when required instead of opening all the five apps in a single desktop.

## Chapter 9: Understanding Notepad

Notepad is a popular text editor included with Windows operating system. Microsoft has made considerable improvements to the editor in Windows 11. Notepad has been upgraded with support for Dark Mode. You can activate dark mode by selecting the **Settings** icon from the top right side of the editor.



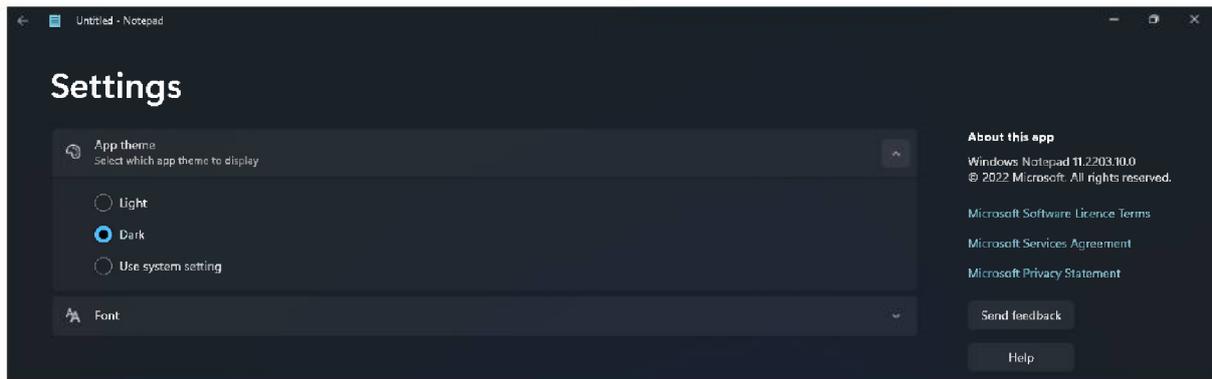
You will view the below dashboard



The default Notepad theme is Light. You can change the theme to Dark by selecting **App theme** panel and selecting **Dark** option.



The theme will change automatically upon selection as shown below



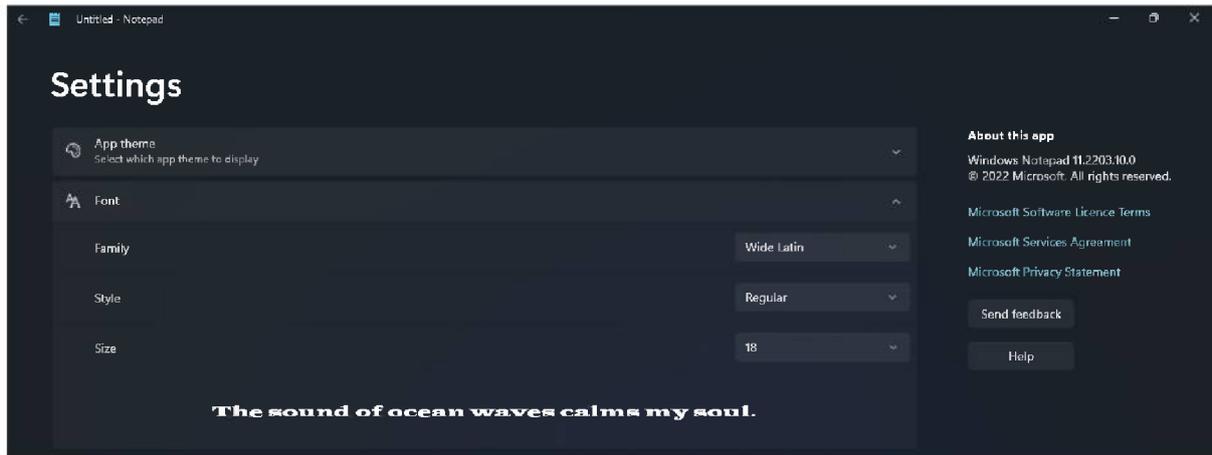
You can select *Use system setting* option to enable Notepad to borrow the Windows theme. If you are using Windows Dark theme, then the Notepad theme will be Dark and you need not have to change it manually.

## Changing Font

Notepad used to dialog Font dialog in Windows 10. With Windows 11, you can change the font family, style and size from within the Settings dashboard.

*[Notepad++](#) is a free and advanced text editor mainly used as source code editor by programmers.*

You can view the preview of the selected font parameters inside Font panel so that you can decide whether to use it or change to another font family.



You can activate status bar and zooming functionalities from within the View menu. Notepad is widely used by software developers and coders. The integration of Dark mode will enable them to work for an extended time without eye strain and fatigue.

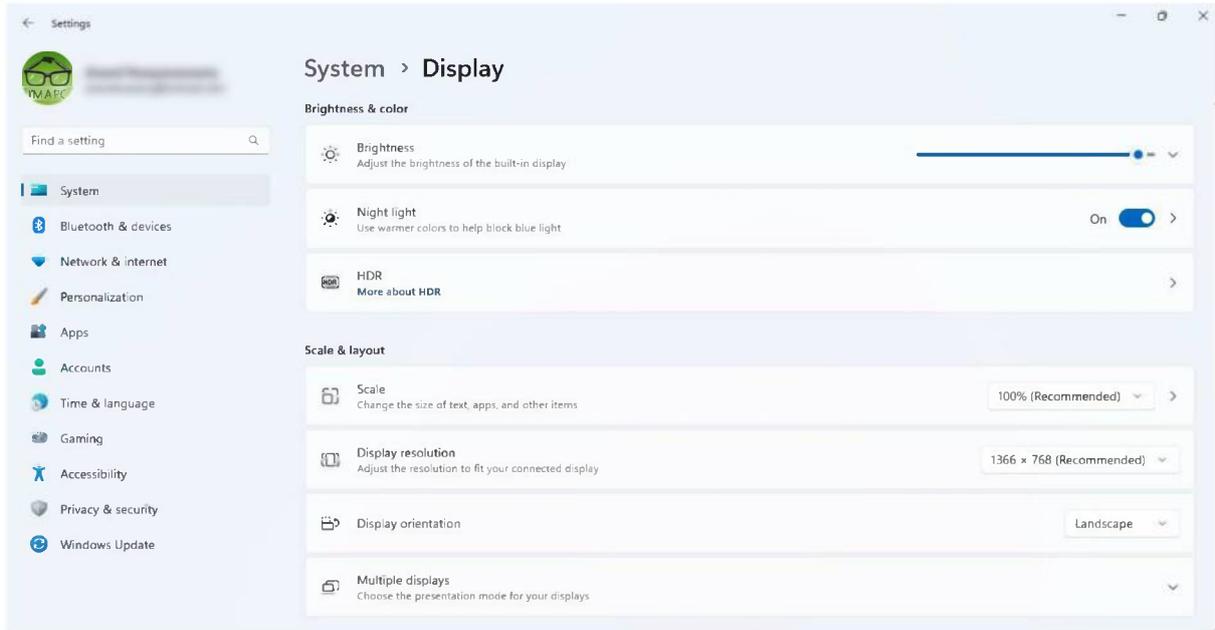
## Chapter 10: System Settings

The Settings dashboard provides various options to modify various system parameters. You will be required to work with these functions once in a while. The System module comprises of display, sound, notifications, power, storage and much more including the newly introduced Focus.

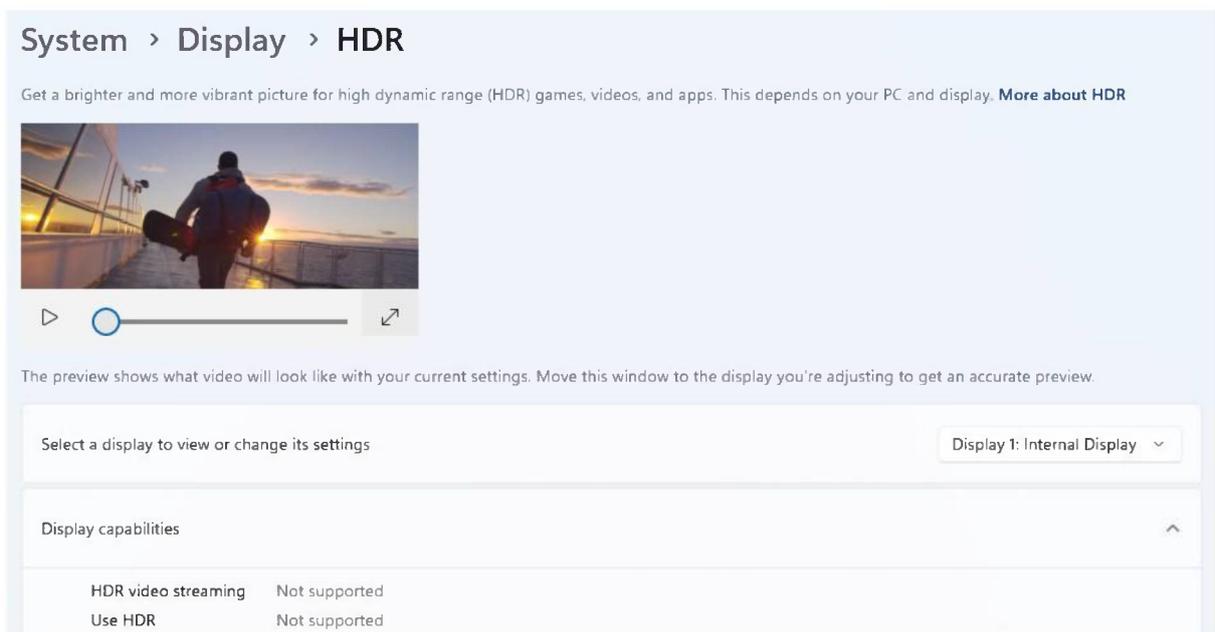


### Display

You will be able to modify brightness, night light, monitors and other related settings with the help of Display module. You can adjust the brightness easily by dragging the slider. The Night light produces warmer colors and blocks blue light as shown below

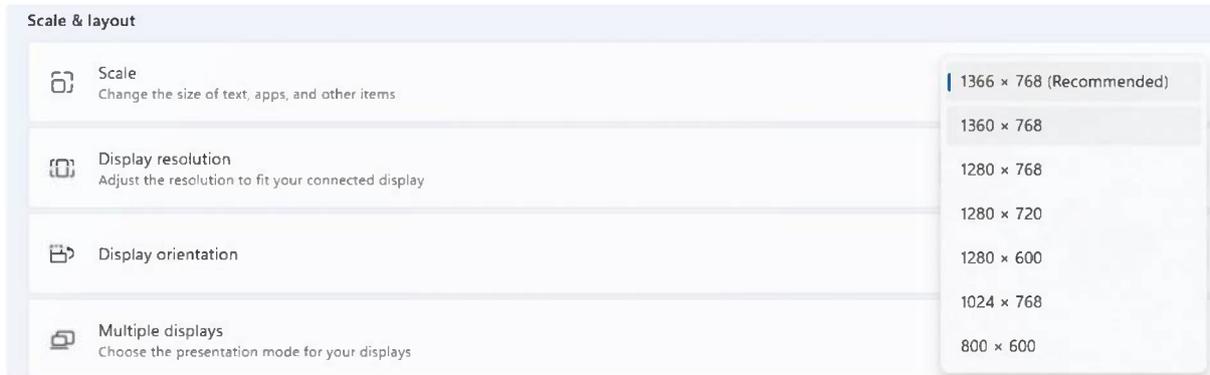


Windows 11 provides support for High Dynamic Range (HDR) games, apps and videos. However, the availability of HDR depends on your PC and display. If you work with latest Intel processor, then HDR will be supported.

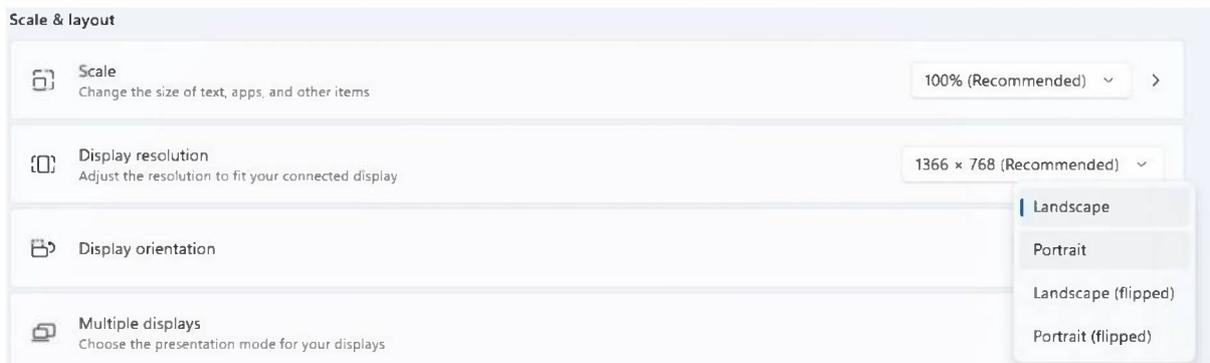


The *Scale* option enables you to modify the size of text, apps and other related items. The default 100% is recommended but you can

pick 125% as well. It's possible to change the display resolution based on your display.



The display orientation can be selected from any one of the values.



The display information can be gathered by selecting the *Advanced display* option. You can also select the appropriate refresh rate from this page.

## System > Display > Advanced display

Select a display to view or change its settings Display 1: Internal Display

### Display information

**Internal Display**  
Display 1: Connected to Intel(R) HD Graphics 620

Desktop mode	1366 x 768, 60 Hz
Active signal mode	1366 x 768, 60 Hz
Bit depth	6-bit
Color format	RGB
Color space	Standard dynamic range (SDR)
Display adapter properties for Display 1	

Choose a refresh rate  
A higher rate gives smoother motion, but also uses more power [More about refresh rate](#)

**60 Hz**  
40 Hz

[Get help](#)

## Managing Sound

The Sound dashboard enables you to manage both output and input sound. You can change the way the sound should be played.

## System > Sound

### Output

Choose where to play sound  
Apps might have their own settings Speaker/Headphone

**Speaker/Headphone**  
Realtek High Definition Audio

**Speakers**  
Voice Changer Virtual Audio Device (WDM)

Pair a new output device Add device

Volume 46

**Mono audio**  
Combine left and right audio channels into one Off

### Input

Choose a device for speaking or recording  
Apps might have their own settings Microphone Array

**Microphone**  
Voice Changer Virtual Audio Device (WDM)

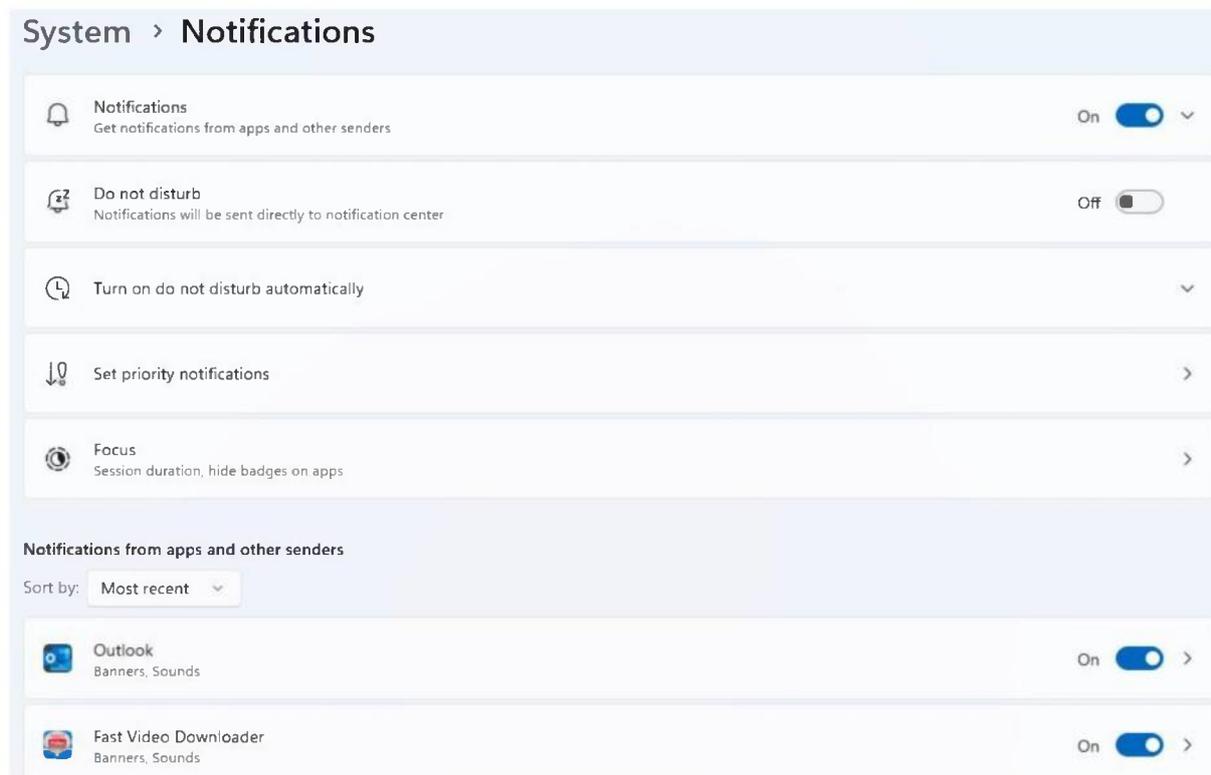
It's also possible to pair a new output device such as Bluetooth speakers, Wireless keyboards, mouse and much more. You just need to select **Add device** button and proceed with the on-screen instructions.

*[WPS Office](#) is a lightweight and comprehensive office suite with powerful functionalities.*

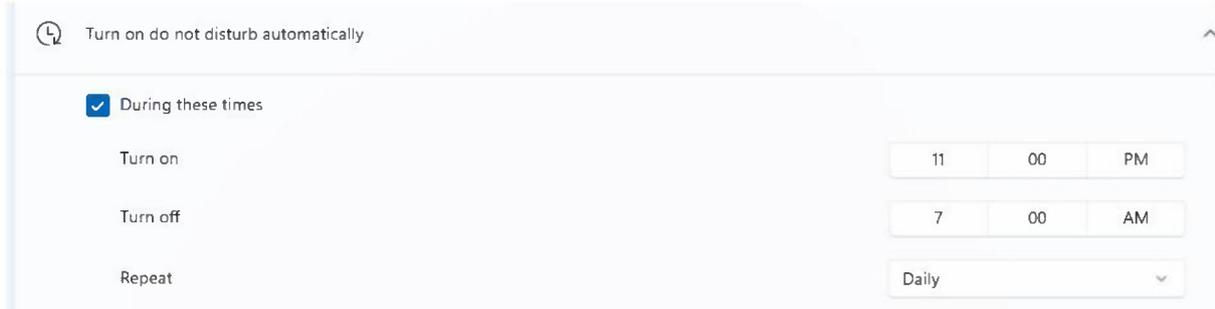
The input accessories such as microphones can also be configured from the Sound dashboard including the ability to pair new input devices such as Bluetooth headphones. The sound volume can also be modified by dragging the slider.

## Notifications

You can activate notifications from apps from the Notifications dashboard. This option is enabled by default.



If you enable **Do not disturb** option, then notifications will be sent directly to notification center. The do not disturb function can be automatically activated by setting the relevant time.

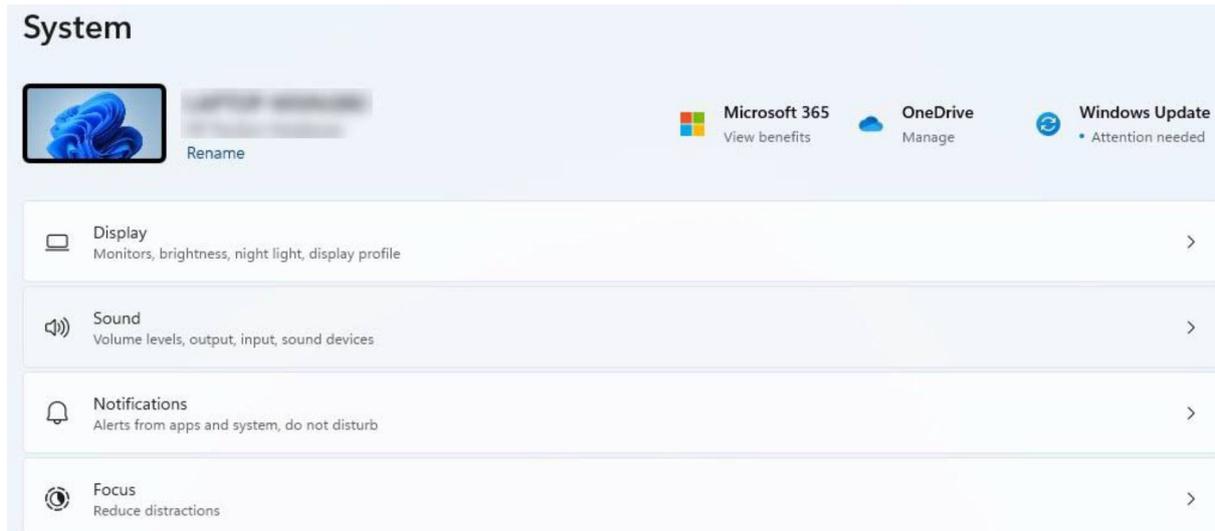


You can also enable/disable notifications for individual apps.



## Working with Focus

Windows 11 has added a new feature named Focus, which can be activated either from the Notifications dashboard by selecting Focus option separately from the System dashboard.

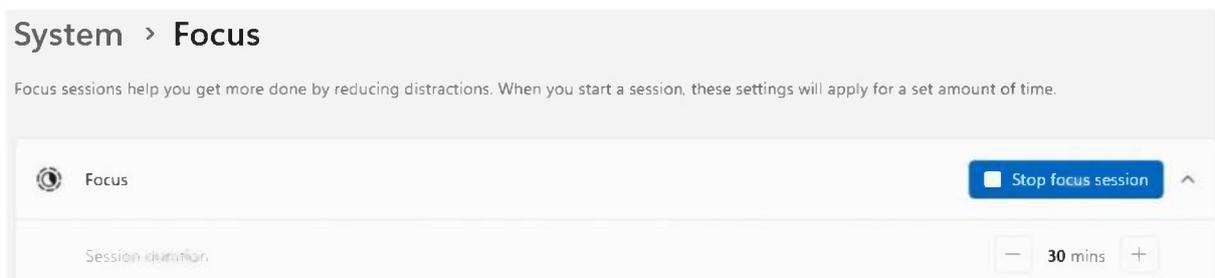


The main purpose of Focus is to minimize and reduce distractions so that you can concentrate on your work. The Focus integrates with the Clock app with features such as a focus timer and music functionality.

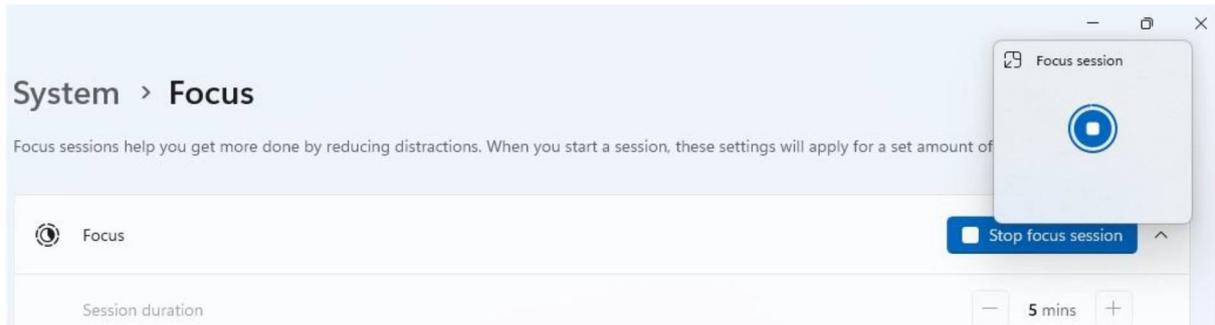
*WordPad is also a free document editing program with advanced features like Ribbon toolbar.*

If you activate Focus, you will view a focus timer on the screen and Do not disturb will be activated on the background. Moreover, apps in the Taskbar will not flash and the Badge notifications on apps will be deactivated. A notification will be displayed when the focus session ends.

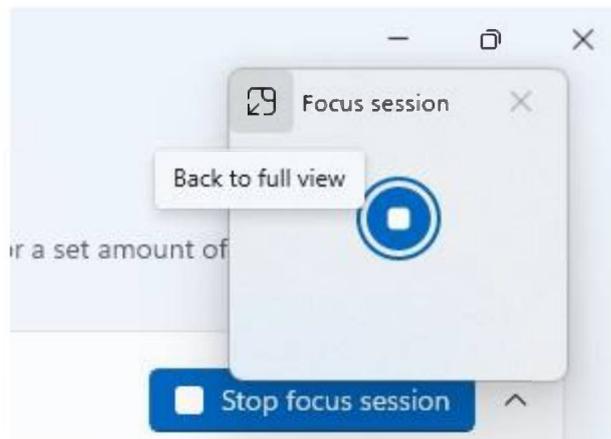
To work with Focus, you should select *Start focus session* button located on the Focus dashboard.



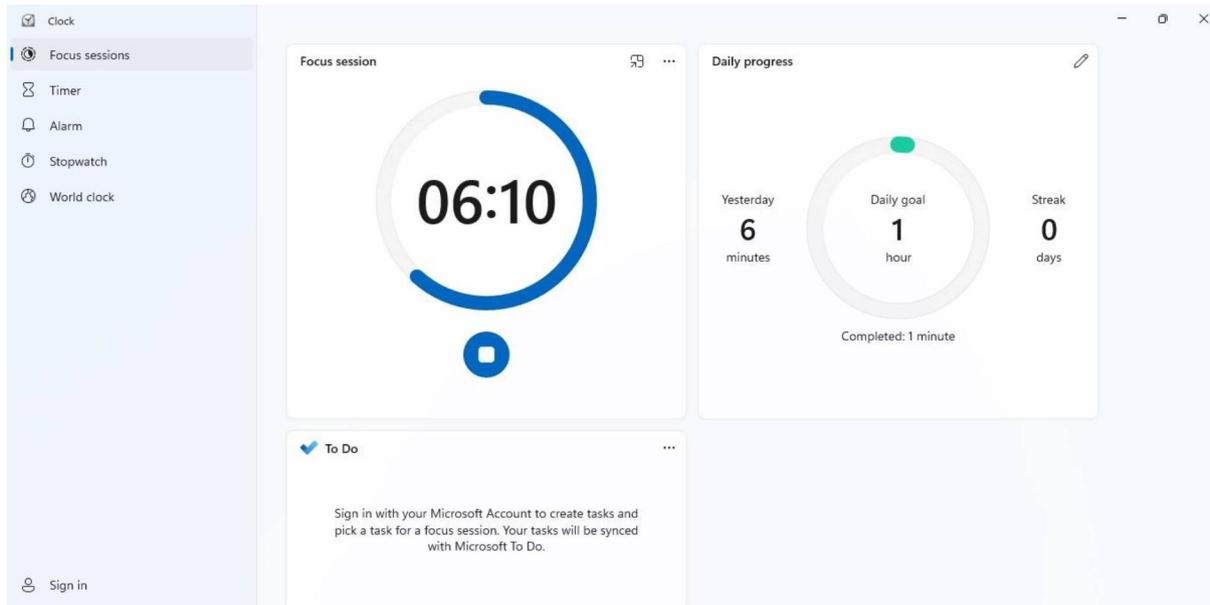
You can change the focus session duration from the dashboard by using the **-** and **+** buttons. The minimum focus session timing is 5 minutes and maximum is 240 minutes. A Focus session timer will be displayed on the screen immediately upon selecting the button as shown below. You can stop the focus session by selecting the circle on the timer.



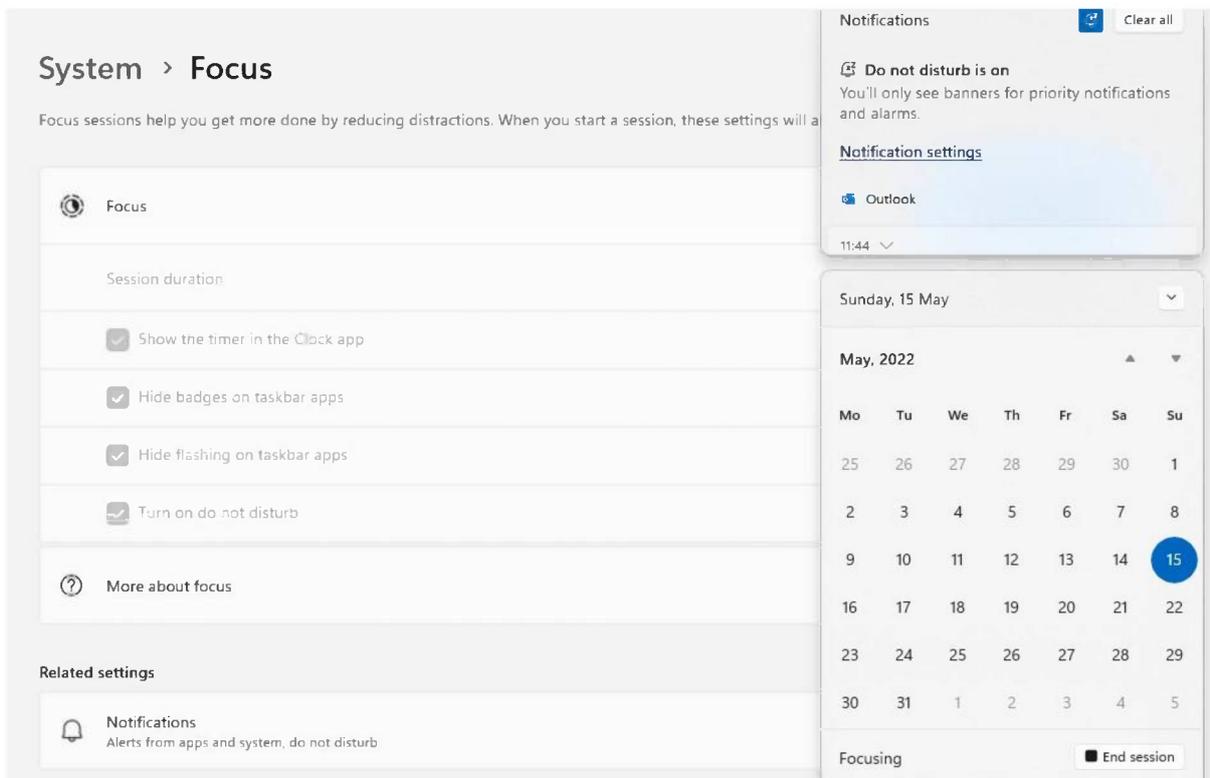
If you select **Back to full view** icon on the top left side of the focus timer, you will view a screen as shown below



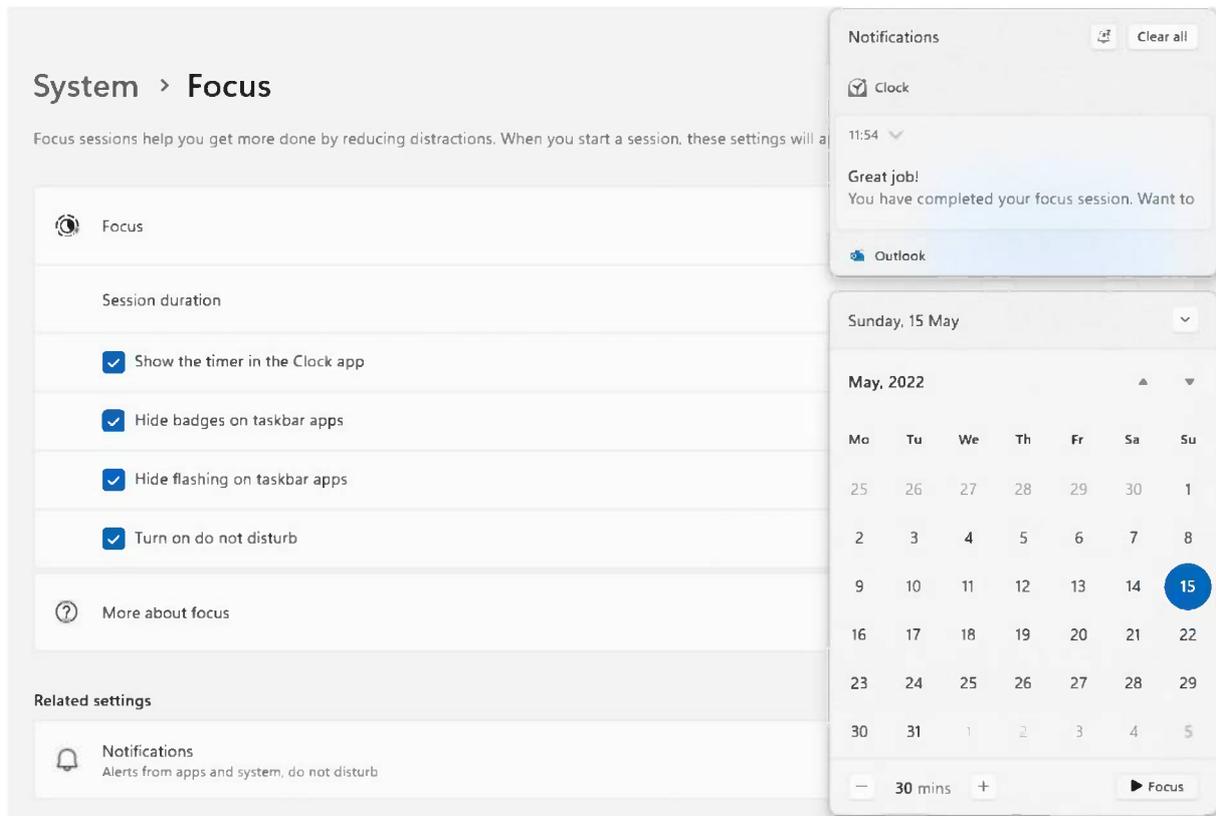
A detailed Focus analytics will be displayed on the screen with daily progress along with a large focus timer.



You should note that do not disturb has been activated and you will only view priority notifications and alarms. The clock app on the Taskbar displays a message related to notifications as shown below when the focus session is running.



If you select the Clock app after ending a Focus session, you will view message as shown below.

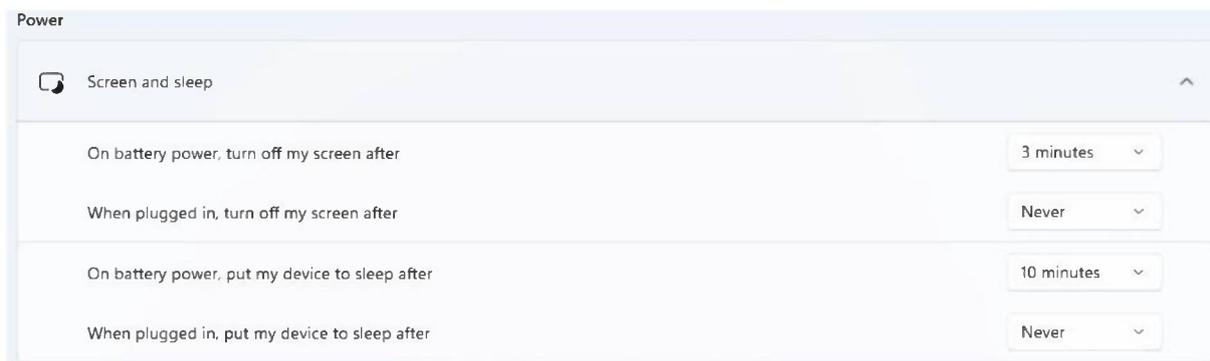


## Changing Power & Battery settings

Windows 11 has introduced a completely new user interface for the modification of power and battery settings.



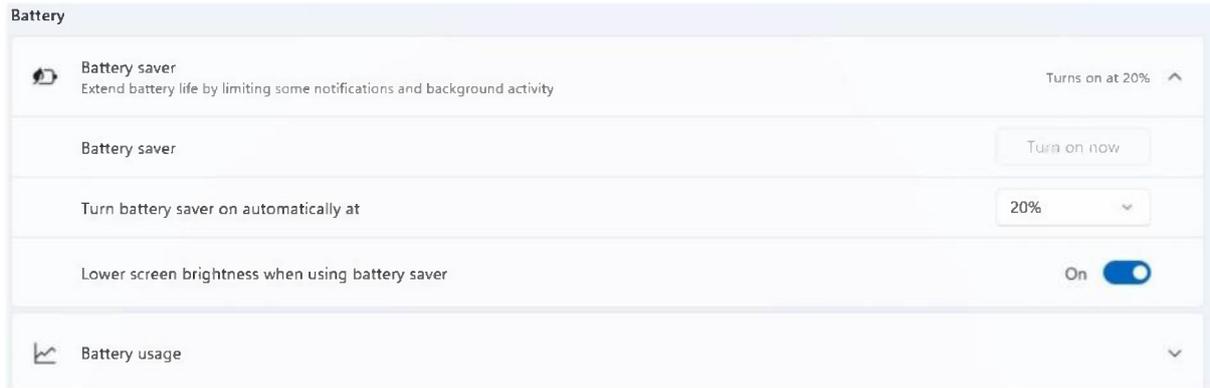
You can modify the screen and sleep parameters according to your requirements. You can play with the various options.



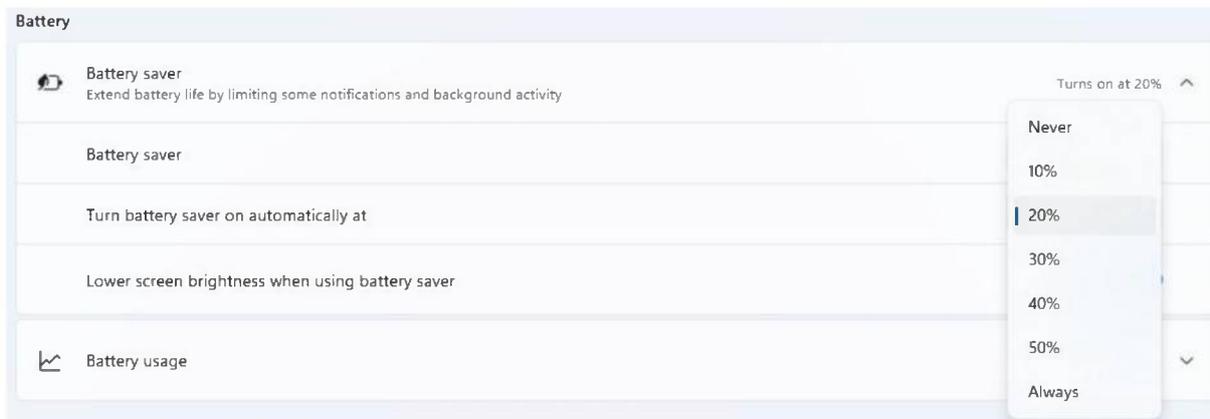
Windows 11 provides three power modes, which you can select based on the usage of performance.



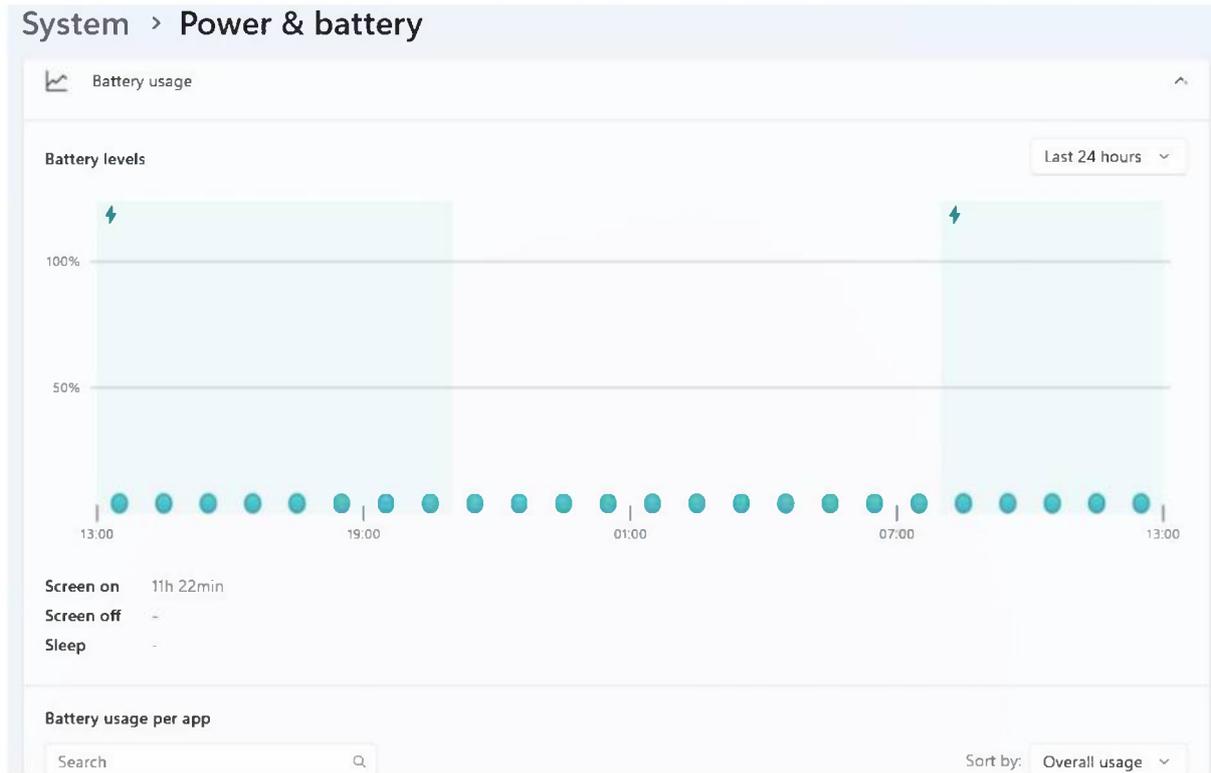
The handy battery saver functionality enables the device to extend battery life by limiting notifications and background activity.



You can select when the device should activate battery saver by selecting a relevant option

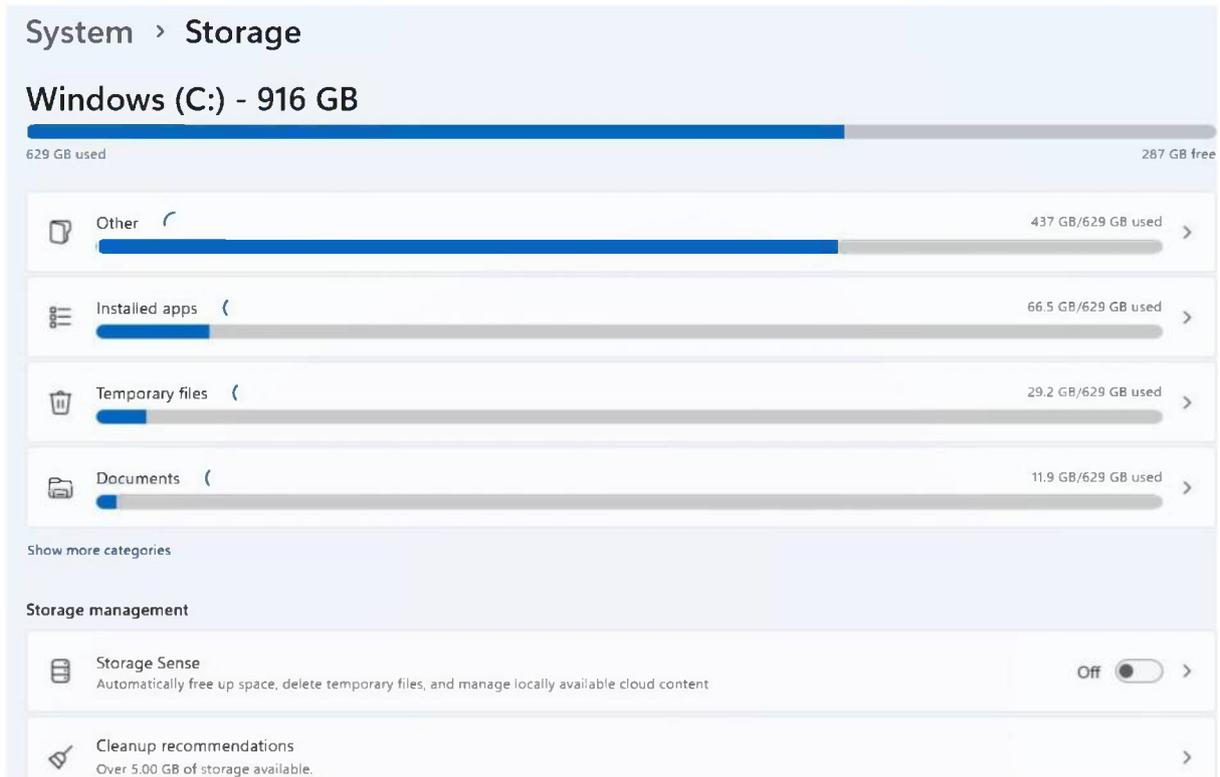


You can also lower screen brightness when Windows 11 uses battery saver functionality. This feature is enabled by default but can be disabled if required. You can also check the battery usage analytics in graphical format.

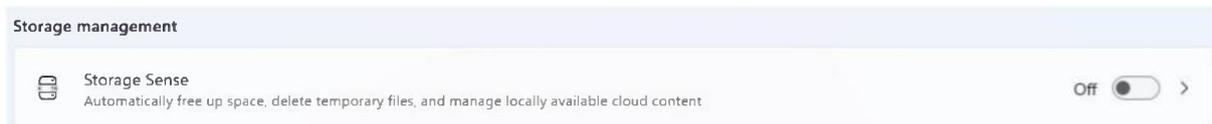


## Using Storage

The Storage module can be used to manage files, apps, documents, temporary files and much more.



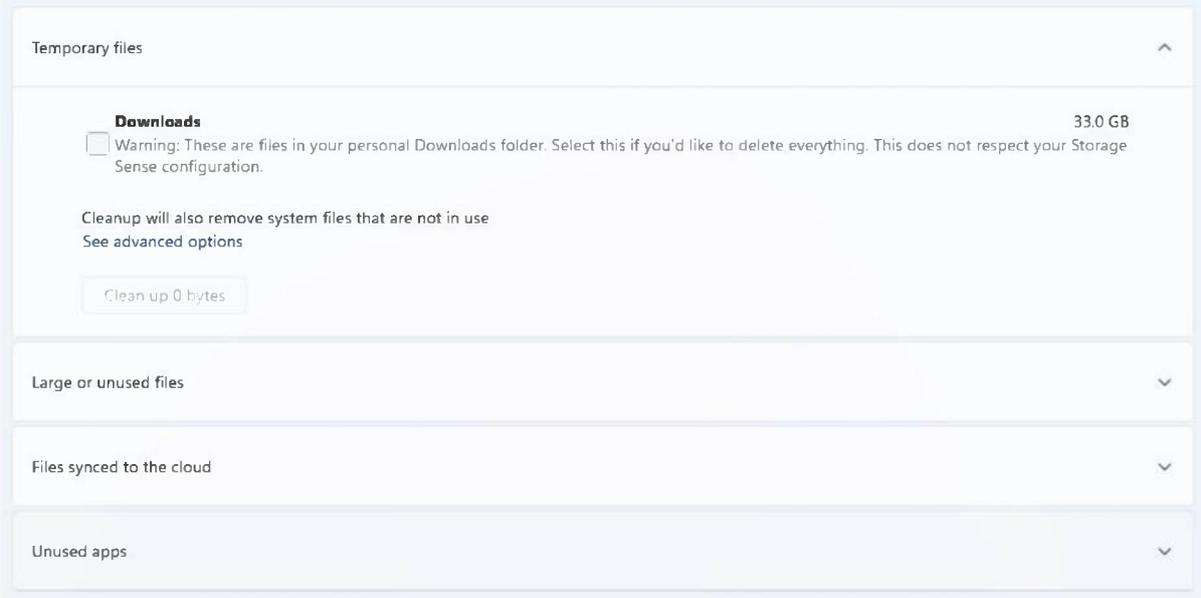
You can enable Storage Sense, which automatically free up space, delete temporary files including the ability to manage locally available cloud content.



## Cleaning unwanted files

If your device is running slow, then you can delete files as specified by the Cleanup recommendations option. You will view the folder, which consumes huge storage space.

## System &gt; Storage &gt; Cleanup recommendations

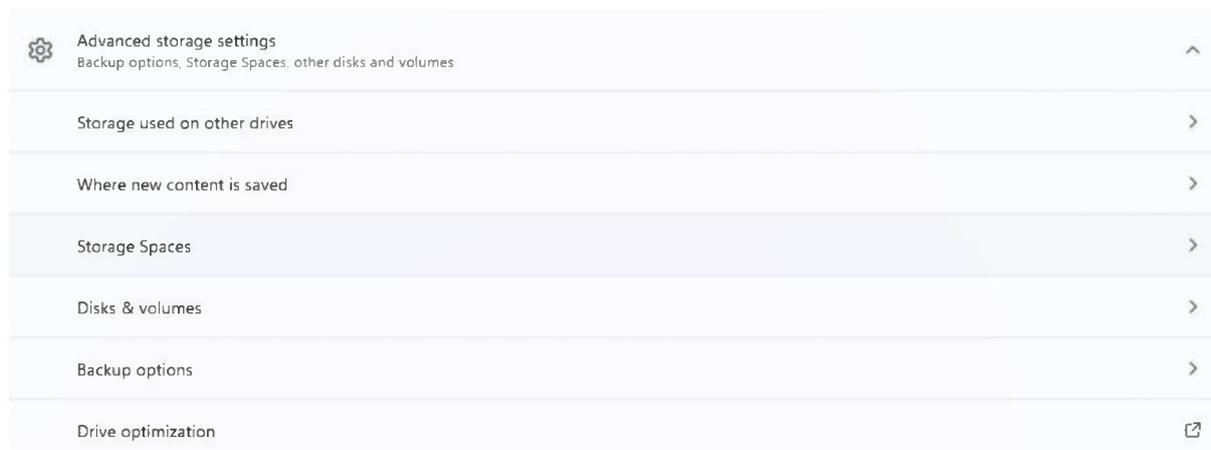


The screenshot shows the 'Cleanup recommendations' window in Windows 11. It is titled 'System > Storage > Cleanup recommendations'. The main section is 'Temporary files', which is expanded to show 'Downloads' with a size of 33.0 GB. A warning message states: 'Warning: These are files in your personal Downloads folder. Select this if you'd like to delete everything. This does not respect your Storage Sense configuration.' Below the warning, it says 'Cleanup will also remove system files that are not in use' and provides a link to 'See advanced options'. A button labeled 'Clean up 0 bytes' is visible. Below the 'Downloads' section, there are three collapsed sections: 'Large or unused files', 'Files synced to the cloud', and 'Unused apps'.

You should use this option carefully because it could include files you require. It's better to manually verify each folder and delete the unwanted files.

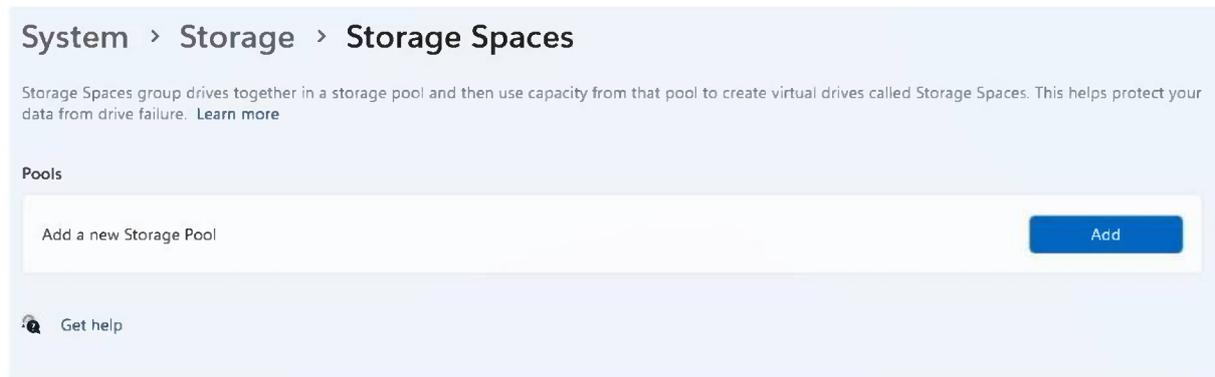
*Calculator is a free app included with Windows 11. You just need to type calc on the Taskbar search box.*

The Advanced storage settings module helps you to configure backup options, configure storage spaces, managing disks/volumes, perform drive optimization and much more.



The screenshot shows the 'Advanced storage settings' menu in Windows 11. The menu is titled 'Advanced storage settings' with a gear icon and a subtitle 'Backup options, Storage Spaces, other disks and volumes'. Below the title, there are seven menu items, each with a right-pointing arrow: 'Storage used on other drives', 'Where new content is saved', 'Storage Spaces', 'Disks & volumes', 'Backup options', and 'Drive optimization'. The 'Drive optimization' item has a small external link icon (a square with a diagonal line) next to it.

The storage spaces are a new feature included with Windows 11, which group drives together in a storage pool.



The capacity from the storage pool can be used to create virtual drives named storage spaces. The purpose of storage spaces is to protect data from hard drive failure.

## Sharing Management

You can share files, photos with nearby devices loaded with Windows. You can modify the download folder path of all the received files but you have to enable either *My devices only* or *Everyone nearby* option. The files you download via web browsers are placed inside the specified folder.



You can also rename the device name but the actual command is located inside *System* | *About* dashboard.

## Easy multitasking

Windows 11 ships with a powerful multitasking module named Snap windows. With the help of Snap windows function, you can split your screen into multiple parts.



Each part accommodates a specific app such as web browser, notepad, word document and much more. This feature is enabled by default but you can disable if you prefer. The purpose of Snap windows is to enhance work productivity. We will examine snap windows in detail later.

*[Jumpshare](#) is a cloud storage provider where you can securely store files and documents.*

You can also minimize all opened windows just by shaking the title bar on an active window. Windows 11 will minimize all opened windows except the one which you used to shake.

## Managing Windows Activations

Microsoft has introduced digital activations for Windows 11 just like Windows 10. You can view the activation status by selecting Activation option.

## System &gt; Activation



Windows 11 Home Single Language



Activation state

Active



Upgrade your edition of Windows

You can easily upgrade from Windows 11 Home to Windows 11 Pro just by providing the product key.



Upgrade your edition of Windows

Upgrade to Windows 11 Pro for features that help you connect to work and school networks, remotely access one PC from another, encrypt your data, and more.



Change product key



Upgrade in the Microsoft app

You need licensed product key to upgrade to Windows 11 Pro. You will be able to work with advanced features such as remote desktop connectivity and much more.

## Troubleshooting

You can configure troubleshooting parameters from the Troubleshoot dashboard.

## System &gt; Troubleshoot

## Options



Recommended troubleshooter preferences  
Microsoft can recommend and run troubleshooters to fix issues

Recommended troubleshooter history



Other troubleshooters

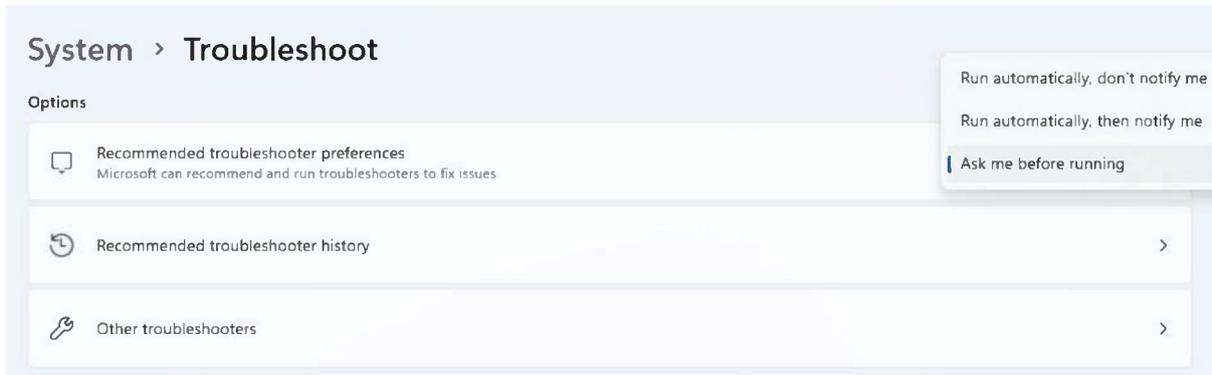


Get help



Give feedback

The purpose of the Troubleshoot module is to fix issues and problems immediately. You can configure troubleshoot preferences from the dashboard.



*The Recovery option inside System module should be used carefully. The Reset PC option removes all the files and brings the system back to the factory settings. The Advanced startup option will restart your PC/laptop to modify startup settings.*

You can also troubleshoot other devices and connectivity features by selecting *Other troubleshooters* option.



You should not use *Recovery* option unless you know the consequences.

## Projection Capabilities

The *Projecting to this PC* option enables you to project your Windows phone or PC to our current screen.

### System > Projecting to this PC

This device doesn't support receiving Miracast, so you can't project to it wirelessly.

Project your Windows phone or PC to this screen, and use its keyboard, mouse, and other devices, too.

You can capture control of its keyboard, mouse and other devices. However, your device should provide support for Miracast to enable you to work with projection.

## Triggering Remote Desktop

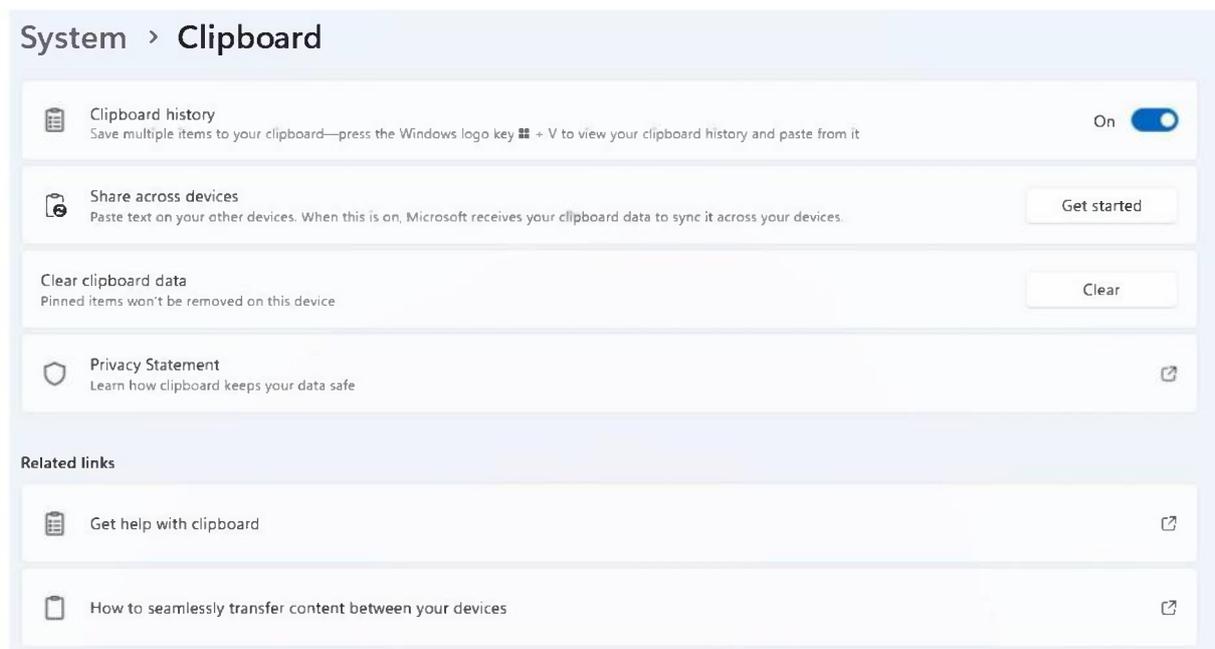
You can login to another remote PC to access the files and content with the help of remote Desktop feature. However, you require a PC/laptop with Windows 11 Pro to work with Remote Desktop.



The Remote Desktop functionality is mainly used by remote technical support staffs to resolve client complaints and problems.

## Managing Clipboard

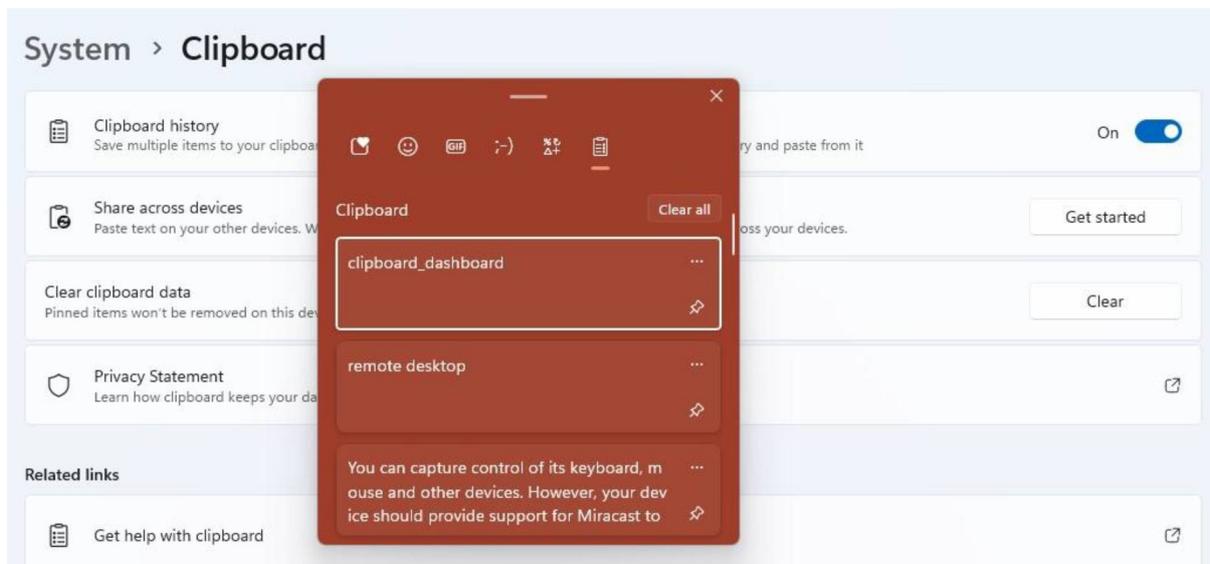
Clipboard is a place where all the text you copied are placed. Windows 11 provides a centralized management dashboard for clipboards.



By default, items are copied to the clipboard history. You can disable this feature if you wish.

*FilmForth is a completely free video editor with plenty of advanced features. You can download directly from Microsoft Store.*

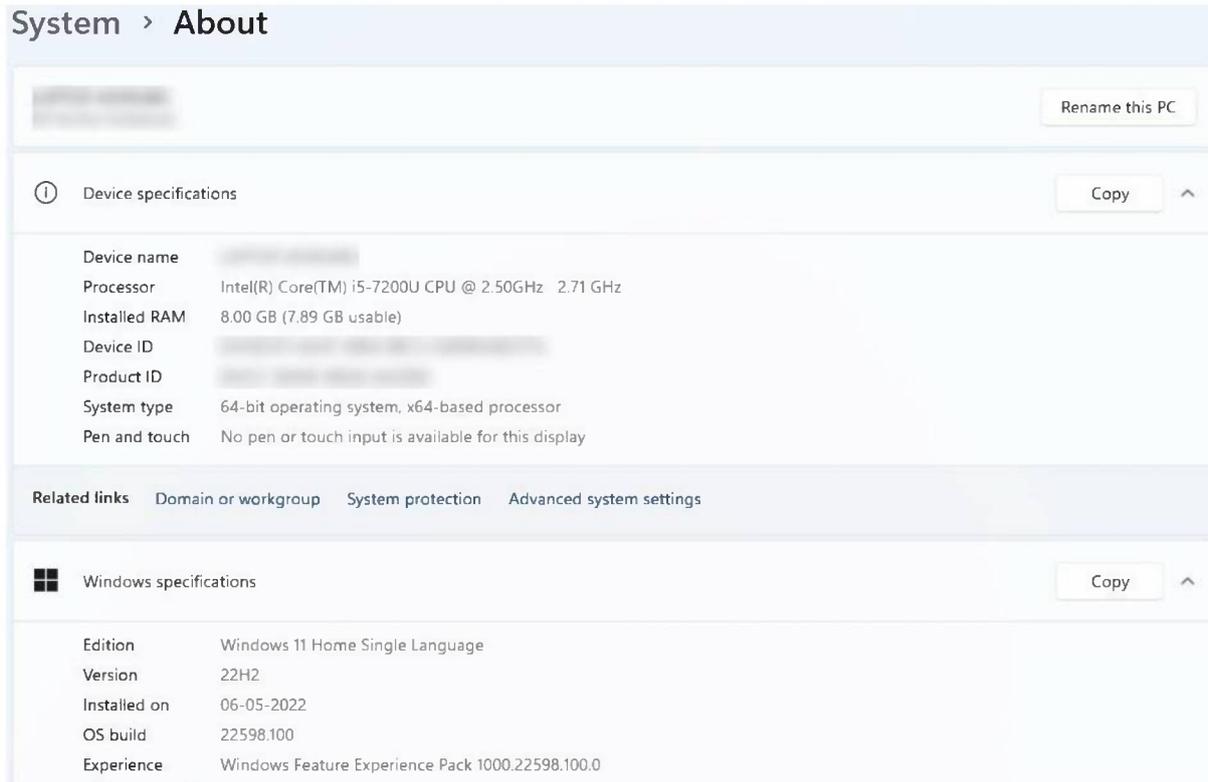
You can view the clipboard history by pressing **Windows+V** keyboard shortcut.



As you can see, the background color of the Clipboard history is that of the accent color we discussed in the previous chapter. You can also clear clipboard data by pressing "Clear" button.

## Understanding your computer

Windows 11 includes an upgraded About module, which is the final item on the System dashboard. You will be able to know several information related to your Windows 11 device from this page. This includes device name, processor, RAM, device id, product id, system type including Windows specifications.



The screenshot shows the Windows 'System > About' page. At the top, there is a 'Rename this PC' button. Below that, the 'Device specifications' section is expanded, showing a 'Copy' button and a list of hardware details: Device name, Processor (Intel(R) Core(TM) i5-7200U CPU @ 2.50GHz 2.71 GHz), Installed RAM (8.00 GB (7.89 GB usable)), Device ID, Product ID, System type (64-bit operating system, x64-based processor), and Pen and touch (No pen or touch input is available for this display). Below this, there are 'Related links' for 'Domain or workgroup', 'System protection', and 'Advanced system settings'. The 'Windows specifications' section is also expanded, showing a 'Copy' button and details: Edition (Windows 11 Home Single Language), Version (22H2), Installed on (06-05-2022), OS build (22598.100), and Experience (Windows Feature Experience Pack 1000.22598.100.0).

You can rename the PC by selecting *Rename this PC* button. In this chapter, you learned about the various ways to manage your system. You only need to access these options only when required because options like Reset PC will erase all the files on your computer.

*Skype is a free messaging and video conferencing app included with Windows 11.*

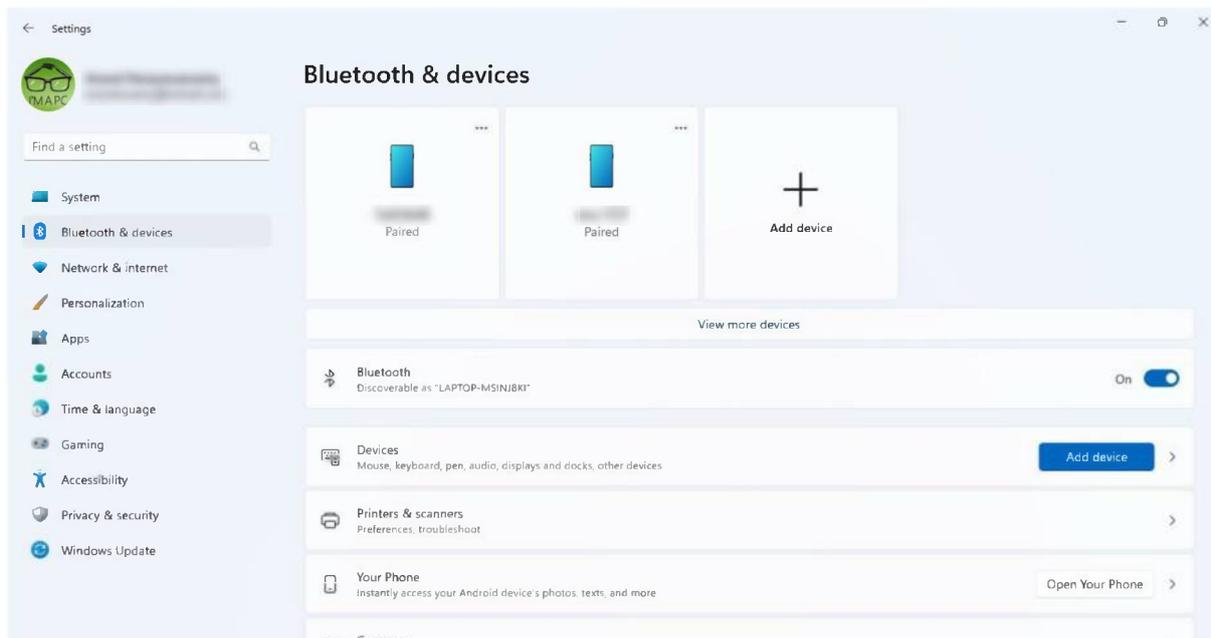
Windows 11 provides multiple ways to access several modules. For example, you can change the brightness either from System dashboard or from the Taskbar. Microsoft provides documentation links below each option page, which enables you to learn additional information.

## Chapter 11: Working with Connectivity

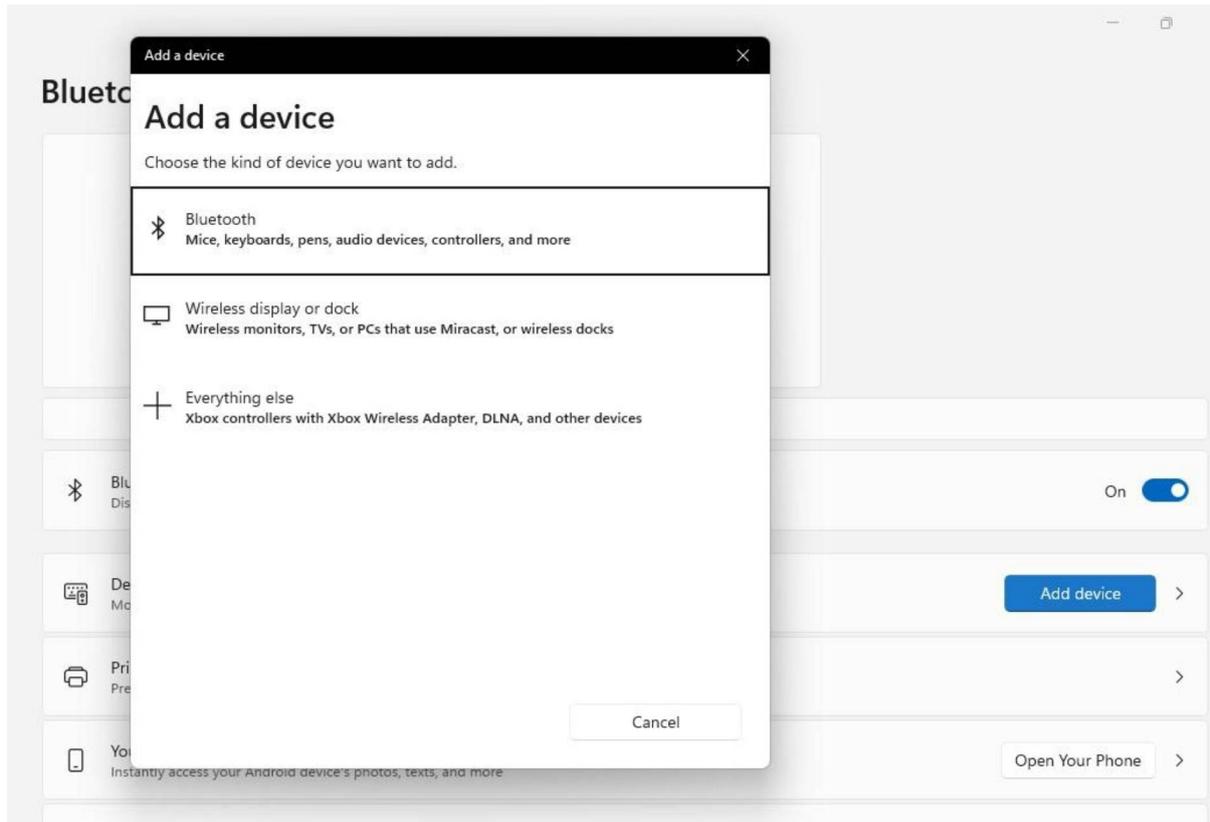
We live in a modern world filled with Gadgets, Wi-Fi and 4G mobile network. Windows 11 provides an easy way to establish connectivity with all the Gadgets, Peripherals and audio accessories via Bluetooth. Moreover, you can also connect to your Wi-Fi network, VPN, mobile hotspot and much more from within the Settings page.

### Bluetooth & devices

The Bluetooth & devices dashboard includes all possible options for the management of Gadgets, peripherals, cameras, input devices and much more.



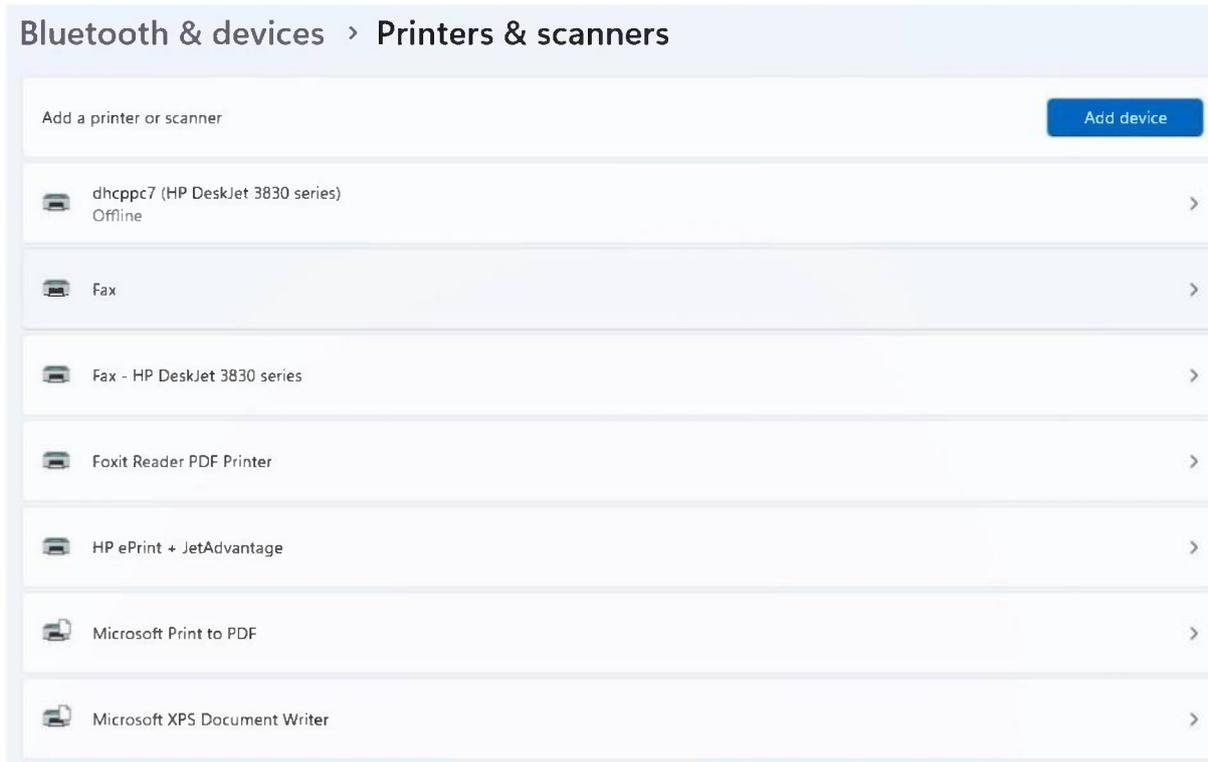
You can enable/disable Bluetooth on your device by dragging the slider. You can add devices such as mouse, keyboard, pen, speakers and much more by selecting **Add device** button. You should switch on the connecting device to enable Windows 11 to recognize it properly.



You can add Printers and scanners by selecting *Printers & scanners* option. Nowadays, scanners are integrated with printers and you will not find standalone scanners.

*Recordcast is a free online screen recorder and video editor. You need not have to download any application and the entire recording can be completed on the cloud. You can generate high-quality recorded video without watermark. You can also record audio during screen recording.*

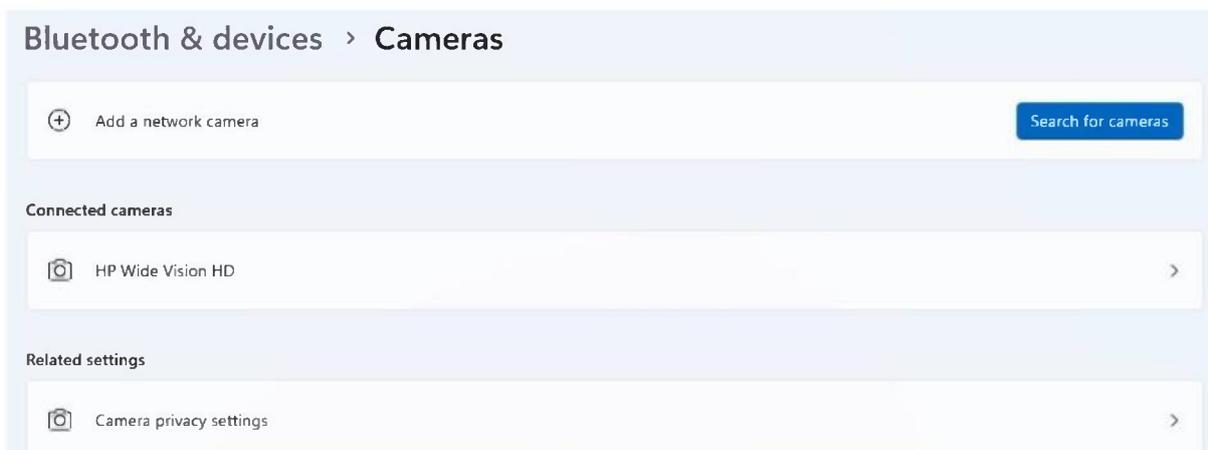
You can add printers by selecting *Add Device* button. You should note that printers currently available now are plug and play and hence there is no need to configure them manually. That said, you can manage the printer by selecting the relevant printer name from the dashboard.



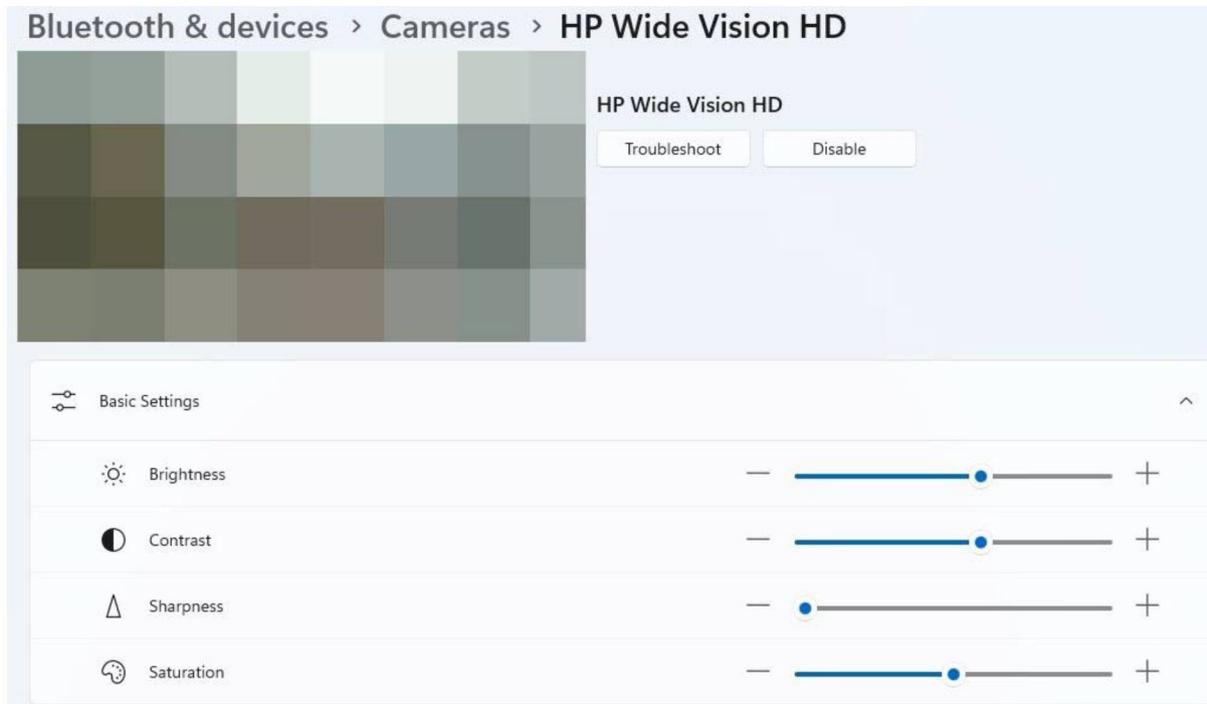
Windows 11 enables you to access photos, text messages and much more from your Android smartphone. You have to configure to access the phone contents. We will examine the steps separately.

## Camera Management

You can manage cameras by selecting the *Cameras* option. You will view your laptop's webcam name on the dashboard. If you work with desktop PC, then you will find the name of the external web camera.

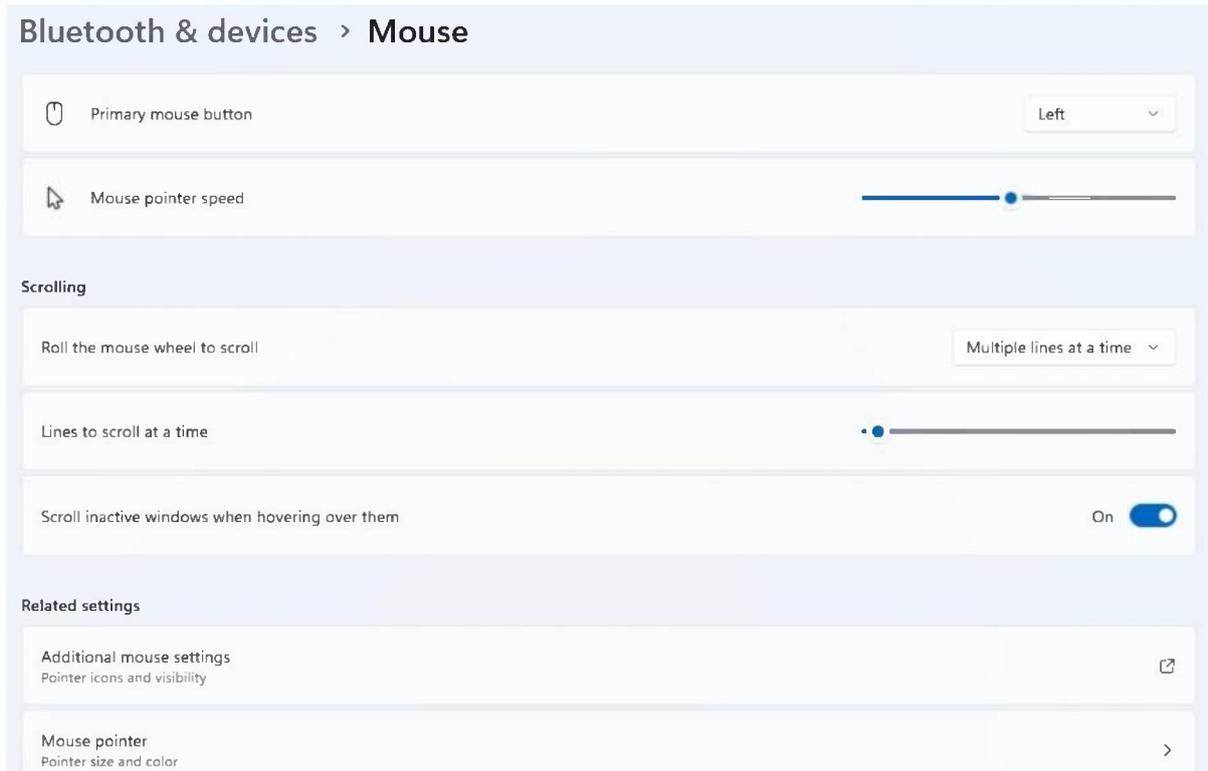


If you click on the web camera name, you will be able to manage the various parameters of the camera including a preview of your face.

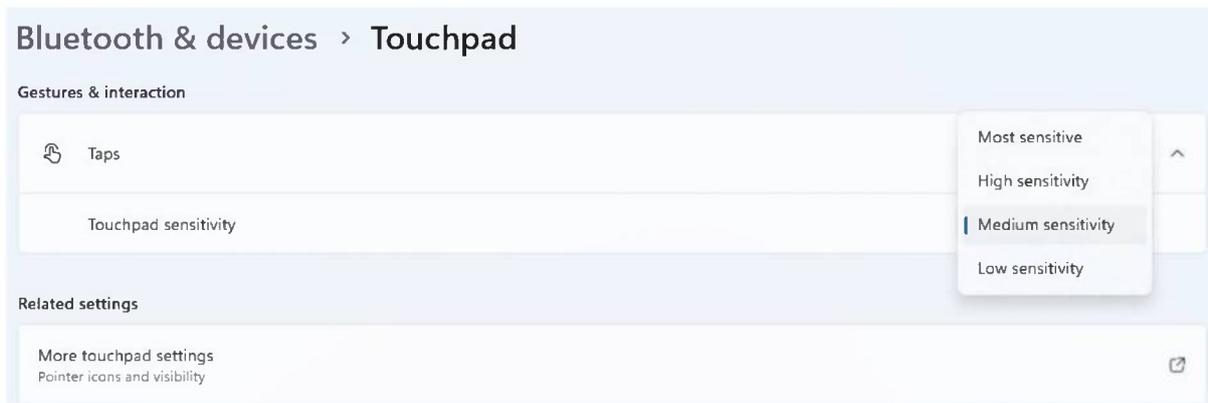


## Managing Mouse & Touchpad

You can configure the various parameters associated with the mouse by selecting the *Mouse* option. You can change the primary mouse button, pointer speed and scrolling activities.



The Touchpad also works as an alternative to mouse in laptops using which you can use your fingers to move around and select objects on the display. You can select a relevant tap sensitivity by selecting an appropriate option.



## Playing with Stylus

If you work with a convertible device, then you can adjust handwriting parameters by selecting *Pen & Windows Ink* option.



You can change the handwriting font and enable fingertip writing. These options are useful only if you work with a touch-enabled display.

## Enabling Auto Playback

Windows 11 provides an ability for the content including media to automatically play upon inserting into the slot. For instance, Windows 11 displays the content dashboard upon inserting a DVD drive or Pen drive.



You can configure the way content should be display while plugging a removable drive. You will normally view a dialog from where you can open the files stored inside the portable hard drive.

*With the help of [uMark](#), you can easily add watermarks to images.*

The **USB** option enables you to enable/disable notifications pertaining to USB device connection.



## Chapter 12: Network & Internet

Internet have become part and parcel of our daily lives. Windows 11 provides an easy way to manage all your wired and wireless connectivity including configuration of mobile hotspot and much more.



### Activating Wi-Fi

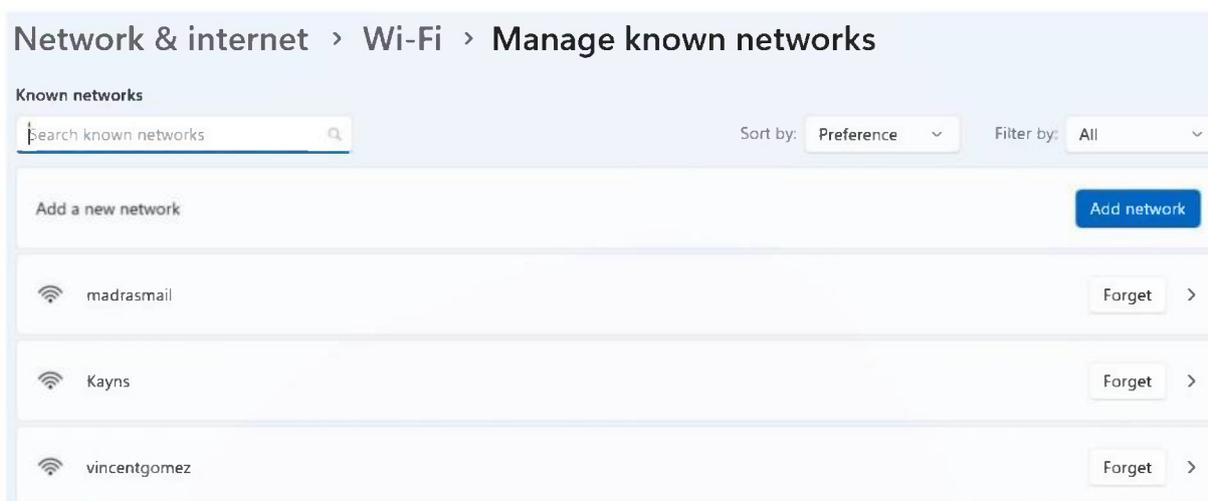
Wi-Fi is used to establish connectivity with mobile devices such as smartphones, tablets, smart speakers and much more. You can either enable Wi-Fi from the dashboard or select Wi-Fi and then activate from the displayed dashboard. Windows 11 automatically displays all available Wi-Fi networks upon enabling Wi-Fi.



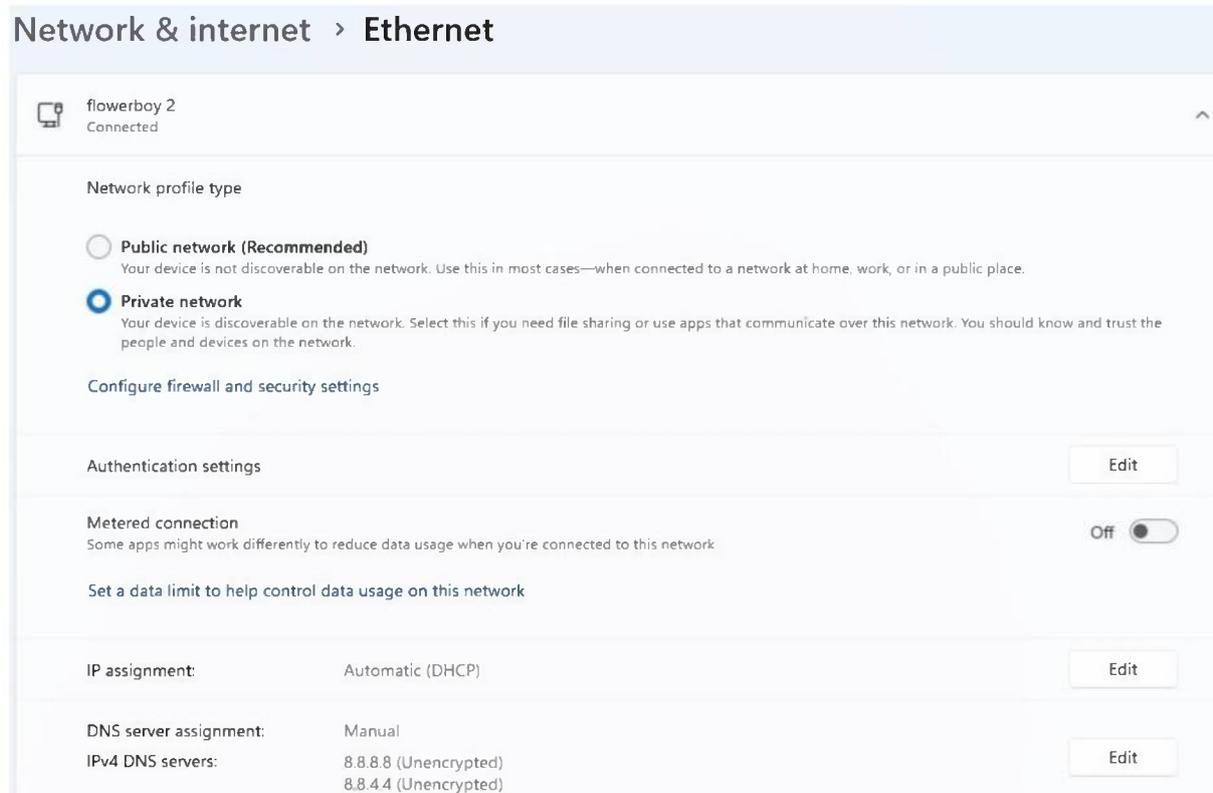
You have to click *Show available networks* option to view all the active wireless networks. You have to choose your connection name, provide the passcode and then login.

*It's absolutely necessary to secure your Wi-Fi connection with a strong password to avoid misuse of data. You have to provide password during router configuration. Please refer to router user manual for instructions.*

You can delete a Wi-Fi network by selecting *Manage known networks* option and selecting *Forget* button.



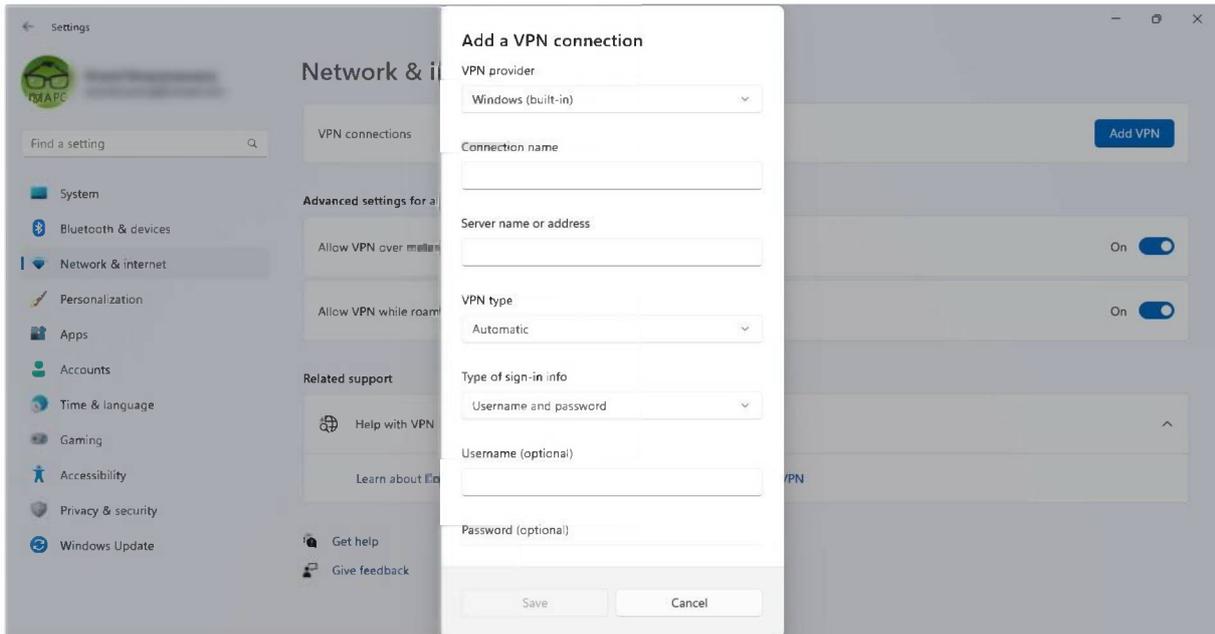
The Ethernet module enables you to manage wired connections. The advantage of wired Internet connectivity is that it provides stable speed without lags once connection is successfully established.



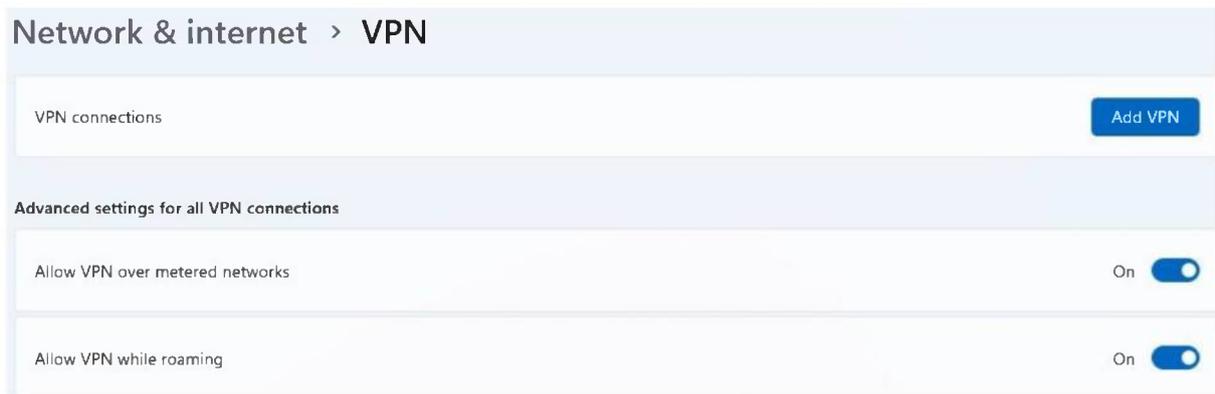
You need a router with LAN port to work with Ethernet. You can configure DNS servers from the dashboard.

## Adding VPN

You can add VPN connections by selecting *Add VPN* button.



You can enable VPN over metered networks and while roaming from the dashboard.



## Playing with Mobile hotspot

A mobile hotspot borrows Internet from your smartphone, which you can use on your PC or laptop. Windows 11 provides a simple way to configure Mobile hotspot.



The first step is to enable mobile hotspot by dragging the slider.



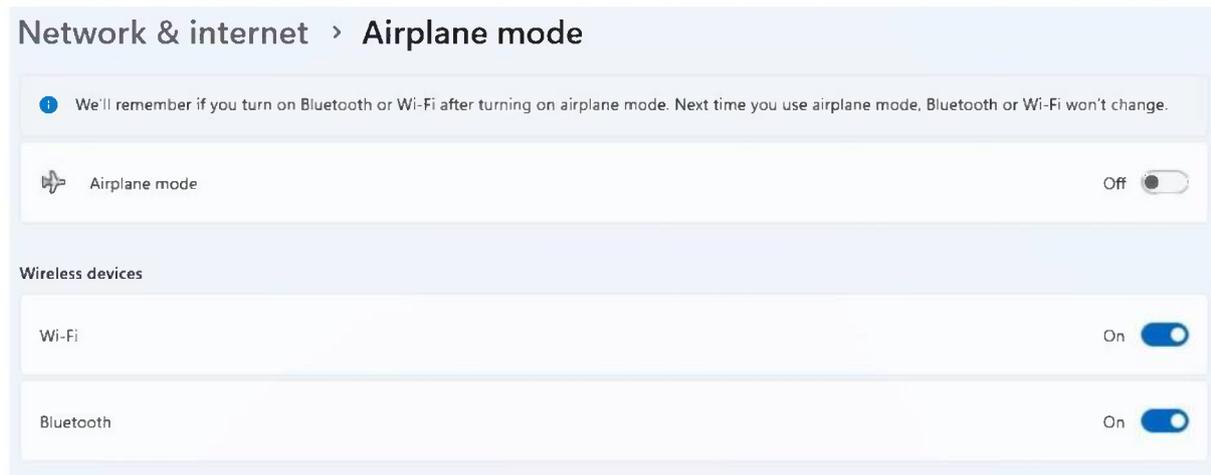
The next step is to activate personal hotspot from your Android smartphone. You have to activate it by tapping on the option. You have to configure personal hotspot settings by adding a recognizable name and password.

*The Mobile hotspot settings varies depending upon the Android version and device UI. You will be able to locate it inside Settings.*

The final step is to enable the personal hotspot name from the **Show available networks** option on your Windows 11 Wi-Fi settings dashboard. You have to press Connect button by selecting the hotspot name.

## Flying on the air

Do you work with your Windows 11 device during air travel? You will be required to stop network connectivity for security reasons inside the flight. You can deactivate mobile communications by activating Airplane mode.



If you had activated Wi-Fi or Bluetooth, then Windows 11 will remember the settings when you disable airplane mode.

## Managing Proxy server

You can make use of a proxy server for Wi-Fi or Ethernet connections.

*The mobile hotspot consumes additional battery, generates heat and reduces battery of your smartphone. However, this feature will be helpful if your Broadband network goes down.*

Windows 11 enables you to manage proxy servers from the Proxy dashboard.

## Network & internet > Proxy

Use a proxy server for Ethernet or Wi-Fi connections. These settings don't apply to VPN connections.

### Automatic proxy setup

Automatically detect settings

On

Use setup script  
Off

Set up

### Manual proxy setup

Use a proxy server  
Off

Set up

*Windows 11 also provides a facility to configure dial-up Internet connection. However, the dial-up technology is outdated with the rapid evolution of Broadband, Cable and Fiber networks.*

The advanced network settings dashboard enables you to disable Wi-Fi, Bluetooth and Ethernet connections.

## Network & internet > Advanced network settings

### Network adapters



Wi-Fi

flowerboy | Intel(R) Dual Band Wireless-AC 3168

Disable



Bluetooth Network Connection 2

Bluetooth Device (Personal Area Network) #2

Disable



Ethernet

flowerboy 2 | Realtek PCIe FE Family Controller

Disable



### More settings

Advanced sharing settings

Change network discovery and sharing settings



Data usage



Hardware and connection properties



Network reset

Reset all network adapters to factory settings



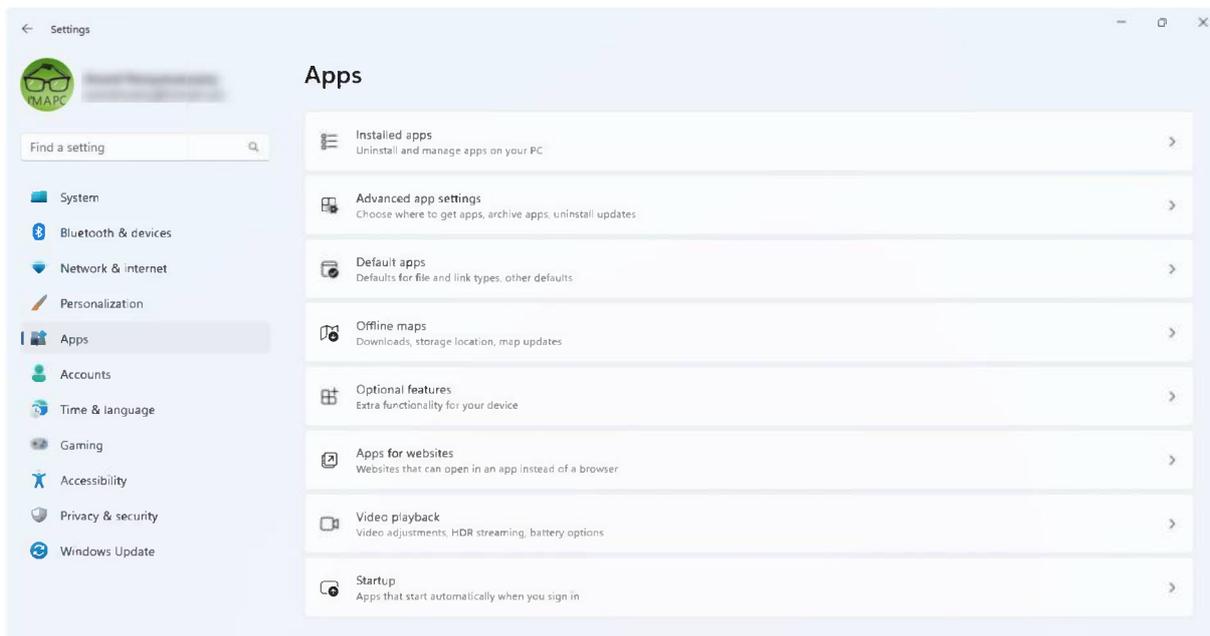
You can also reset a network adapter to default settings. we would advise you not to play with the settings if you are beginner. This is because incorrect modifications will result in disruption.

With Windows 11, you can easily manage Bluetooth devices and Internet. You will find that options are arranged in a simplified manner when compared with Windows 10.

## Chapter 13: Working with Apps

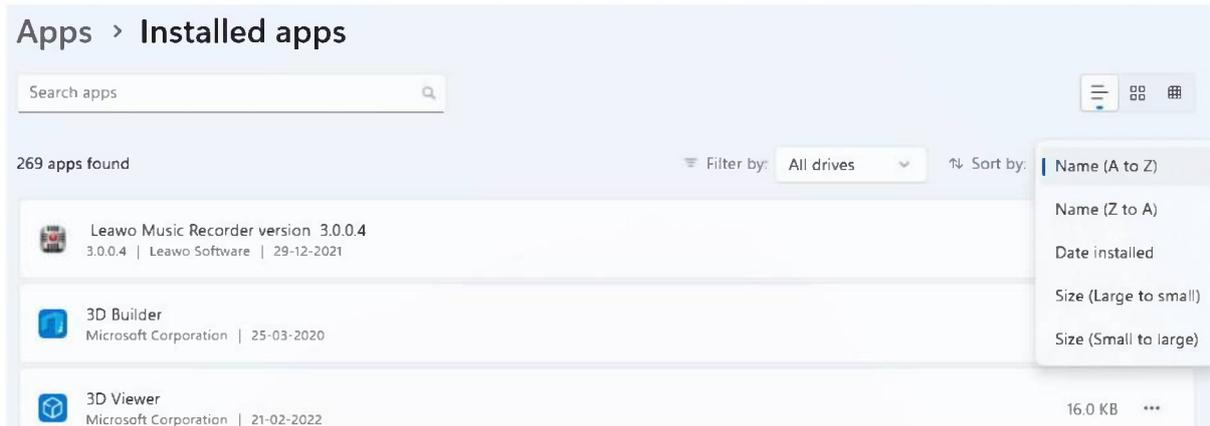
The Apps are part and parcel of Windows 11. You will either work with the integrated apps such as Notepad, Paint, Calculator and much more but also third-party apps. You can download licensed software apps and install them on your system.

Windows 11 provides a dedicated dashboard for the management of apps using which you can perform all the activities associated with the apps and programs.

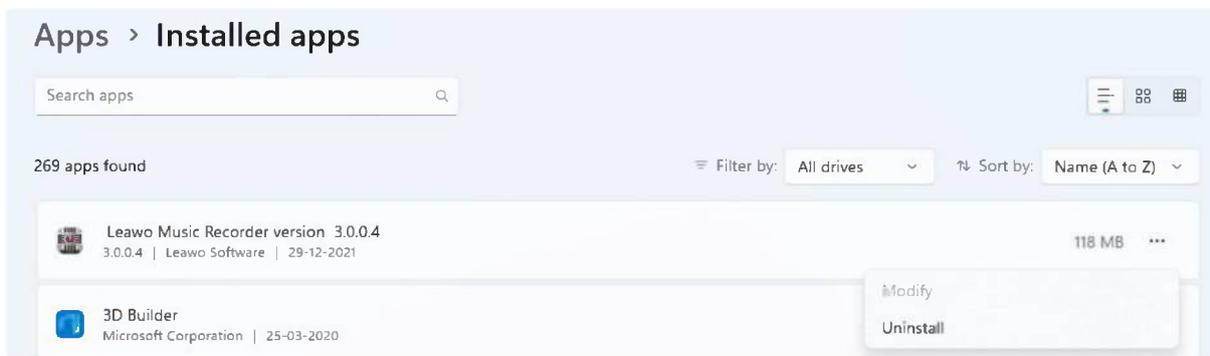


### Uninstalling apps

You can uninstall apps easily by selecting *Installed apps* option. It will take some time for the whole apps list to load. You can filter apps based on the provided parameters.



You can uninstall apps individually by selecting *Uninstall* option from the three horizontal dots located on the right side of each row.



You will have to go through the instructions displayed on the screen to successfully complete the uninstallation process.

*You can uninstall one app at a time with Windows 11. However, there are third-party apps such as [IObit Uninstaller](#) using which you can uninstall multiple apps easily.*

## Advanced app settings

You can specify then location from where to get apps from the Advanced app settings.



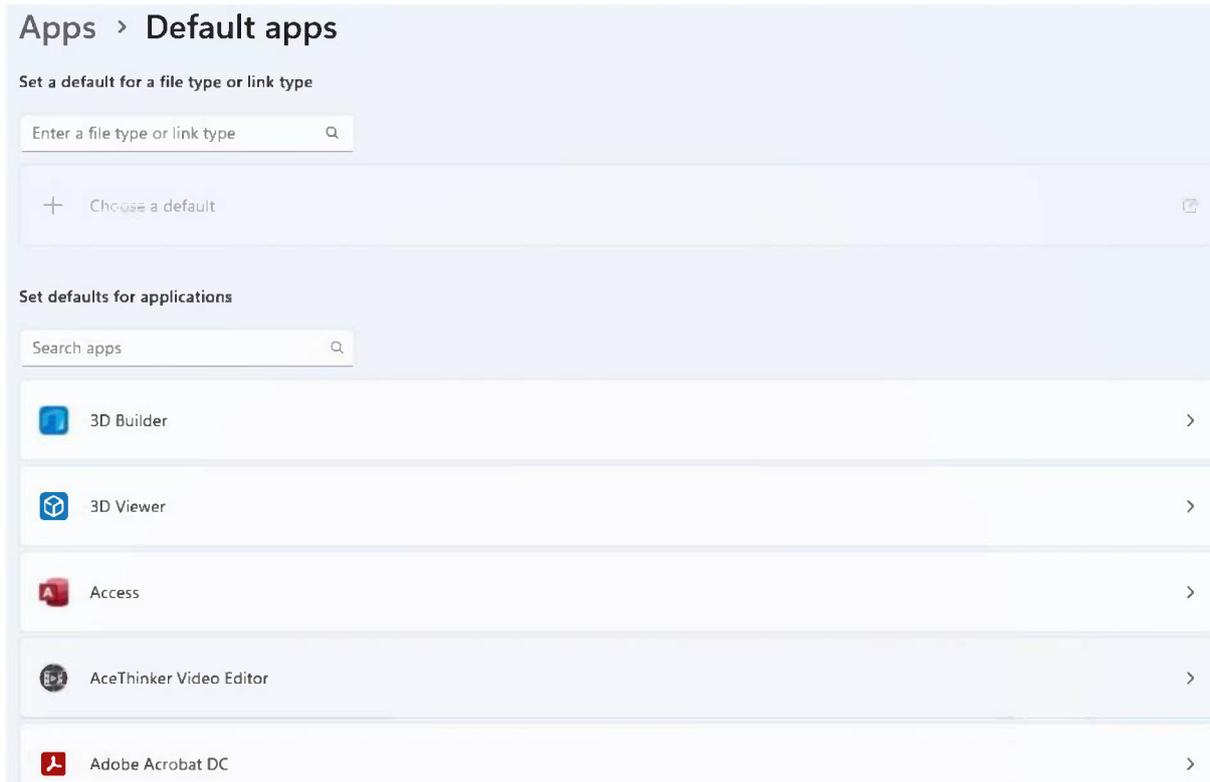
The main reason for the inclusion of this option is to ensure that users only install legitimate apps directly from the Microsoft Store.

*Foxit PDF Reader enables you to manage PDF documents easily.*

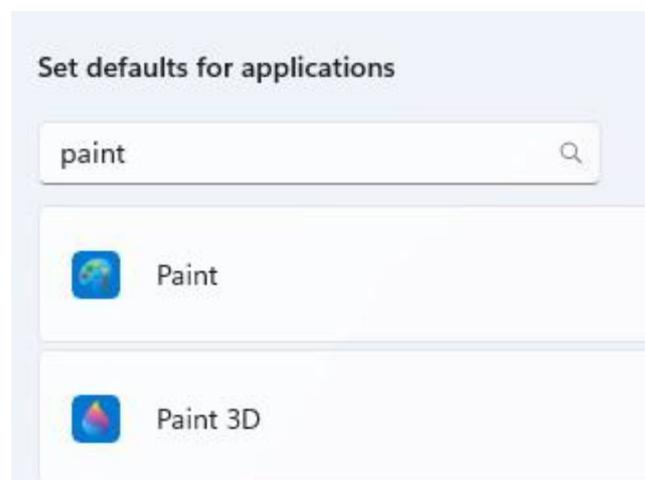
The apps available on the Store are verified and certified by the product team. However, if you choose Microsoft Store only option, then you will not be able to download other apps. Hence, it's recommended to choose Anywhere option and install apps only from legitimate sources.

## Managing Default Apps

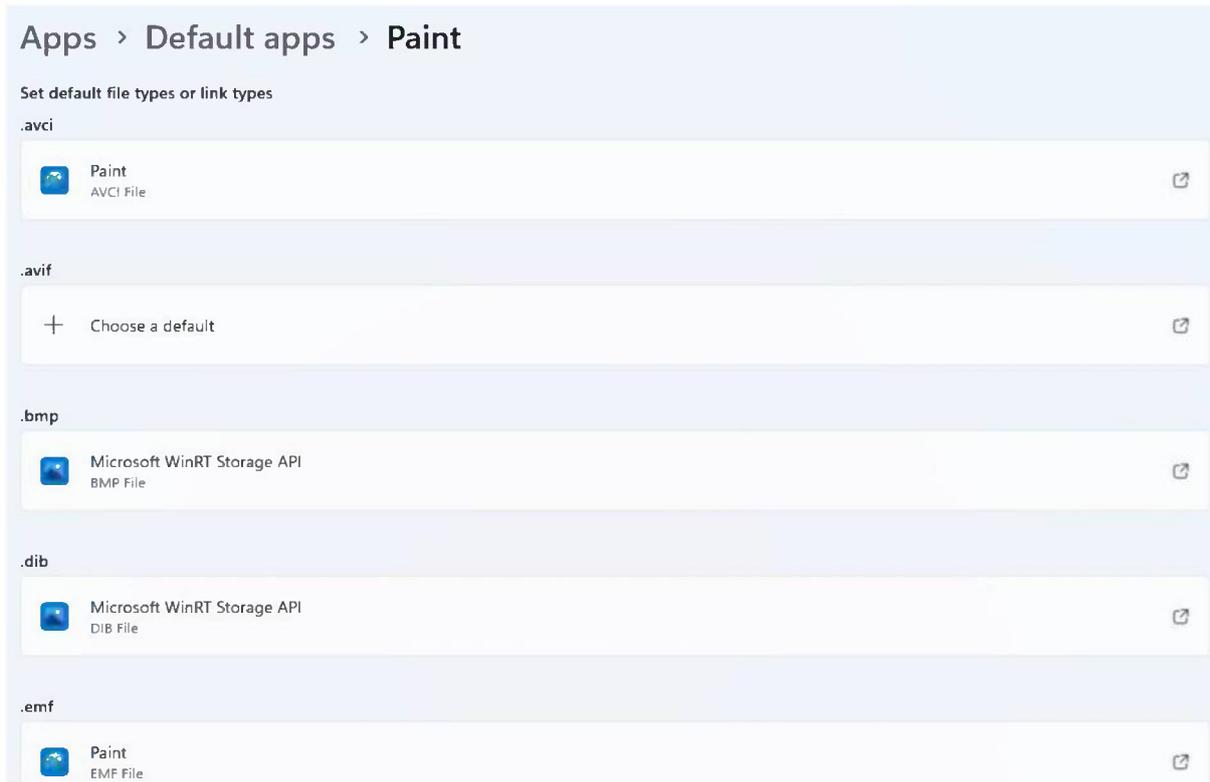
You can manage the way in which apps should be opened by selecting the *Default apps* option.



If you search *paint*, you will view the following screen.

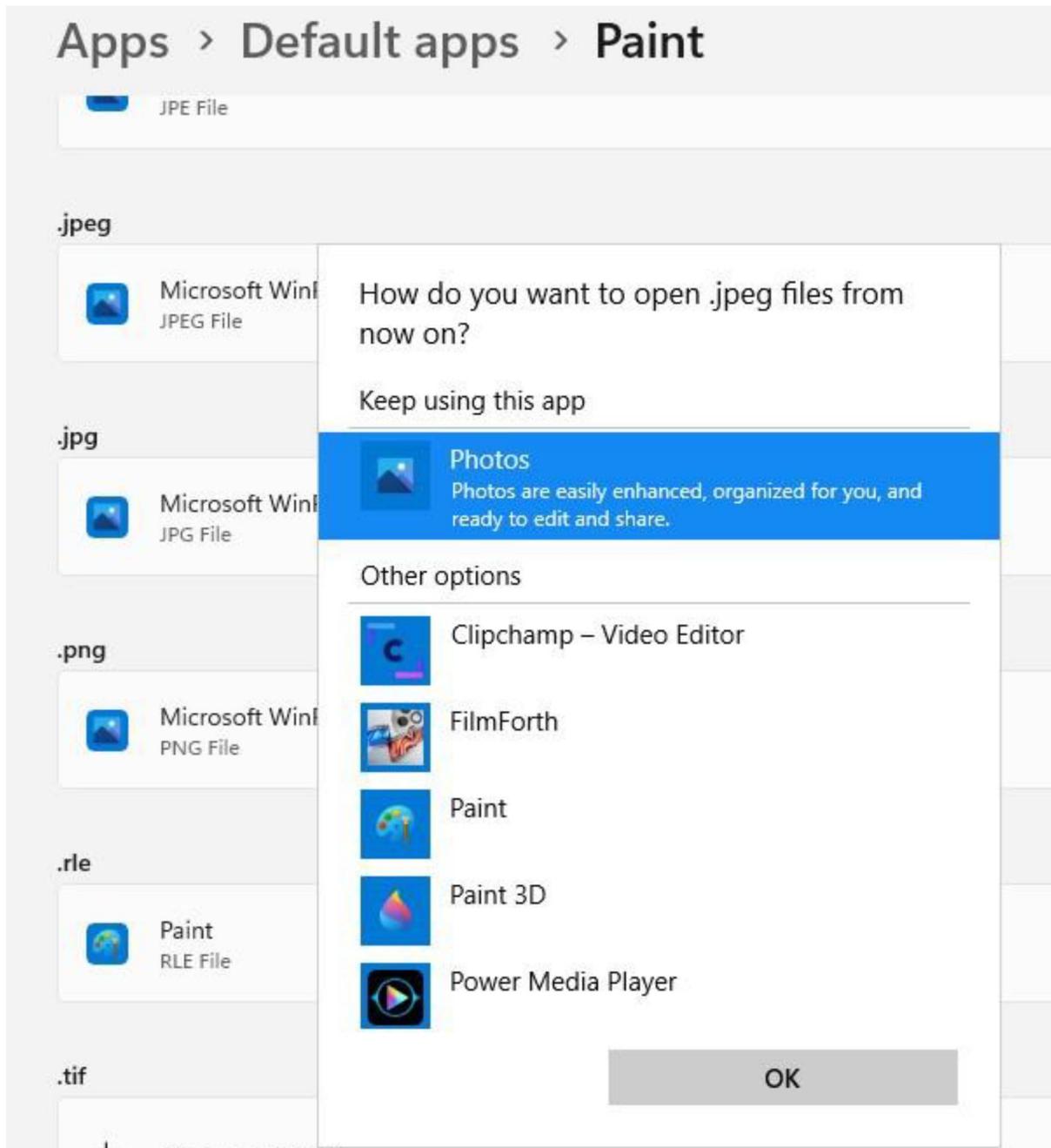


If you select Paint from the above screen, you will view several options as shown below.



*[7 Sticky Notes](#) is a completely free app using which you can create intuitive sticky notes directly on the desktop with powerful features.*

If you scroll down the Paint page, you will view .jpeg file option. If you select on it, then you will view a dialog as shown below.



You can specify the concerned app using which the jpeg file should open. You can specify another app if you wish if you don't want the file to open using the default Photos app.

*[MiniReminder](#) enables you to note down important events like birthdays, anniversaries and much more.*

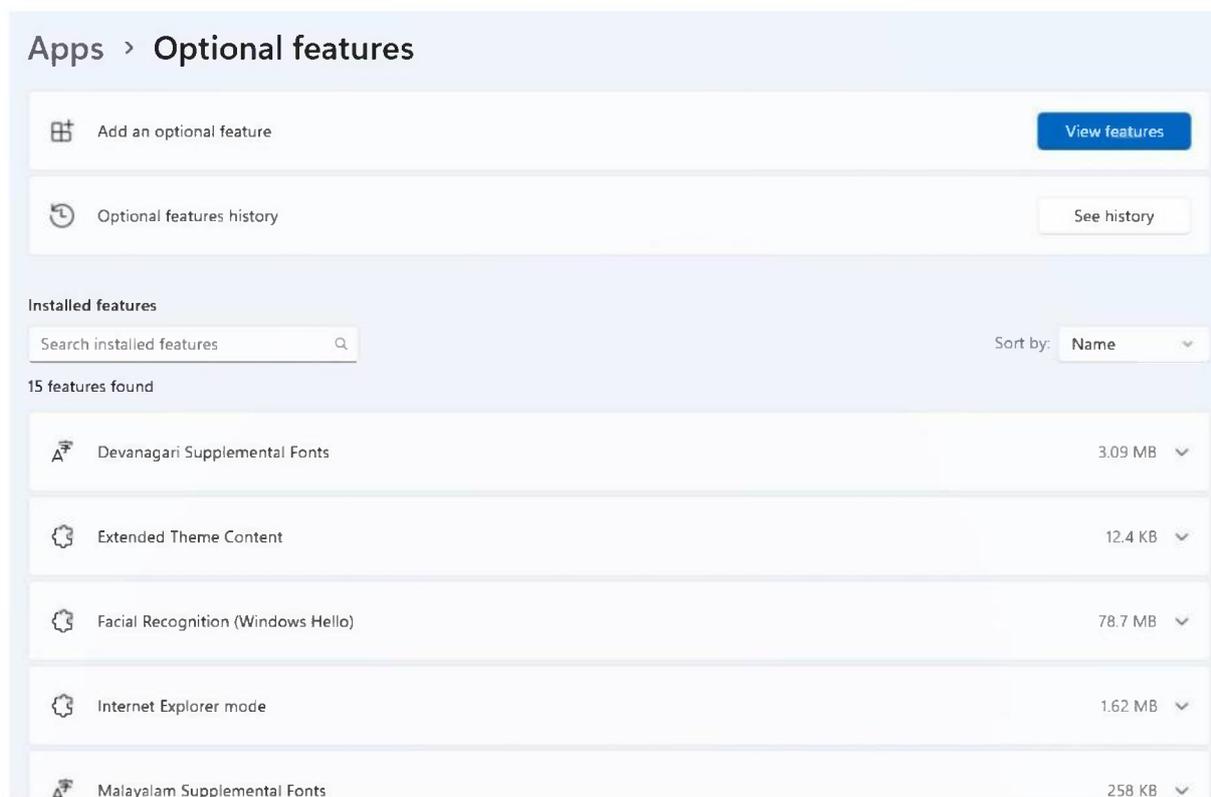
Windows 11 enable users to download maps for apps that can be used when there is no Internet connectivity.

[Apache OpenOffice](#) is a free productivity office suite.

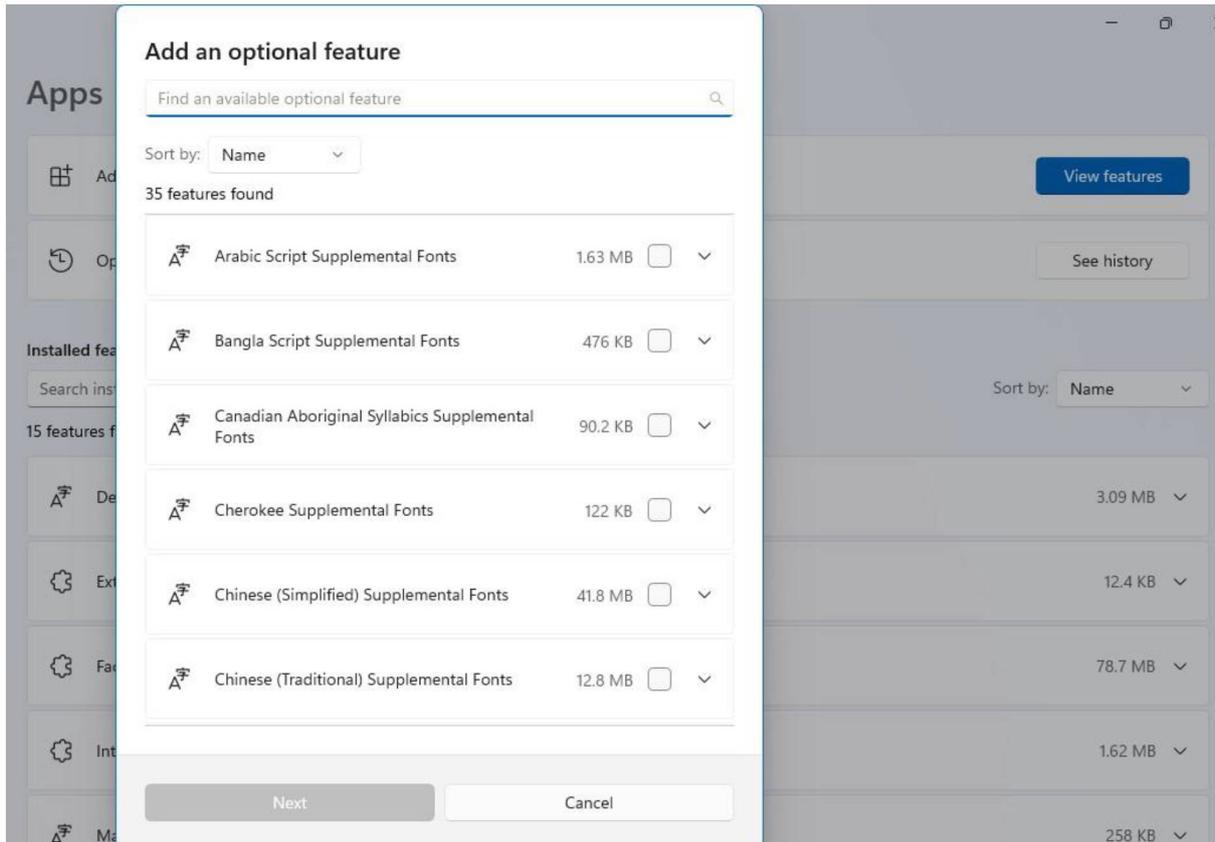
You can specify the storage location for offline maps. This feature is not much important for ordinary users.

## Optional features

Windows 11 provides several optional features using which you can enhance your work experience. You can add an optional feature by selecting *View features* button.



You will view the following window from where you can select an optional feature for installation. You should go through the on-screen instructions.



You can also uninstall the optional features by selecting the relevant feature and selecting *Uninstall* button as shown below.



There are websites that are designed to open on an app instead of from a web browser. You can manager them from the Apps for websites dashboard.

## Apps > Apps for websites

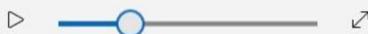
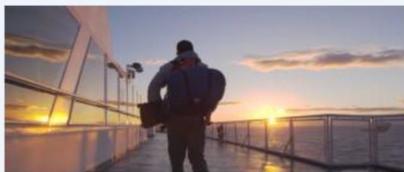
Open links in an app instead of a browser

 HP Support Assistant support.hp.com	On <input checked="" type="checkbox"/>
 Maps maps.windows.com	On <input checked="" type="checkbox"/>
 Maps maps.windows.com	On <input checked="" type="checkbox"/>
 Microsoft Teams teams.live.com	On <input checked="" type="checkbox"/>
 Microsoft To Do staging.to-do.microsoft.com	On <input checked="" type="checkbox"/>
 Microsoft To Do staging.to-do.officeppe.com	On <input checked="" type="checkbox"/>
 Microsoft To Do to-do.microsoft.com	On <input checked="" type="checkbox"/>

## Managing Video Playback

You can manage video playback and work with several options.

### Apps > Video playback



The preview shows what video will look like with your current settings.

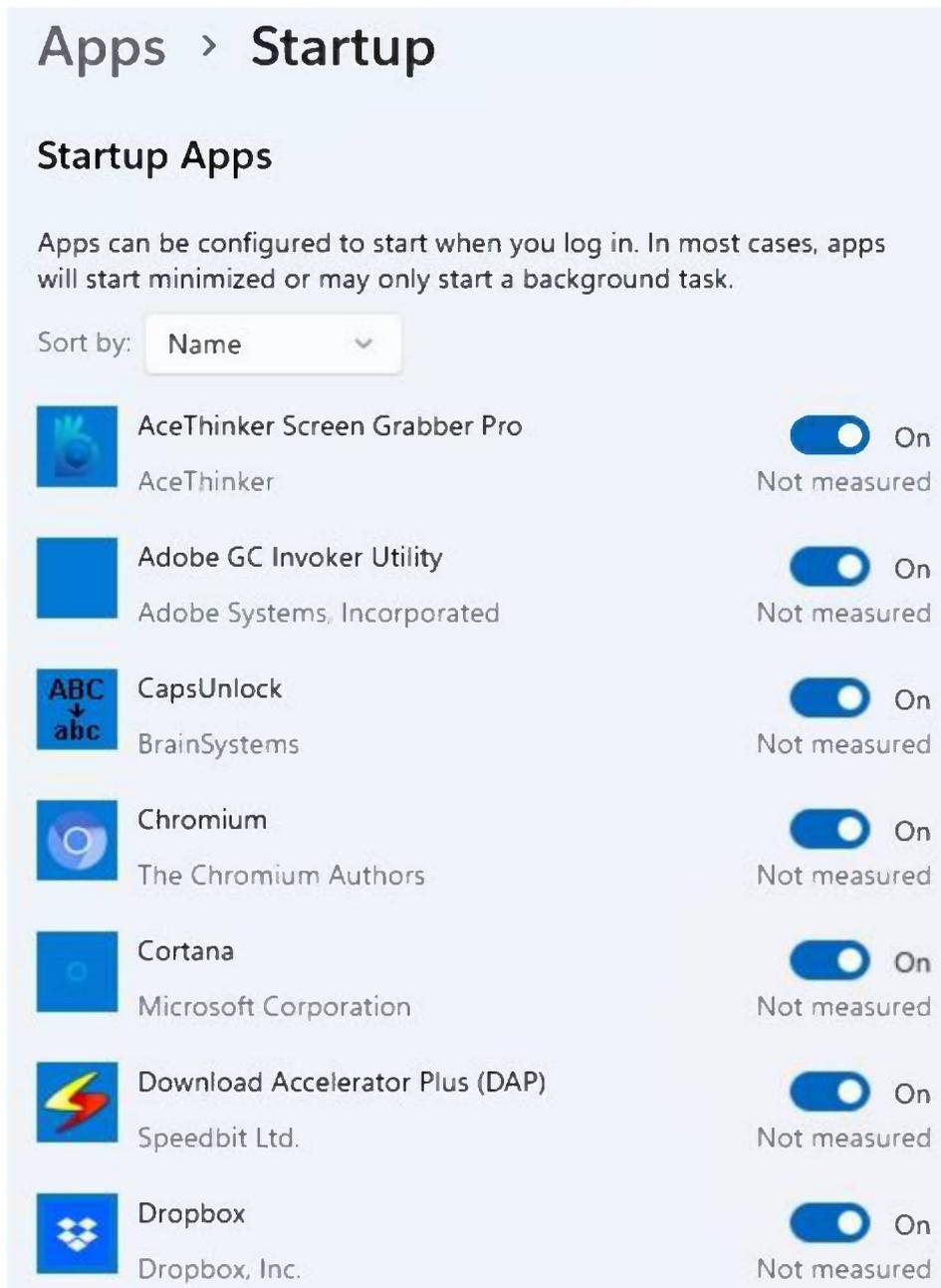
Process video automatically to enhance it (depends on your device hardware)	Off <input type="checkbox"/>
Save network bandwidth by playing video at a lower resolution	Off <input type="checkbox"/>
 <b>Battery options</b> When watching movies and videos on battery power	<input checked="" type="checkbox"/> Optimize for battery life <input type="checkbox"/> Optimize for video quality
<input type="checkbox"/> Play video at a lower resolution when on battery	

The video playback can be optimized based on battery life or video quality.

*Big Stretch is a free sedentary reminder tool, which prompts you to take regular breaks for an active and healthy life style.*

## Working with Startup apps

You can enable and disable apps that will load during Windows 11 startup. The apps will start and run in a minimized state including on the ground.



You will be able to locate startup apps from the *Show hidden icons* panel on the Taskbar.

## Conclusion

You will work with several apps as you continue to work with Windows 11. These are several software apps that enhance productivity. If you install them, you should know the steps to manage them and this chapter explained the concepts.

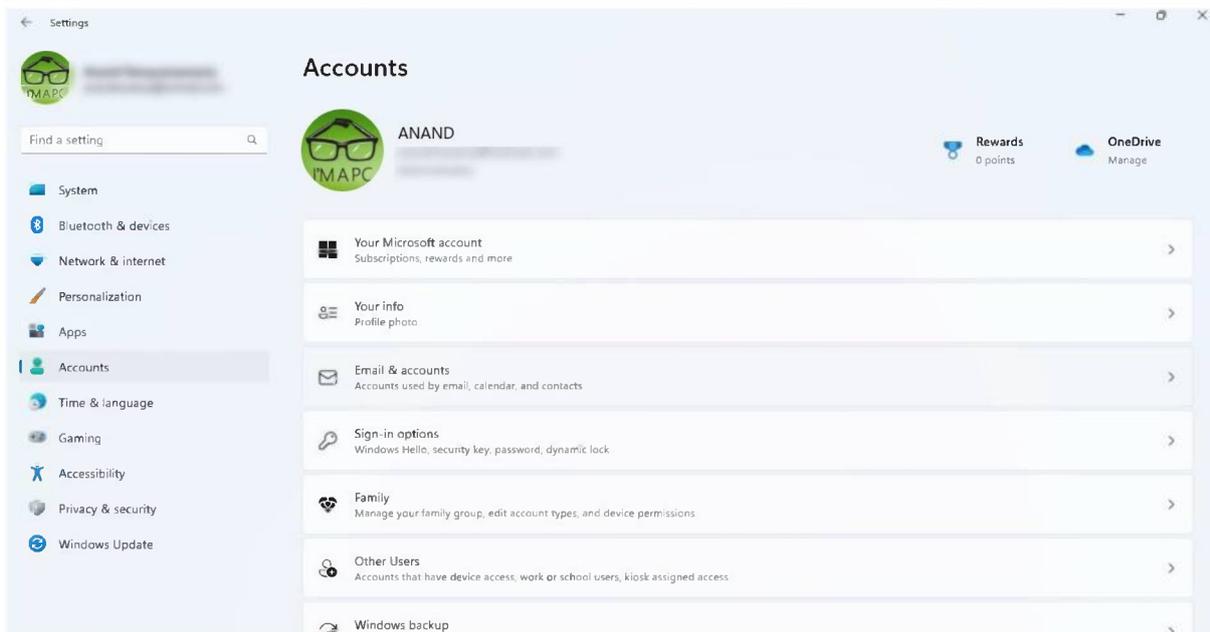
## Chapter 14: Working with Accounts

Windows 11 enables you to add accounts for accessing various tasks including creation of separate accounts for various users. For instance, if you want to share your PC with several users, you can create separate user account for each user with password. You should require administrative privileges to create user accounts. In this chapter, we will examine the steps required to manage accounts dashboard included with Windows 11.

*Multitasking enables you to work on multiple programs simultaneously. Nowadays, hardware components are specifically manufactured to tackle Multitasking.*

### Adding Email & Accounts

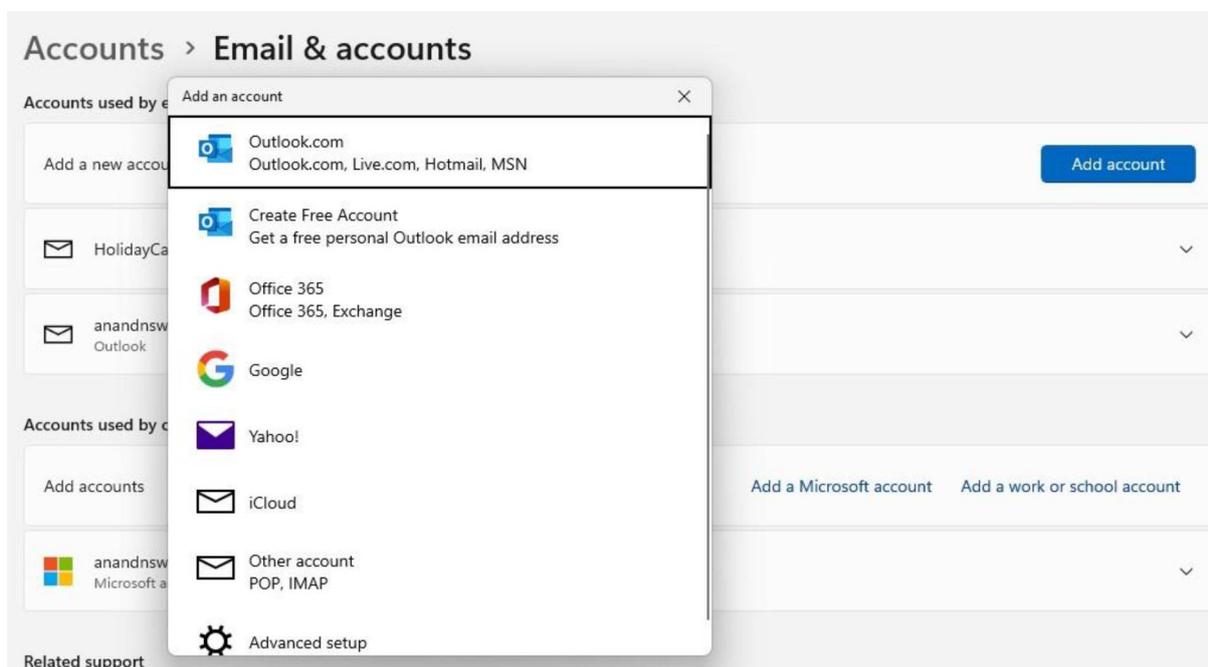
To add a new email account, you select *Accounts* option from the Settings dashboard.



The next step is to select *Email & accounts* option. You will view the following dashboard



You should select *Add account* button and the following dialog will display on the screen



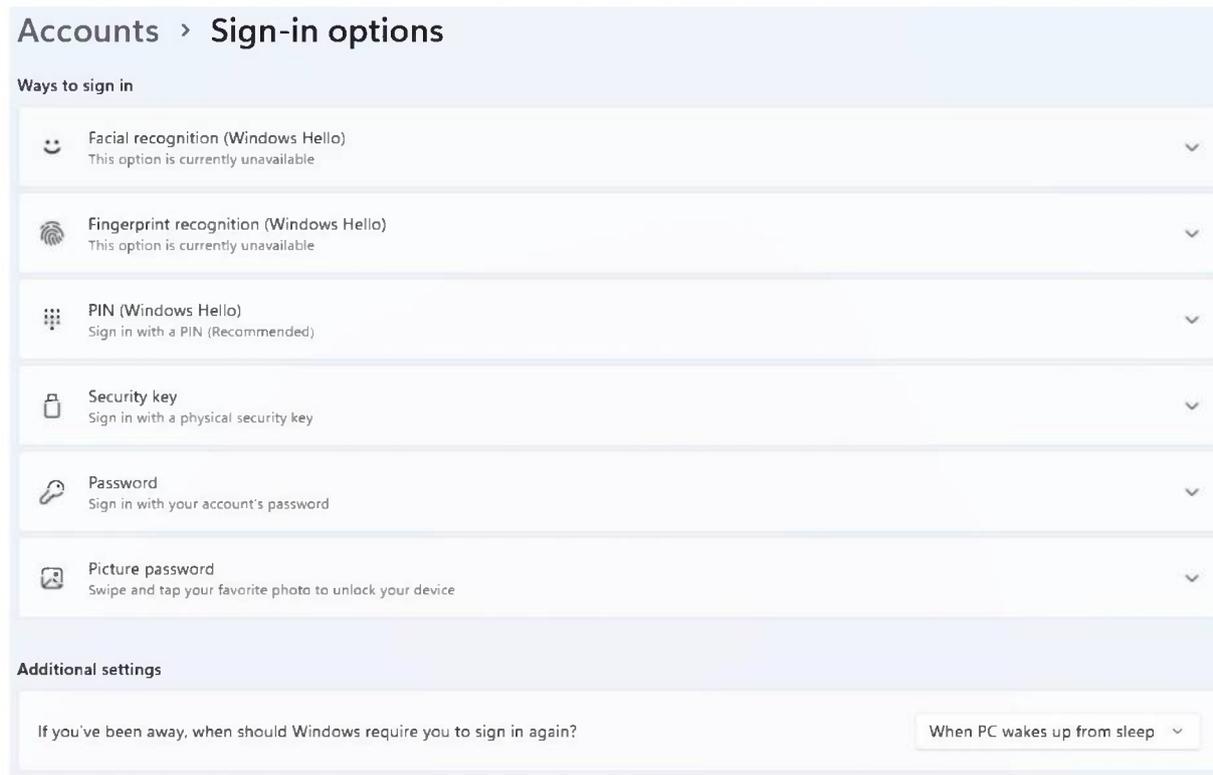
You should choose a relevant option and proceed with the on-screen directions.

*PC Screen Capture is a lightweight and powerful screen capture tool. You can capture screenshots either in full desktop, active window, selected area and object respectively. The images can be saved in BMP, JPG, GIF and PNG file formats.*

You can use this step if you had forgotten to add Microsoft account and you need them for accessing Mail, Widgets and other tasks.

## Managing Sign-in options

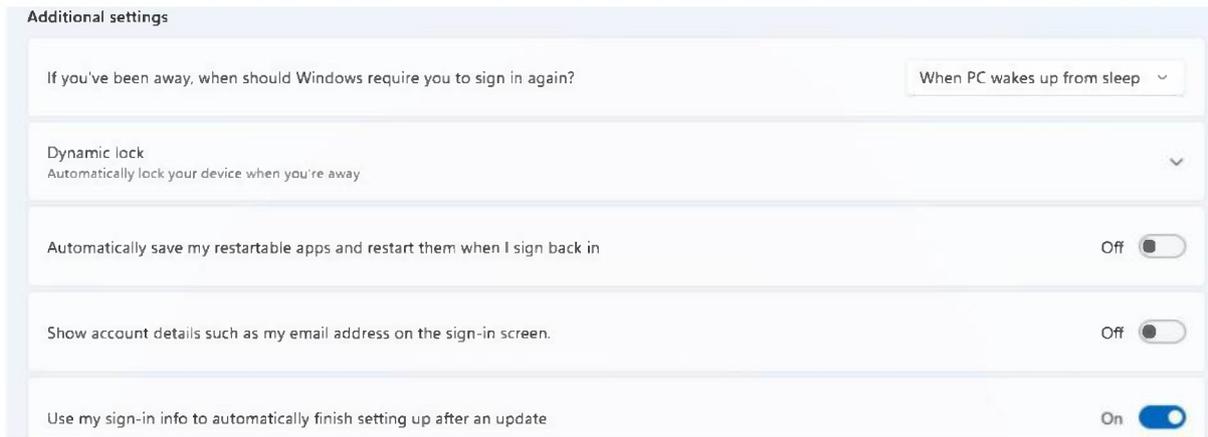
Windows 11 provides various ways to access the operating system. This includes facial recognition, fingerprint recognition, PIN, Security Key, Password and Picture password. You can configure the relevant options from the dashboard.



You should note that some features will not be available and it depends upon your device. To set a PIN, you should select **PIN** option and select **Set up** button. You should follow the instructions displayed on the screen.



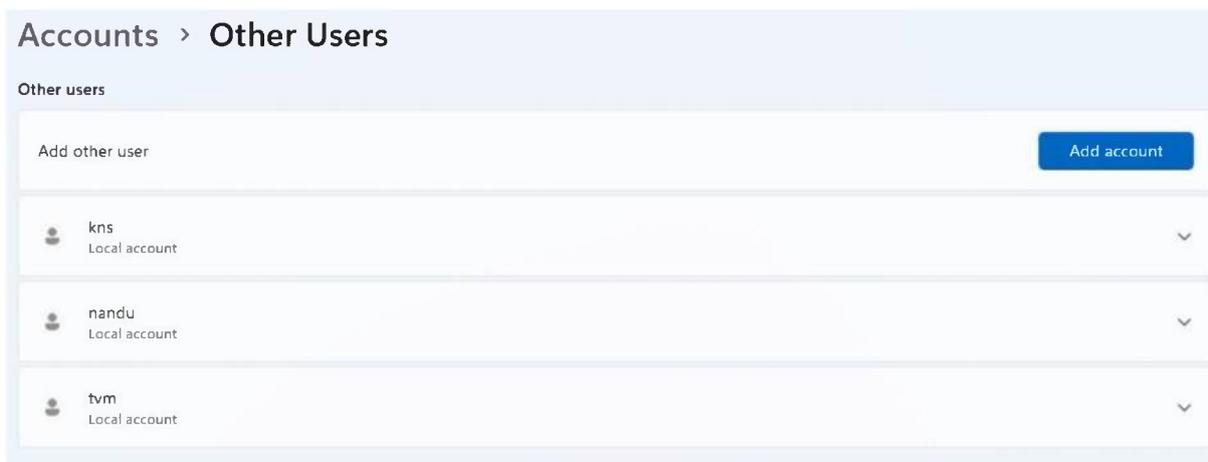
You can also configure additional settings depending upon your requirements. You should note that options are sensitive and you should change only if you know about it.



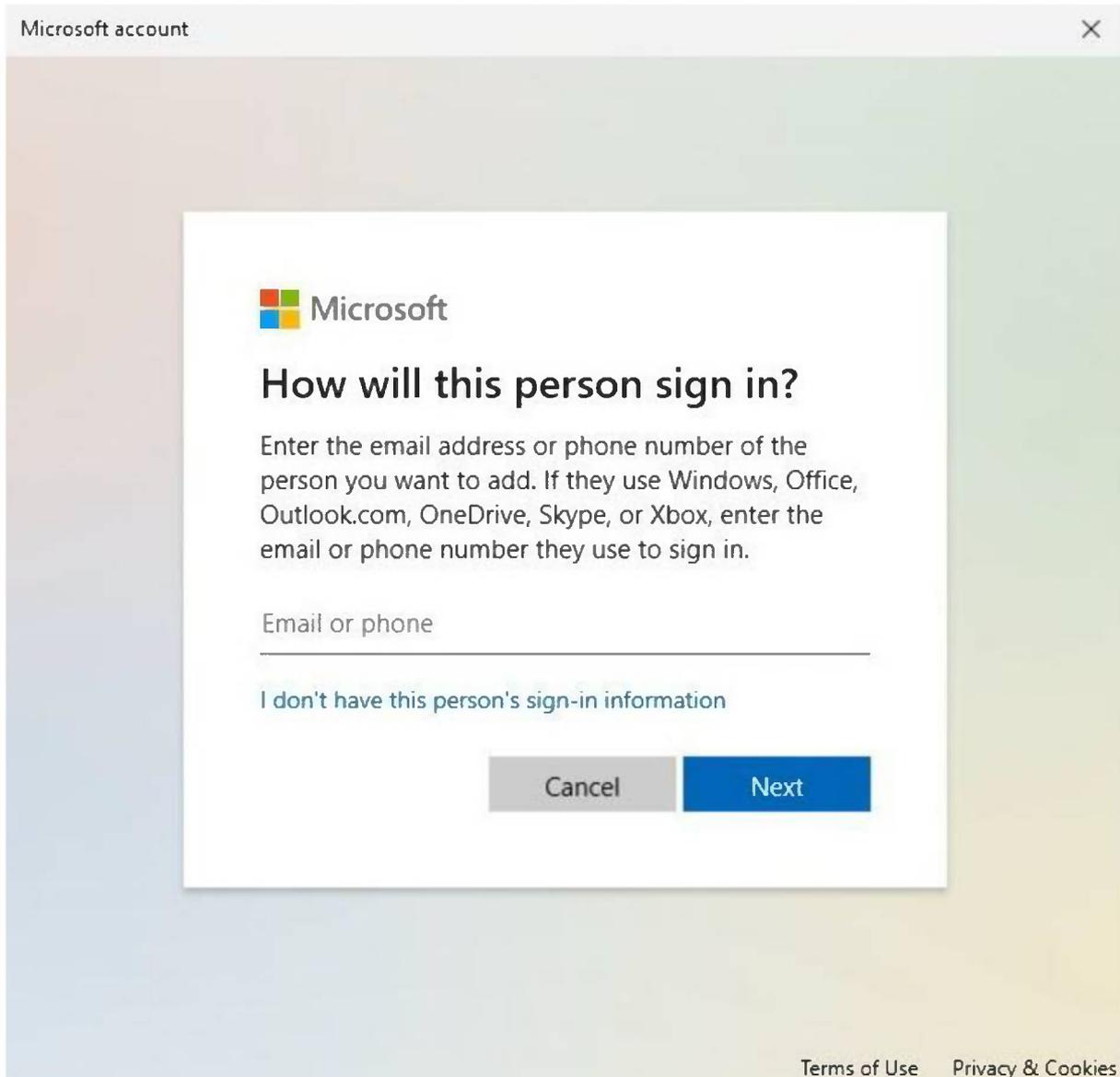
The majority of the options change the way you login to your PC.

## Working with User Accounts

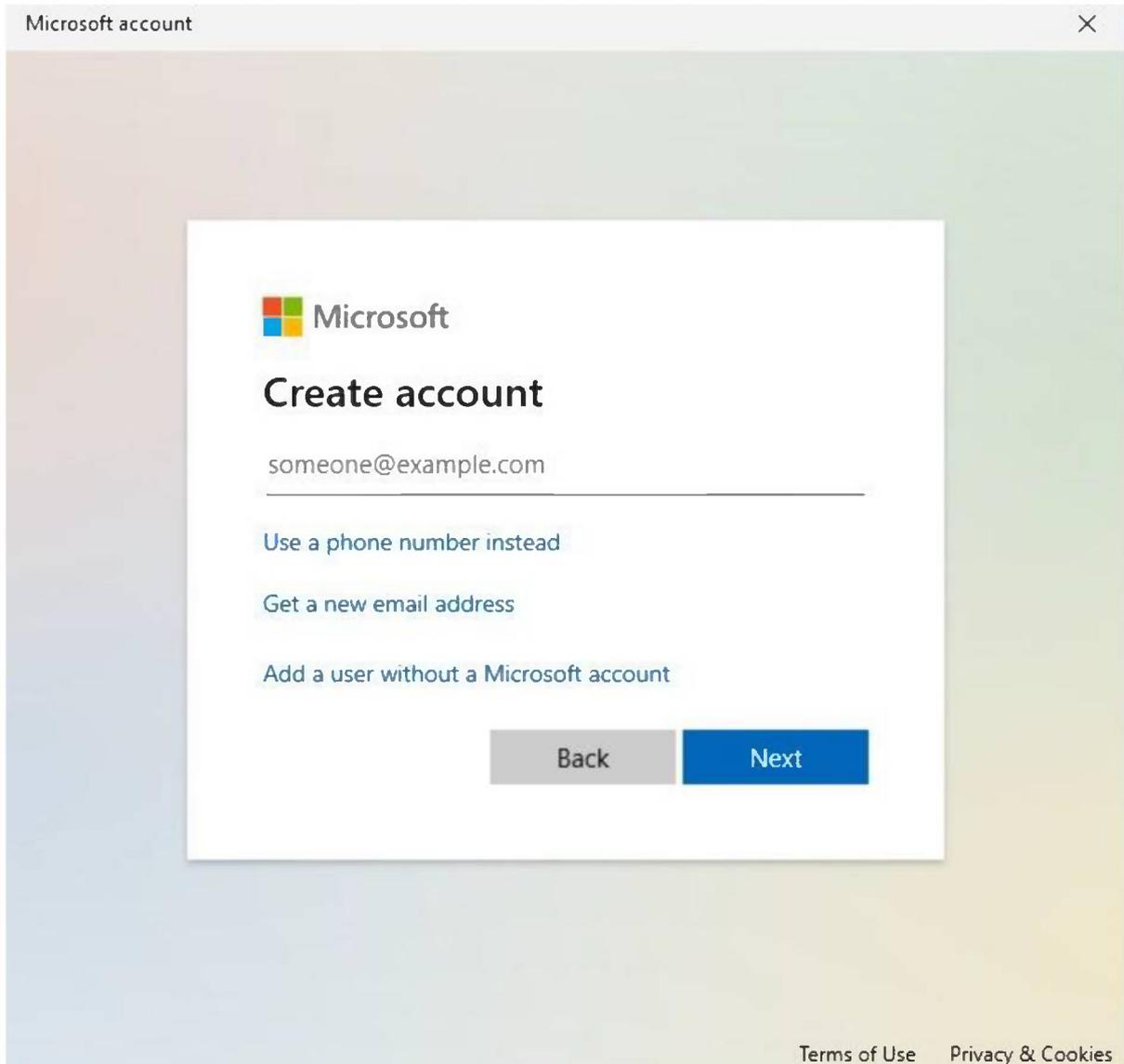
If you would like to share your PC with multiple users, you should create separate user accounts by selecting *Other Users* option. The following screen will be displayed



You should select *Add account* button and you will view the below dialog



The next step is to click on the *I don't have this person's sign-in information* link. The following dialog will be displayed on the screen.



You should select *Add a user without a Microsoft account* link. You will view a dialog where you should provide user name and password

Microsoft account ×

## Create a user for this PC

If this account is for a child or teenager, consider selecting **Back** and creating a Microsoft account. When younger family members log in with a Microsoft account, they'll have privacy protections focused on their age.

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Enter your user name.

Make it secure.

[Next](#) [Back](#)

Windows 11 will prompt you to select three security questions and provide answers. This will help you to recover password easily.

In case you forget your password

**Security question 1**

What was your first pet's name?  
What's the name of the city where you were born?  
What was your childhood nickname?  
What's the name of the city where your parents met?  
What's the first name of your oldest cousin?  
What's the name of the first school you attended?

Security question 3

Your answer

Next

Back

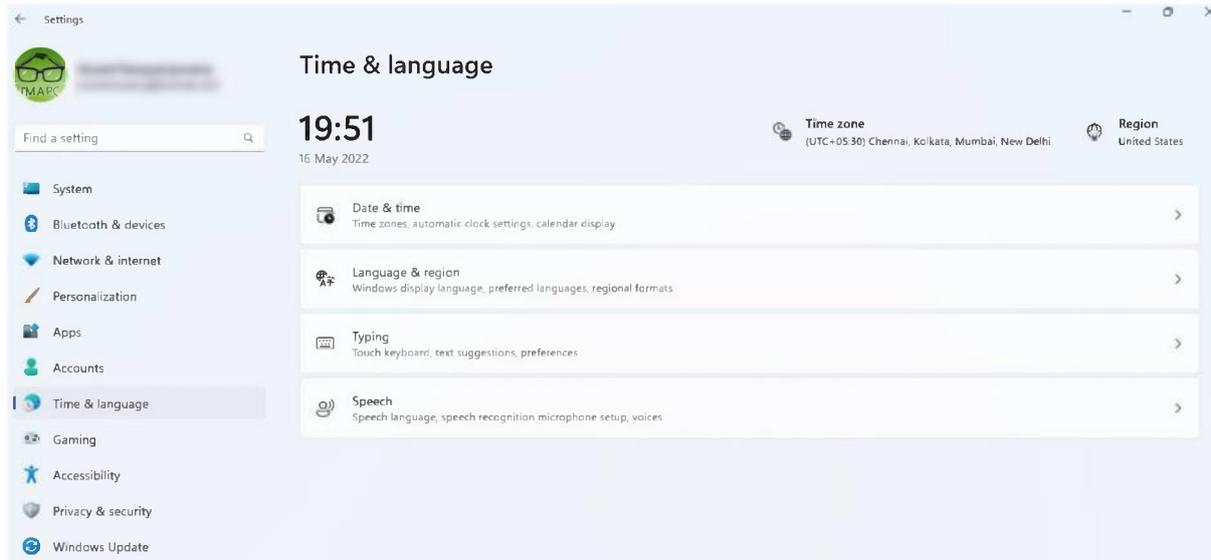
You should select *Next* button to continue and the newly created user will be displayed on the screen.

*Mail app enables you to access emails and is bundled with Windows 11.*

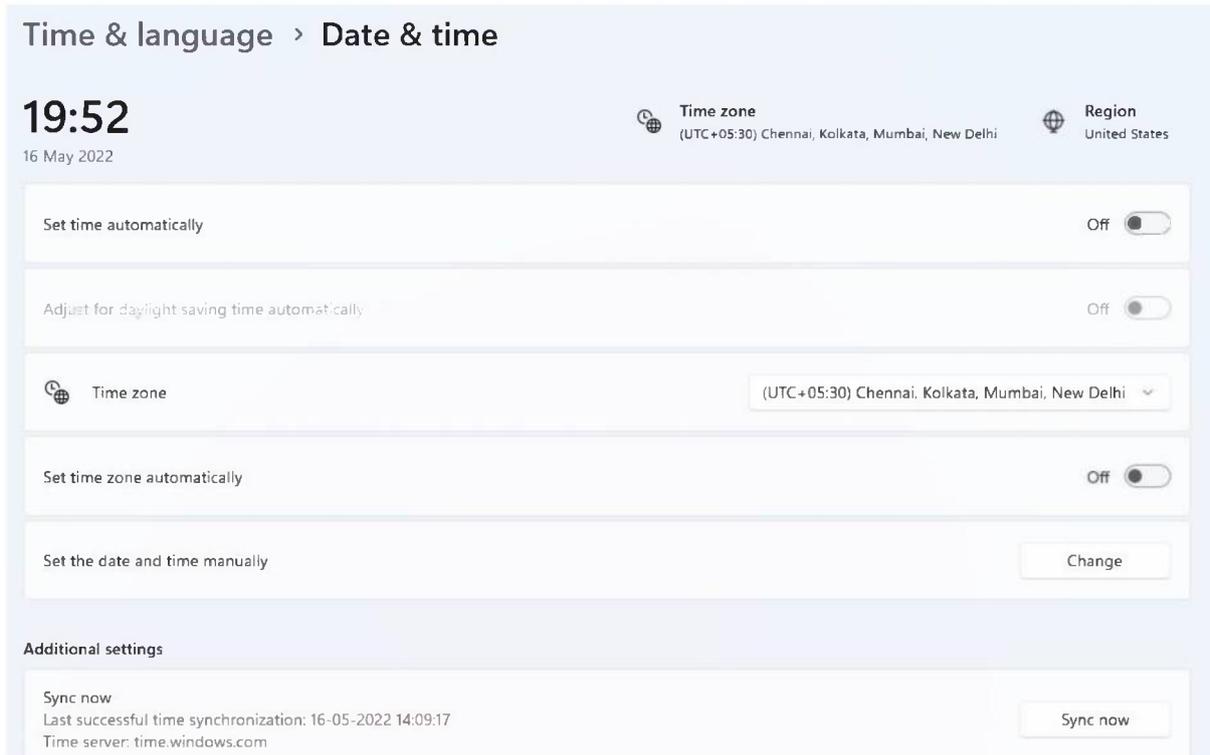
Additionally, you can manage Microsoft subscriptions, Rewards, order history, accounts & billing, profile photo including management of Windows backup and accessing work or school account from the Accounts dashboard.

## Chapter 15: Time & Language

Windows 11 provides an improved way to manage time, language, region and speech functionalities. If you select Time & language option from the Settings page, you will view the following dashboard.



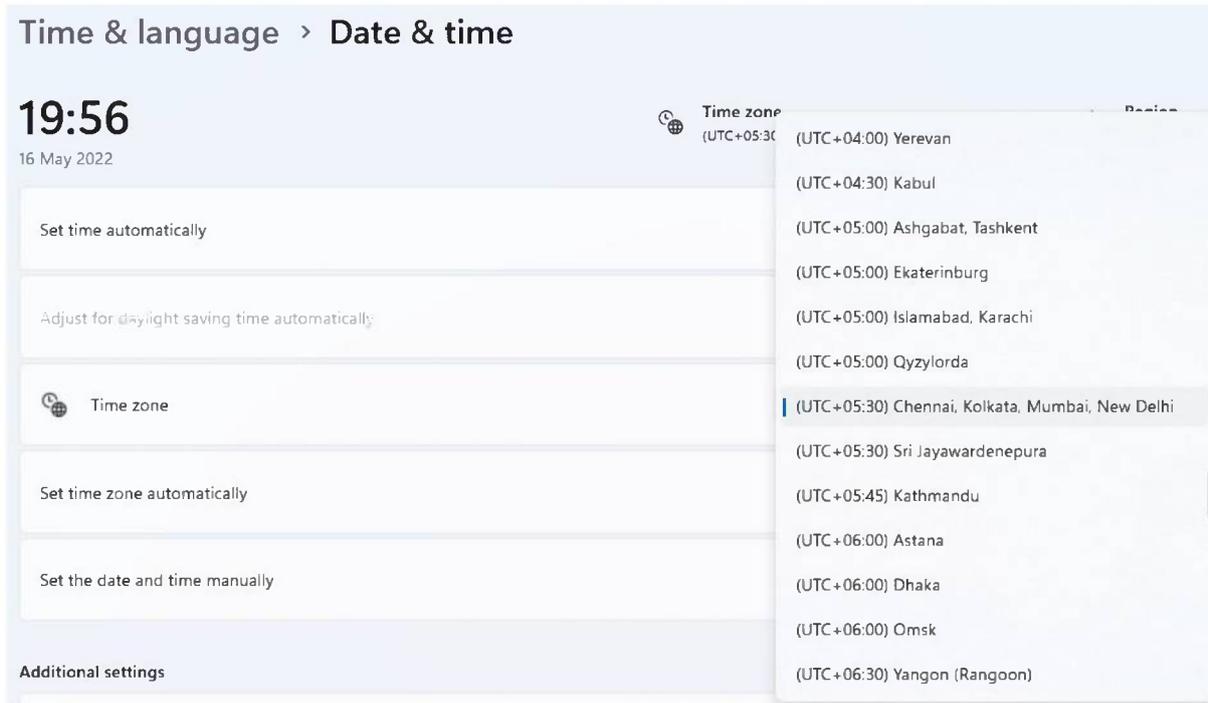
The *Date & time* option enables you to configure automated clock settings, time zone and time. The dashboard looks as shown below



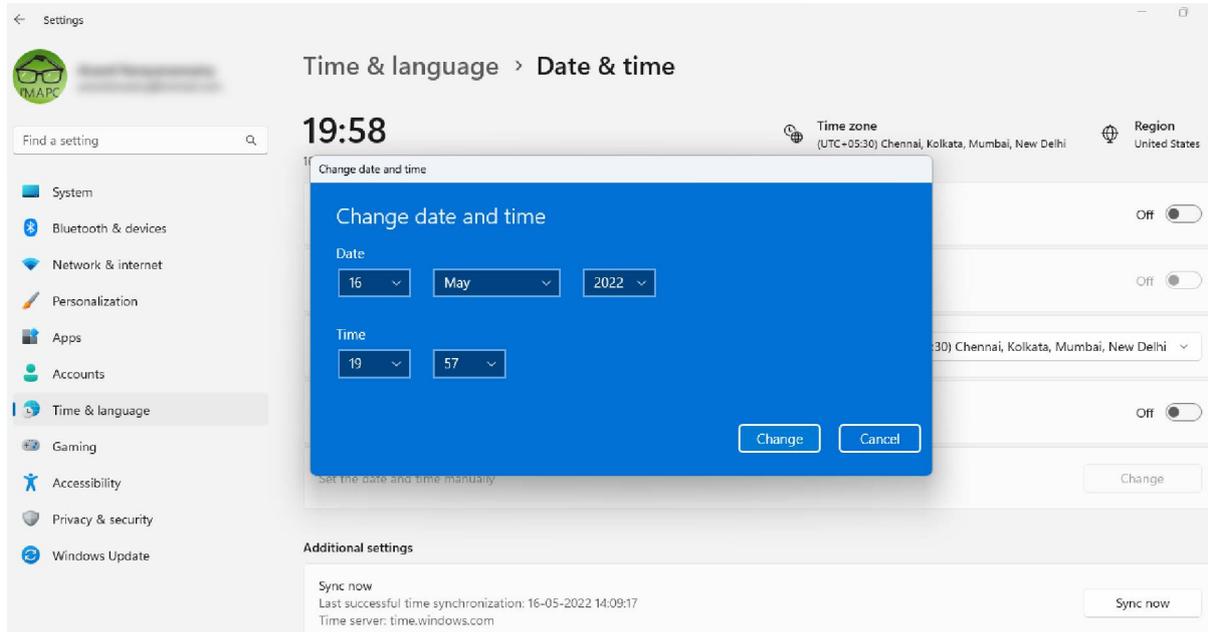
You can enable *Set time automatically* option and Windows 11 will sync date & time from the servers.



If Windows displays correct time zone, then you can leave the option without any modification.



You can change the date and time manually by selecting **Change** button from the *Set the date and time manually* option. The below dialog will be displayed

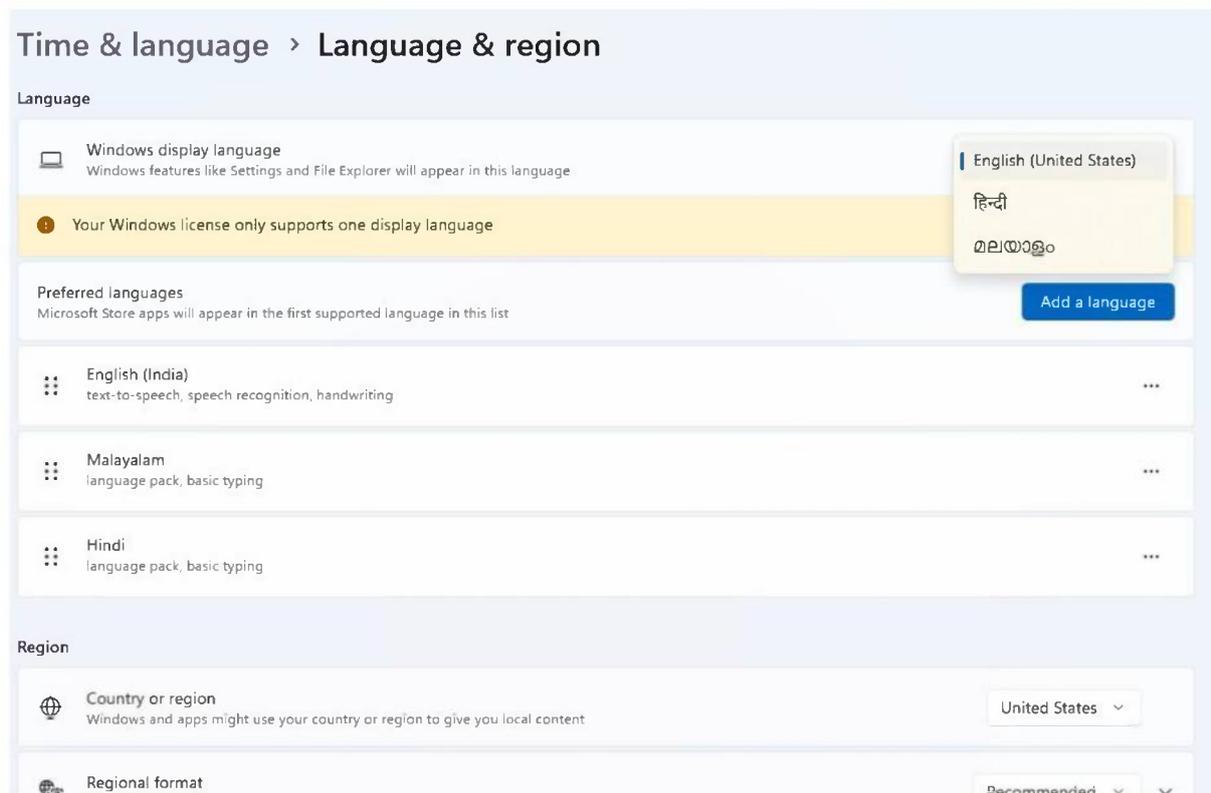


You can modify the date and time as per your requirement and select the **Change** button. The modified date & time will be displayed on the Taskbar.

*You can open Date & time settings page on Windows 11 by right clicking on the clock area on the Taskbar and selecting "Adjust date and time" option.*

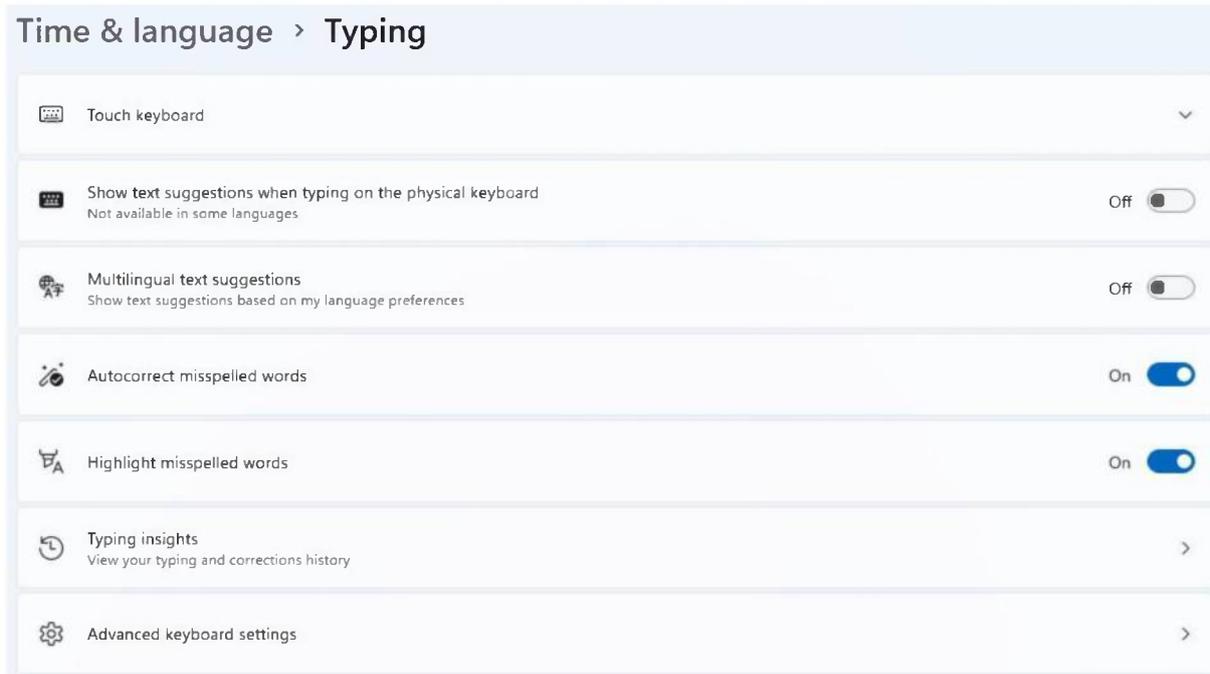
## Changing Language & region

You can modify Windows display language from Language & region page.



You should note that changing display language is dependent upon Windows license. You can also change country or region if you prefer.

You can modify typing preferences while using touch keyboard. The text suggestions can be enabled including auto correction of misspelled words. You need not have to change any of the options if you are a beginner.



Windows 10 ships with speech recognition capabilities and the relevant options can be changed from Speech dashboard

## Time & language > Speech

Choose the primary language you speak, manage voices for your device and apps, and set up your microphone.

### Speech language

Choose the language you speak with your device

English (India) ▾

Recognize non-native accents for this language

### Microphone

Set up your mic for speech recognition

Get started

### Voices

Choose a voice

Microsoft Zira ▾

You have to configure the microphone for speech recognition and select a suitable voice from the list. You can select voice speed and can also preview sample voice.

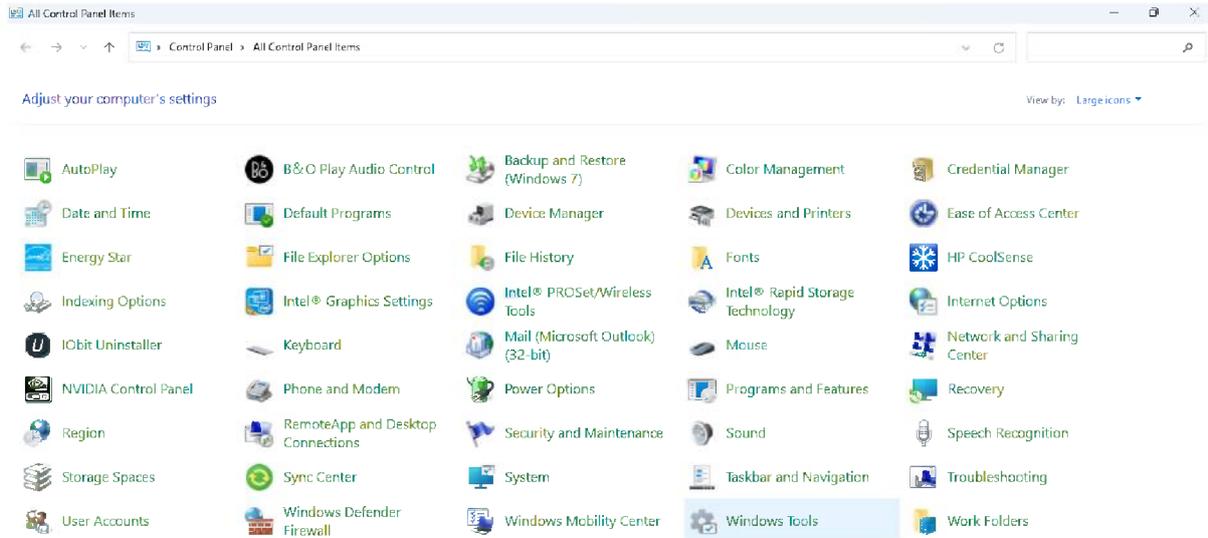
## Chapter 16: Working with Control Panel

Like in the case of all Windows version, Windows 11 also includes an improved control panel. The look and feel of the Control Panel user interface is identical to that of Windows 10. You can perform a wide range of tasks using the Control Panel. With the help of Control Panel, you can manage the working of your PC. In this chapter, we will examine the usage of the Windows 11 Control Panel.

The control panel is the core part of the Windows operating platform and it exists since Windows 3.1. Microsoft has added several refinements over the last several editions of Windows. The Windows 11 provides smooth and safe navigational experience when compared with the previous counterparts.

*Download free licensed software products daily from [Giveaway of the day](#).*

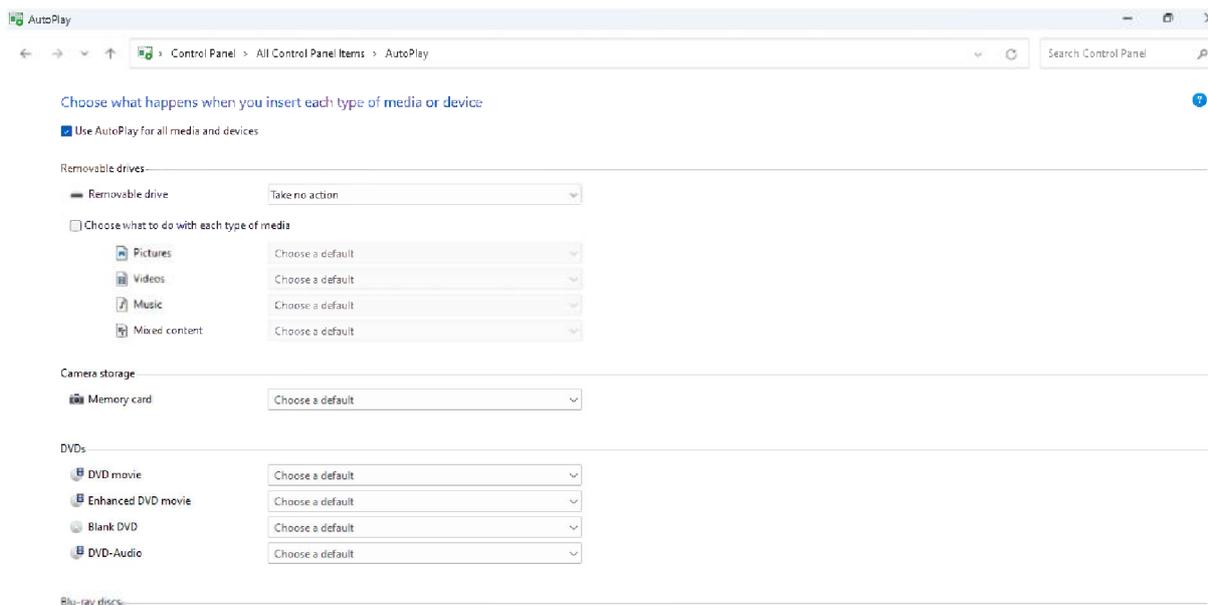
To work with Control Panel, you should select the Search icon on the Taskbar and type *Control panel*. You will view the Control Panel entry on the Search box as soon as you type *cont*. If you select Control Panel, you will view a new window with the caption *Adjust your computer's settings* as shown below.



You will view plenty of options inside the Control Panel. If your computer includes a dedicated Graphics card such as NVIDIA, you will find the relevant module using which you can manage the card parameters. Let's examine important elements inside Control Panel.

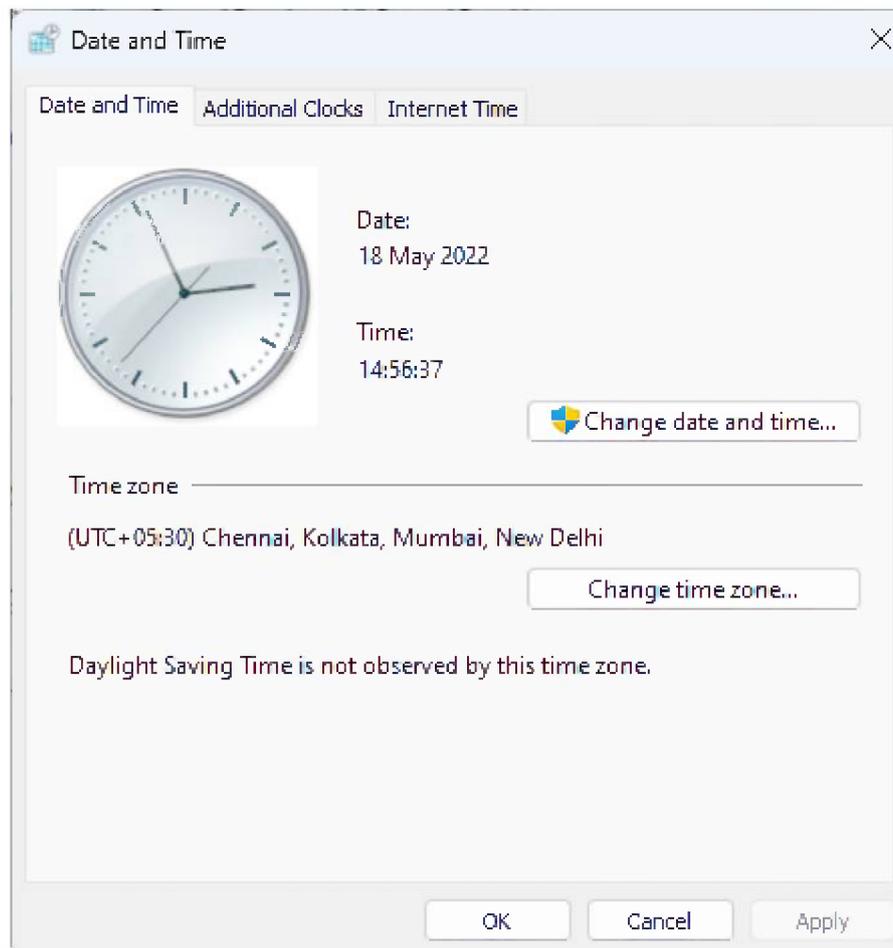
## AutoPlay

Windows 11 automatically plays media from external discs such as CDs, DVDs and other devices. You can configure the options by selecting AutoPlay option.

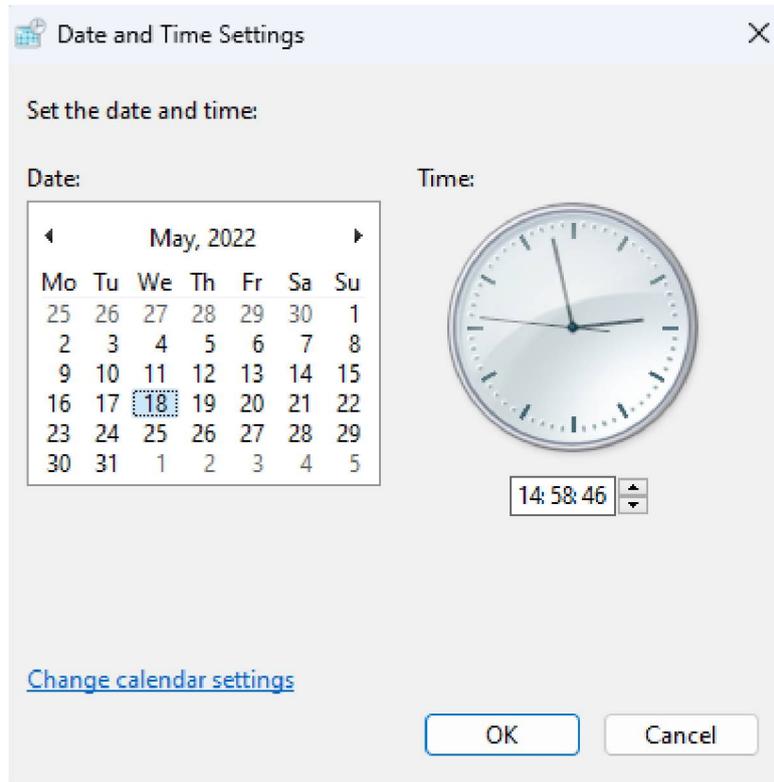


## Date and Time

You can modify date and time options by selecting Date and Time option.



If you select *Change date and time* option, you will view the old user interface and not the one we examined previously.

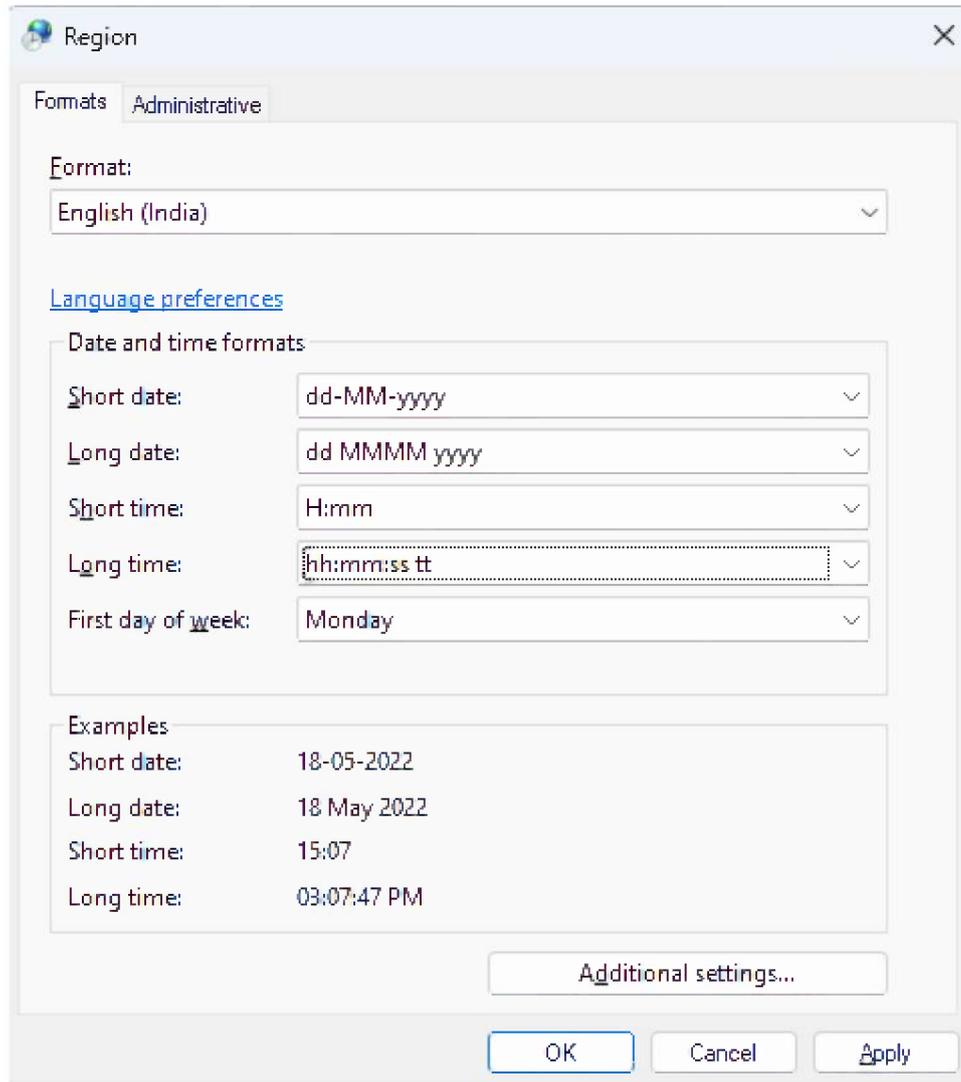


## Region

The Region option enables you to change the date and time formats such as short date, long date, short time, long time and first day of week.

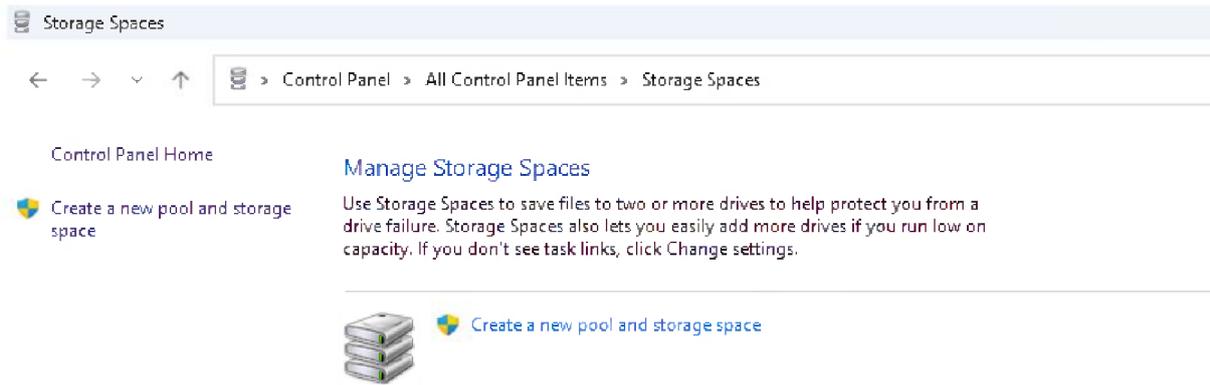
*Windows 10 apps are backwards compatible with Windows 11.*

You can view a preview of each option on the bottom as you select them.



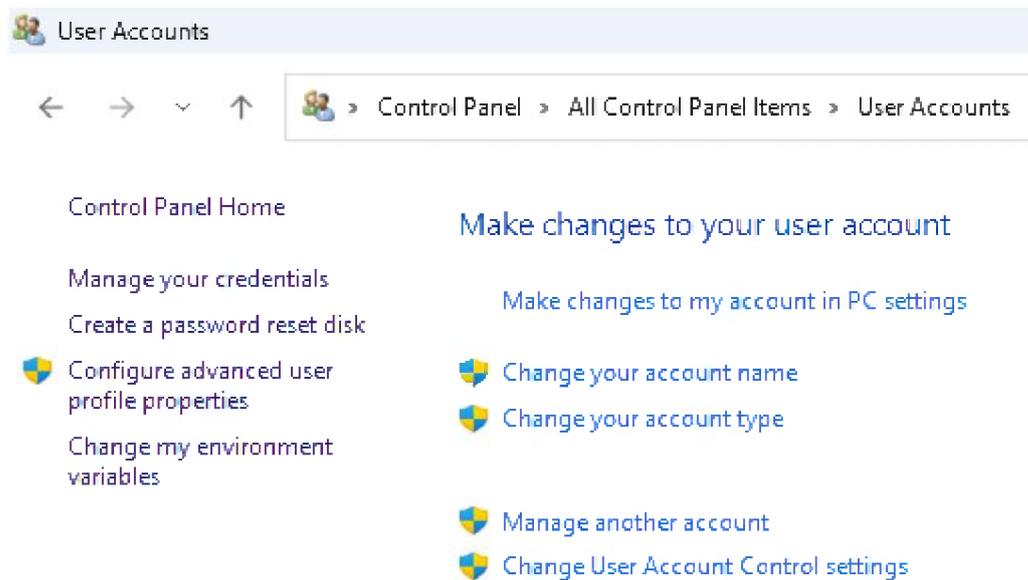
## Storage Spaces

You can make use of the storage spaces to save files to multiple drives to provide protection from a hard drive failure. You can also add more drives if you run low on capacity.

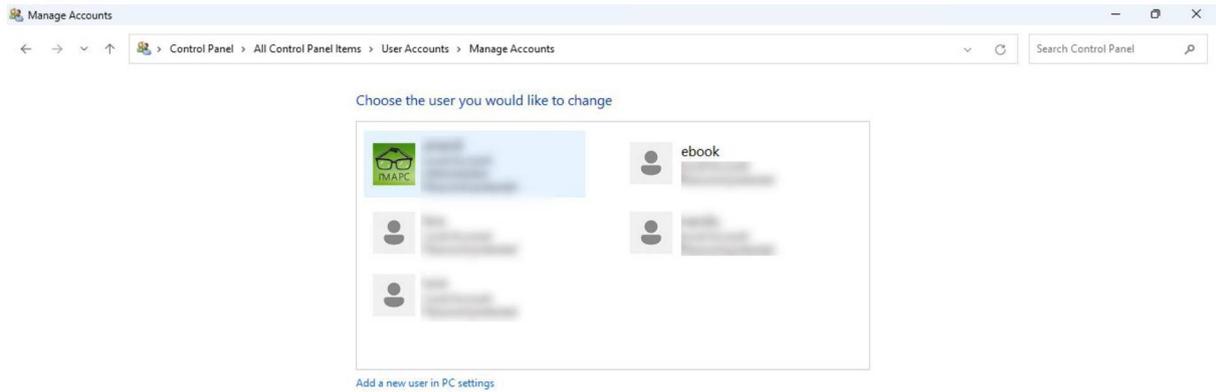


## User Accounts

You can manage user accounts with the help of this option. You can create multiple user accounts and work with them as required.



To create a new user, you should select *Manage another account* option. You will view a window with the caption *Choose the user you would like to change* option. You should select *Add a new user in PC settings* option.

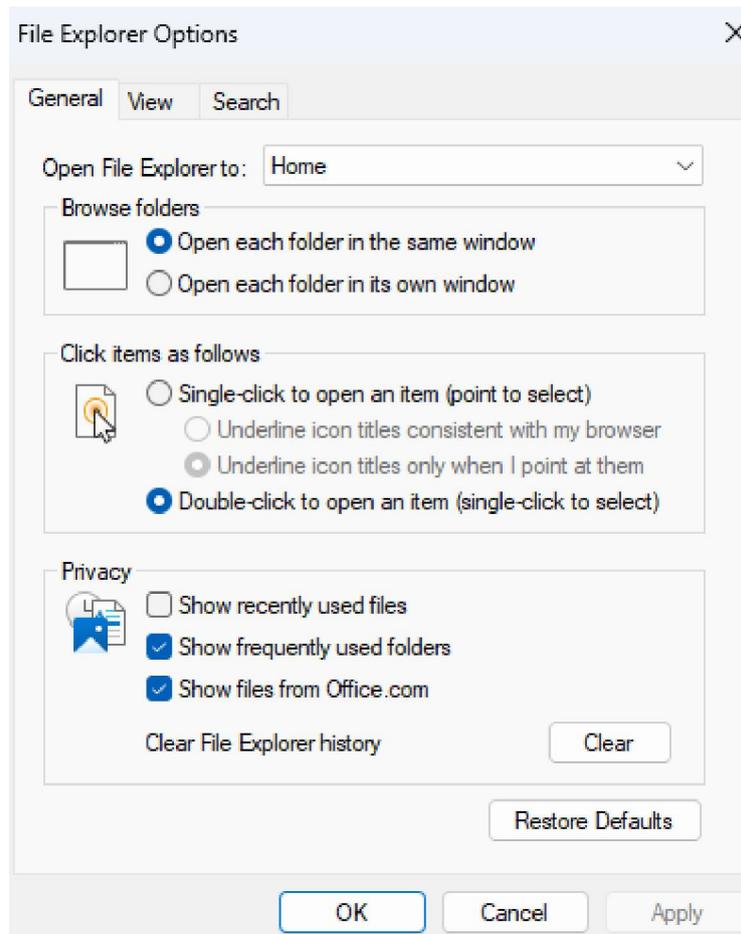


*If your PC/laptop is not used by any third-party person, then it's advisable to use a short password, which you can remember.*

You will be taken to the upgraded Windows 11 user interface for user account creation.

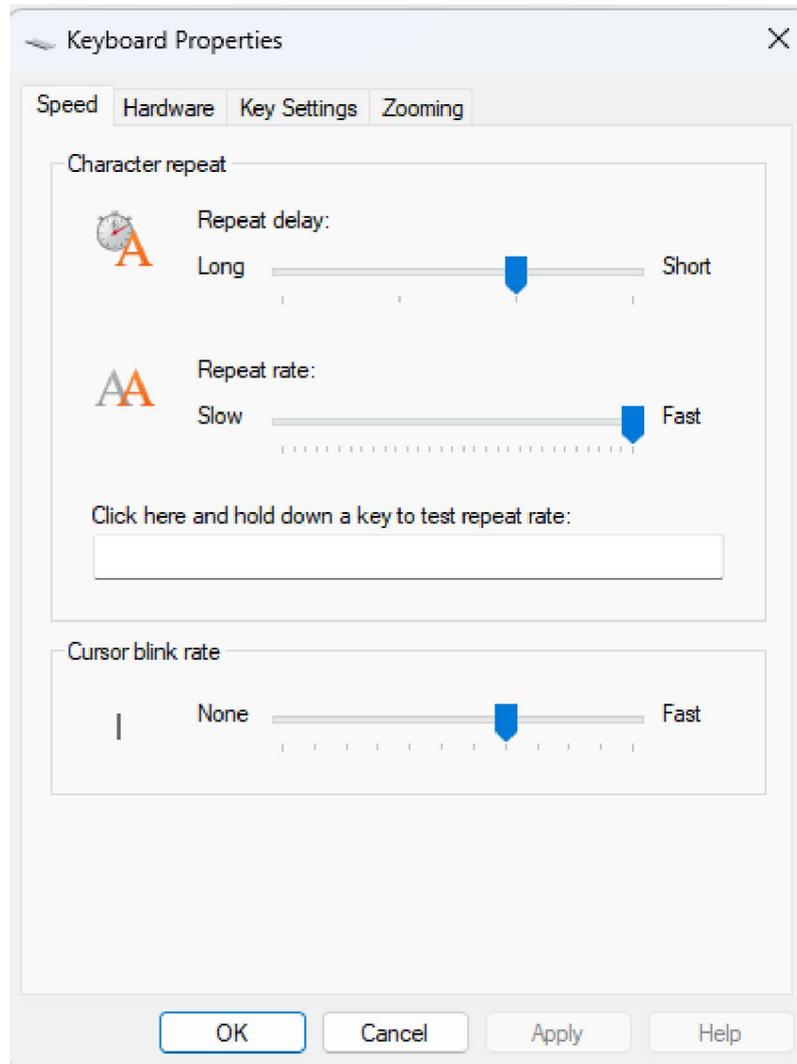
## File Explorer Options

The File Explorer Options enable you to modify settings related to File Explorer. For instance, you can either let Windows open each folder in the same window or in its own window. You can also display hidden files by selecting View tab and selecting the relevant entry.



## Keyboard

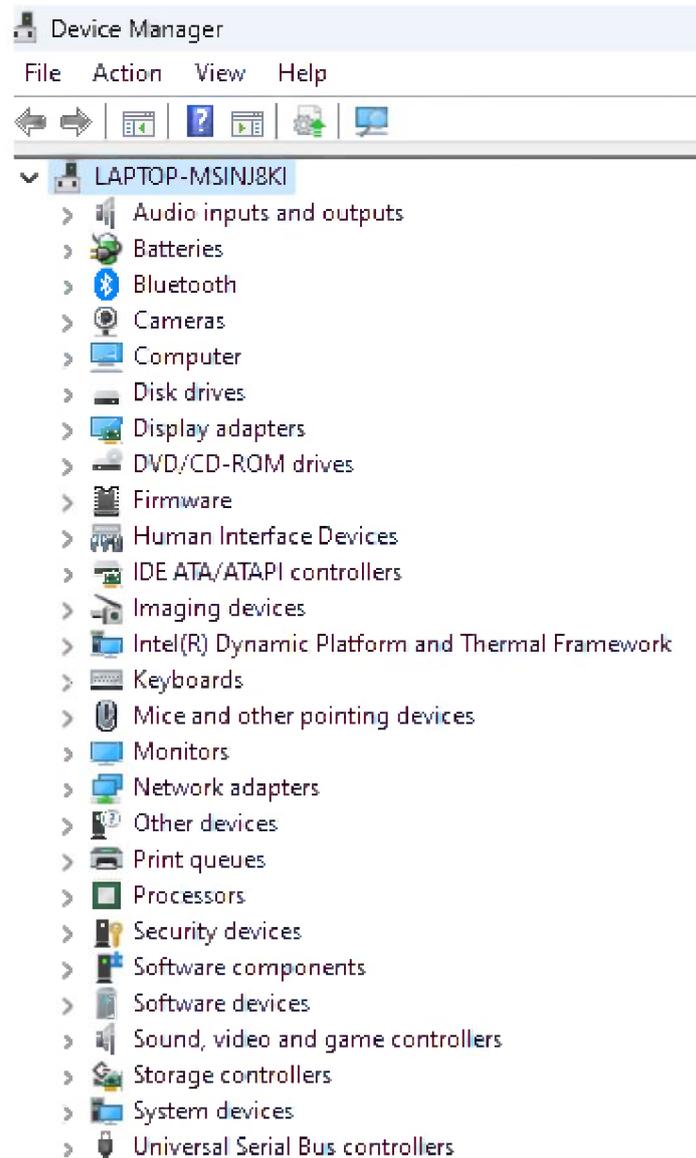
You can manage Keyboard related parameters using this module. You can select repeat delay, repeat rate and cursor blink rate by dragging the slider.



You need not have to change any keyboard values if you are beginner. The default values will be sufficient for all the requirements.

## Device Manager

You can manage all the hardware components included with your computer with the help of Device Manager.



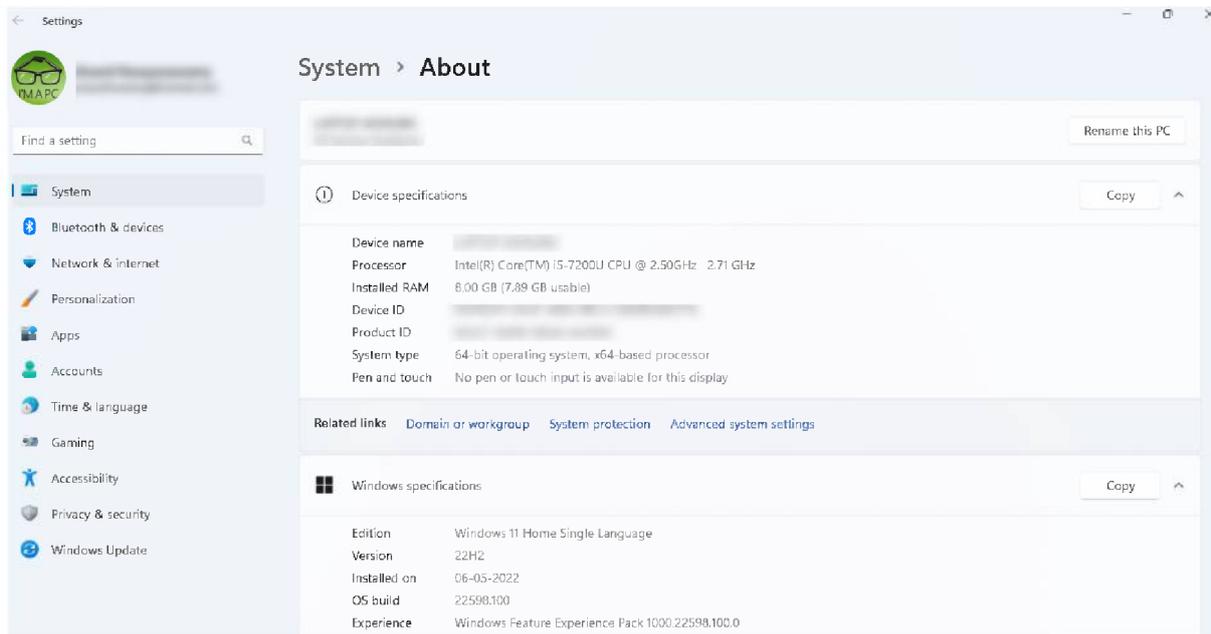
The Device Manager is a crucial module and you should modify settings only if required. We would recommend you not to open Device Manager unless if you are an experienced person.

*Download original [Windows File Manager](#) and project from [GitHub](#).*

## System

The System module displays the configuration of your system in detail. You will be able to know the device name, processor, installed

RAM, Device ID, Product ID, system type including the version of Windows installed on your PC.



You can also rename the PC or upgrade the Windows using the options displayed on the System dashboard. Windows 11 displays new user interface, which we discussed earlier.

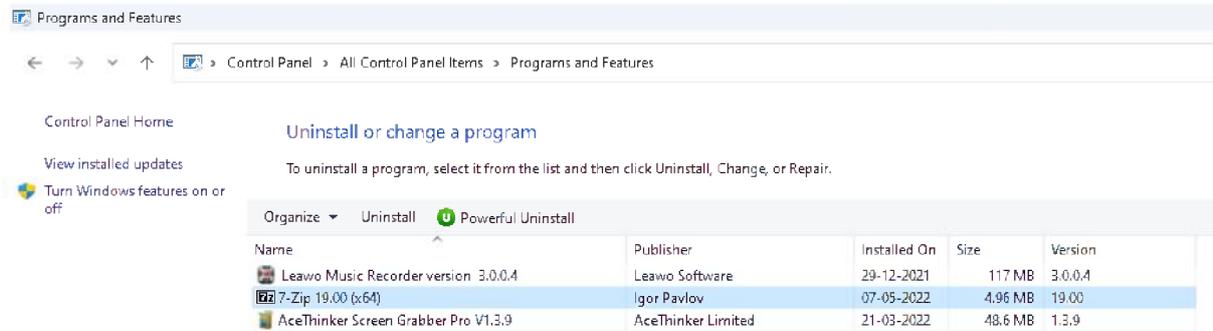
## Devices and Printers

You can manage all the devices such as keyboard, SD card, mouse, smartphones and printers using this module. If you select this option, you will view Bluetooth & devices dashboard.

*During the early days, parallel port was used to establish connectivity with printers. With the evolution of USB and Bluetooth, parallel port has become obsolete.*

## Programs and Features

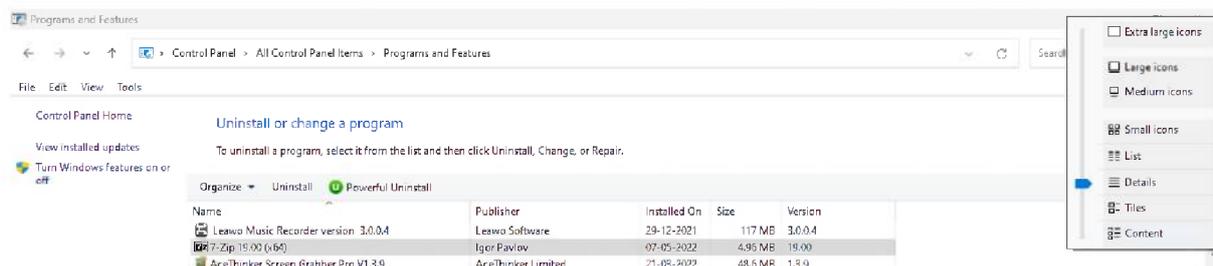
The programs and Features module enables you to uninstall programs that are installed on your PC. The dashboard looks as shown below in Windows 11 and it looks identical to Windows 10.



If you select a program name, you will view Uninstall option. You can change the look and feel of the programs inside the control panel by selecting *More options*.



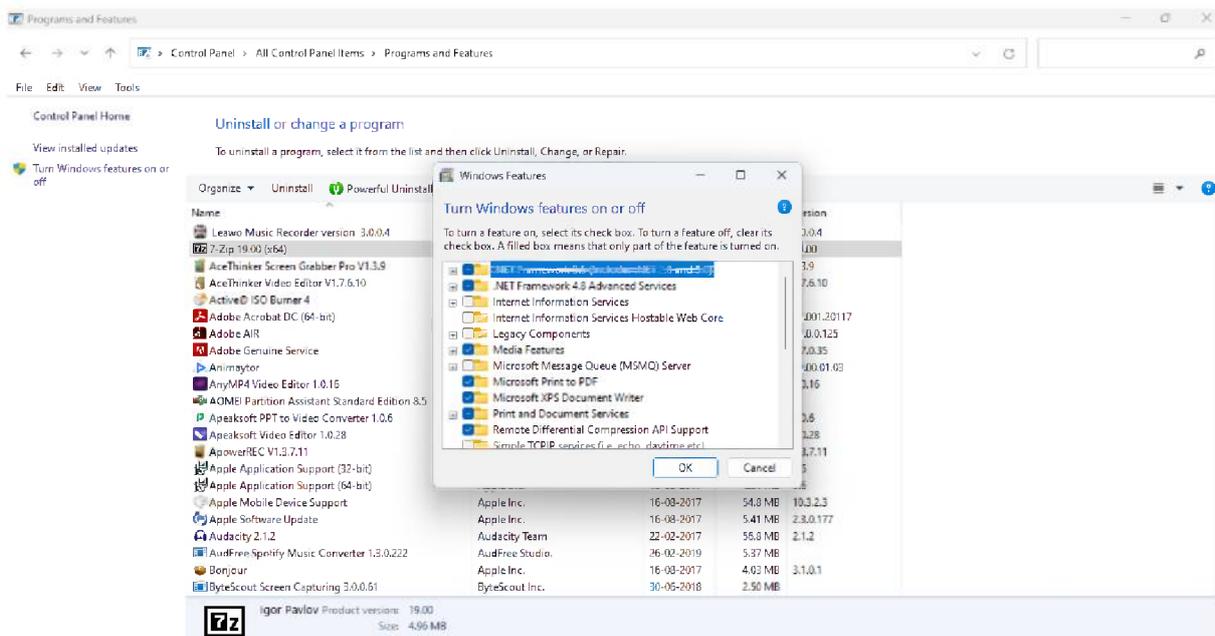
The default option is *Details* but you can change according to your requirements by selecting any options as shown below



The *List* option will change Programs and Features dashboard as shown below



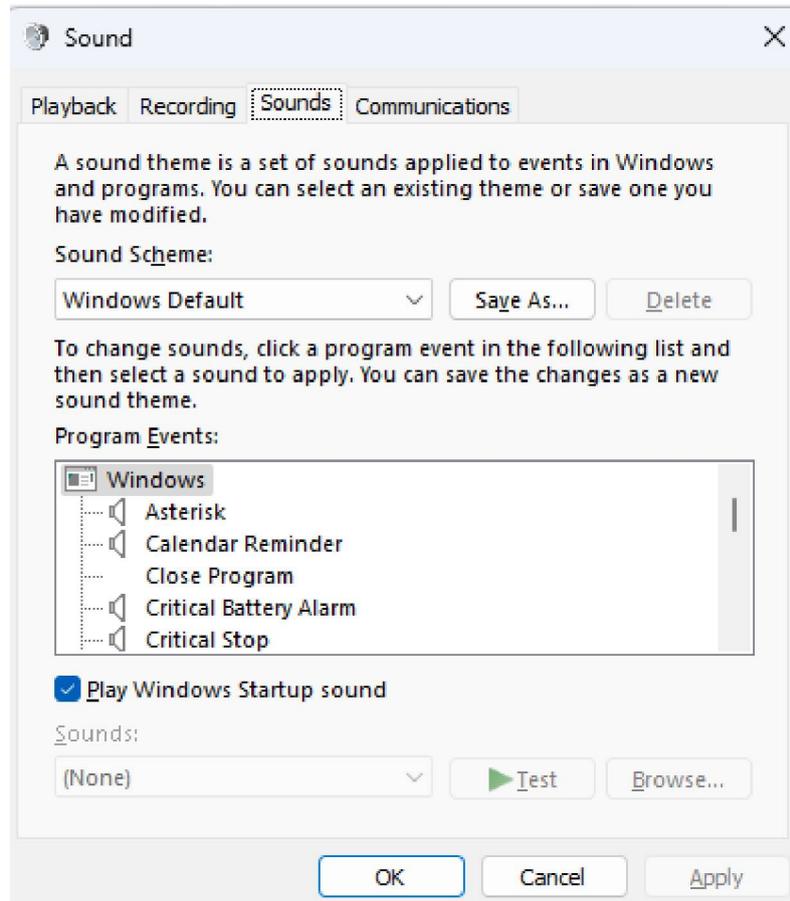
You can also activate Windows Features by selecting Turn Windows features on or off option from the left side navigation pane.



You can also uninstall apps from the System dashboard we covered previously.

## Sound

The Sound app helps you to activate specific sounds for each task you will perform on your computer. You can allocate sound for system booting, shutdown and other activities.



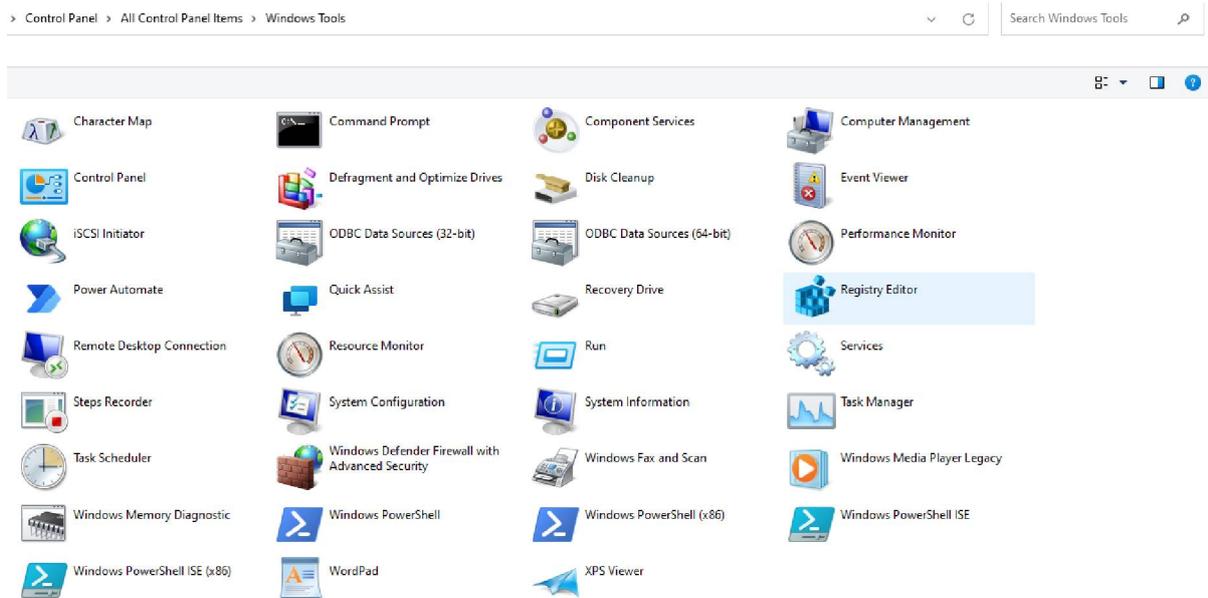
You can also manage playback and recording devices such as speakers and headphones.

*You need not have to reinstall drivers after upgrading to Windows 11 from Windows 10.*

The Taskbar and Navigation option helps you to manage Taskbar and it takes you to the Taskbar dashboard inside Personalization.

## Managing Windows

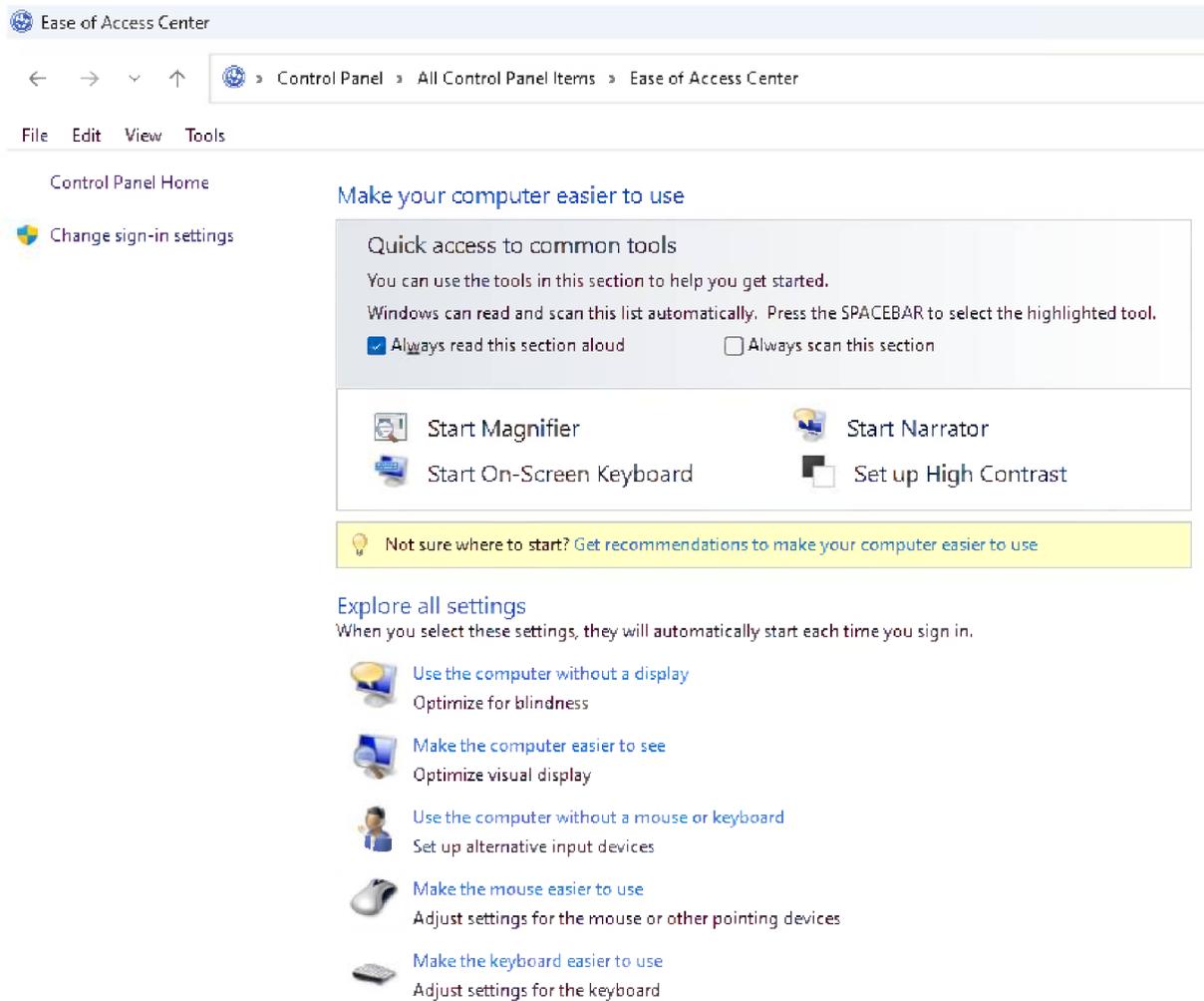
You can manage Windows 11 from within control panel with the help of Windows Tools item. You can access important system and Windows tools from the Windows Tools module.



You can access character map, perform defragmentation and optimization, disk cleanup, access event viewer, performance monitor, registry editor and much more.

## Ease of Access

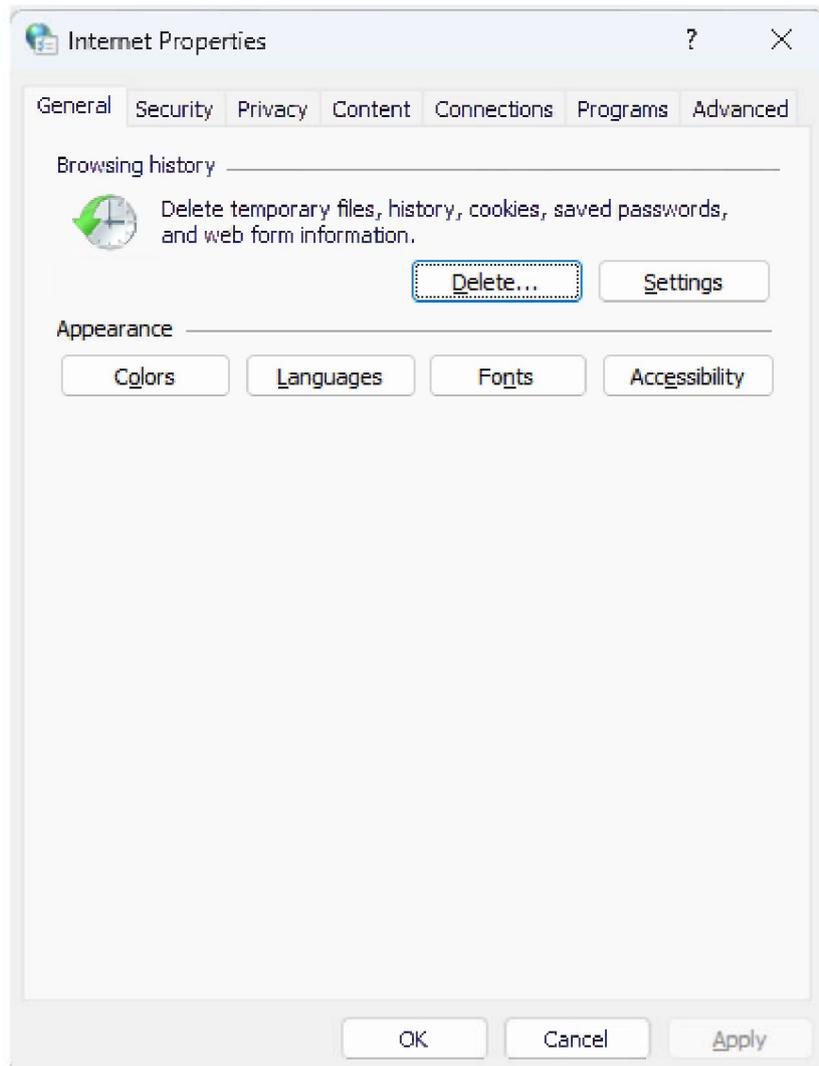
The Ease of Access Center is designed for physically challenged users. You can access Magnifier, Narrator, activate On-Screen keyboard and configure high contrast.



Microsoft has enabled voice control for this app. If you open the module, Windows 10 will start playback of the voice using which users can understand the usage of the Ease of Access Center.

## Managing Internet

You can also manage Internet options such as settings, colors, languages, fonts in addition to management of security and privacy aspects.



You can also manage SSL certificates, connections and set default apps from the dialog.

*The dial-up modem, which existed during early Internet days enable users to dial ISP's phone number and access the web.*

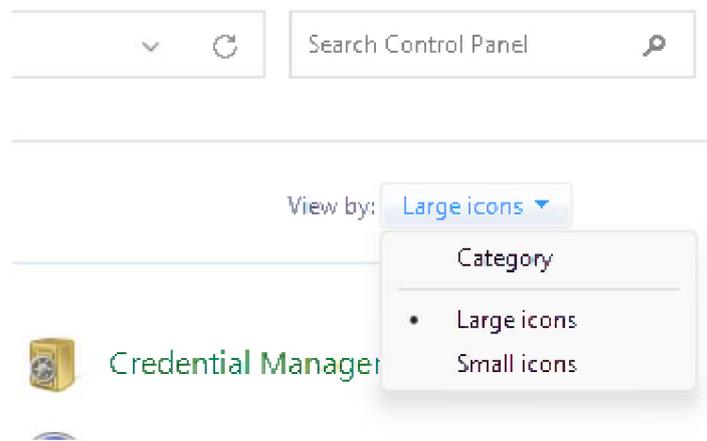
The Network and Sharing Center item enable you to manage network options and Ethernet settings. The Recovery app helps you to create a recovery drive and perform System restore operations.

Windows 11 ships with speech recognition capabilities and you can configure them from the Speech Recognition module. Microsoft also provided a speech tutorial as well using which you can learn the

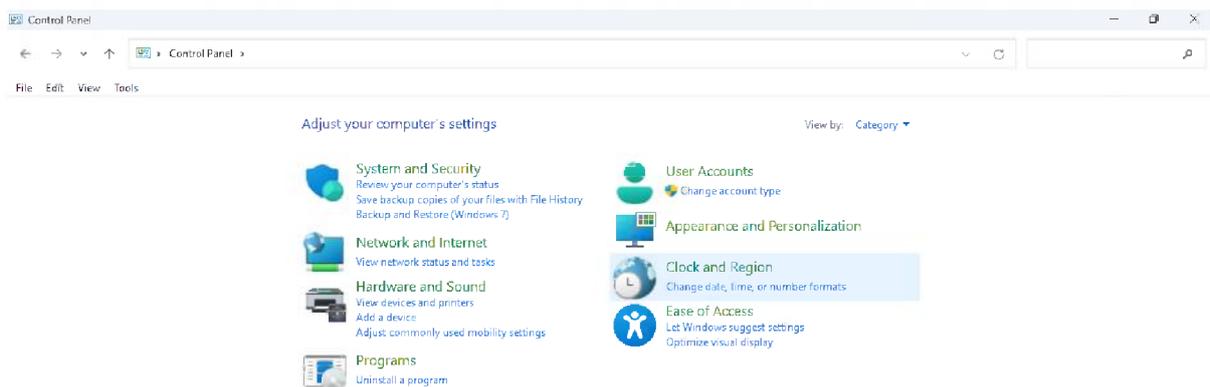
aspects involved with the speech recognition. The Windows 11 control panel also includes a dedicated troubleshooting module, using which you can resolve hardware problems.

## Modifying the appearance of Control Panel

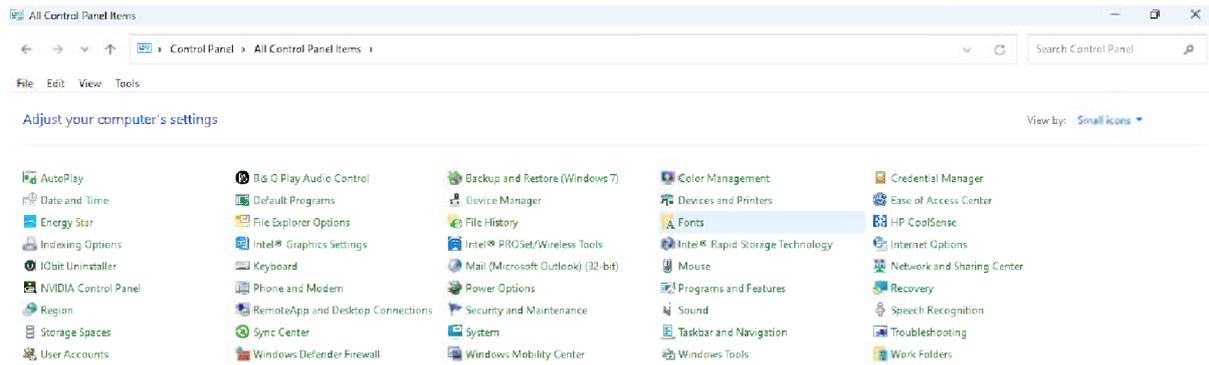
You can change the way Windows 11 Control Panel should display the items. You can modify the look and feel by selecting the relevant option from the *View by* drop down located on the top right-hand side.



If you select *Category* option, your Control Panel will look like as shown below.



The Control Panel will look like as shown below if you select Small icons option.



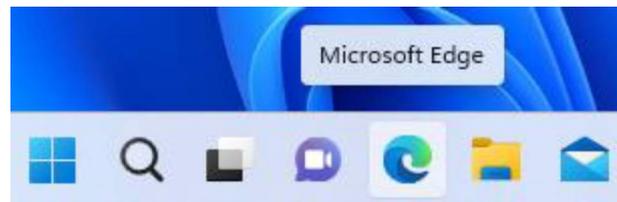
The default option is Large icons, which is readable for all users. You can change the option as per your requirement. You can play with other items inside Control Panel but note that modifying values without knowing the implications will prove detrimental to your device.

## Chapter 17: Learning Microsoft Edge

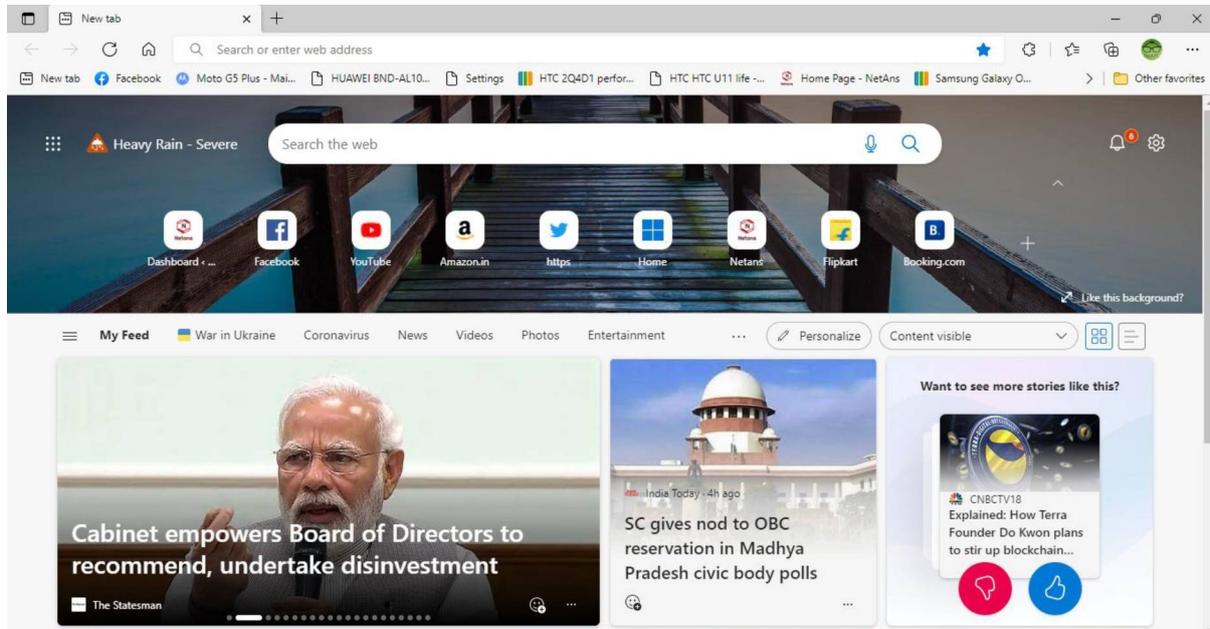
Microsoft Edge is a Chromium based web browser with powerful features and functionalities. The Microsoft Edge browser is designed to ensure security, privacy coupled with enhanced productivity with faster loading speeds. Microsoft has optimized the Edge browser for Windows 11. In this chapter, we will examine the usage of Microsoft Edge browser in detail.

### Opening Microsoft Edge

To work with Microsoft Edge browser, you should select the Microsoft Edge icon from the Taskbar.



You will view the default page with search box on the top portion followed by news on the bottom half.



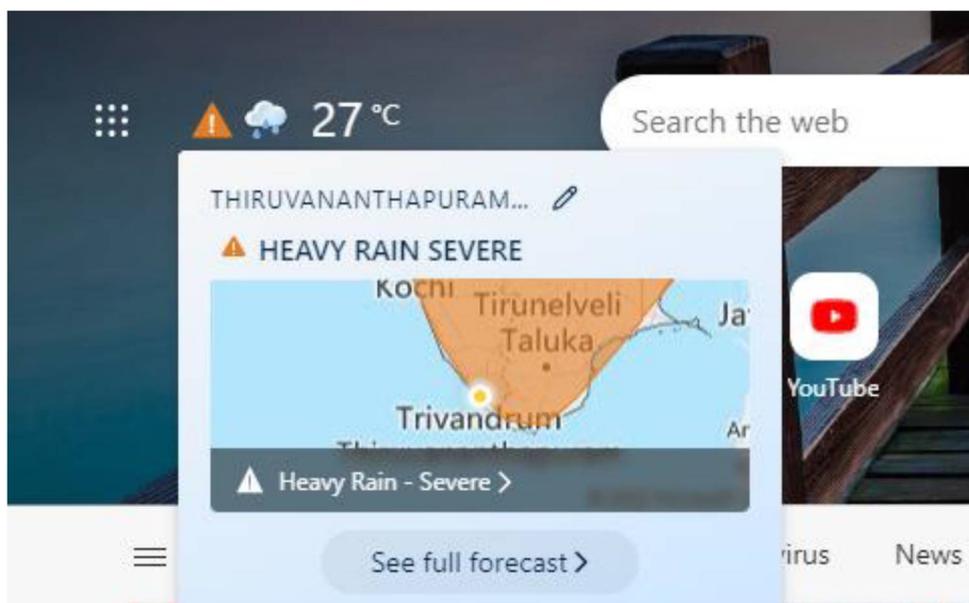
You can search the web either using text keyword or voice search.

*Microsoft launched the first browser, Internet Explorer, on August 16, 1995.*

You can directly open Bing homepage by selecting the Search icon on the search bar.



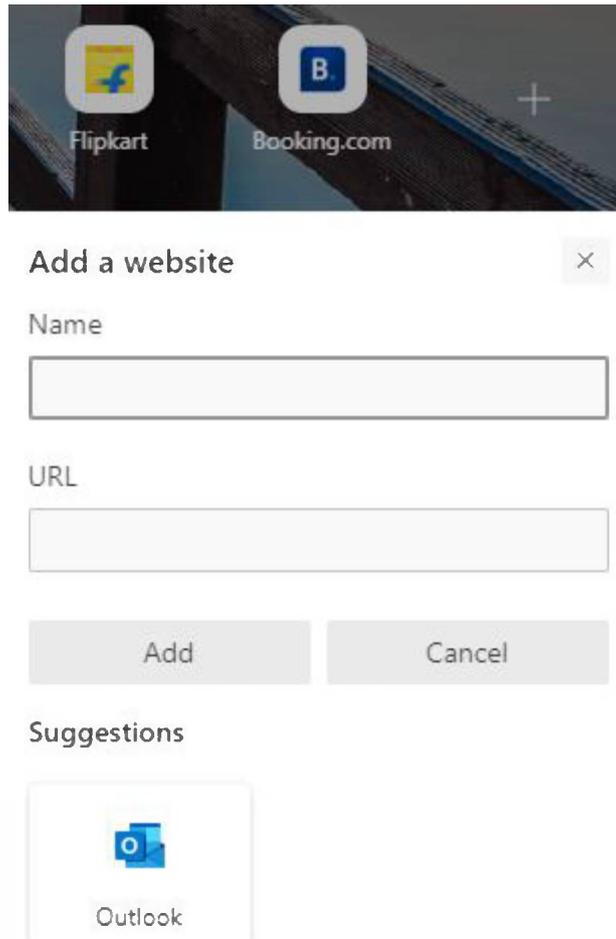
The top portion displays the weather condition in your area. If you hover over the weather icon, you will view the following popup.



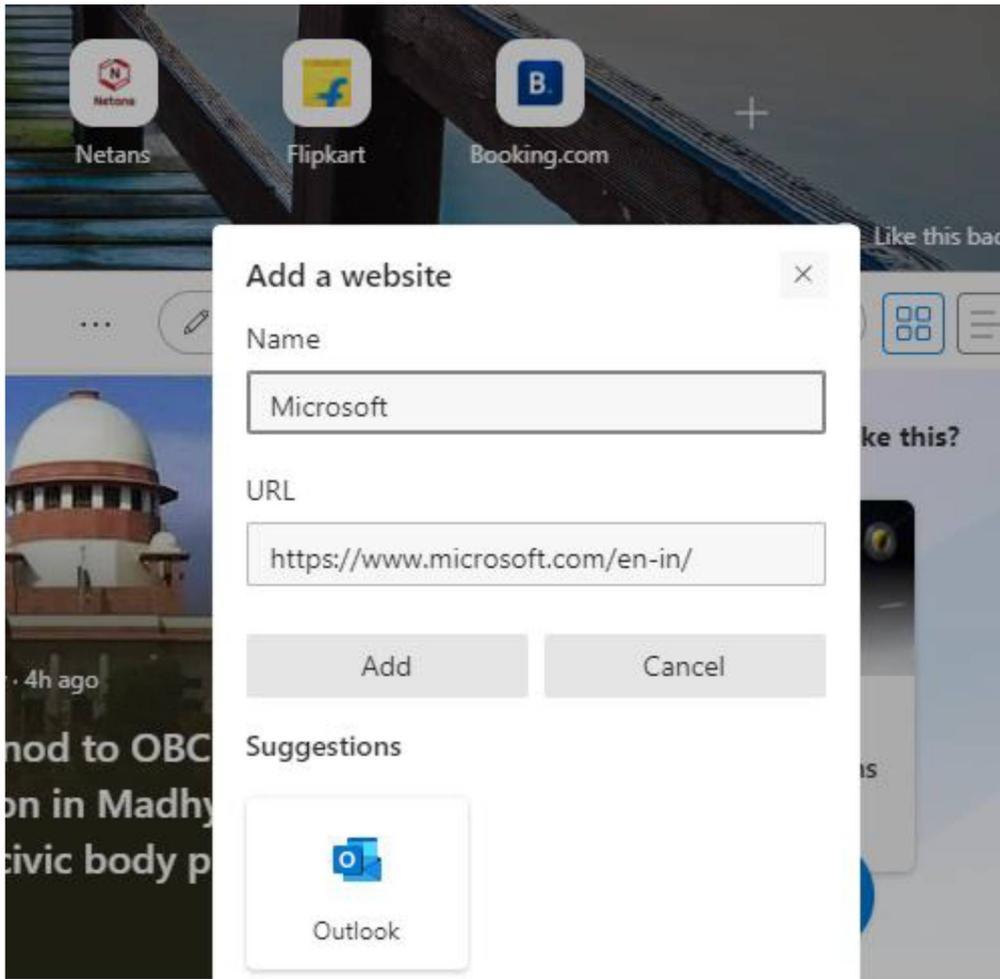
Microsoft Edge also provides shortcuts for accessing websites just by selecting on the relevant site icon.



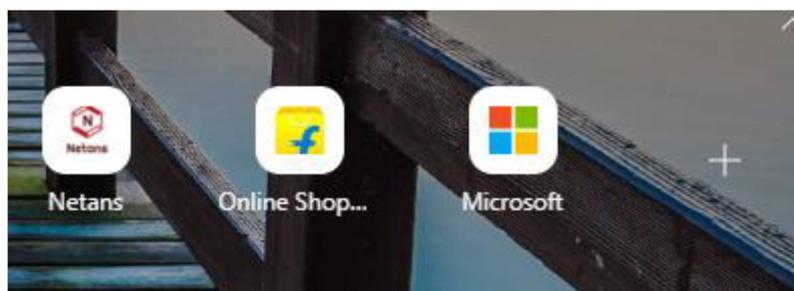
You can add a site by selecting the + icon.



You have to provide a suitable name and URL as shown below



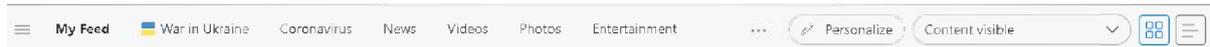
The newly added site will appear as shown below the search box.



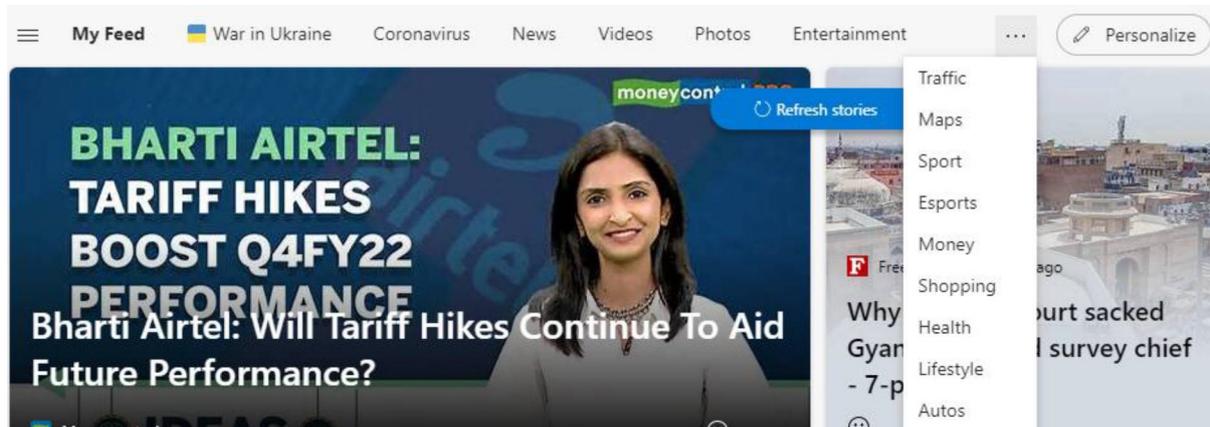
Microsoft Edge features categories on the middle of the home page.

*The Internet Explorer project was started by Thomas Reardon in 1994 using source code from Spyglass.*

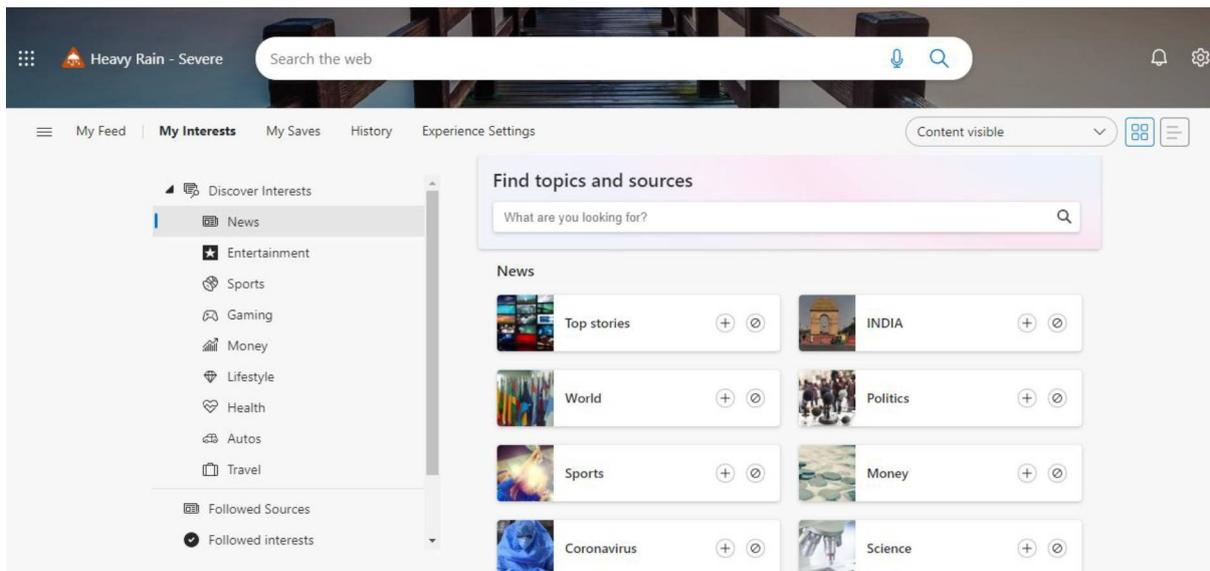
You can select a category to read news uploaded inside that particular category.



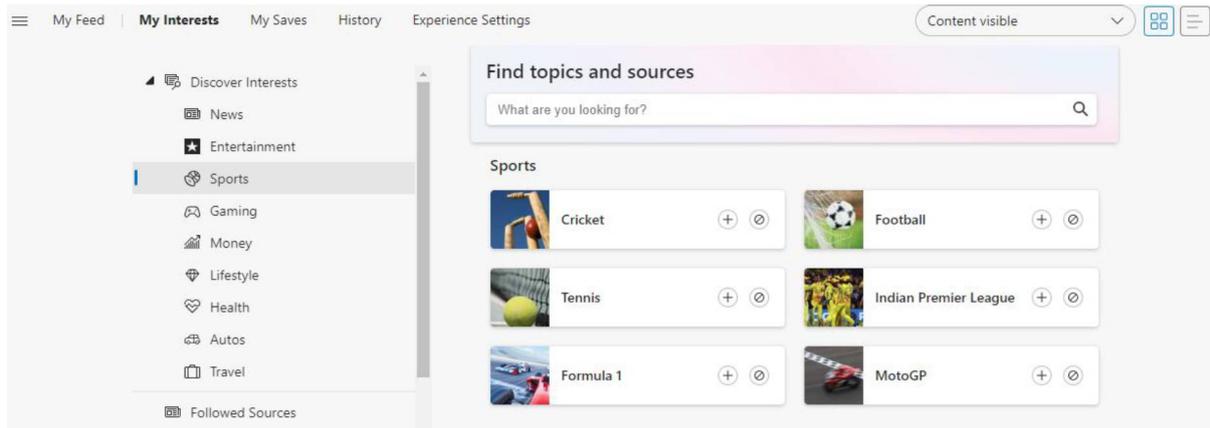
If you select three horizontal dots on the category bar, you will be able to view other categories as shown below



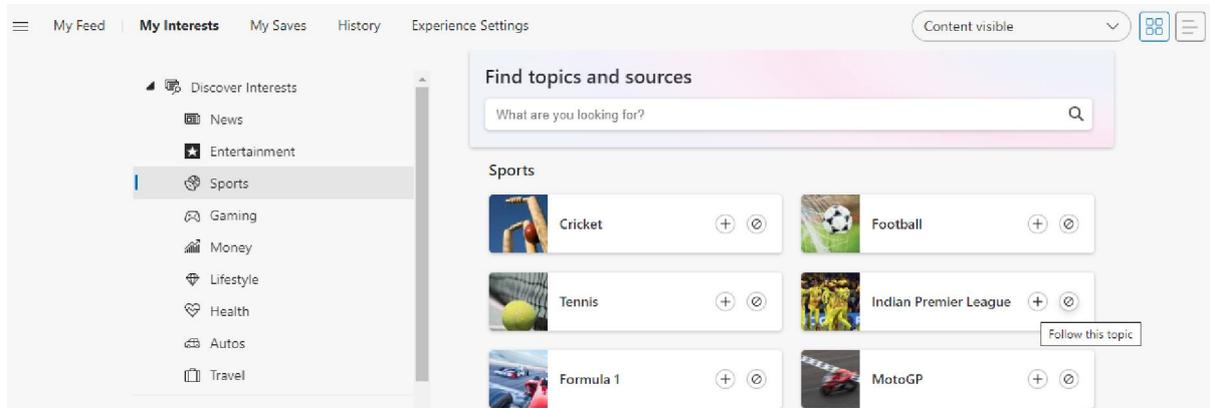
You can customize the appearance of news by selecting Personalize button.



You can scroll down and select a sub-category under the main category. For example, you can select *Indian Premier League* from the *Sports* category and the relevant news will appear on the Microsoft Edge.



You have to select *Follow this topic* icon from the relevant category.

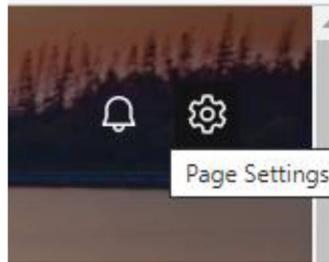


The relevant confirmation message will appear on the screen. This indicates that Microsoft Edge displays the articles from the above category.

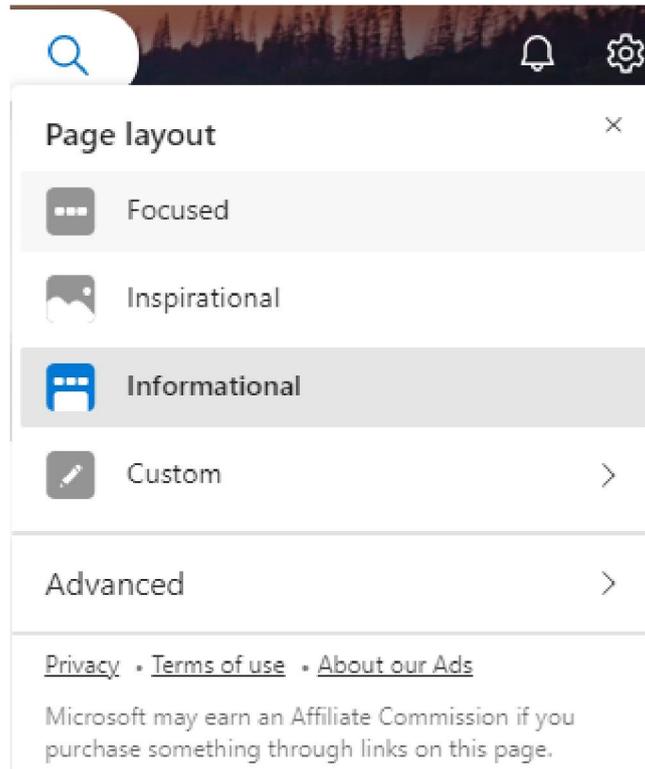
*Internet Explorer was criticized by Tim Berners-Lee for its limited support for the W3C promoted SVG.*

## Changing Page Layouts

You can change the page layouts by selecting *Page Settings* icon located on the top right-hand side.



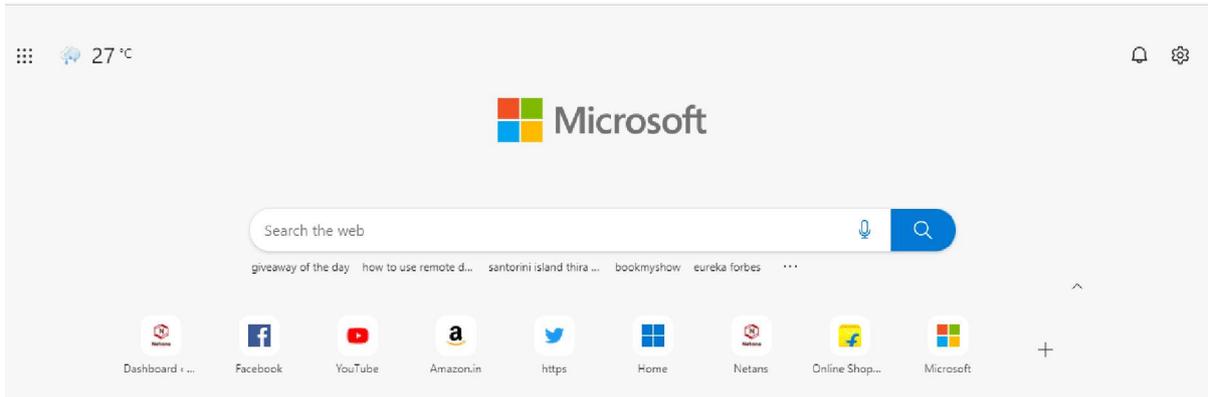
You will view the following options if you select page settings icon.



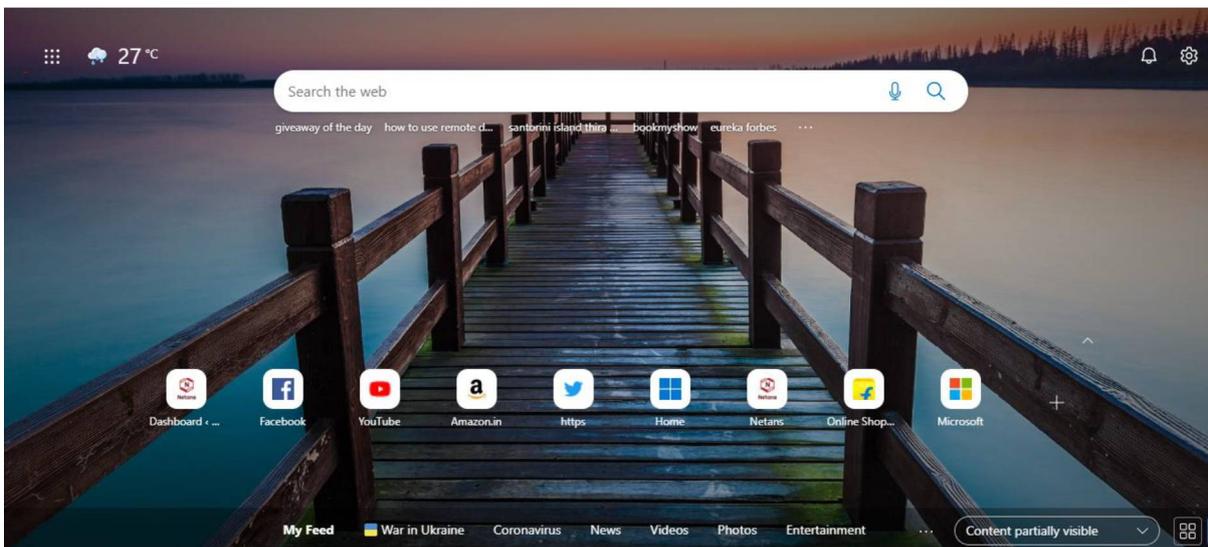
The default layout is Informational but you can change to Focused or Inspirational as per your requirements.

*Microsoft Internet Explorer 2 was released on November 22, 1995 for Windows 95 and Windows NT.*

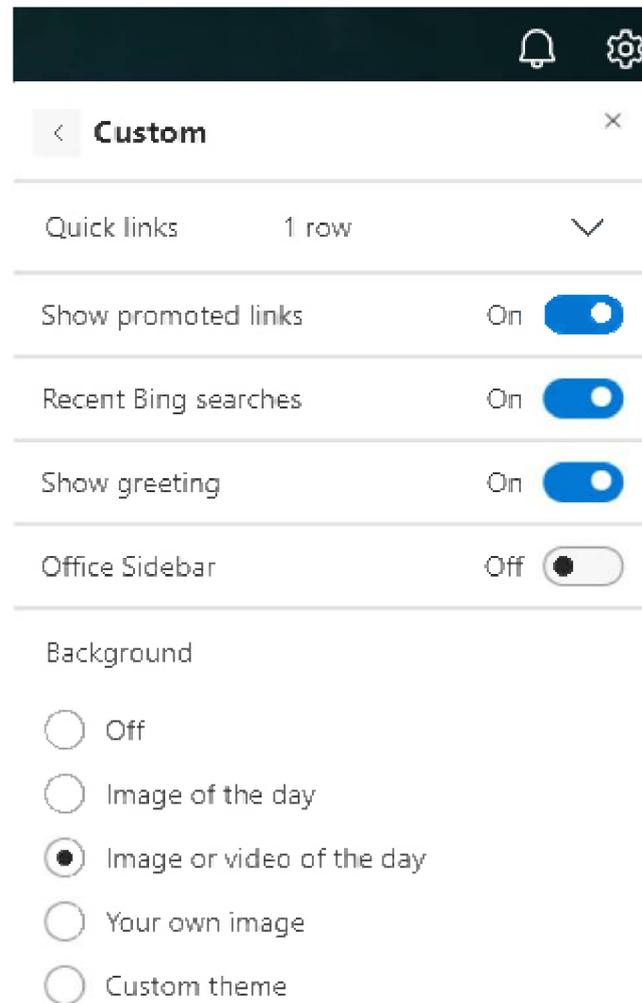
The Focused page layout looks as shown below



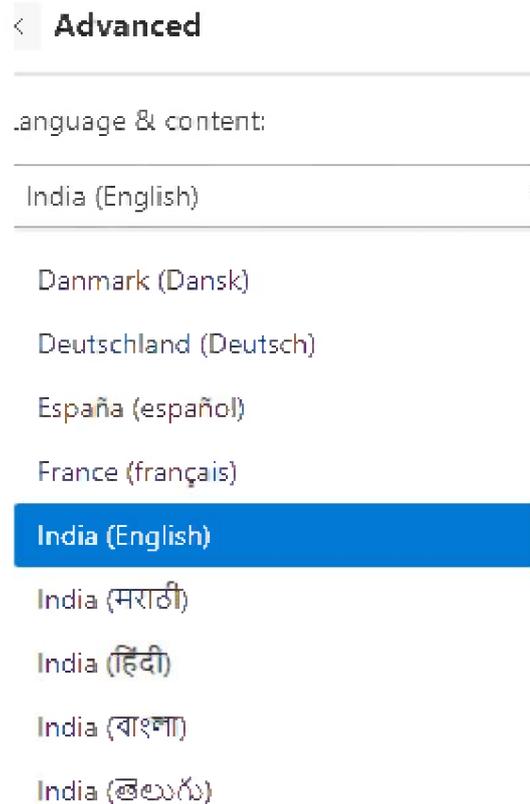
The Inspirational page layout adds more color to the screen. You can scroll down to read the news and other content.



You can also add custom page layout and choose your own options according to your preferences.



The *Advanced* option enables you to modify language and content.

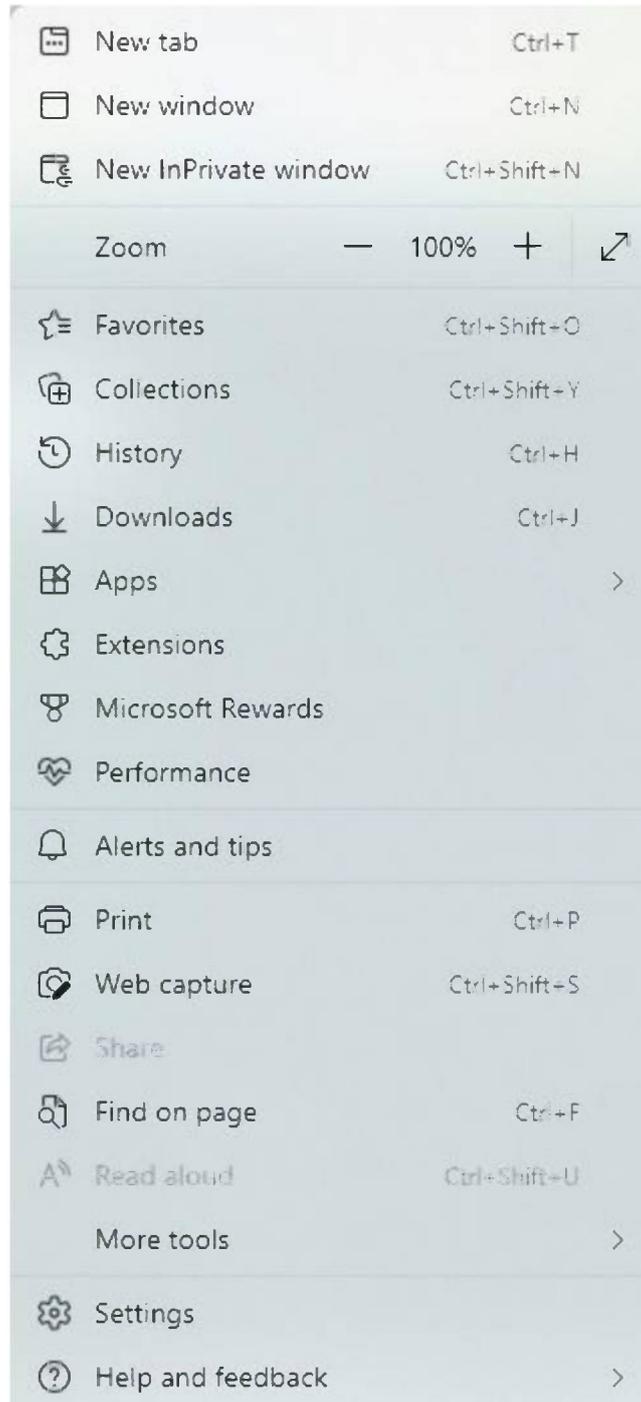


## Managing Settings

Microsoft Edge enables you to manage the web browsing parameters such as history, downloads, apps and much more.

*Internet Explorer 11 released on October 17, 2013 was shipped with Windows 8.1 operating platform.*

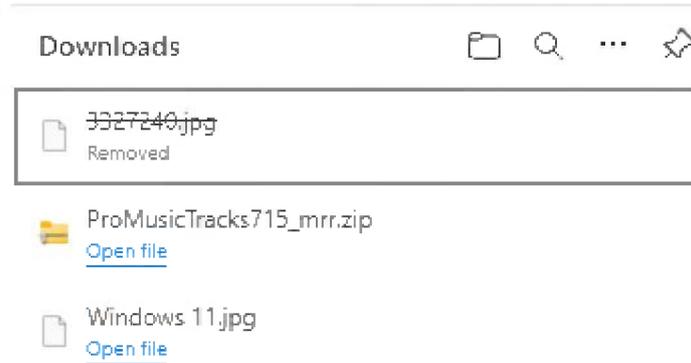
If you select the three horizontal lines on the top right side, you will view a list of options.



The *History* option enables you to view the list of sites you browsed. You can easily navigate to the relevant URL by selecting the relevant title.

## Working with Downloads

Microsoft Edge stores all the downloaded files inside Downloads module. You will view list of files you have downloaded if you select the option.



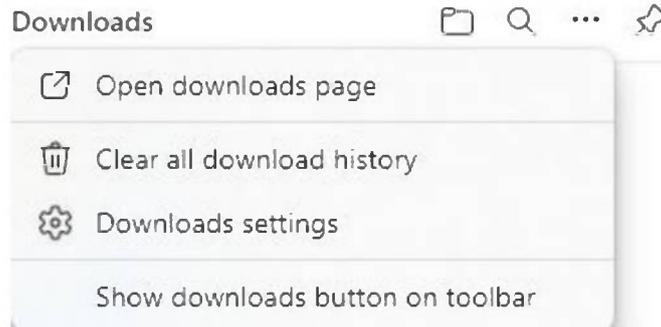
You can directly open the corresponding downloads folder by selecting *Open downloads folder* icon from the top right side.



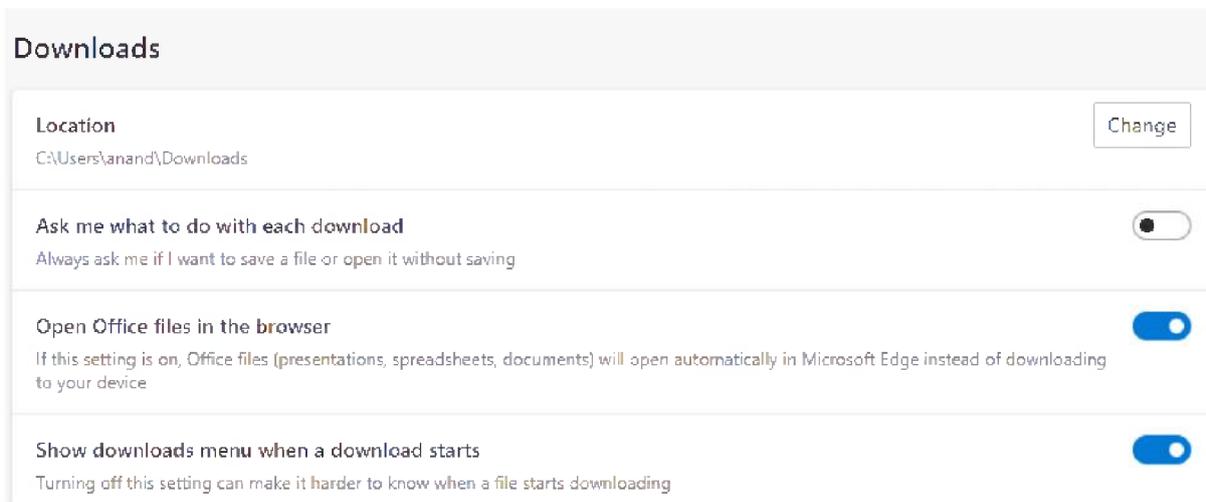
Microsoft Edge stores all the downloaded files inside a default location.

*Microsoft Edge replaced Internet Explorer as the default browser in Windows 10. Microsoft launched Edge browser on January 21, 2015.*

You can change the file download location by selecting the three horizontal dots and clicking *More options* item. You can open the downloads page by selecting *Open downloads page* option.



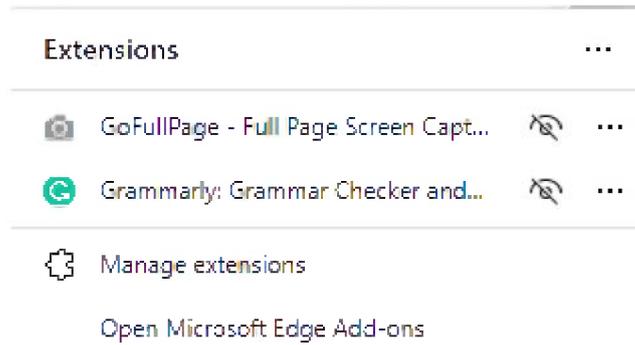
You can change the file download location by selecting *Downloads settings* option. Microsoft Edge displays Downloads dashboard as shown below



You can change the download location by selecting *Change* button. You have to browse to the folder to set the location. Microsoft Edge will place all the downloaded files inside the specified folder after you close and reopen the browser.

## Working with Extensions

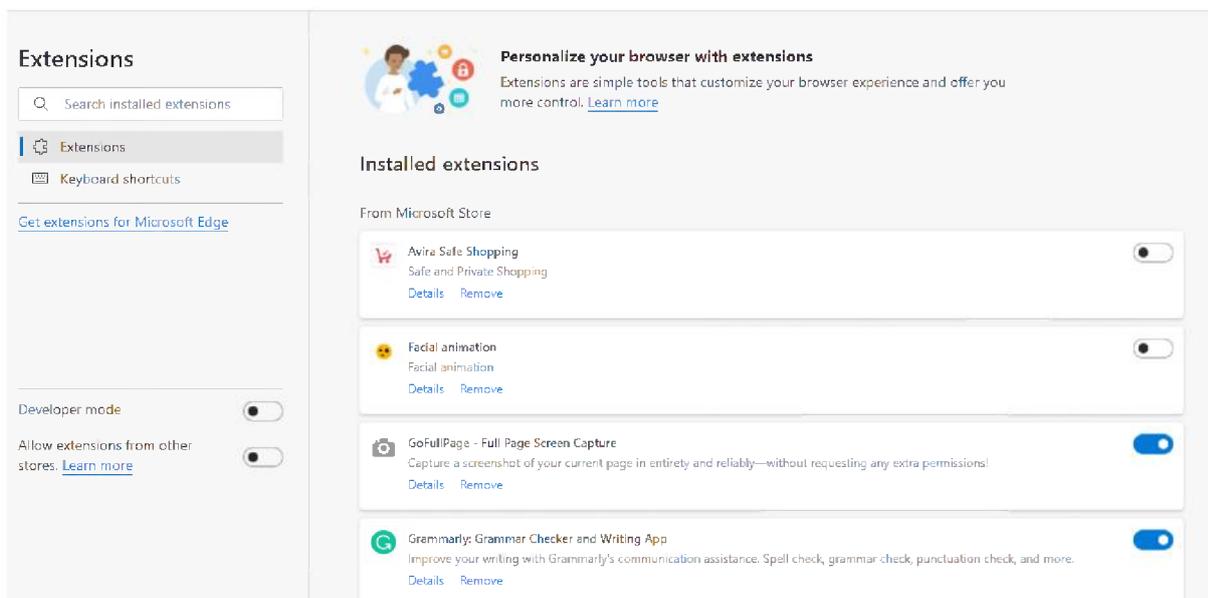
You can extend the functioning of Microsoft Edge with the help of Extensions. If you select *Extensions* option, you will view a screen as shown below.



You have to select *Manage extensions* option to install new extensions.

*Windows Insider Program is a free initiative from Microsoft to push new features and improvements regularly.*

The dashboard displays the installed extensions. You can enable or disable extensions by dragging the slider.



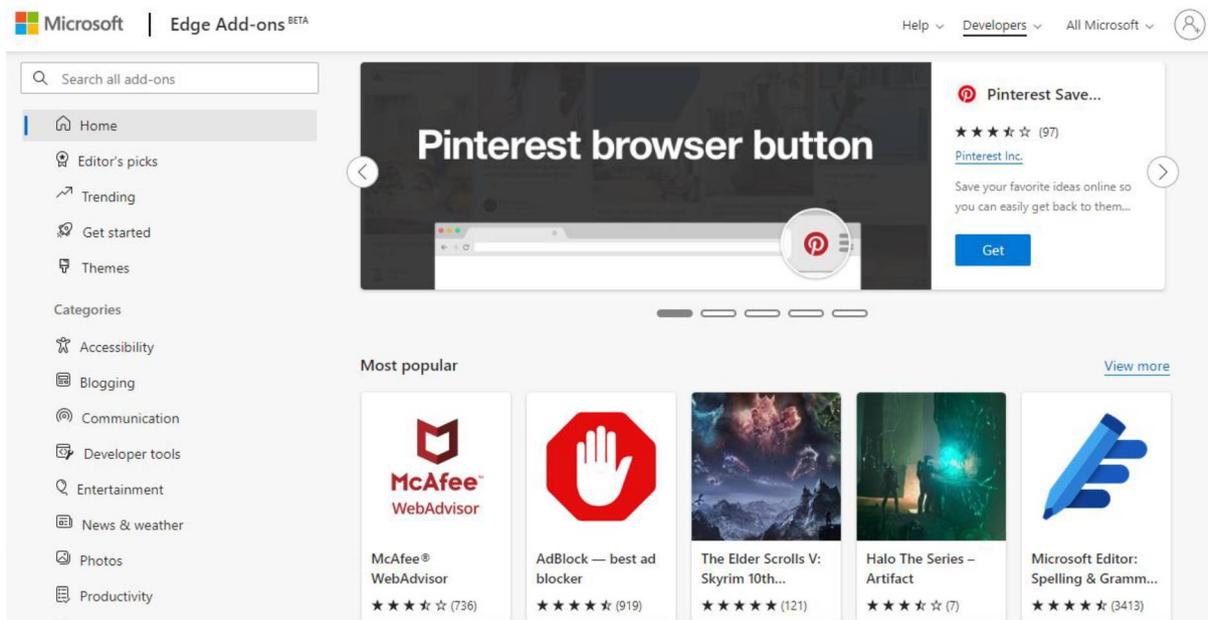
You can install new extensions by scrolling down the dashboard and select *Get extensions for Microsoft Edge* button.

## Find new extensions

Get extensions for Microsoft Edge

Can't find what you're looking for? You can also get extensions from the [Chrome Web Store](#).

Microsoft Edge displays Add-ons page from where you can select a relevant extension. If you scroll down the page, the browser will load more extensions. You can also select a category from the left side and all the available extensions will be displayed on the screen.



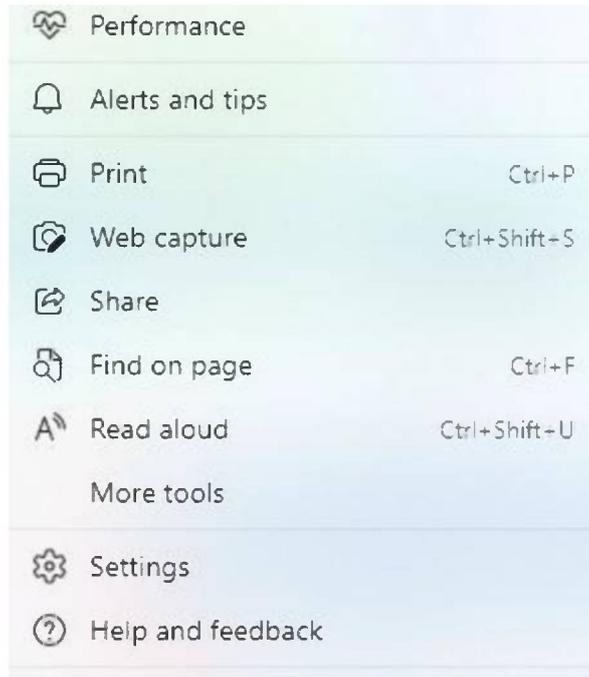
If you select an extension, you will view the relevant extension page with screenshots, description, reviews and other related information.

The screenshot shows the Microsoft Edge Add-ons store page for the "Microsoft Editor: Spelling & Grammar Checker" extension. The page header includes the Microsoft logo, "Edge Add-ons BETA", and navigation links for "Help", "Developers", and "All Microsoft". The breadcrumb trail is "Home / Productivity / Microsoft Editor: Spelling & Grammar Checker". The extension card features a blue pencil icon, the title "Microsoft Editor: Spelling & Grammar Checker", the developer "Microsoft Corporation", a 5-star rating from 3,413 reviews, and over 2,000,000 users. A blue "Get" button is present, with a note "Compatible with your browser". Below the card are two feature highlights: "Multilingual support: select up to 3 proofing languages" with a settings panel image, and "Write with clarity" with a grammar suggestion popup image. On the right, a "Details" section lists "Version v1.5.3", "Updated May 12, 2022", and "Available in 50 languages". It also includes links for "Terms", "Privacy policy", and "Developer" information, along with a "Report abuse" button.

You have to press the *Get* button to proceed with the installation of the Microsoft Edge extension.

## Accessibility Features

Microsoft Edge ships with integrated reading functionality named Read aloud, which reads the content by highlighting them. To activate Read aloud, you have to select *Settings and more* option and click *Read aloud* option.



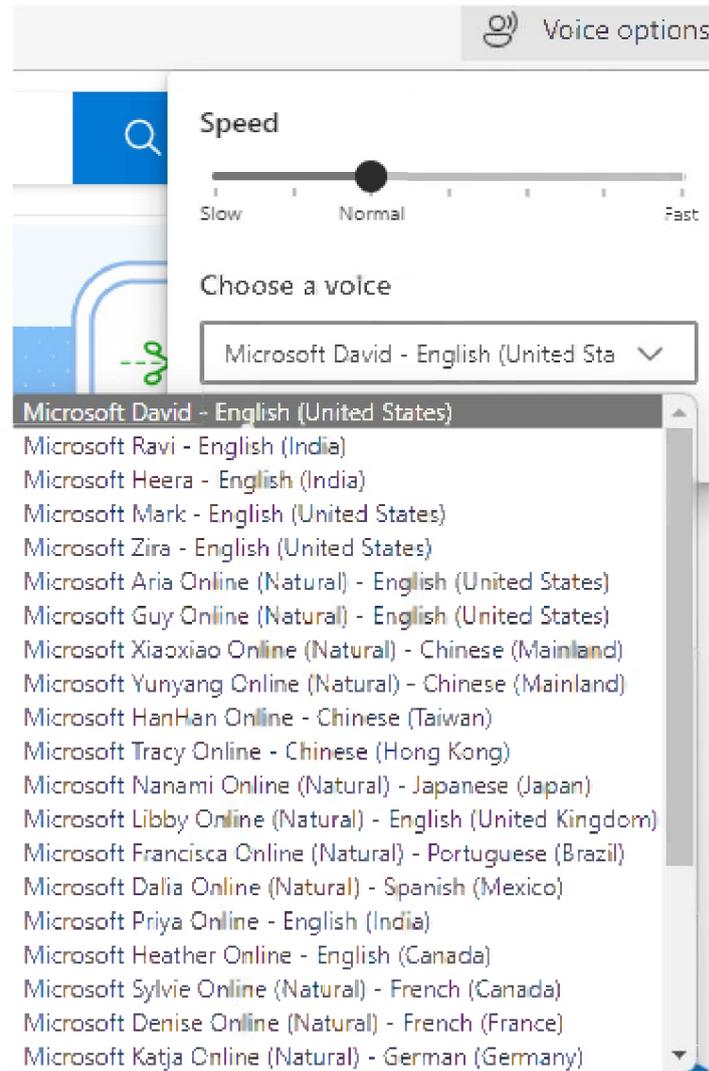
You will view reading bar on the top of the browser as shown below



Microsoft Edge automatically reads the content but you can pause and restart reading anytime.

**Windows 10 convertibles are tablets with a wide range of large displays coupled with dedicated stylus pen. Microsoft Surface tablets are specifically designed for portability and are available in several variants.**

The Voice options module enables you to manage the reading speed. You can also choose a voice depending upon your requirements.



Microsoft Edge provides several voice options using which you can playback the content as per your requirements. The Edge browser is built on Chromium platform and is faster than Google Chrome.

## Chapter 18: Working with Windows Tools

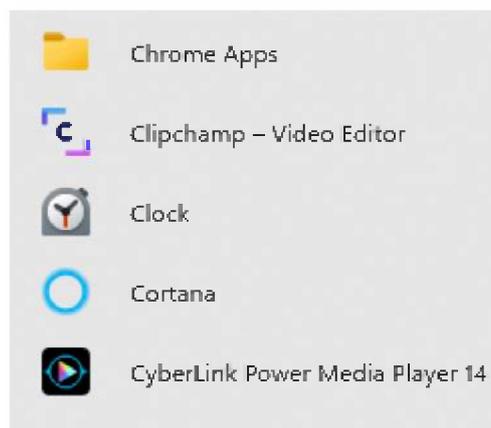
Windows 11 includes useful tools using which you can not only perform various tasks but also enhance productivity. If you had worked with earlier versions of Windows, you should have worked with tools such as Notepad, Paint, Calculator and much more. In this chapter, we will examine few useful tools that are bundled with Windows 11.

### Cortana

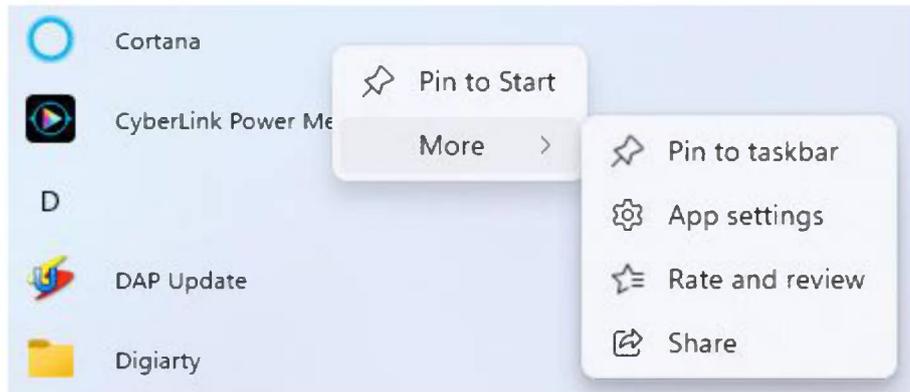
Even though you will not find Cortana in the Taskbar as in Windows 10, Microsoft has included it with Windows 11 as well.

*[MiniTool MovieMaker](#) is a free Windows based program using which you can create amazing movies without limits. You can apply transitions and filters to multiple clips including catching text and motion effects. You can export videos from within the dashboard.*

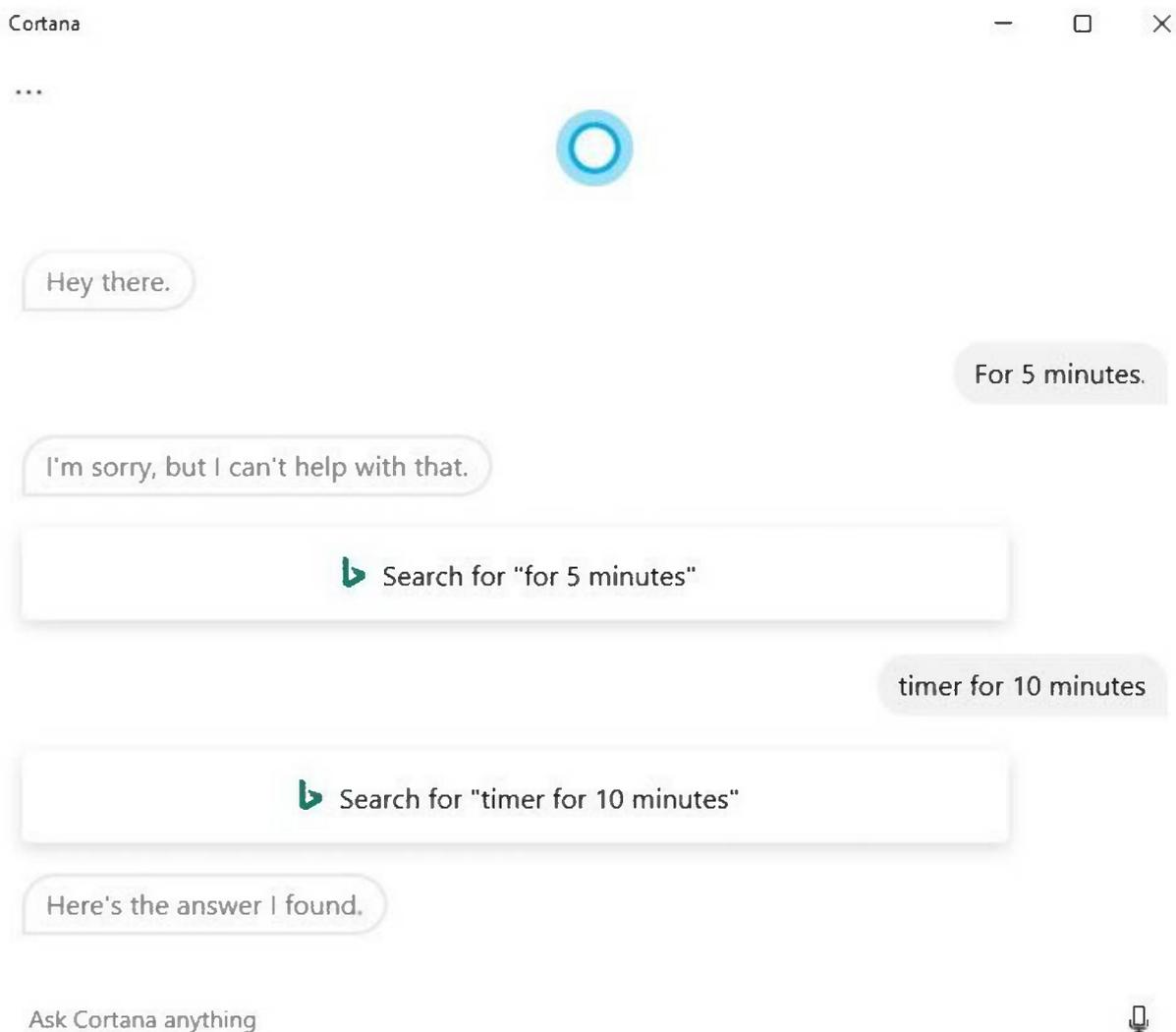
You can locate it by navigating to Start menu and selecting *All apps* button located on the top right-hand side. If you scroll down, you will find Cortana option.



You can either pin to Start menu or Taskbar by right clicking on the Cortana option as shown below. This step is applicable for all apps on the Start menu.



The Cortana interface looks as below



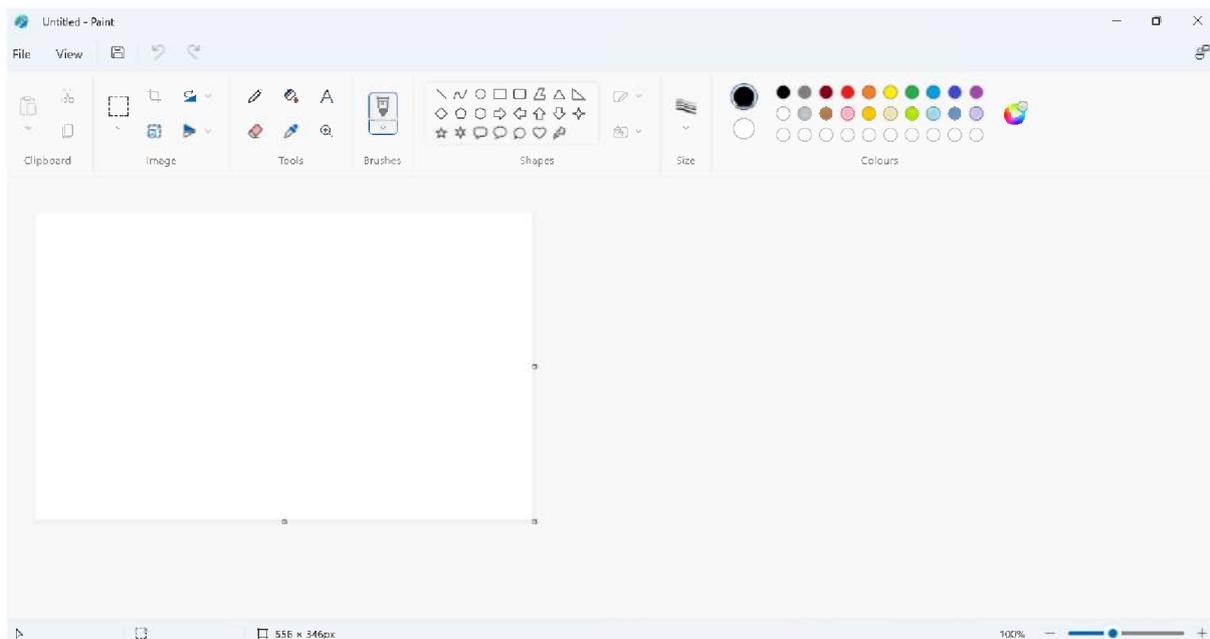
You can interact with Cortana by selecting *Speak to Cortana* icon by asking questions.

*Google Assistant and Amazon Alexa are also voice assistants.*

The Cortana voice assistant will provide answers on the interface. You can also maximize the Cortana window and play according to your requirements.

## Microsoft Paint

Microsoft Paint is an integrated Windows app using which you can draw shapes and pictures. You can make use of the various tools included with Paint to perform activities. Microsoft Paint has evolved rapidly and works perfectly with Windows 11. You can open Paint from the Search window. You will view the drawing area along with the Toolbar in Ribbon format. You can extend the drawing area by dragging the placeholders.

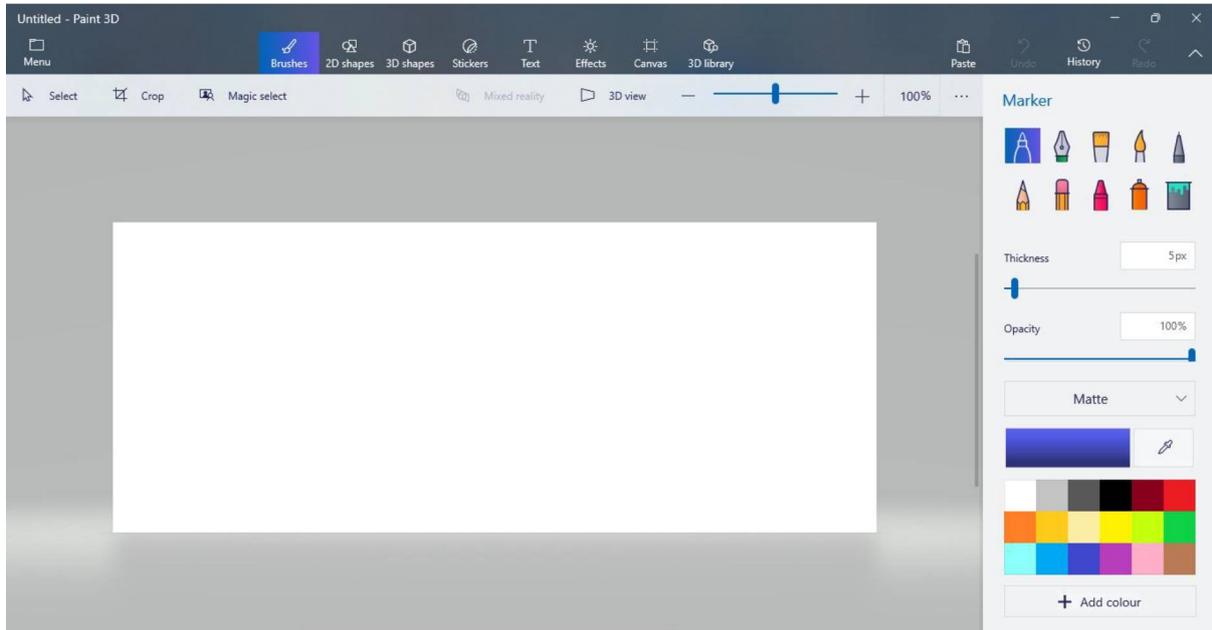


You just need to select the tool from the Toolbar and draw on the drawing area. You can also pick colors from the palette.

## Paint 3D

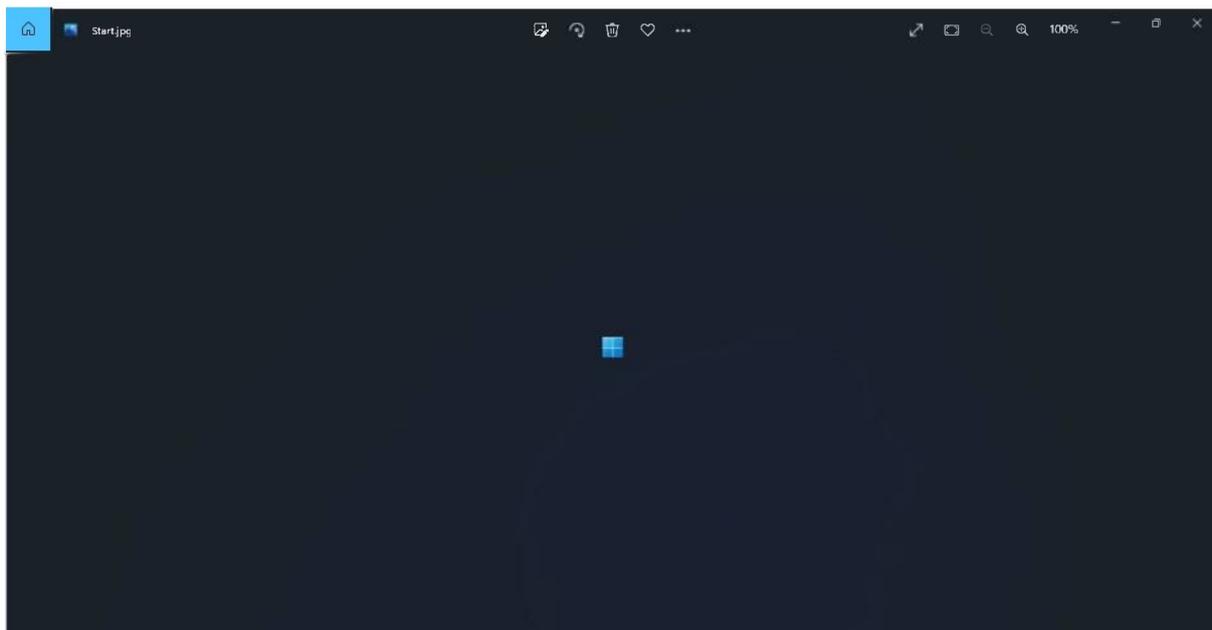
Microsoft Paint 3D is an advanced version of Paint app. You can work with brushes, 2D shapes, 3D shapes, stickers, text, effects, canvas, 3D

library, marker, magic select and much more. You can drag and drop each tool under each category to the drawing area.

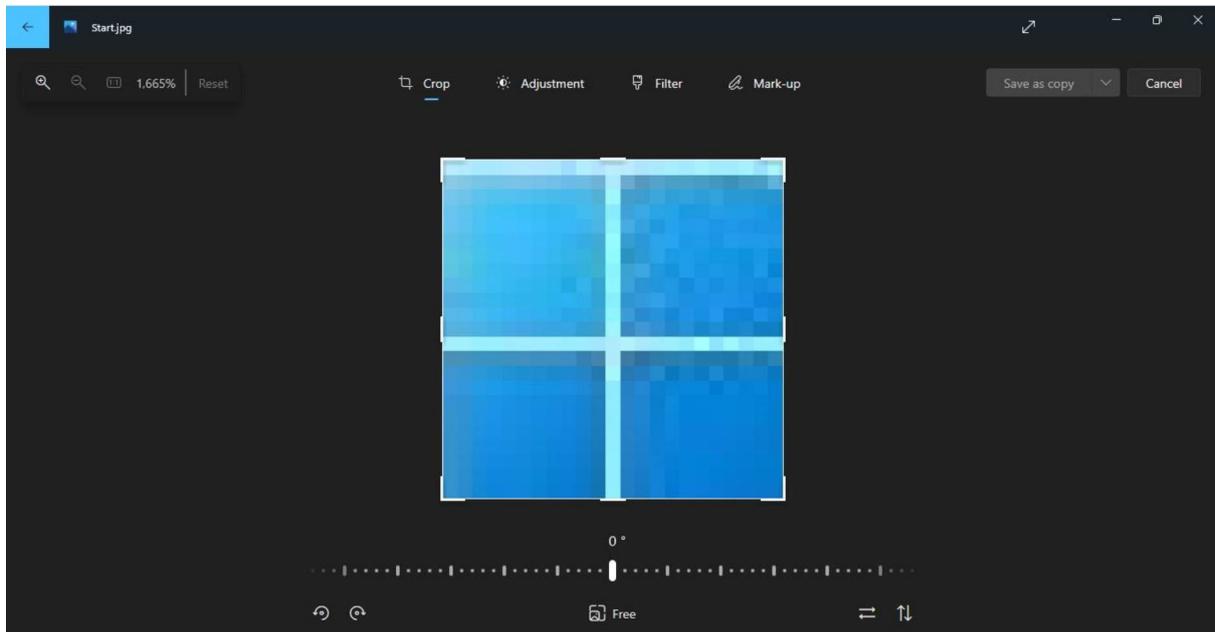


## Photos

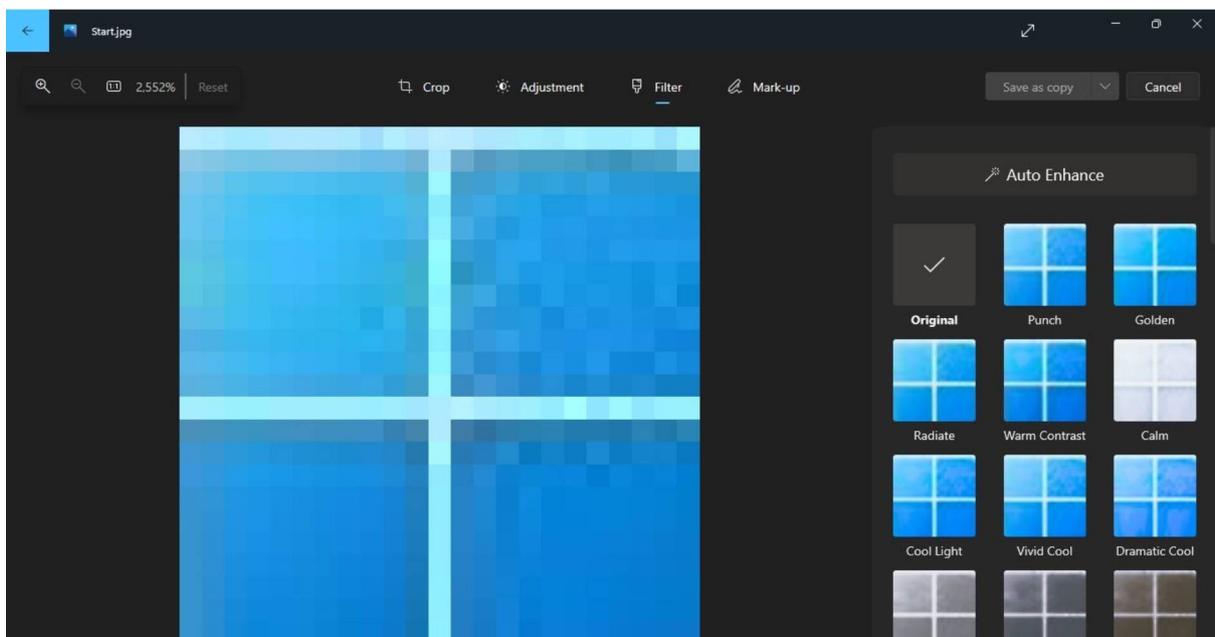
Windows 11 includes an exclusive Photos app using which you can view photos and pictures. If you open an image or photo, the relevant media will appear inside Photos app.



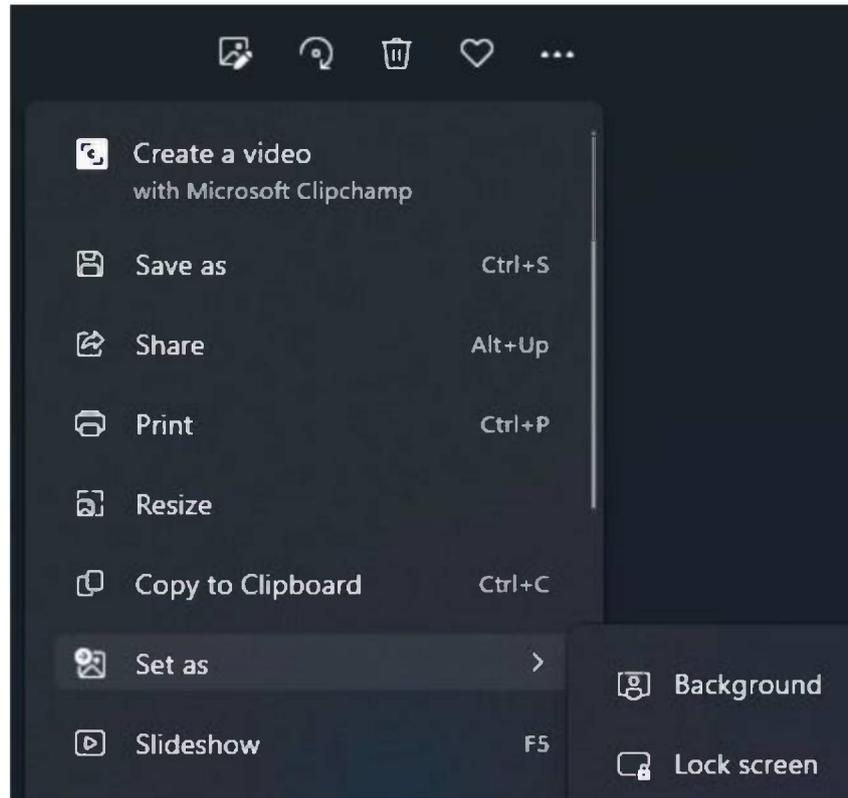
The Toolbar includes options to edit, rotate and delete images. You will view the following dashboard upon selecting Edit icon.



You can crop, adjust brightness, contrast, exposure, shadows and much more using the options. The Filter option enable users to manage a wide range of filters.



If you select the three horizontal dots from the top navigation pane, you will view several options

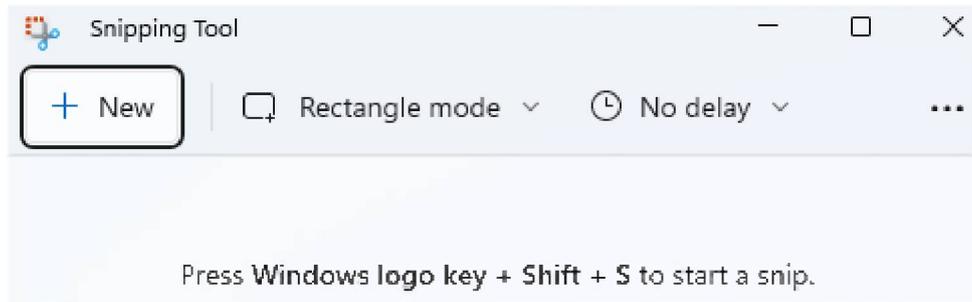


You can set the active image as background or lock screen background. If you scroll down, you will be able to view options for adding 3D effects, animated text including the ability to create a video with music.

Even though Photos app is not a complete tool for image editing, it includes several features sufficient for beginners. The next time when you open an image using Photos, check out all the functions and explore the capabilities.

## Snipping Tool

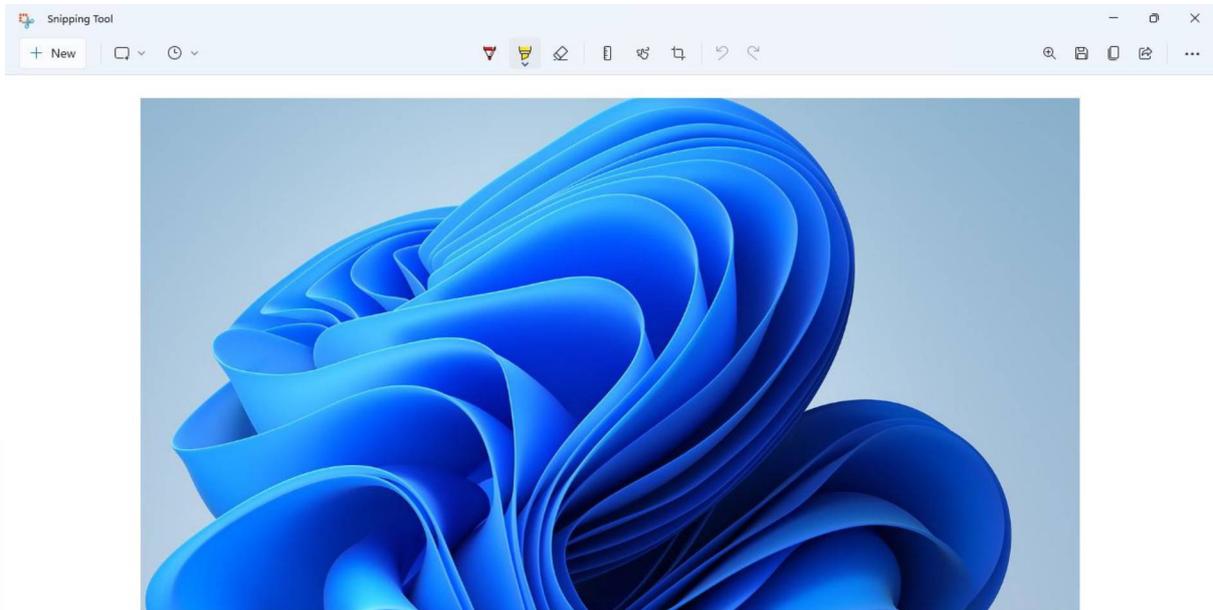
Windows 11 ships with Snipping Tool using which you capture screenshots easily. You can open Snipping Tool either from Start menu or by searching on the Search dialog. You will view the following window.



If you press **New** option, you will view Snipping tools on the top of the desktop as shown below



You can choose from any one of the modes such as Rectangular, Freeform, Window and Fullscreen. You can select a mode and select the area you need to be snipped. You will view the portion you have snapped when you release the mouse button as shown below.



You can then make use of the tools available on the Toolbar to make edits to the snipped output.

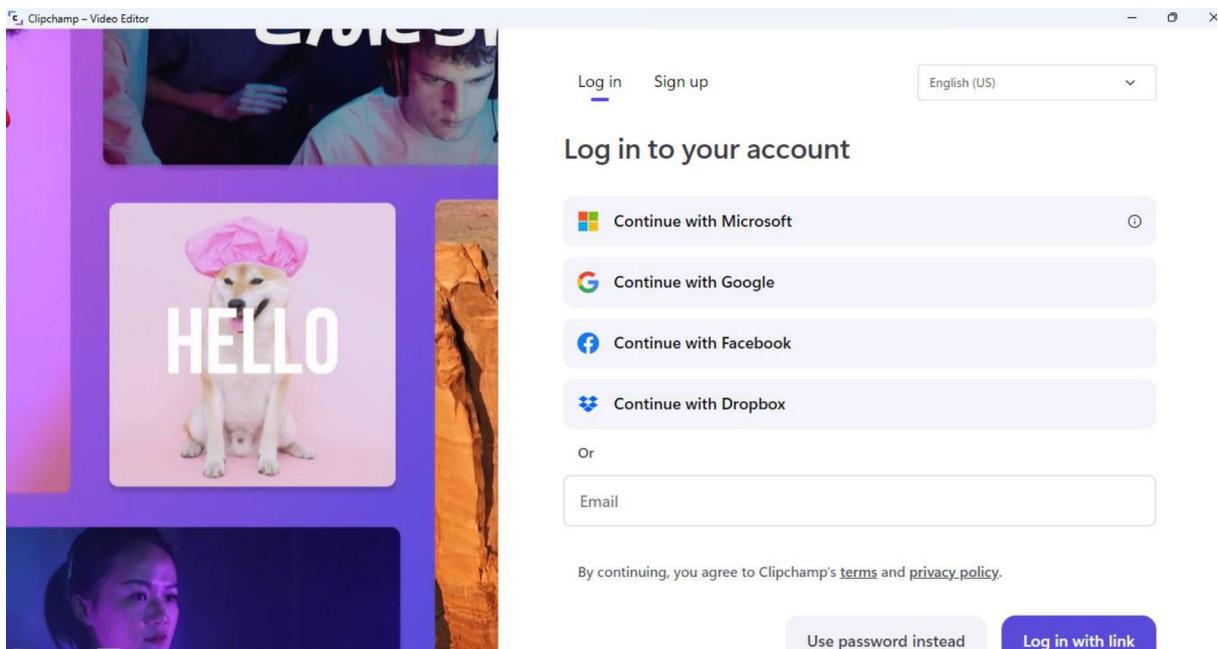


The final output can be saved by selecting *Save as* icon in PNG, JPG and GIF formats. You will find snipping tool very useful for capturing screenshots of active desktop items such as apps, web sites and much more.

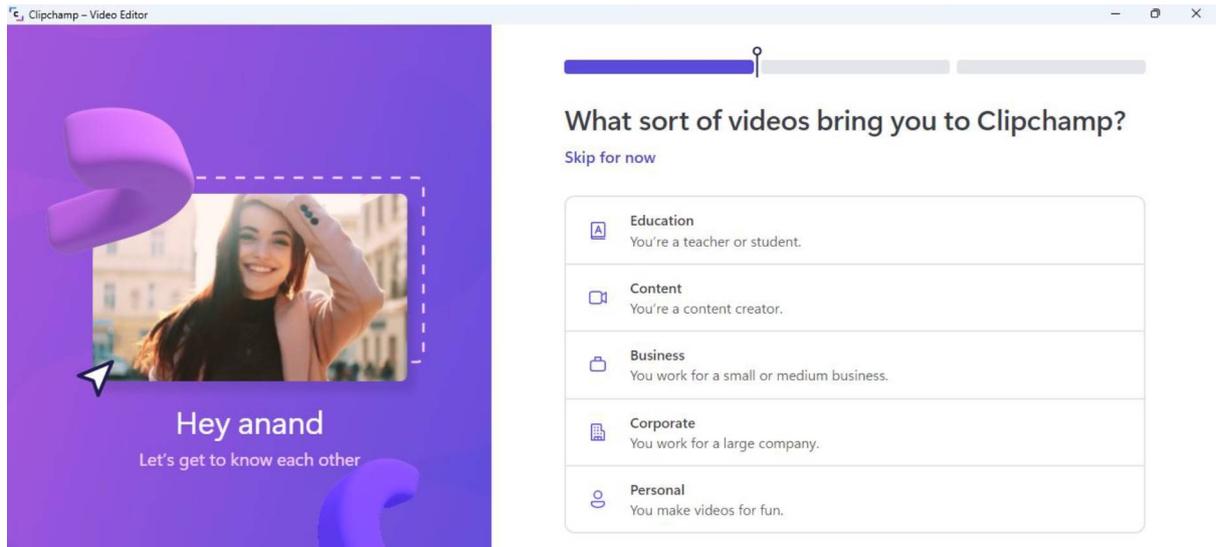
## Clipchamp

Even though Windows is a popular operating platform, it lacked quality video editor. Clipchamp is an advanced video editor rolled out to Windows 11 recently as an Inbox app. With the help of Clipchamp, you can perform advanced video editing tasks easily. You need not have to install third-party video editor apps.

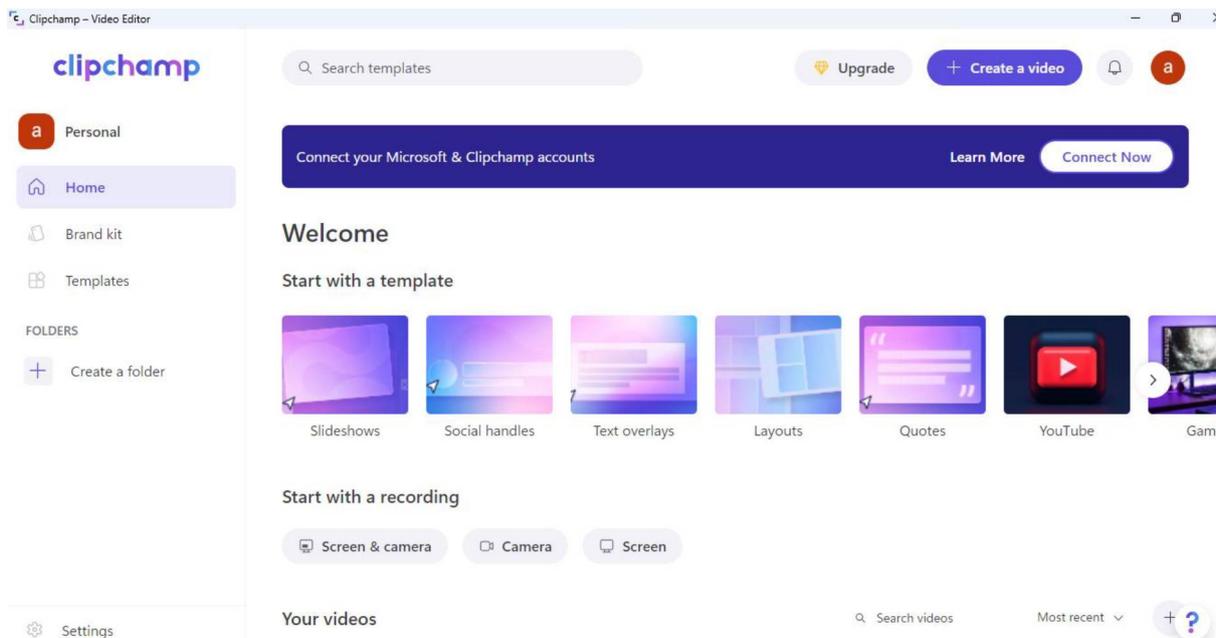
You have to login using either your Microsoft, Google, Facebook or Dropbox credentials. You can also provide your email and the relevant login link will be emailed to you.



The next step is to select the niche for which you edit videos with Clipchamp.

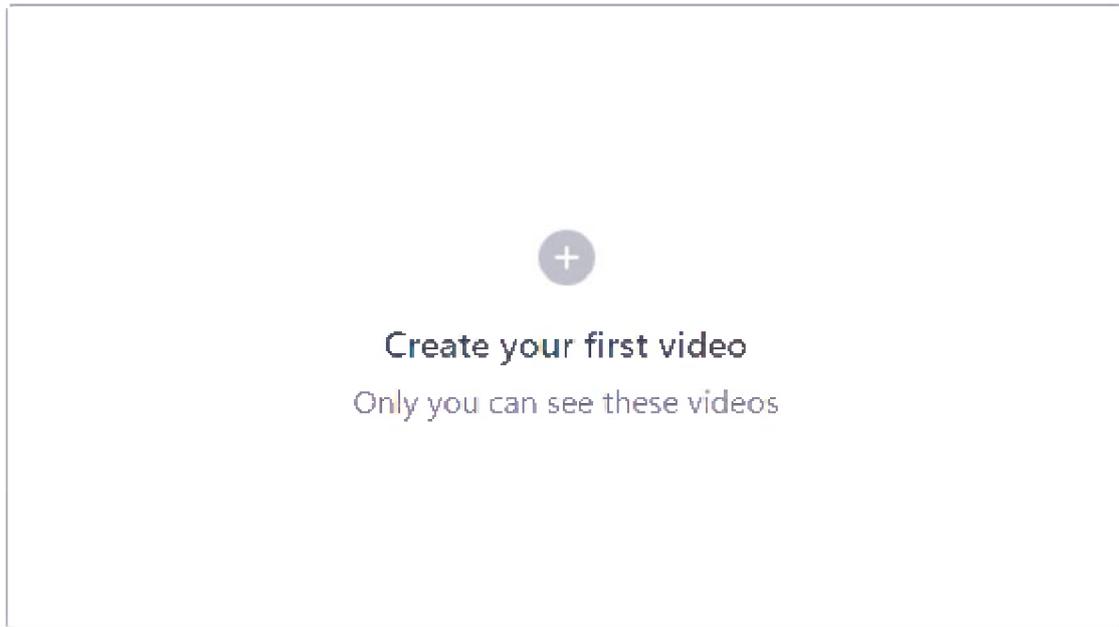


The tool will again ask you to select a subcategory. Clipchamp will display a dashboard as shown below

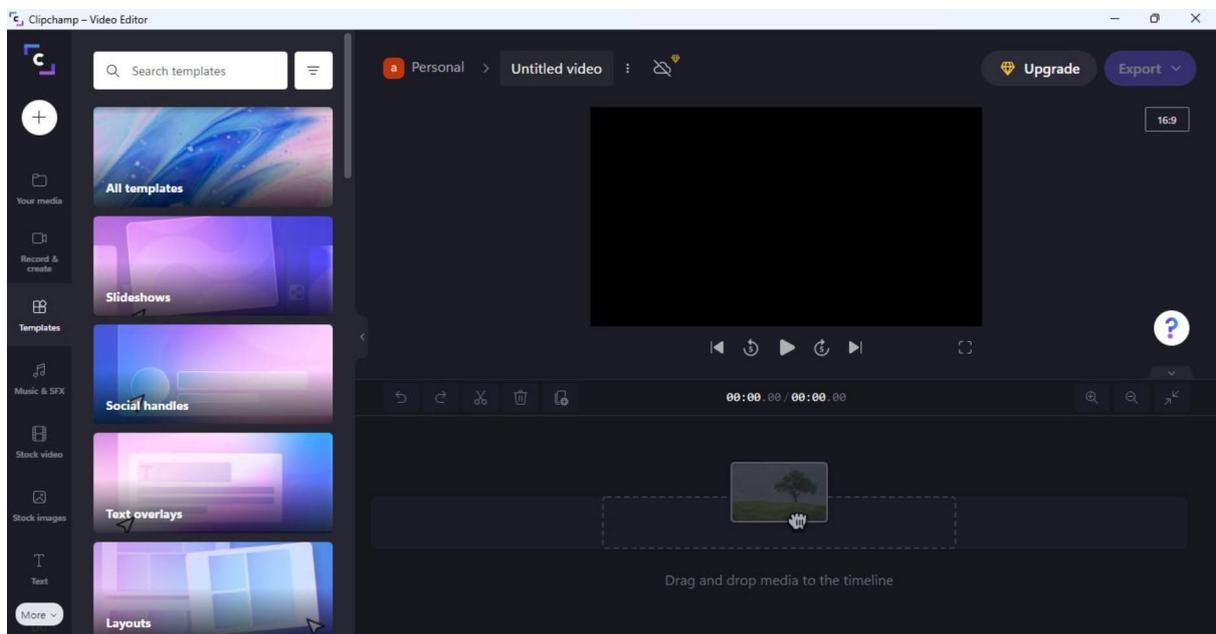


You can either select a template or start a recording of your screen with or without camera. You can also record only your screen. You can also create a video manually by scrolling down and selecting *Create your first video* icon.

## Your videos



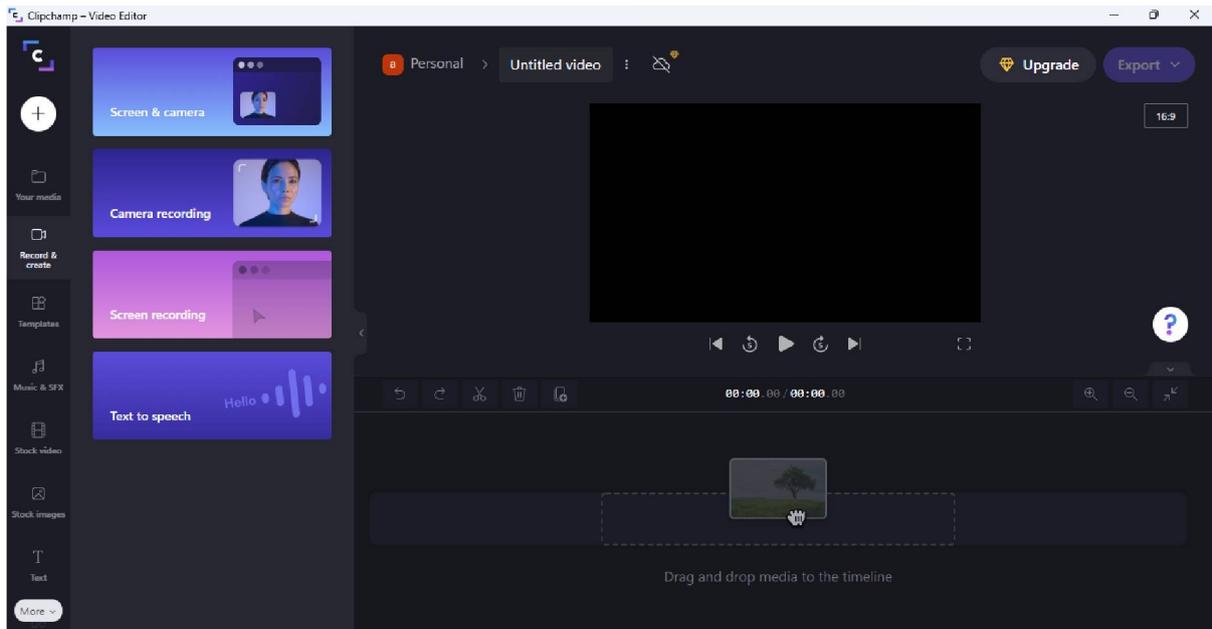
If you select the above option, you will view a Clipchamp dashboard as shown below



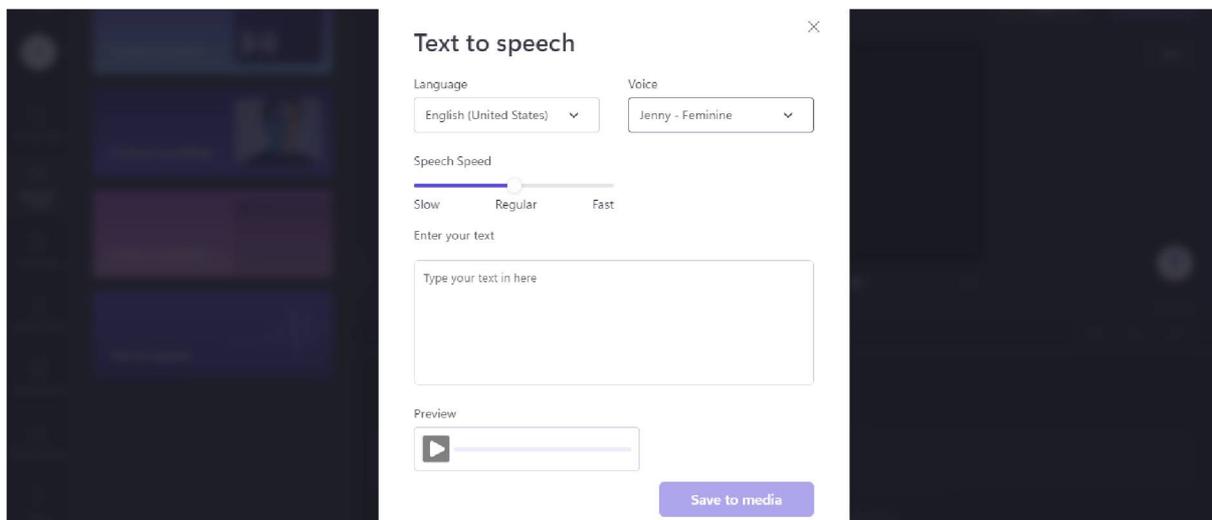
You can add your own video by selecting Media icon from the left side navigation pane.

*As of this writing, Clipchamp is restricted to Windows Insiders.*

You can start recording process including the ability to integrate Text to speech by selecting *Record & create* icon. You will never find a desktop-based text editor with TTS and Clipchamp has done a great job here.



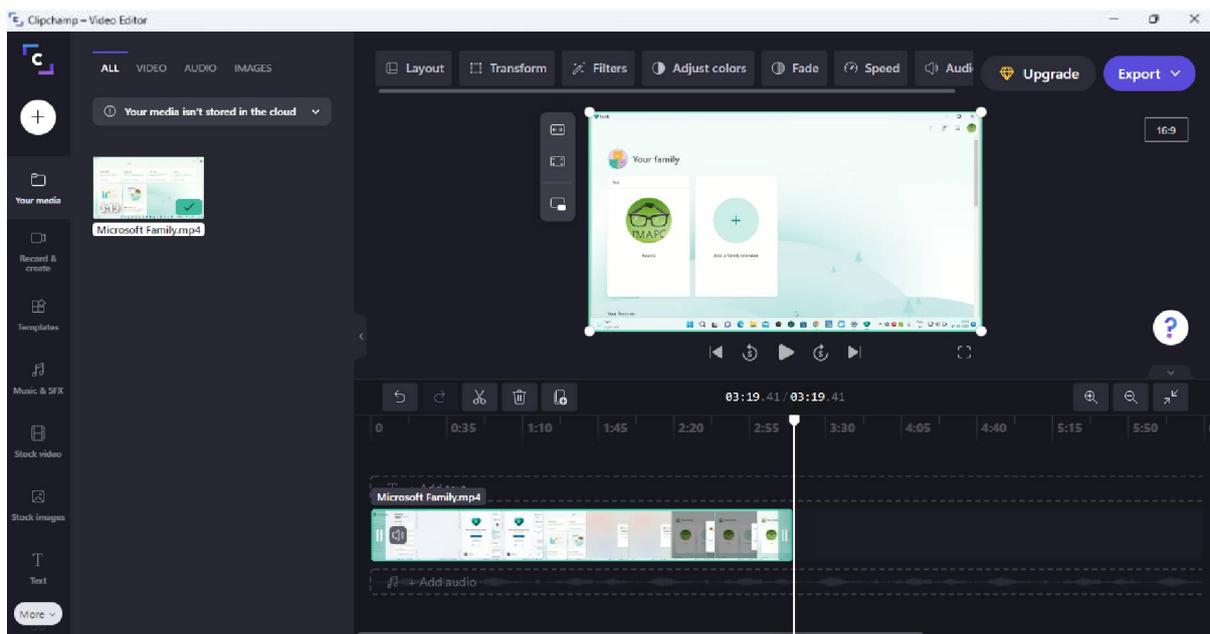
If you select text to speech option, you will view a dialog as shown below



You can select language, voice, speech speed and also provide content. You can then save the audio as a file inside your video.

*The Text to speech functionality will be very helpful for those users who are unable to record their own voice due to various factors like abnormal ambient noise.*

Clipchamp enables you to add music, stock videos and images including a wide range of text shapes. You can also add backgrounds, overlays, GIPHY and stickers, which enables you to amplify your video. The timeline can be used to perform wide range of network and relevant options will be activated only if you add media. You can preview the video before production.



To produce the video, you should select **Export** button. You will view the following options.



### Video quality

Your video will export as an MP4 file

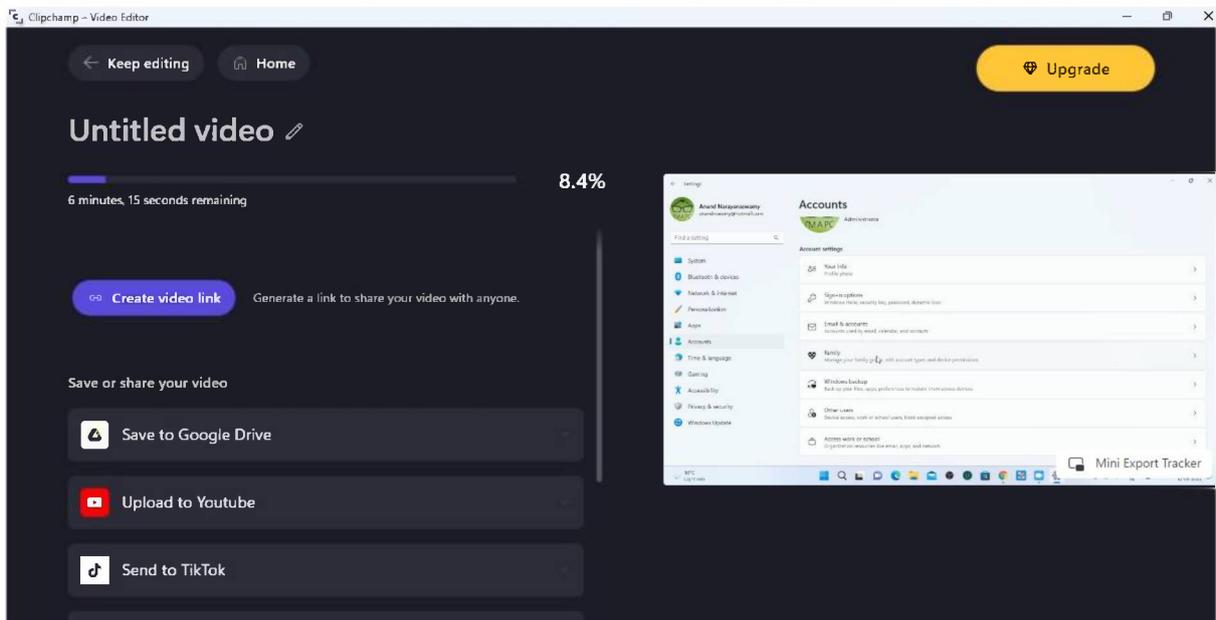
**480p**  
For drafts

**720p**  
For social media

**1080p HD**  
For video streaming & presentations

**GIF**  
For videos 15 seconds or less

You should select the required resolution and Clipchamp will create the video in MP4 format. You will view the video creation process as shown below.



You can directly share the video to various social media and cloud storage platforms including YouTube, TikTok, Google Drive and much

more. It will take few minutes for the video to produce depending upon the capacity of the video and the elements you have added. You can also create video link after the video is successfully produced.

*Clipchamp updates are being rolled out via Microsoft Store.*

As you can see, Clipchamp is a complete video editor tool using which you can seamlessly create, edit and produce videos with all the necessary elements.

## Microsoft Store

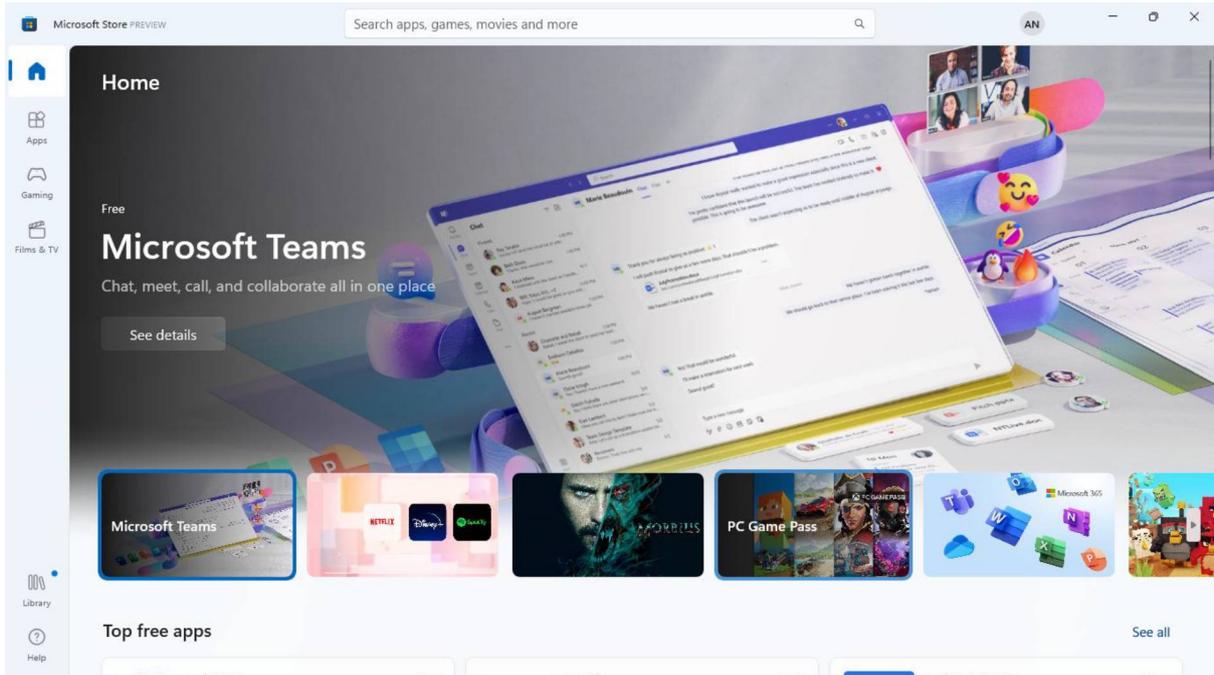
Windows 11 includes a dedicated store using which you can install apps. Microsoft is currently offering updates to apps such as Paint, Notepad, ClipChamp via Store. You can also install several third-party apps without downloading any files. Microsoft Store works similar to Google Play Store in Android devices. You just need to search for an app and install for consumption. The Android apps support is currently available only for users in the US.

*Microsoft Store was released on October 26, 2021.*

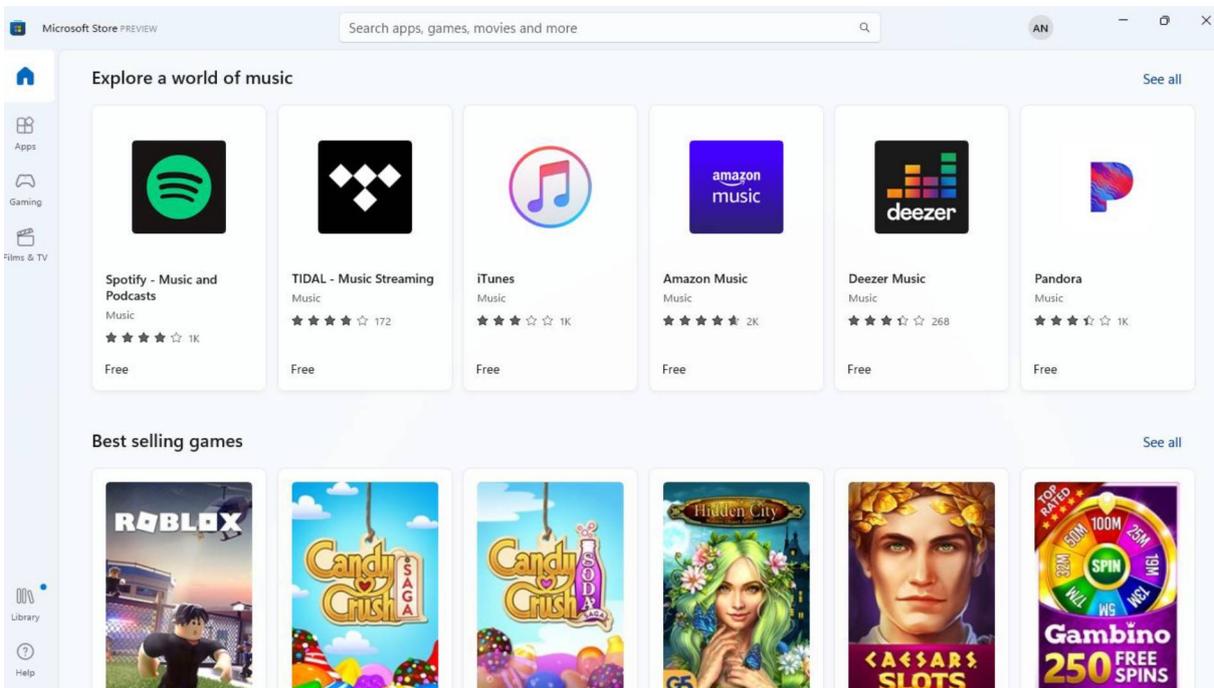
To work with Microsoft Store, you should click on the Store icon from the Windows 11 Taskbar:



You will view a dashboard with several apps as shown below



You can either select apps from the top or scroll down and select relevant categories such as Top free apps, Essential apps, music apps, best-selling games, featured free games, new movies and collections.

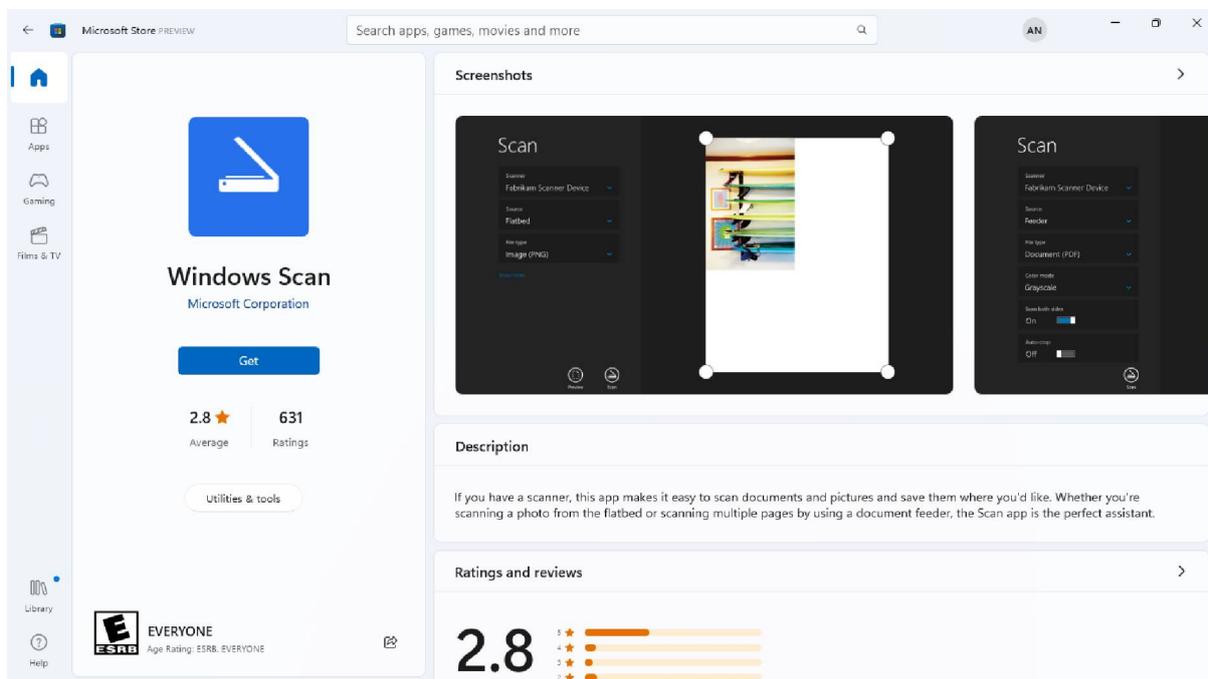


You can also search for apps, games, movies and much more from the search bar located on the top of the Store app. You can also

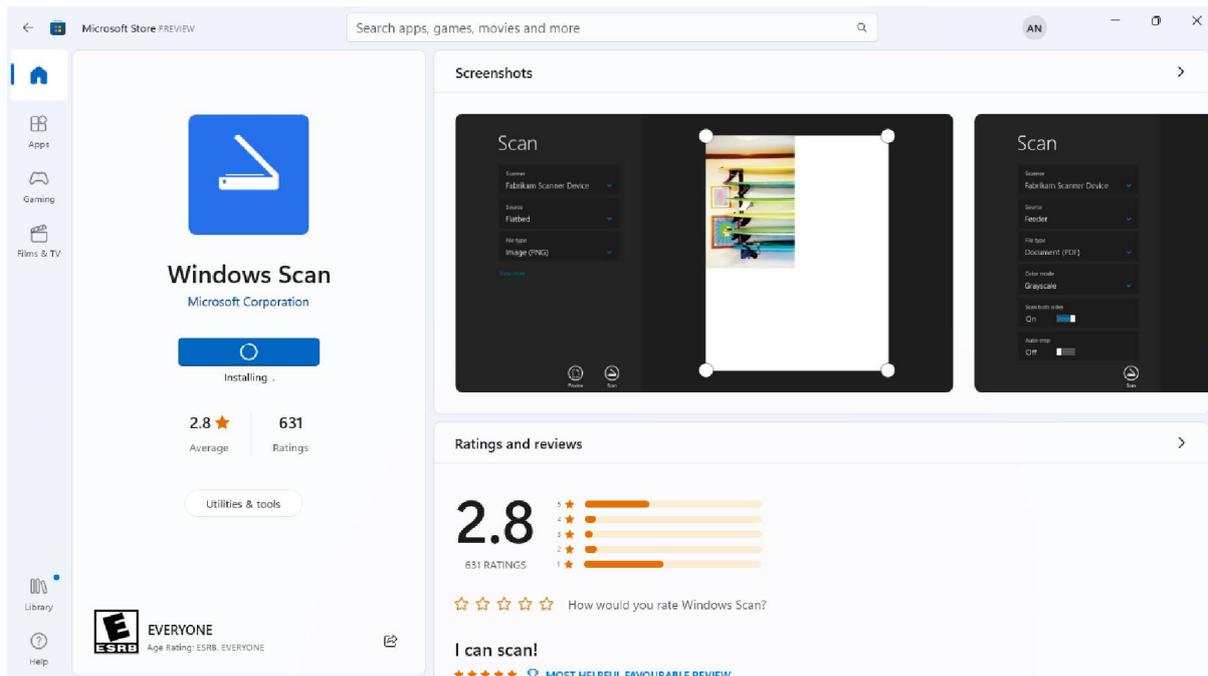
navigate a wide range of apps if you select **Apps** option from the left side navigation pane. The Gaming category provides a list of all gaming apps. You just need to select an app and proceed for installation.

*Microsoft Store was previously Windows Marketplace, Windows Phone Store, Xbox Video, Xbox Music and Xbox Store.*

To install Microsoft Store app, you should select relevant app and the corresponding page will appear on the screen.



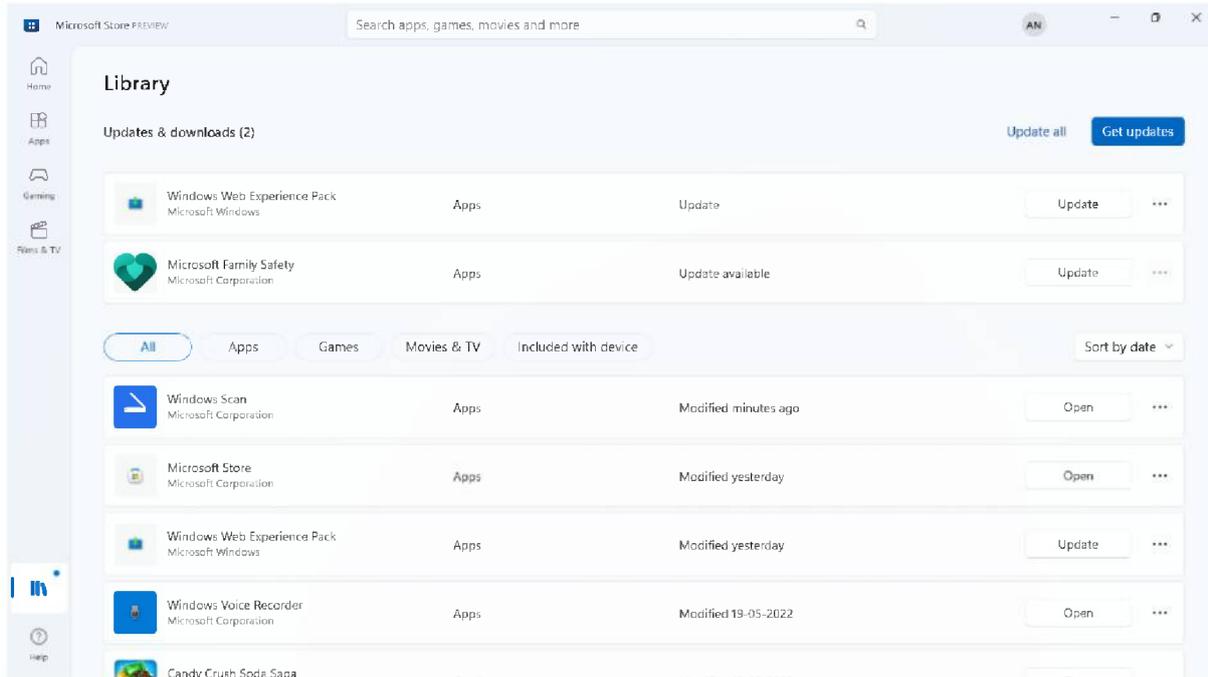
You should select **Get** button to install the app. The time required to install the app depends upon the capacity of the app.



You will view a button captioned *Open* after the successful installation of the app. You can then work on the app. This is the process for the installation of all the apps.

*Microsoft announced the release of Store during the Build conference on September 13, 2011.*

You will be able to view the list of all the installed apps by selecting Library icon from the bottom left hand side. You can also update the installed apps from the Library.



You can also pin the app top the Taskbar and Start menu including the ability to share the app.

*Spotify was added to the Microsoft Store in June 2017.*

You can also write a review about the app. Microsoft Store is an excellent and secured place from where you can extend the functioning of your Windows 11 device

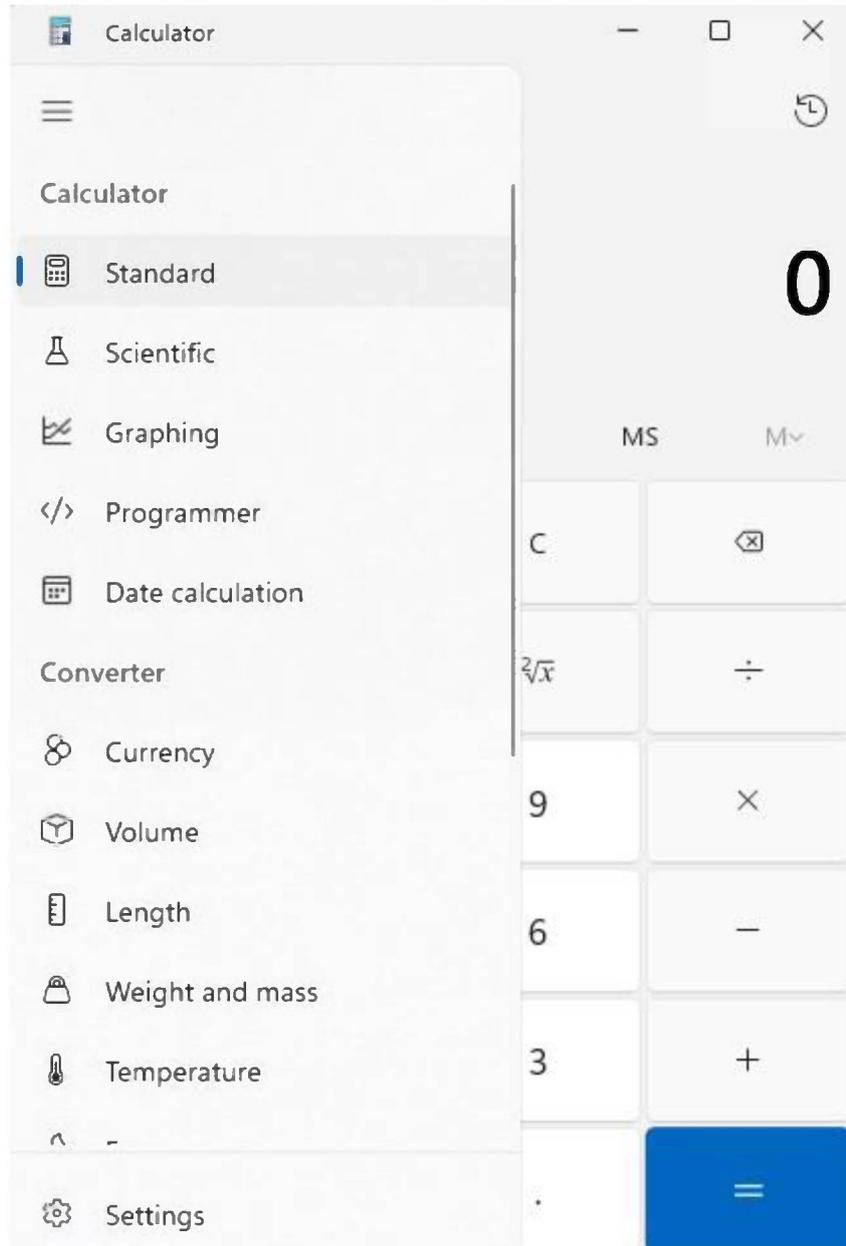
Microsoft has pushed a Microsoft Store update with plenty of new features along with [Windows 11 Insider Preview Build 25131](#). You will find considerable Microsoft Store app improvements if you work with ARM64 device including improved Android apps support for the pop-up store experience. If you discover a new app while navigating the web, Microsoft Store displays a pop-up experience to enable you to install the app. The overall browsing experience has been improved including improved viewing options UX for TV shows and movies.

## Calculator

Microsoft has refreshed the Calculator app in Windows 11. If you had worked with Windows before, you would know very well about the Calculator app. You can open Calculator either from Start menu or via search.



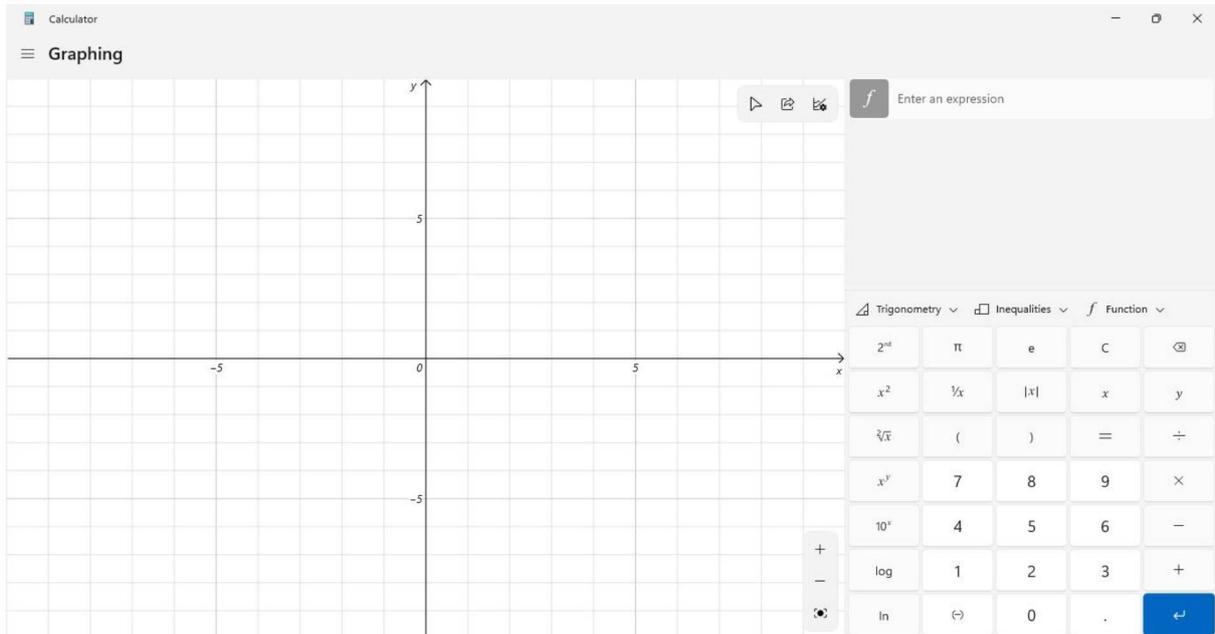
The app comes with five modes with Standard as default as shown below



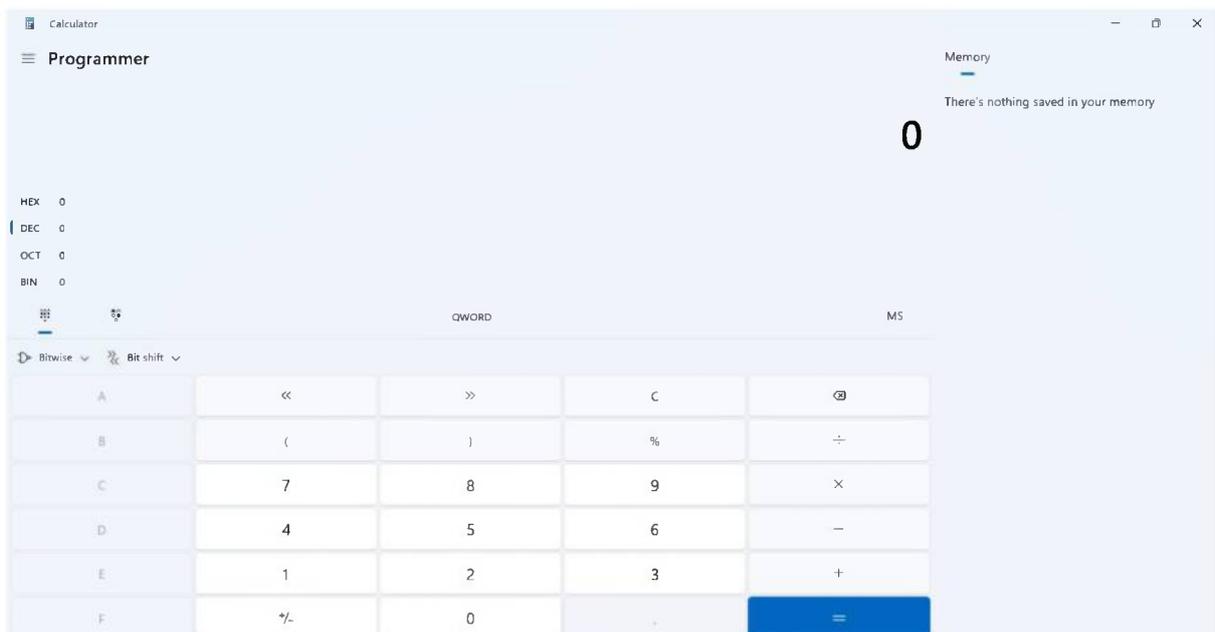
The Scientific Calculator mode appears as shown below



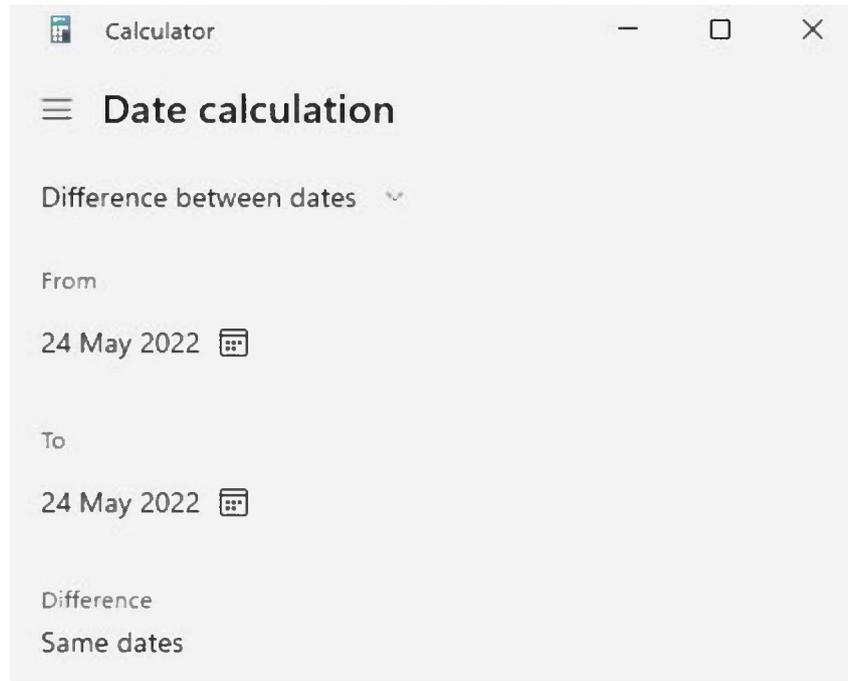
The Calculator app also includes graphing mode using which you can draw graphs.



The programmer mode will be useful for software developers and programmers.



You can also calculate differences between dates using the Dates module.



The Calculator app included with Windows 11 also enables you to convert currency, volume, length, weight, mass, temperature, energy, area, speed and much more.

*Windows Store was renamed as Microsoft Store with a new icon bearing Microsoft logo in September 2017.*

The currency rates are updated instantly and you will be able to perform conversions with latest values.

## Sound Recorder

Sound Recorder is a new feature rolled out to Windows Insiders in the Dev Channel on May 10, 2022. The Sound Recorder app will replace the Voice Recorder app that was available previously. The app brings in a beautiful new visualization and user experience during recording and playback process. You can also change the recording device and film format from within the Sound recorder app.

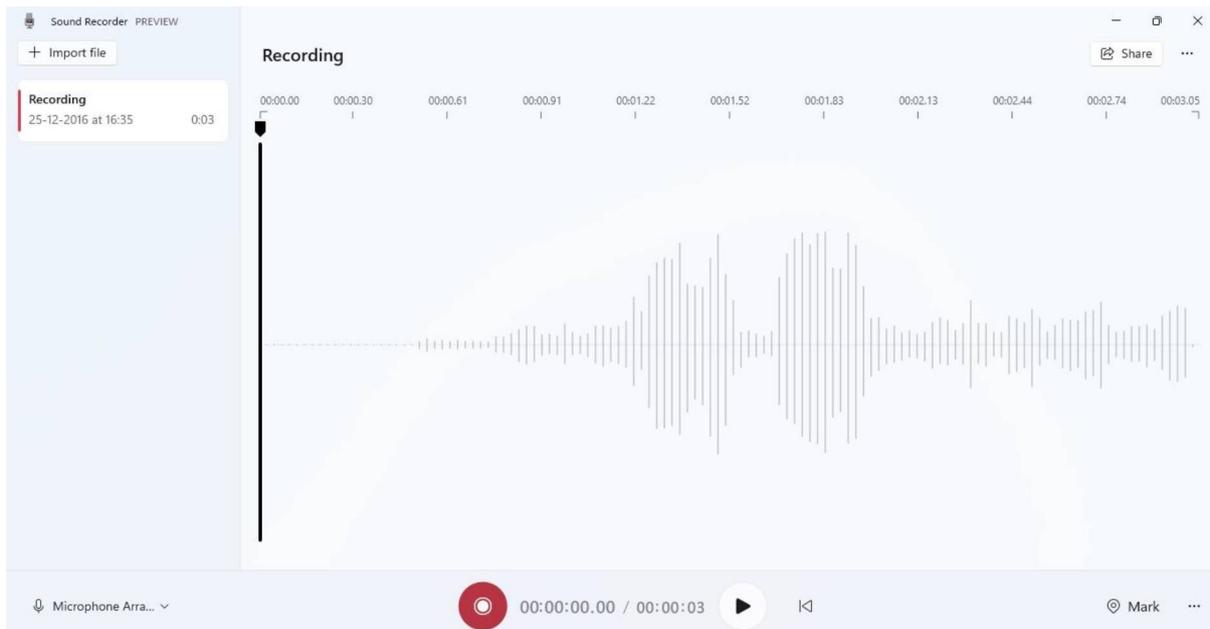
If you open Voice Recorder from your existing installation of Windows 11, the app will perform the require update.

*Microsoft stopped sale of music after the discontinuation of Groove Music Pass on October 2, 2017.*

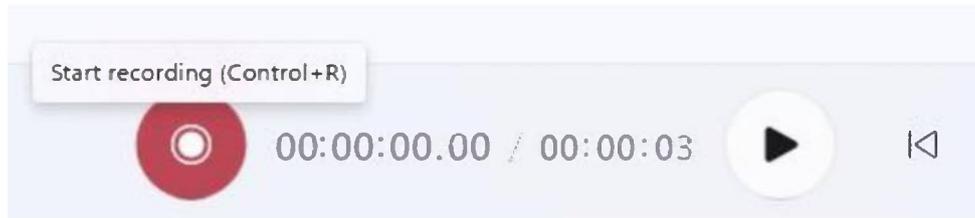
You will view Sound Recorder app preview build after the completion of the update process.



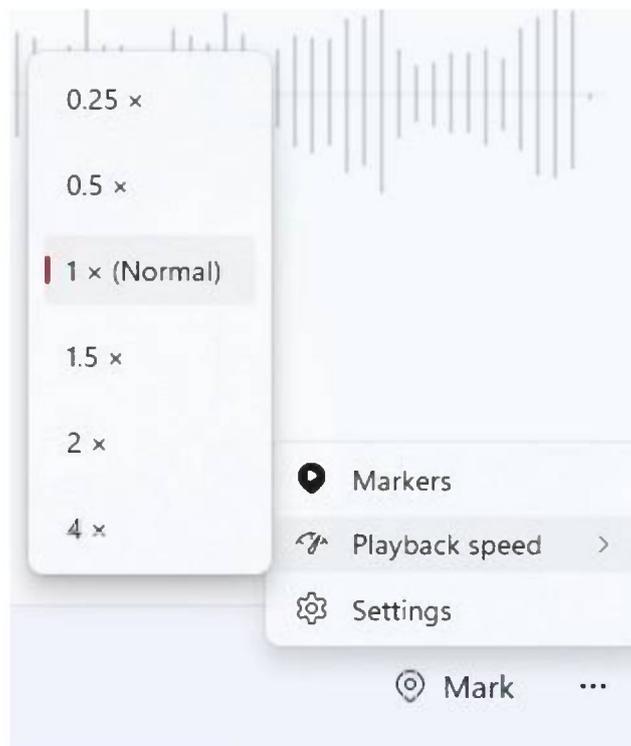
The Sound recorder user interface looks like as shown below



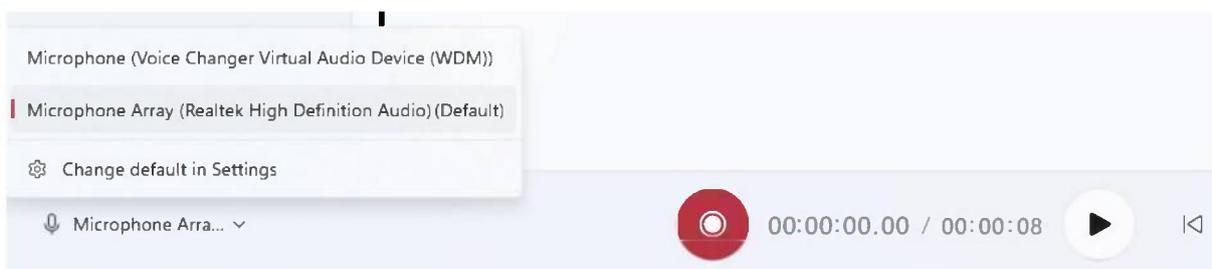
You can start the recording process by pressing **Start recording** button.



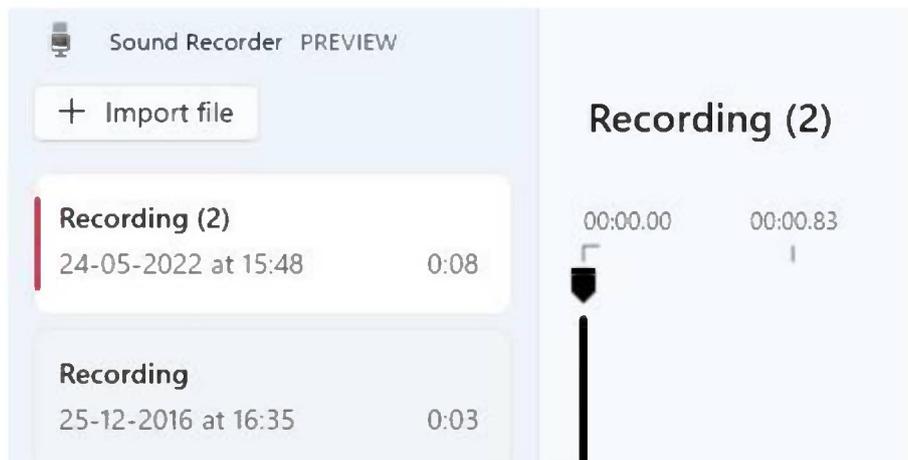
You can adjust the playback speed by selecting the three horizontal dots located on the right side of the dashboard and selecting Playback speed option.



The Sound Recorder also enables you to change the recording device as shown below



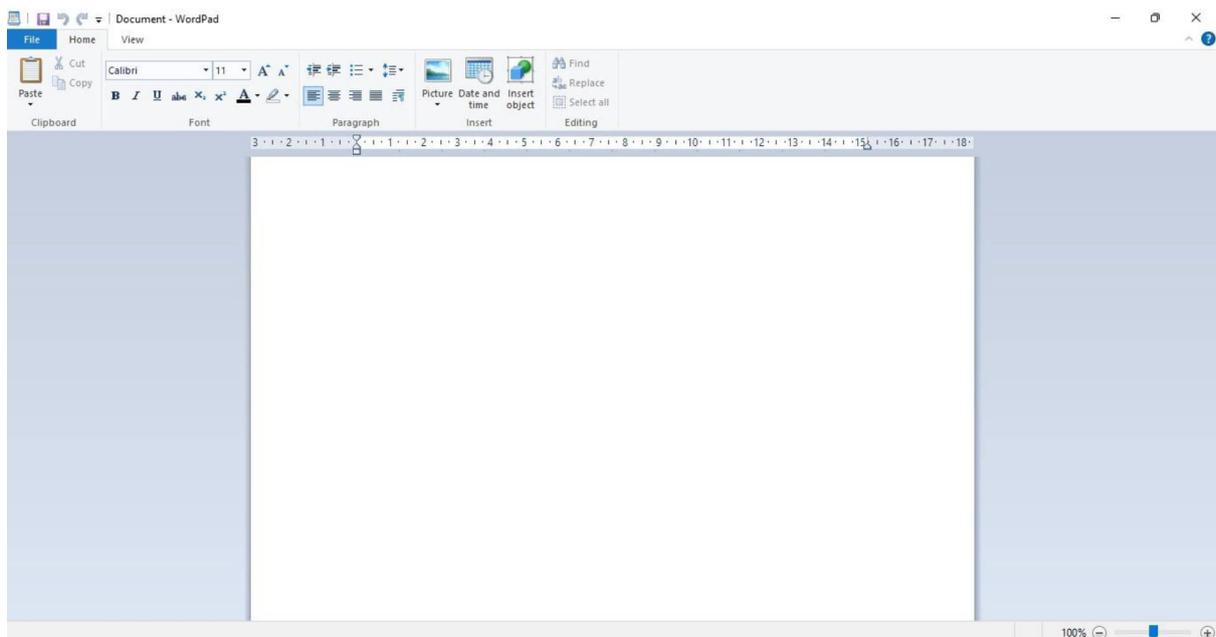
You can also import an audio file from your computer by selecting Import File button.



The Sound Recorder app will be useful for recording podcasts and voice-overs for video creation.

## WordPad

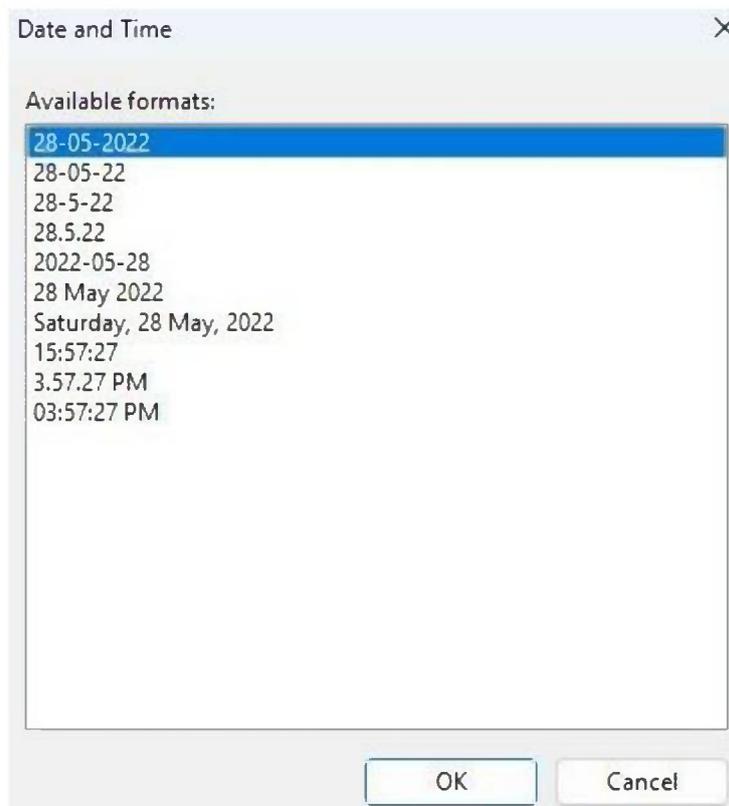
WordPad is similar to Notepad but includes advanced features like a dedicated Ribbon toolbar. To work with WordPad, you just need to type WordPad on the Windows 11 search dialog.



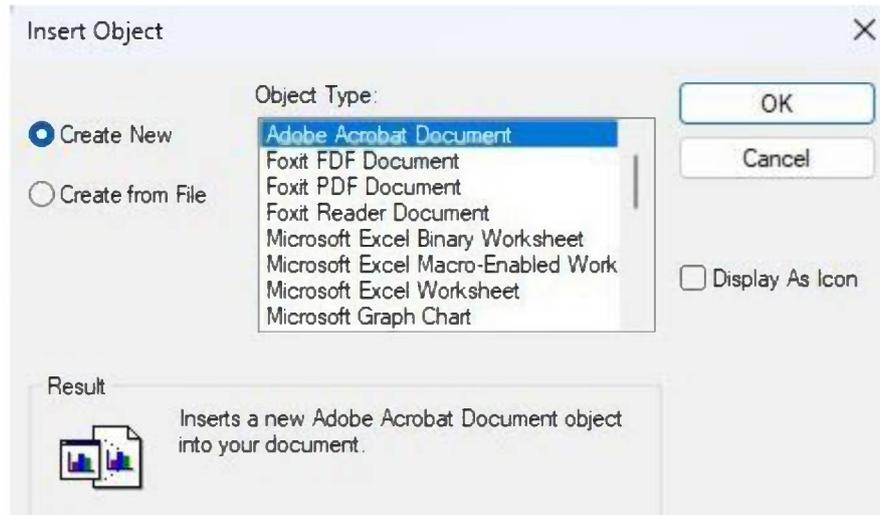
You can change fonts, alignment including the ability to insert picture, date/time and objects. You can add pictures by selecting Picture option. You will be prompted to pick an image from your computer.

*RecForth is a free desktop screen recorder available in Microsoft Store.*

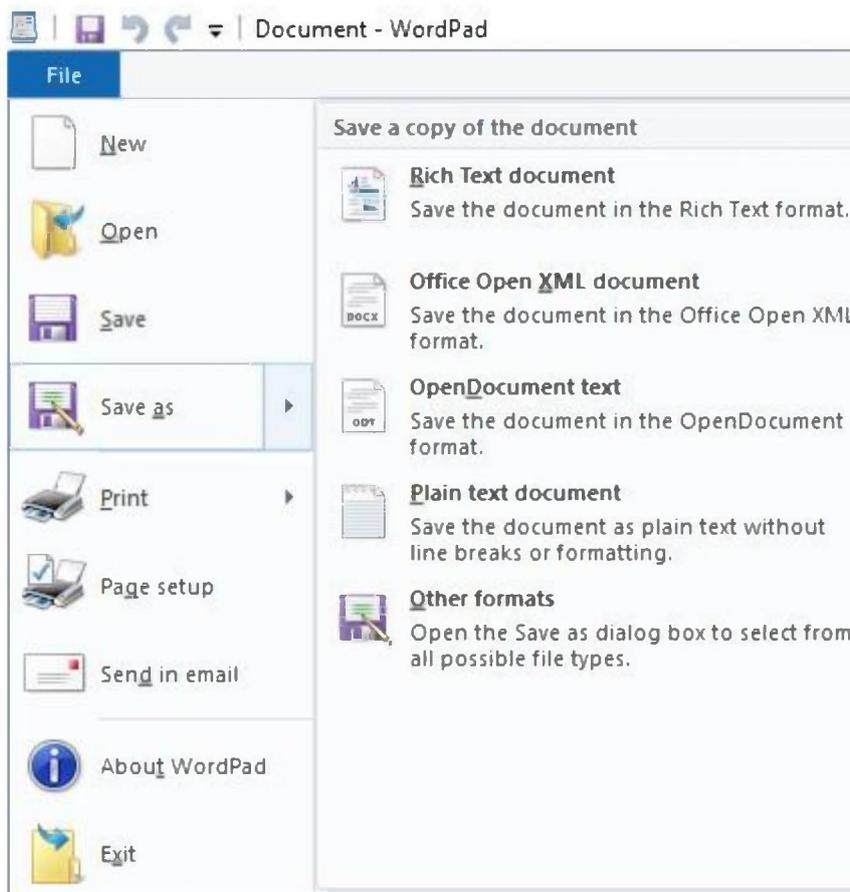
If you select Date and Time option, you will view a dialog as shown below. You can insert date and time in a wide range of formats.



WordPad enables you to add objects to your documents. You should select a relevant object from the displayed dialog as shown below



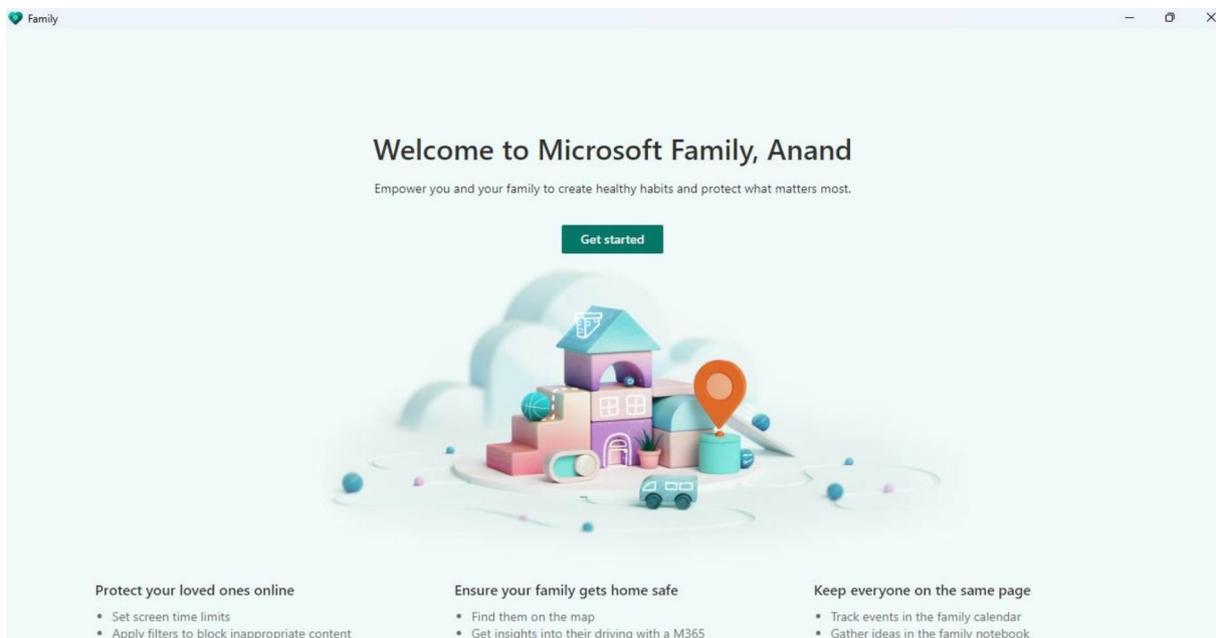
You can perform zooming, word wrap and change measurement units directly from the View menu. You can either choose no wrap, wrap to window or ruler as per your requirement. The File menu enables you to save the WordPad document in various formats



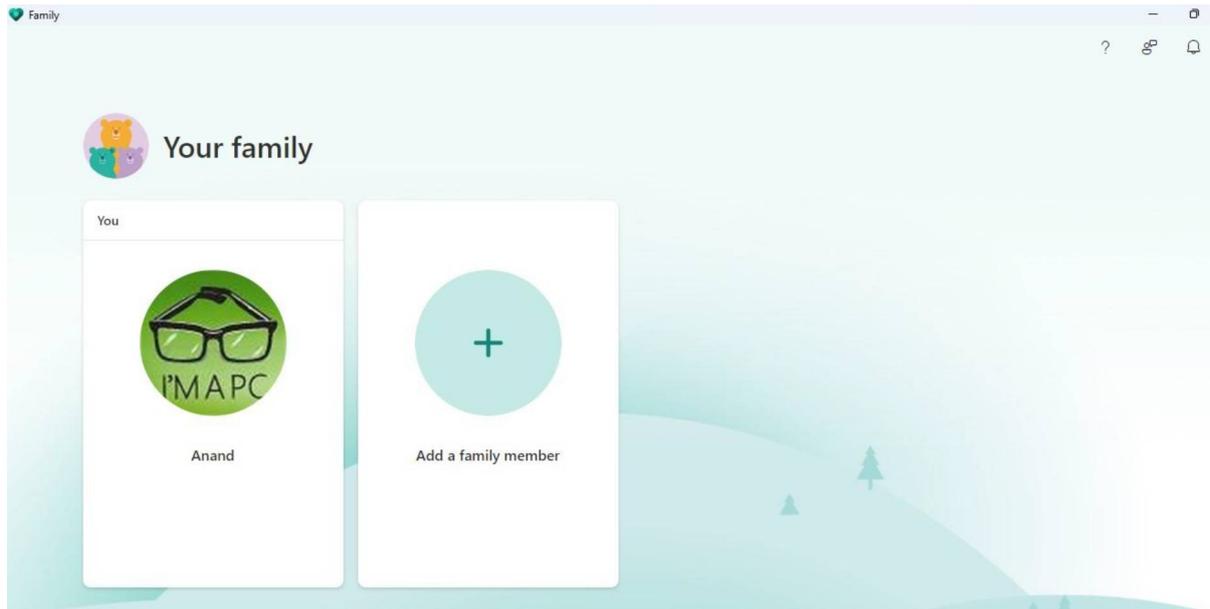
WordPad is a simple text editor, which you can bank upon in case if you want more control over the document. You will find more features than Notepad but the Dark mode will be missed. That said, WordPad exists since the first-generation Windows.

## Chapter 19: Microsoft Family

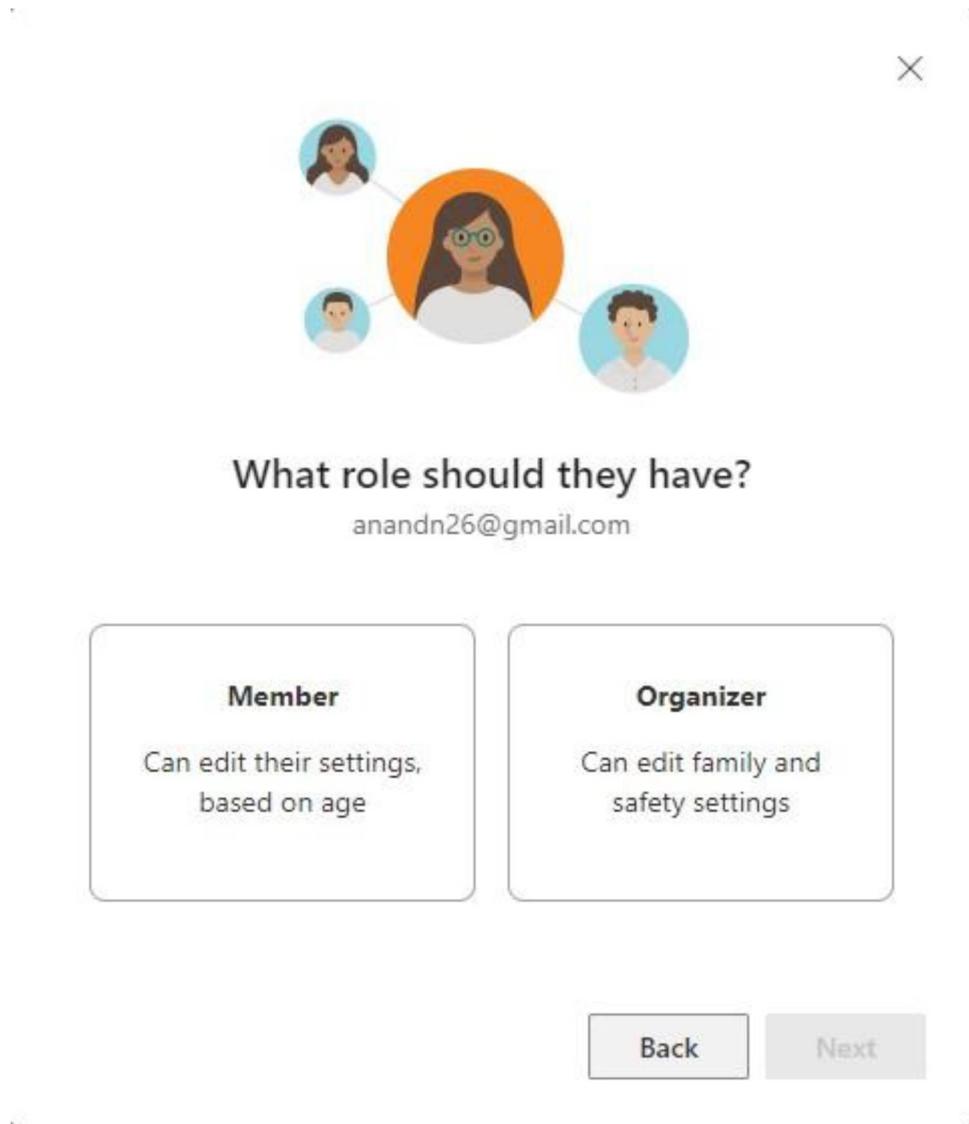
Windows 11 ships with Microsoft Family, which is designed to empower and motivate you and your family to create healthy habits. You can configure screen time limits including the ability to apply filters to block inappropriate content. You can locate your family on the map and fetch insights into their driving habits via Microsoft 365 subscription. You can keep track of events in the family calendar and note down ideas in the family notebook.



You have to add a family member by selecting *Add a family member* option. If you scroll down the page, you will be able to know the list of features bundled with the Family app.



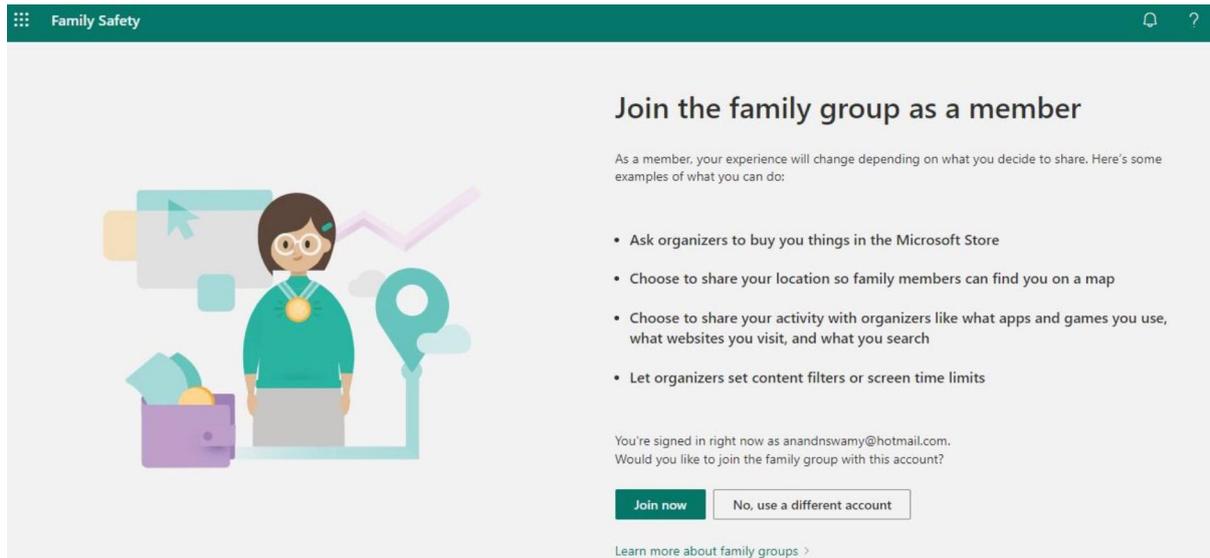
You have to provide either phone number or email of your family member. You then have to select the role of the added user.



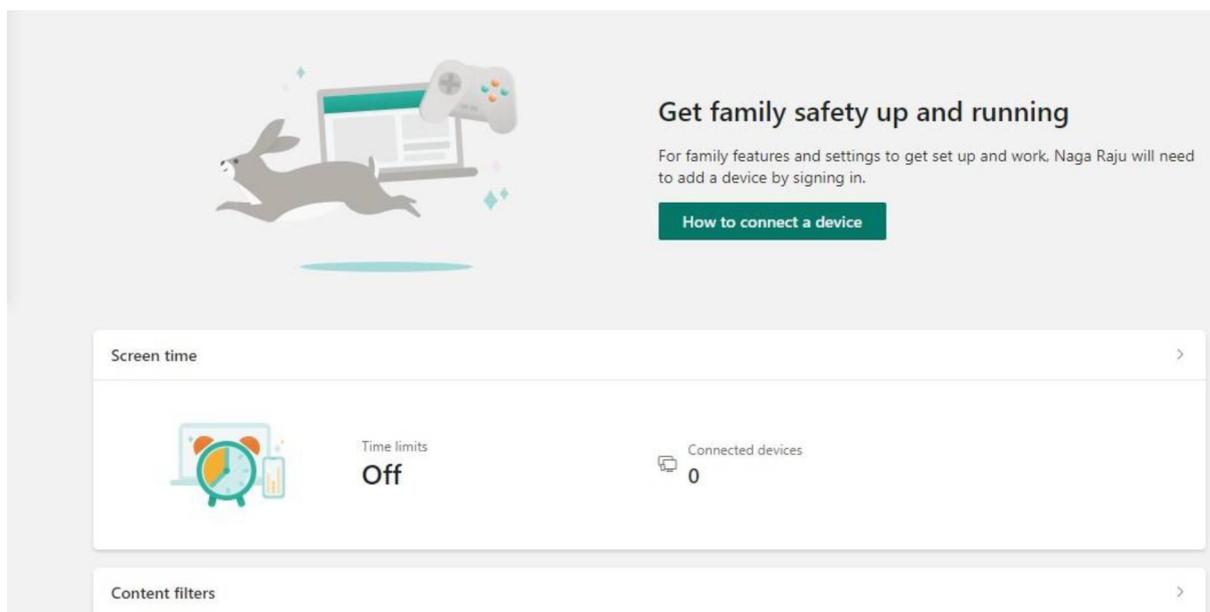
The final step is to provide the code you view on the screen to prevent robots. The added user will receive an email with a unique link, which should be clicked to join the family group as a member.

*The important point to note is that your family member requires Microsoft account to work with the app. Moreover, they should install the relevant Android app and configure the settings as displayed on the screen.*

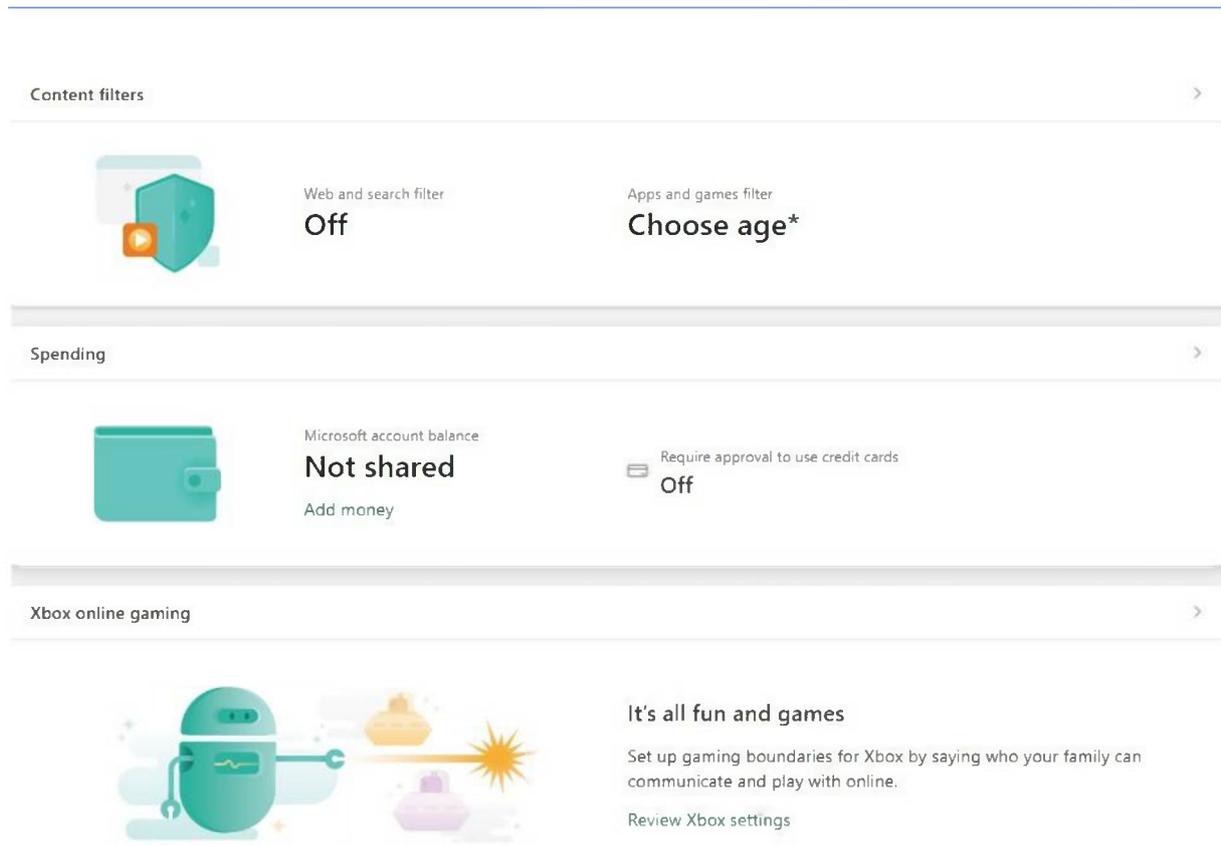
Your user should join the family group as a member by selecting the email link. The page will display the advantages of joining the family group.



You should view the profile picture of the family member after they accepts your invitation. The dashboard provides the steps to establish connectivity with a device. Your family member should work with Windows 10, Windows 11 or Android device.



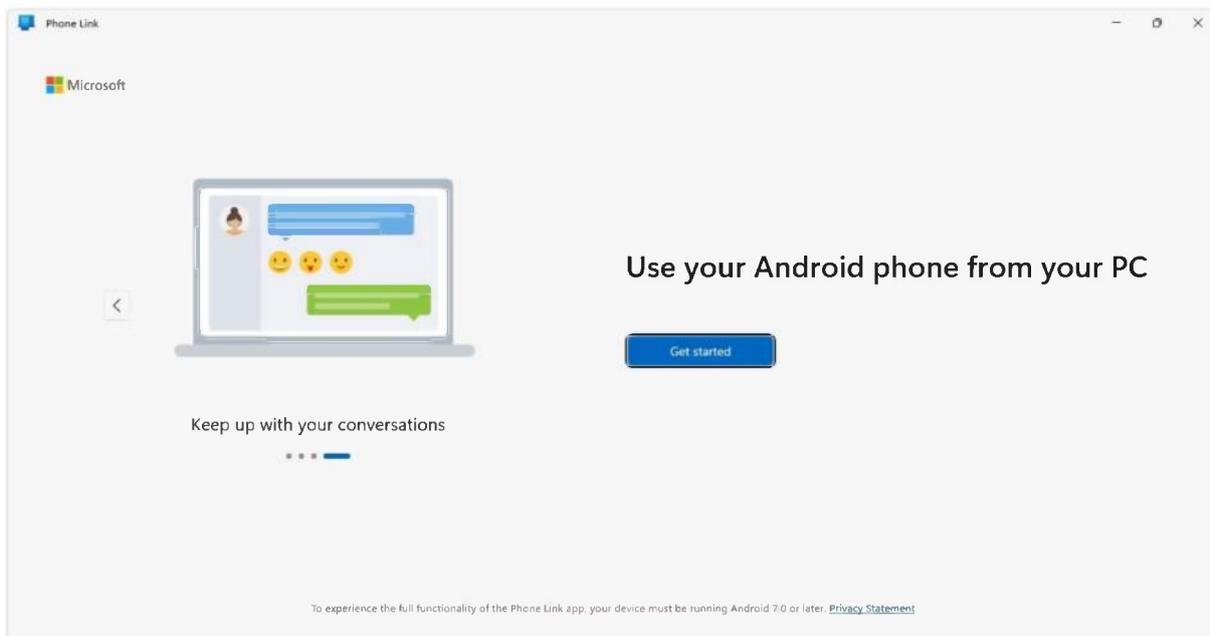
You can manage screen time, content filters, spending including Xbox online gaming activities.



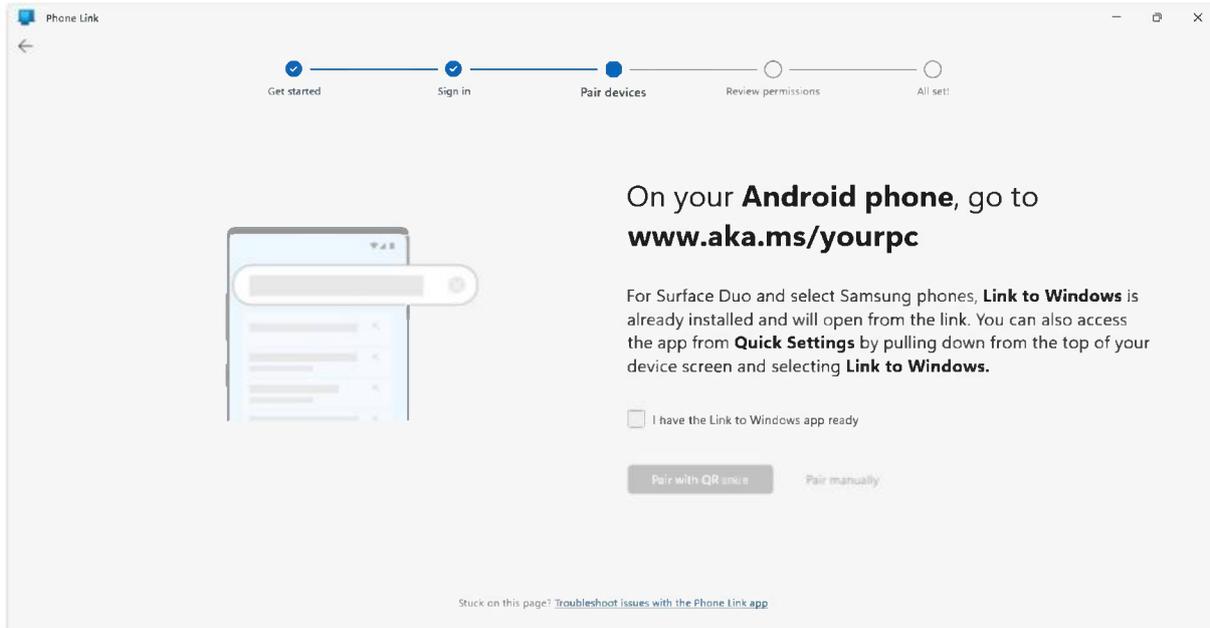
The Family app will be useful to manage the activities of your family members irrespective of the location.

## Chapter 20: Windows 11 & Android

If you are wondering as to what relationship Windows 11 has with Android, then you should delve deep into this chapter. Windows 11 includes a handy Phone Link app using which you can not only establish connectivity with your Android device but also access messages and photos from your Windows 11 device. You can open Phone Link app from the Search dialog.



The next step is to install *Link to Windows* on your Android phone. You will be prompted to navigate to a URL displayed on the screen to download the app.

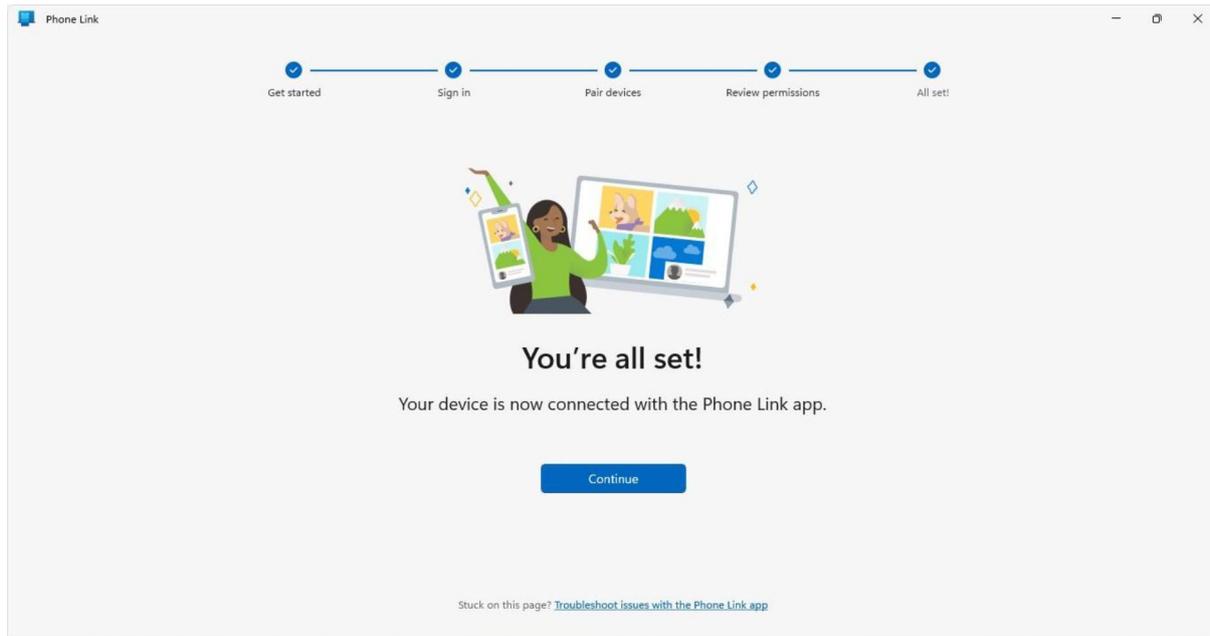


If the app is already installed, Google Play Store will update the app if available. You should enable five permissions as displayed on your Android device. A confirmation message stating that your phone and PC are linked will appear on the Android device.

*Microsoft stopped e-books sale on the Microsoft Store on April 2, 2019.*

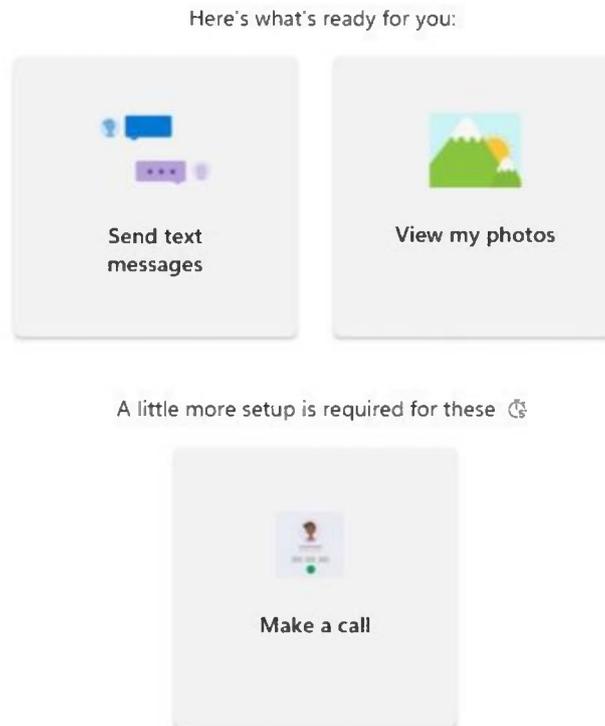
You should select *I have the Link to Windows app ready* message on your PC/laptop. You can either pair with QR code or pair manually. The required QR code will be generated with your Microsoft account and displayed on the screen.

You should navigate to settings from Link to Windows app and add your Windows device. Your computer will display a unique pin code and it should provide inside your Android device. A final confirmation message will appear on the Windows 11 device.



You can send text messages, view photos from your Windows 11 device.

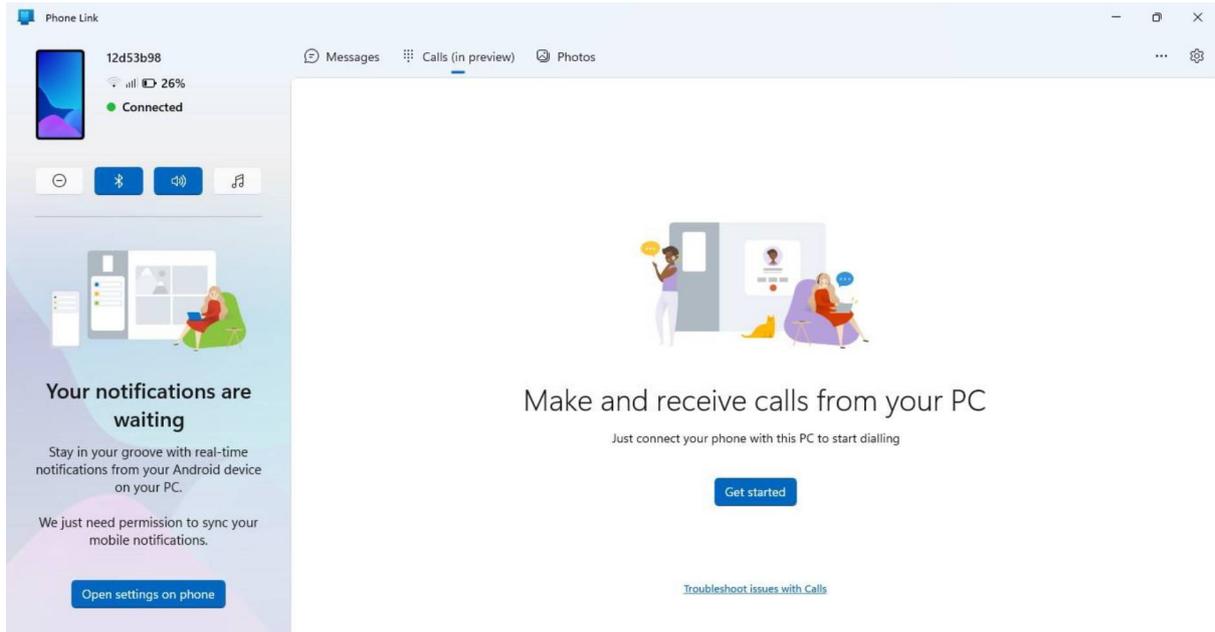
## Select a task to start exploring



The Phone Link app displays Messages and Photos. It's also possible to make phone calls directly from your PC/laptop. The interesting feature is the ability to access Photos from your Android device on your Windows 11 PC.

*The Phone Link app could consume battery of your Android device.*

You can view all the photos by scrolling down the dashboard. However, the loading of photos could take time depending upon the capacity. If you have large number of photos, then loading will take excessive time.



As you can observe, the dashboard displays the battery capacity of your Android phone. If you select a photo from the Photos tab, the app displays several options. You can open the photo using the photo viewer, save the photo, sharing including deletion of the corresponding photo.



You can pin the Photo Link app to Taskbar by selecting the three horizontal dots from the top navigation pane. It's easy to save the Photos stored on your Android device to your Windows device or to a cloud storage provider.

*Microsoft Lens Android app enables you to scan documents in PDF format.*

The Phone Link app is a great way to establish connectivity between your Android smartphone and Windows 11 PC. The user interface is improved and once connected, you can perform all the related work

very quickly and easily. The whole connectivity process can be achieved without cables. You can make use of this app to fetch photos from your Android phone.

## *Chapter 21: Understanding System Tools*

Windows 11 is a comprehensive operating system using which you can perform a wide range of tasks. The Windows 11 consists of several apps such as Calculator, WordPad, Paint, Paint 3D and much more. Moreover, you can install programs and apps such as Microsoft Office, web browsers and other software programs. The possibilities are immense and you have to make sure that the relevant program is compatible with Windows 11. The Windows 10 apps are backwards compatible on Windows 11.

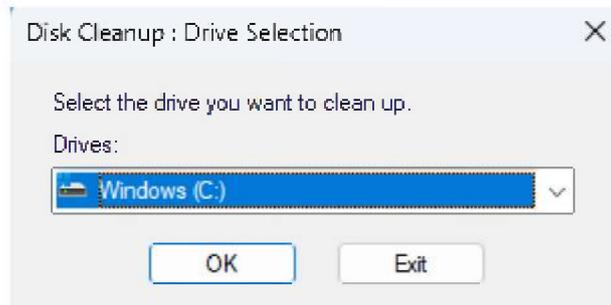
If you work regularly with your computer, you should perform regular cleaning process so that you can continue to work on a daily basis smoothly without any lags. Your PC and laptop also require regular clean-up and maintenance just like water tap and kitchen sink. Nowadays, computers have faster processor and RAM including massive hard drive space of 1TB. Hence, you need not have to worry that your system will slow down. Even if you install antivirus software, your computer will work normally because of the abundant resources.

Windows 11 includes two important tools such as Disk Cleanup and Disk Defragmenter. In this chapter, we will examine the working of Disk Cleanup and Disk Defragmenter in detail.

### **Disk Cleanup**

The main purpose of the Disk Cleanup is to eliminate unwanted content, files, cookies and other data. You should note that every time you navigate the web, your system will occupy heavy load of unnecessary data. Moreover, you don't need them for work. You need to periodically clean your hard drive so that your computer will work to the full potential.

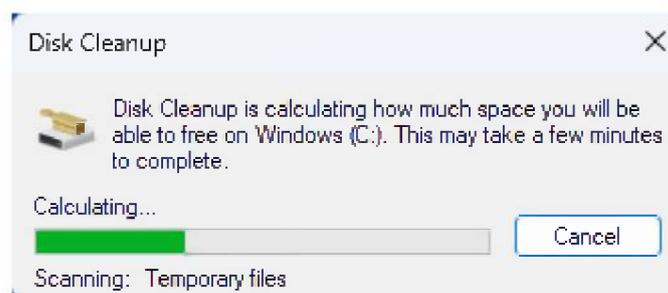
To work with Disk Cleanup utility, you should search with the keyword *disk cleanup* from the Search window. The Disk Cleanup tool app will be displayed and you should select to start working.



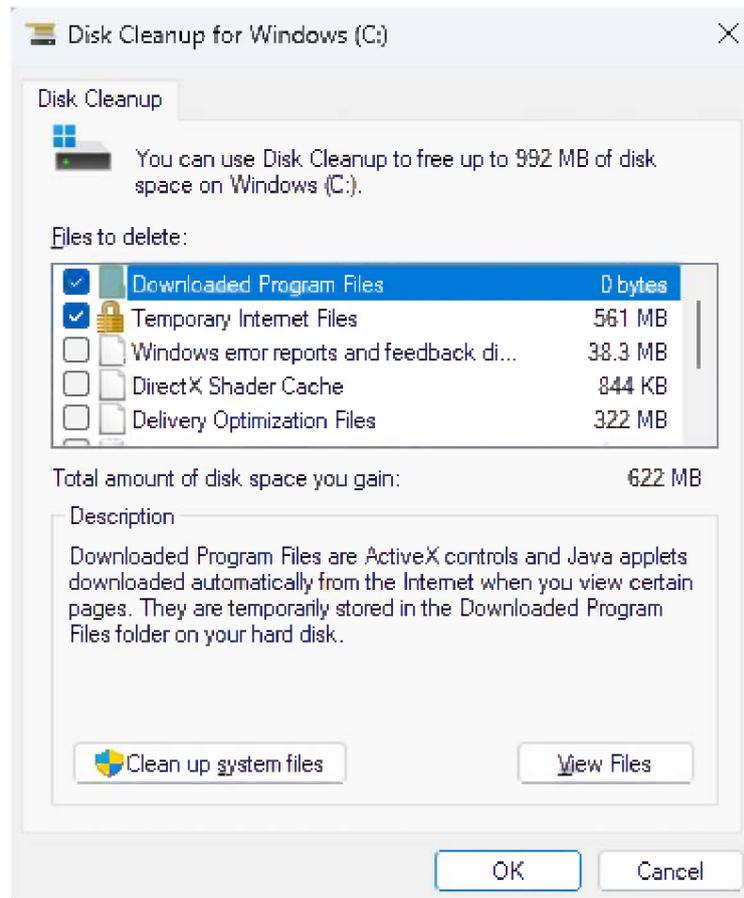
Windows 11 will prompt you to select a hard drive partition. If you have multiple partitions, you should select the relevant drive from the drop-down list.

*Cookies are traces stores inside your computer after each web browsing. It's essential to eliminate them regularly to speed up your system.*

The next step is to click **OK** button. Windows 10 will display a progress bar as shown below. If you work on your computer for several days, the progress bar will display for long time. The purpose of the bar is to identify the files and content to be cleaned.



You will view a dialog with the caption *Disk Cleanup for Windows (C:)* with list of files that needs to be deleted. By default, Windows will completely erase files included under Downloaded Program Files and Temporary Internet Files. You can find how much storage space will be freed after the disk cleanup process.



You can also delete System Files by selecting the *Clean up system files* button. Your system will be able to get rid of unwanted garbage log files, which will ultimately free up more storage. Even if you are not performing any cleaning operation, your computer will work faster because of the integration of latest hardware. You can use Disk Cleanup to work more effectively.

*Ransomware are viruses, which locks your system and prompts you to pay ransom money. To prevent this virus, you should never open any unknown file/attachment.*

You can checkmark other options if required and select the OK button to initiate the Disk Cleanup process. Windows 11 will perform the cleanup operation and your system will get rid of extra storage space that are consumed by unwanted files.

The Disk Cleanup process will safely delete all the unwanted files, cookies and caches. You need not have to sneak through the individual system files located deep inside your computer, which will lead to destruction of your system. You should perform Disk Cleanup once in every month so that your system runs faster and smoother. You should perform Disk Cleanup once per week if you work with old computers that are powered by outdated processors.

## Disk Defragmenter

If you work with your Windows 11 computer for a long time, then you should have installed and uninstalled several apps and program for various purposes. Moreover, you should have installed several programs on your computer.

*Spyware displays unwanted pop-ups and ads while you browse the web. This can be prevented by avoiding unknown websites.*

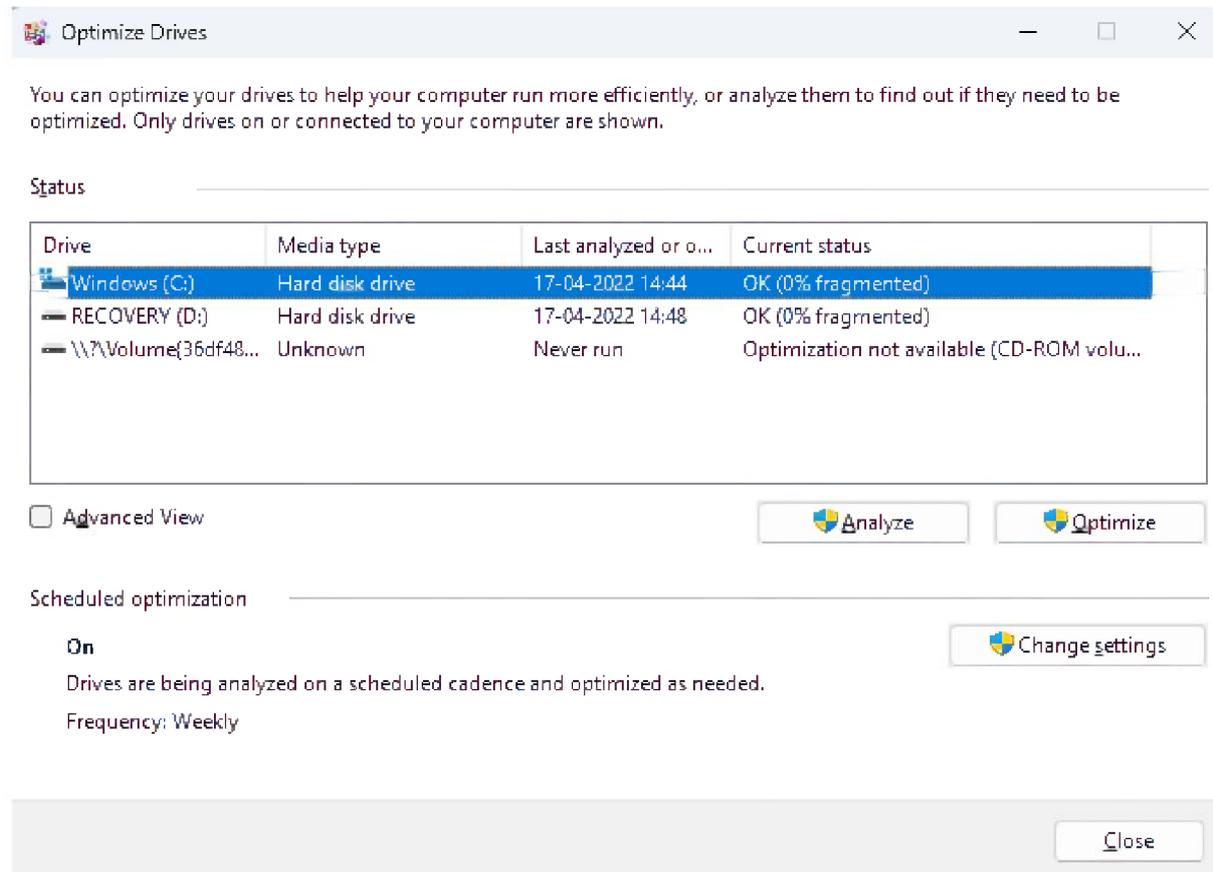
This will result in wear and tear as fragments inside your hard drive will be scattered and you will find it difficult to access data. Your computer will become slow when the fragment accumulates. You will notice slowness while performing routine operations and will be visible after 6 to 8 months from the date of purchase of the PC.

Windows 10 includes a handy tool called Disk Defragmenter, which helps you to perform the defragmentation of your hard drive. Microsoft has included the Defragmenter tool from early versions of Windows and has been an integral part of every Windows operating system.

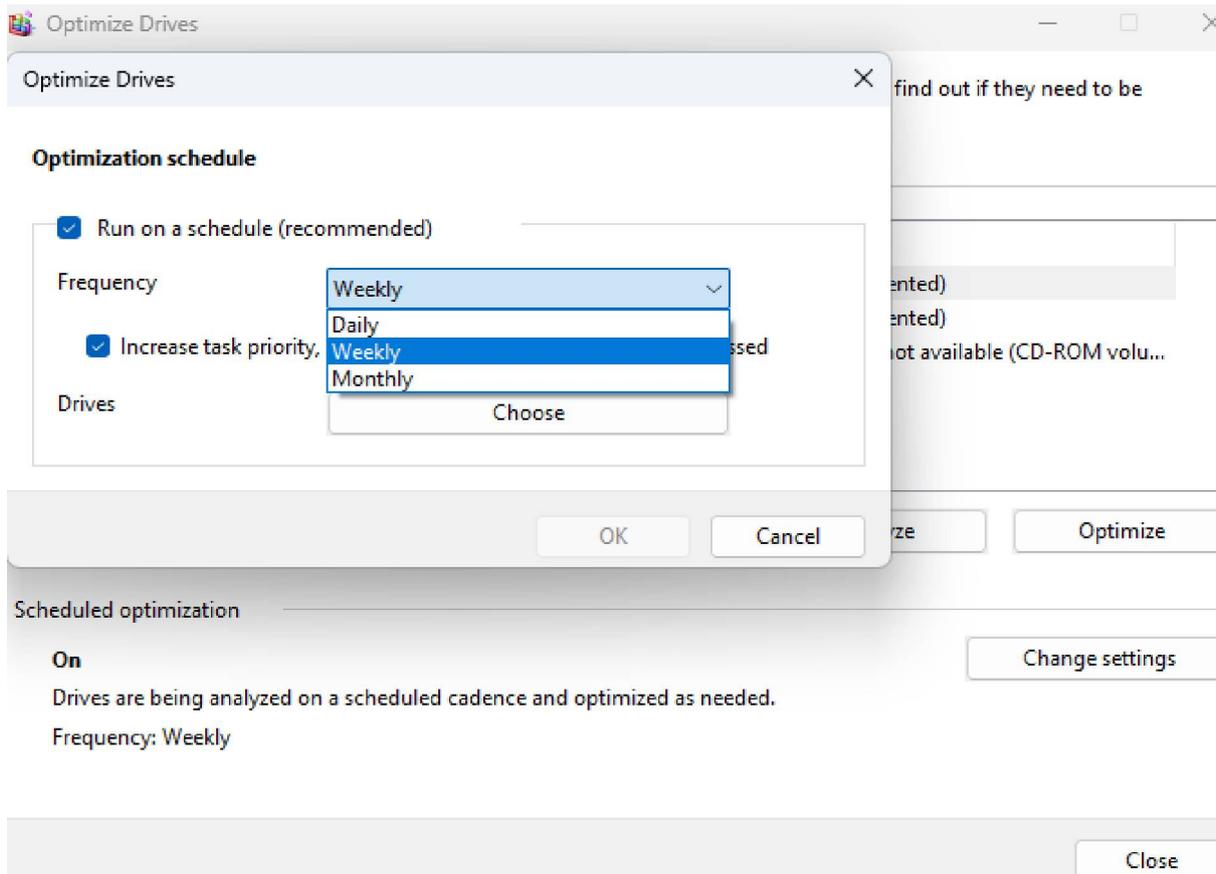
## Using Disk Defragmenter

To work with Disk Defragmenter, you should type the keyword *disk def* on the Search dialog and you will view *Defragment and Optimize*

**Drives** option. Windows 11 will display Optimize Drives window as shown below



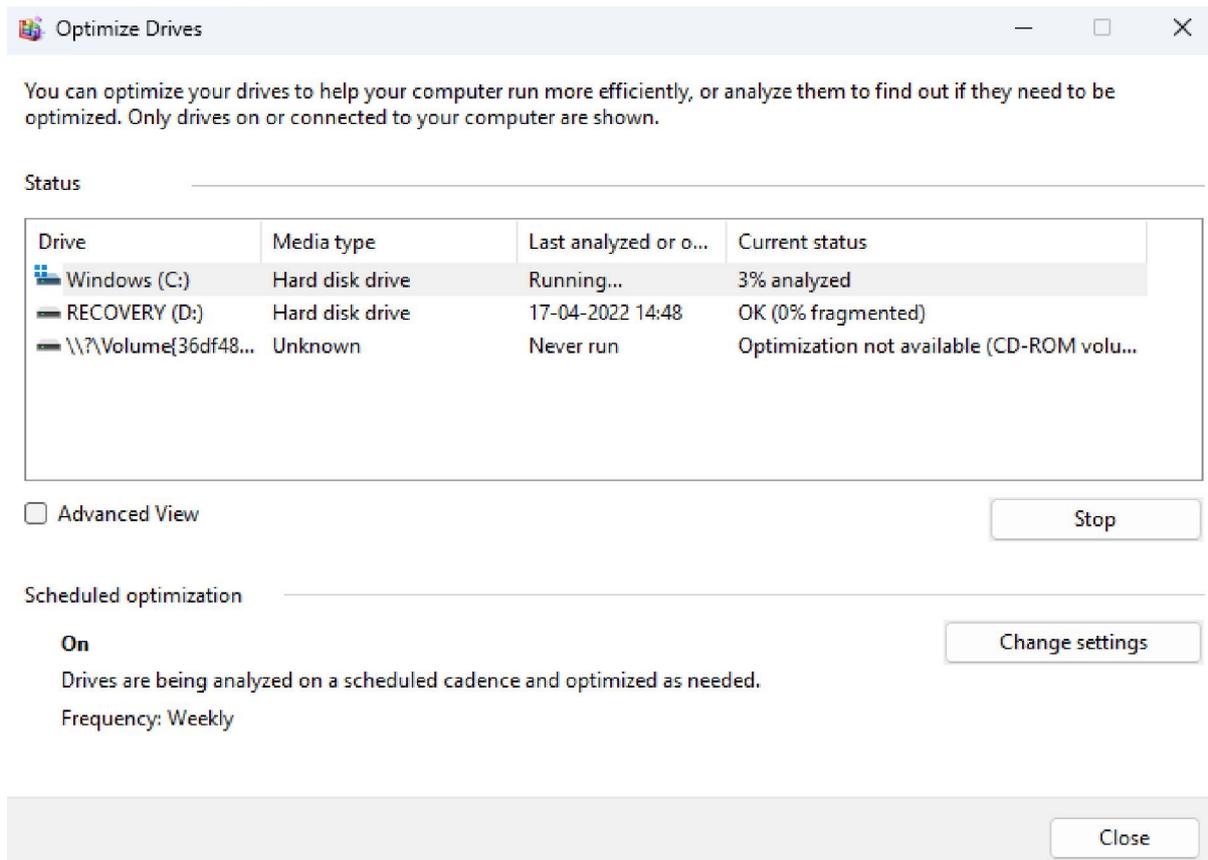
The tool displays all the drives located inside the system with the relevant status. By default, Windows 10 will be configured in such a way that drives are optimized automatically. You can select the frequency by selecting **Change Settings** button. You can set the frequency schedule to Daily, Weekly and Monthly.



To run the defrag and optimization process, you should select the drive and select *Optimize* button. You can also select the *Analyze* button to let the tool verify the intensity of the drive as shown below.

*Windows Defender included with Windows 11 protects your system from harmful websites by blocking them via Firewall.*

You should select Optimize button to perform the defragmentation process. The *Stop* button helps you to stop the defragmentation process in between.



The defragmenter tool will perform a series of tests and you will view Pass as soon the relevant test gets completed. The entire process will take several minutes to complete depending upon the overall capacity of the drive. If the hard drive capacity is 1TB, then it will take plenty of time for the process to get completed.

*You can prevent dangerous viruses such as spywares, ransomwares, malwares from invading your system by installing free anti-virus software tools like [Avast](#) and [Avira](#).*

Your system will become slow when Windows 11 is running the defragmenter. However, you can continue to work with the PC when the tool runs on the background. If you work with latest Intel processor and 8GB RAM, you will not find slowness during disk defragmentation progress.

The entire defragmentation process will be quick if the total capacity of the drive is less. Hence, you should ideally partition your hard drive into several small drives to simplify the defragmentation steps in future. For example, a 320GB hard drive will defragment quickly than a 1TB drive.

The time required to complete the defragmentation will also depend upon the system configuration parameters such as processor, RAM and other factors.

*VPN stands for Virtual Private Network, which enables you to stay private on the web by establishing a secure and encrypted connection between your computer and the Internet. The VPN was founded in 1996 when a Microsoft employee developed peer-to-peer tunneling protocol aka PPTP.*

Your system should run faster after defragmentation. It is advisable to make use of the defragmentation tool every three months to enable the system to run at an optimum level.

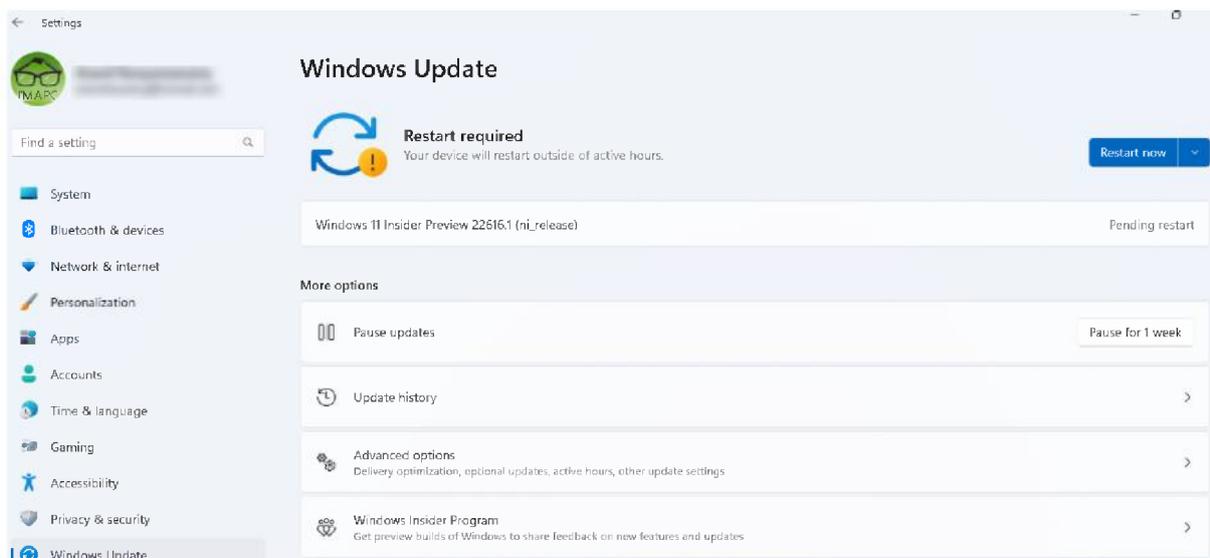
In the past, Windows would display various sectors inside your hard drive in several colors. Microsoft has removed this functionality in Windows 11 and you will only view the above displayed dialog. Alternatively, you can also install third-party defragmentation software programs, which will have advanced features and capabilities.

## Chapter 22: Windows Insider Program

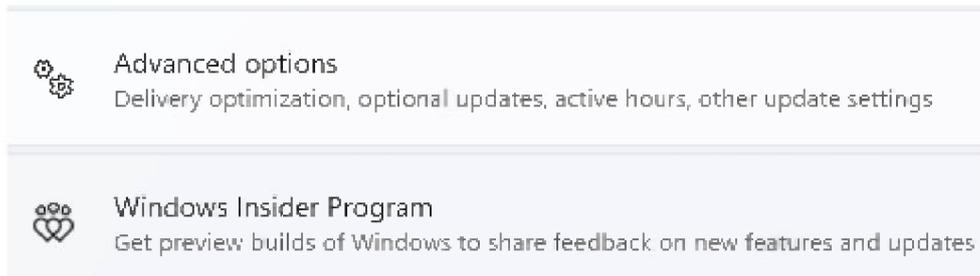
Windows Insider Program is a dedicated program through which you will receive periodic updates to your Windows 11 device. Gone are days where you need to wait for 6 months to receive Windows updates. The technology has changed rapidly and hence product team pushes the updates with new features regularly. You will receive timely updates with new features, bug fixes and improvements via Windows Insider Program.

The Windows Insider Program is specifically created in such a way that users receive periodic updates in the form of preview builds. The Windows Insider Program is not available to all users by default. You have to register for the program from within Windows 11. Microsoft normally release preview builds once in every week. While some builds include several new features, some builds will only ship with bug fixes and improvements.

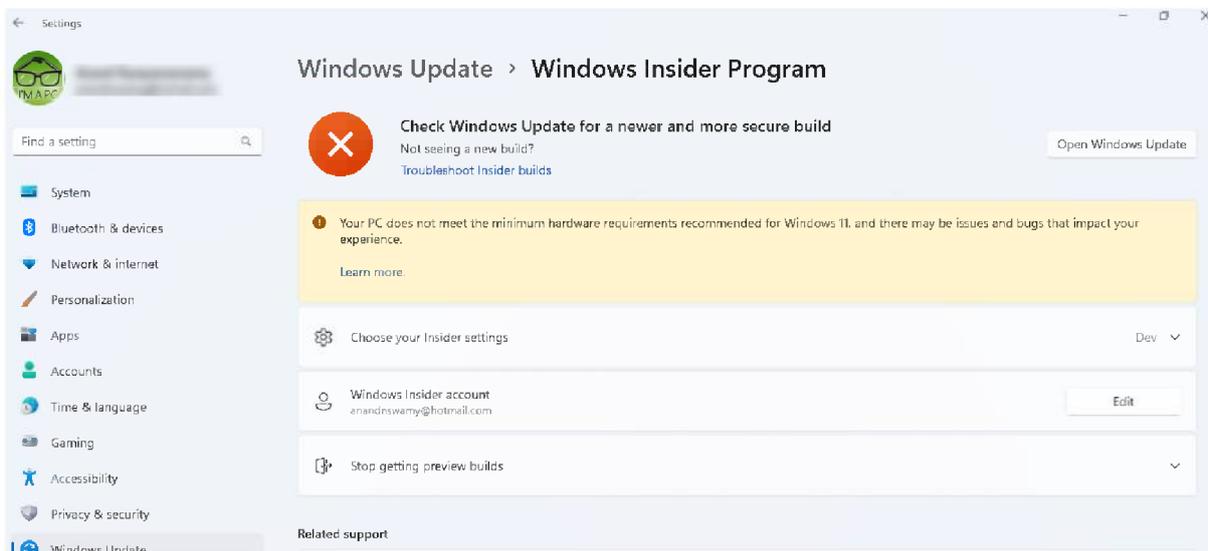
You have to join Windows Insider Program to start receiving the updates by selecting *Windows Update* option from the Settings dashboard. You will view the below dashboard



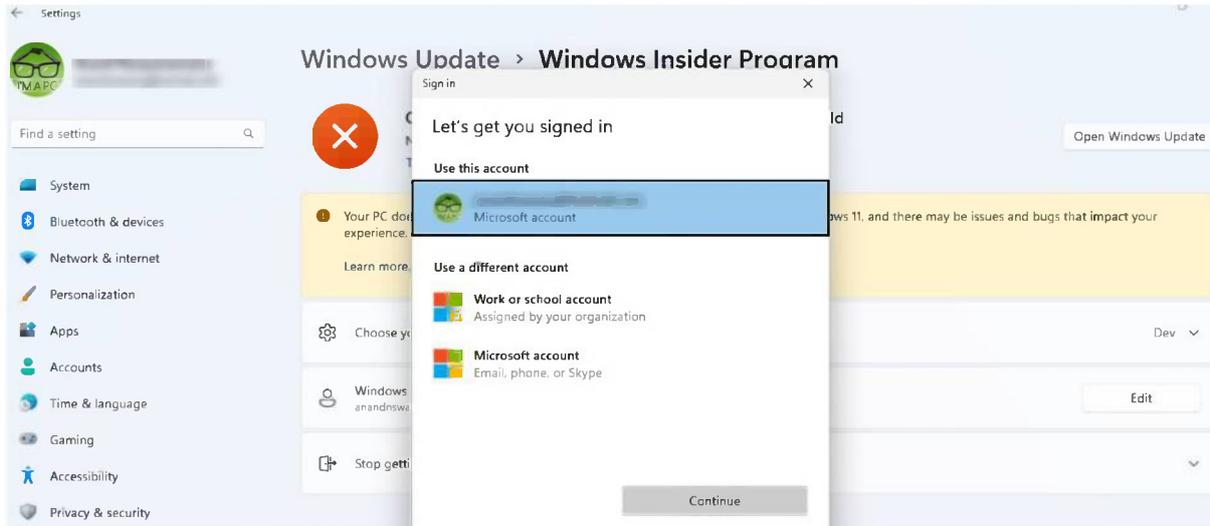
The dashboard displays the available update including the ability to pause updates. You can view the update history and configure advanced options. To join Windows Insider Program, you should select the option.



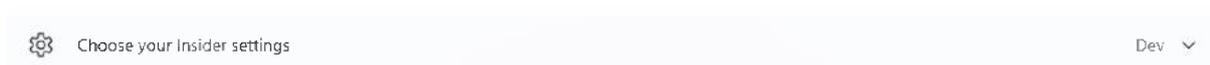
You will view Windows Insider Program dashboard as shown below



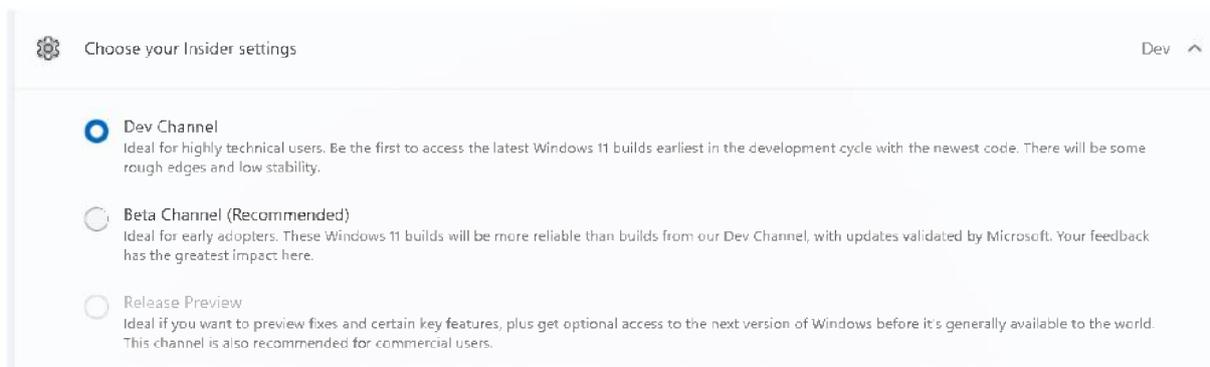
The first step is to link your Microsoft Account with your Windows Insider account. You will have to provide email id and password for linking purposes.



The next step is to select your channel by selecting *Choose your Insider settings* pane.



The Windows Insider Program provides three channels named Dev, Beta and Release Preview through which updates are rolled out as and when available.



The Dev channel is ideal for advanced technical users. You will get priority to access the latest Windows 11 builds in the development cycle with the newest code. However, the Dev Channel Windows Updates will have rough edges paired with low stability.

*Windows Insider Program was announced on September 30, 2014 for Windows 10.*

The Beta Channel is ideal for early adopters and the builds released on this channel will be reliable than builds being pushed via Dev Channel. The updates are validated and approved by Microsoft.

The Windows Updates rolled out via Release Preview Channel enable users to preview fixes and new features. Moreover, the users enrolled in the channel will first receive access to the next edition of Windows before general availability. Moreover, the Release Preview channel is also recommended for commercial users.

You have to select the radio button corresponding to the relevant Channel name and your Windows Insider account will be tagged against that channel.

*Microsoft announced Windows Insider Program for Windows 11 on June 24, 2021.*

You will receive updates pertaining to the channel you selected as soon as they are released. You can also stop preview builds by selecting *Stop getting preview builds* option.

## Viewing updates history

The updates history dashboard displays the list of all the updates you have downloaded. This includes Feature Updates, Quality Updates, Driver Updates, Definition Updates and other miscellaneous updates.

## Windows Update > Update history

### Feature Updates (5)

Windows 11, version 22H2 Insider Preview 10.0.22598.100 (ni\_release)  
Successfully installed on 06-05-2022

Windows 11 Insider Preview 22593.1 (ni\_release)  
Successfully installed on 17-04-2022

Windows 11 Insider Preview 22581.1 (ni\_release)  
Successfully installed on 29-03-2022

Windows 11 Insider Preview 22572.1 (ni\_release)  
Successfully installed on 11-03-2022

Windows 11 Insider Preview 22563.1 (ni\_release)  
Successfully installed on 05-03-2022

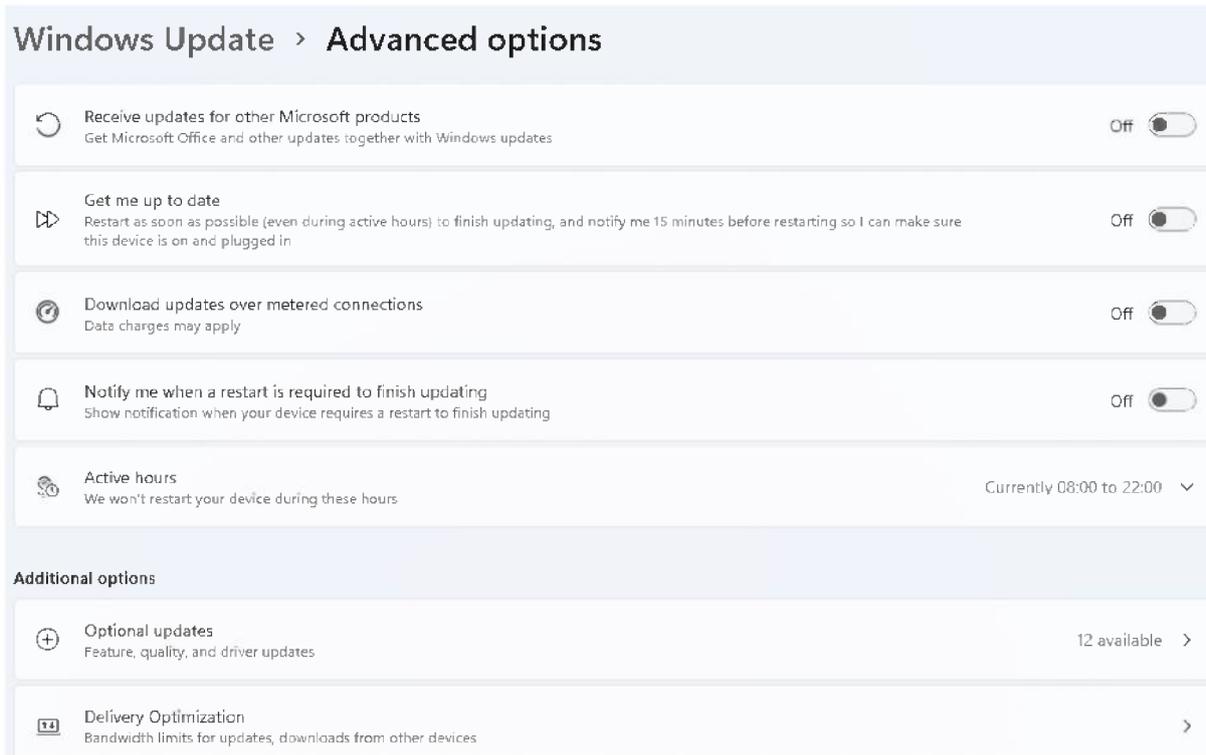
### Quality Updates (4)

### Driver Updates (1)

### Definition Updates (50)

### Other Updates (5)

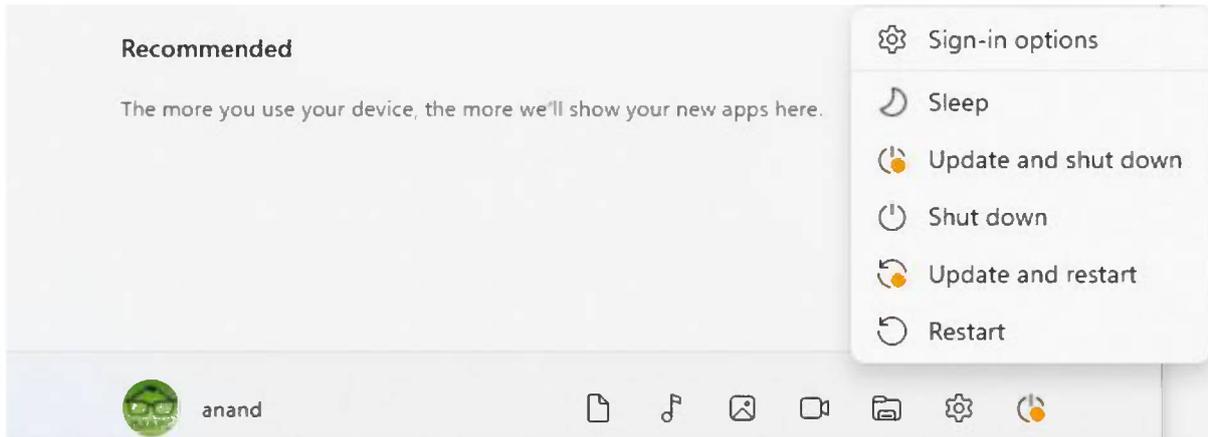
The Advanced options dashboard enables you to enable various options.



You need not have to enable these options to receive updates via Windows Insider Program.

*The first Windows Insider Preview build for Windows 11 was released on June 28, 2021 for the Dev Channel.*

The Windows updates are downloaded on the background without interrupting your work and the installation process is completed within an hour. If you had downloaded Windows Insider Preview Build then, the **Power** icon on the Start menu will display following options. This indicates that the Windows Insider update is ready for installation. You can select an option as per your requirement.



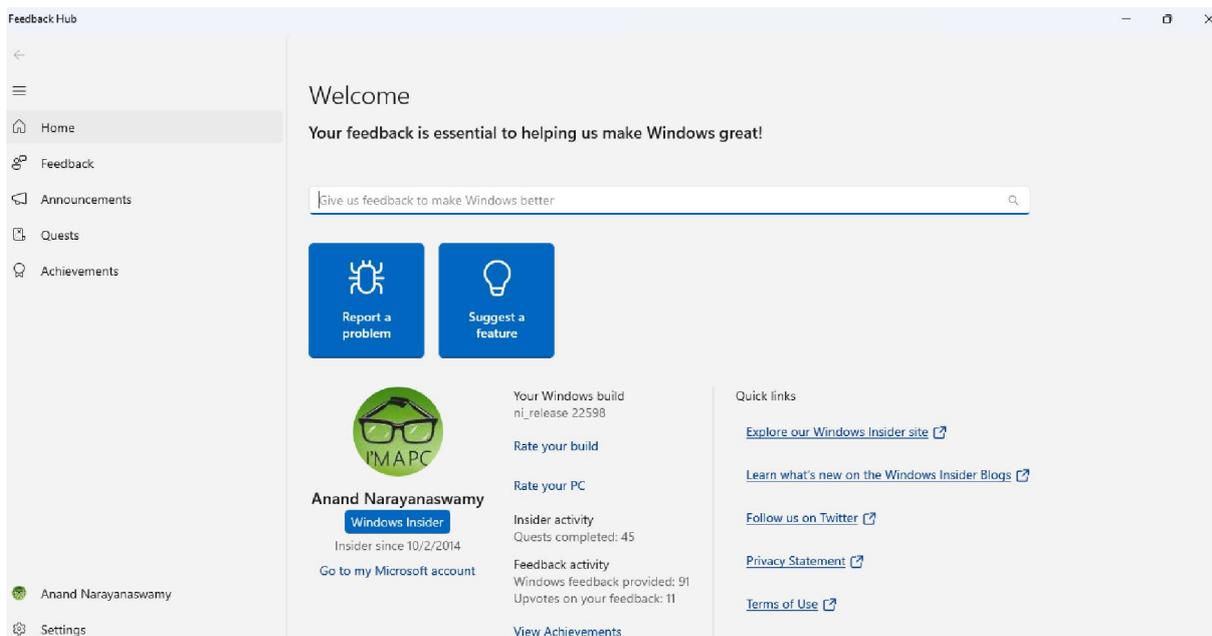
*Microsoft initially released Windows 11 as an upgrade to Windows 10 via the Windows Insider Program.*

The advantage of the receiving updates with the Insider program is that you need not have to download any files manually. The product team pushes updates with new features, improvements and bug fixes once in a while. The product team publishes update related information on the official [Windows Insider Program](#) blog.

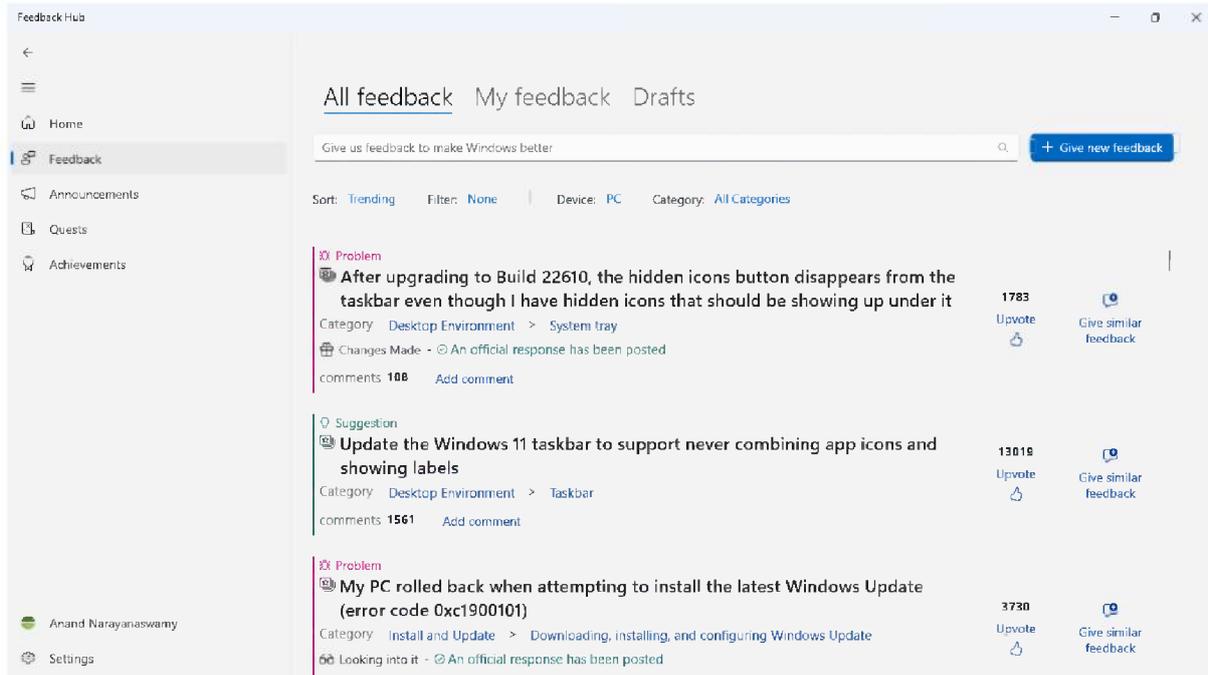
## Chapter 23: Working with Feedback Hub

The Feedback Hub is a dedicated place where you can file bug reports related to Windows 11 and the Windows Insider Preview updates. For example, if you encounter an error while working with Windows 11, you can directly post the details with screenshots. The product team keeps track of the feedback hub on a daily basis and will incorporate the fix if they feel that the problem you mentioned is faced by several Insiders. Let's check out the working of Feedback Hub.

To work with Feedback Hub, you should hit the *Search* icon and type *feed* on the search box. Windows 11 will display Feedback Hub app and you select it to view the dashboard as shown below



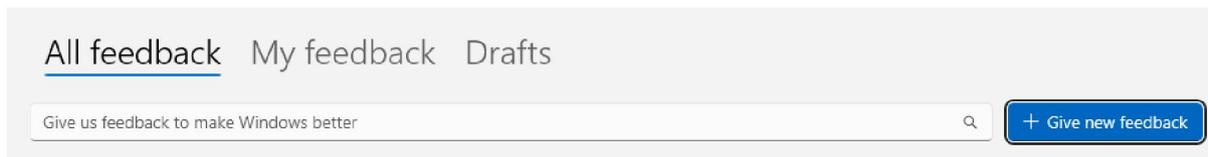
If you select the *Feedback* option from the navigation pane, you will view the list of all posts submitted by Windows Insiders.



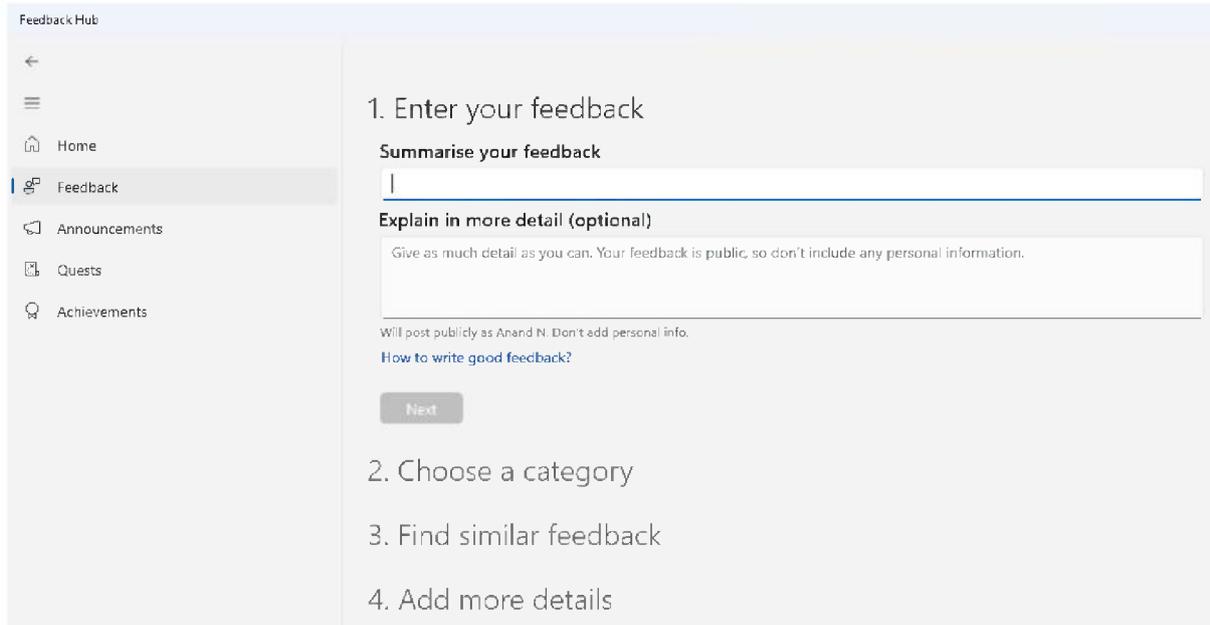
You can search for specific feedback by providing the specific keyword.

*WIN+F = Feedback Hub*

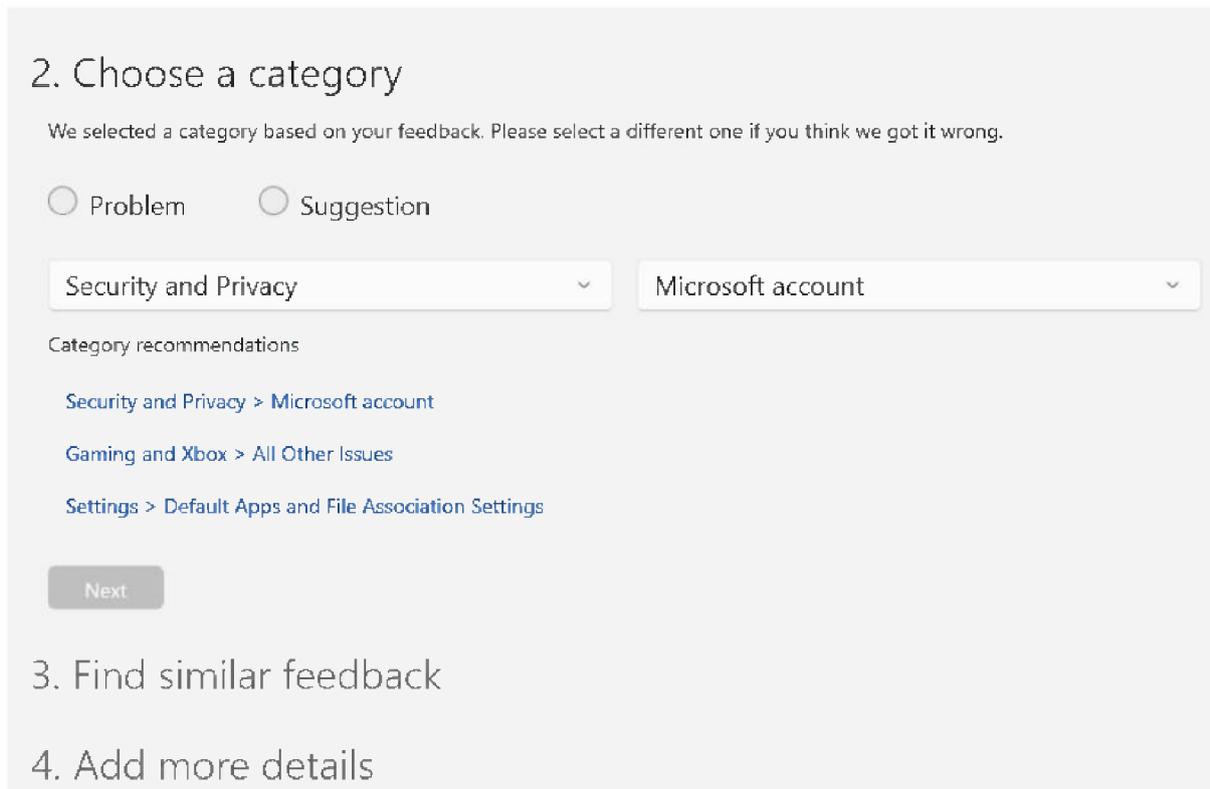
The new feedback can be submitted by selecting *Give new feedback* option.



You will view a form for entering the details of the feedback as shown below



You have to provide the title and description for the feedback. You then have to pickup category and associate it as either problem or suggestion.



The Feedback Hub will then display list of identical feedback, which you can use as a template to your existing feedback. The next step is to select the correct option, which describes your problem.

*Windows Phone was launched in October 2010 along with Windows Phone 7.*

You can also attach a screenshot, file or recreate the problem accordingly. The hub provides a recording module using which the system will capture screenshots as you attempt to recreate the problem.

4. Add more details

Prioritise this as high severity

Which of the following best describes your problem?

Missing personal data

Security or privacy concern

Inability to use my PC

Important functionality not working

Loss of productivity

Other

Attachments (optional)

 Attach a screenshot

 Attach a file

 Recreate my problem

Try to recreate the problem while we record data. You can review and edit the data before submitting it.

Include data about Microsoft account (Default) ▾

Include screenshots of each step

 Start recording

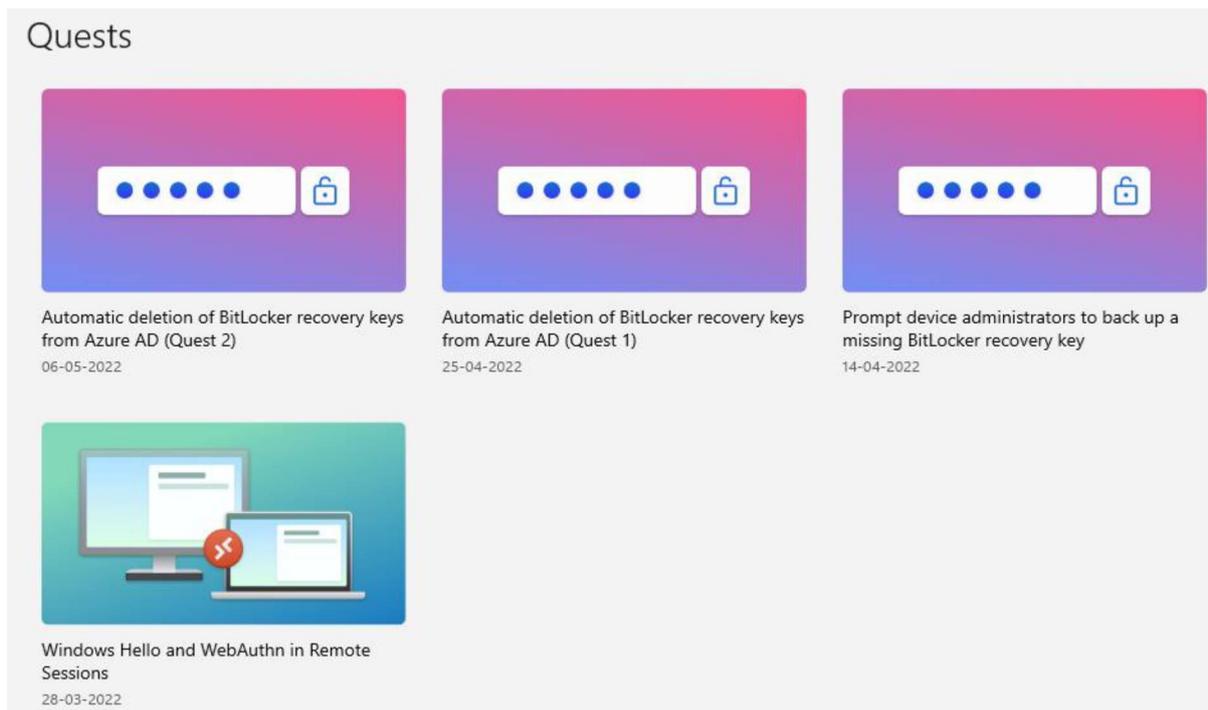
Cancel

You have to select **Submit** button after you provide all the required information. Your feedback will appear inside **My feedback** section of

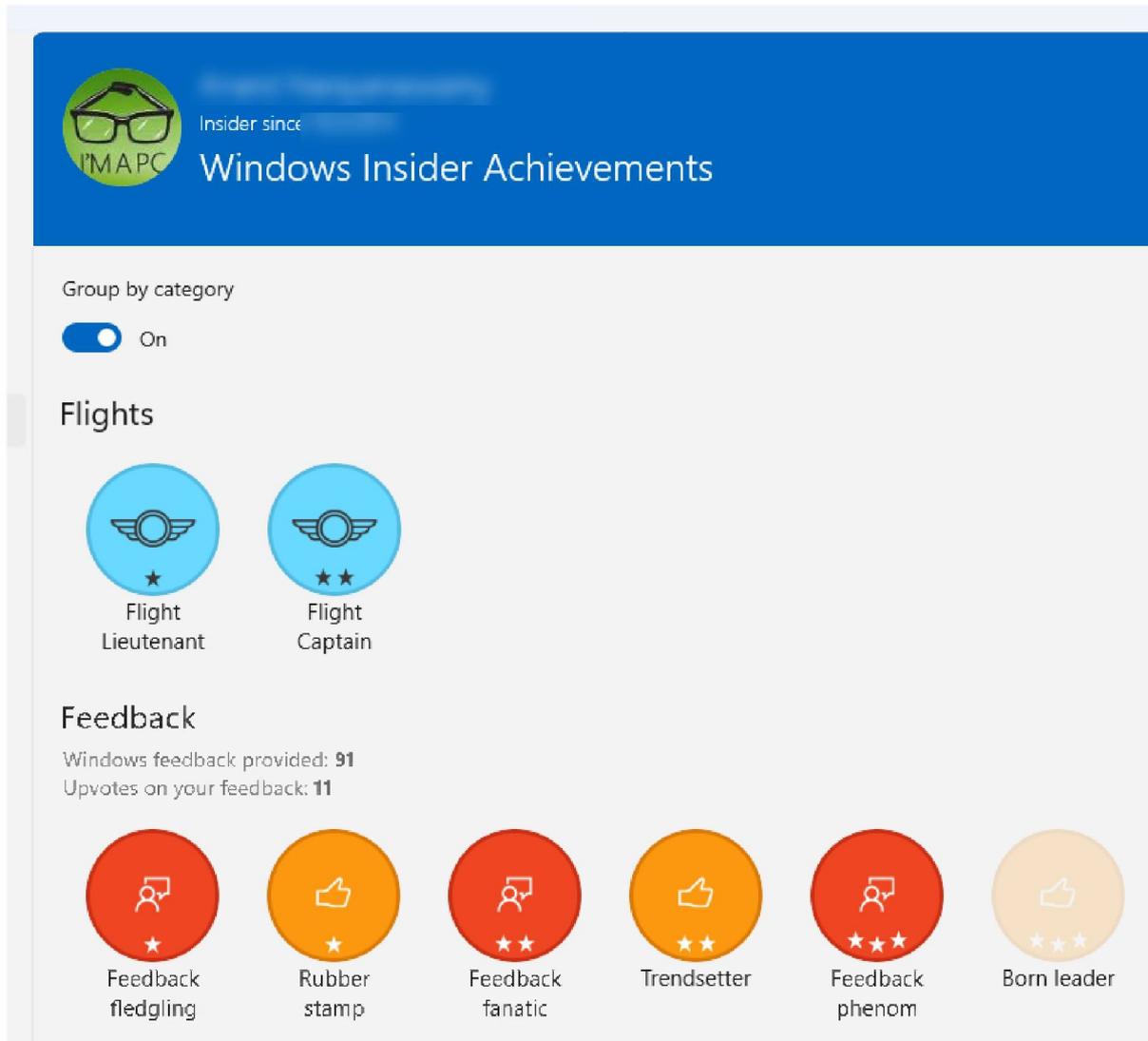
the Feedback Hub dashboard. The unsubmitted feedbacks will appear inside Drafts module.

*To select all the content, hit CTRL+A keyboard shortcut.*

The announcements module displays the latest blog posts directly from the official Windows Insider blog. The Quests module includes tasks, which you can complete based on your interests.



The achievements section displays the badges you have earned as a Windows Insider in the form of flights, feedback, quests, milestones and engagement.



The Settings dashboard enables you to manage notifications, theme in addition to fetching of device and user IDs respectively.

*Windows 10 Mobile was announced on January 21, 2015 and the development was discontinued in 2017 followed by end of life on January 14, 2020.*

The Feedback Hub is an excellent place to share errors, bugs including new features. The product team keep track of all the posts and often replies with their answers. The hub is a great place to establish your identity as a Windows Insider.

## Chapter 24: Microsoft Surface

Microsoft Surface devices are convertibles that are manufactured to enhance the productivity of users especially professionals. Microsoft Surface devices are manufactured using inclusive design with exclusive hardware and accessories. The products are designed to empower people to improve not only the lifestyle but also to create, work, play and connect effectively. Microsoft Surface devices comprises of Surface Pro 8, Surface pro X, Surface Pro 7, Surface Go 3, Surface Laptop Studio, Surface Laptop 4 and Surface Laptop Go. The important point to note is that Microsoft Surface tablets and laptop are pre-loaded with Windows 11. The company is also offering free upgrade to Windows 11 for those devices that ship with Windows 10.

### Surface Pro 8

Microsoft [Surface Pro 8](#) flaunts a 13-inch PixelSense Flow touch display with up to 120Hz refresh rate. The device features 11th Gen Intel Core processor, up to 32GB RAM, up to 1TB internal storage built on the Intel Evo platform pre-loaded with Windows 11. You can effectively multitask with the help of Microsoft 365 apps. Microsoft Surface Pro 8 Signature Keyboard include backlit keys and large glass touchpad for ultimate comfort. The ultra-portable design of the tablet measures 891 grams. The integrated kickstand is capable of adjusting up to 180-degrees. On the optics, the Surface Pro 8 comprises of 10MP 4K rear camera and a 5MP FHD front-facing camera. The tablet includes dual USB-C port with Thunderbolt 4 ports, dedicated charging port and WiFi 6 for ultra-fast bandwidth. The device features dual far-field studio microphones with 2W Dolby Atmos stereo speakers.

## Surface Pro X

Microsoft [Surface Pro X](#) flaunts a 13-inch PixelSense display with 2880x1920 pixels and 267PPI density. Under the hood, the Surface Pro X features 8GB/16GB RAM, 128GB, 256GB & 512GB internal storage, Microsoft SQ 1/2 processor, Microsoft SQ 1 Adreno 685 GPU/Microsoft SQ 2 Adreno 690 GPU, 10MP rear camera, 5MP front-facing camera pre-loaded with Windows 11.

*[WinfrGUI](#) enable users to recover deleted or lost files easily.*

The device offers 2W Dolby Audio stereo speakers with dual far-field studio microphones. The Surface Pro X is designed using Signature anodised aluminium with carbon composite fanless thermal cooling technology. Microsoft has integrated TPM chip for enterprise-grade security, Windows Hello & BitLocker support.

## Surface Pro 7+

Microsoft [Surface Pro 7+](#) features a 12.3-inch PixelSense display with 2736x1824 resolution and 267PPI density coupled with Windows enhanced hardware security. The device is powered by 11th Gen Intel Core i5 Processor, Intel Iris Xe Graphics processor, 8GB RAM, 128GB SSD internal storage pre-loaded with Windows 11 Home. The tablet is manufactured using signature unibody magnesium design with hidden perimeter venting. Moreover, the device comes with TPM support and enterprise grade protection with Windows Hello. On the optics, the Surface Pro 7+ features an 8MP rear autofocus FHD camera and a 5MP front-facing FHD sensor. The device is integrated with dual far-field studio microphones with 1.6W Dolby Atmos stereo speakers. The Surface Pro 7+ comprises of several ports such as USB-C, USB-A, headphone, Surface connect port and Surface type cover ports respectively.

## Surface Go 3

Microsoft [Surface Go 3](#) boasts a 10.5-inch PixelSense FHD Corning Gorilla Glass 3 display, Intel Pentium Gold 6500Y processor/10th Gen Intel Core i3-10100Y processor, Intel UHD Graphics 615 graphics processor, 4GB/8GB RAM, 64GB eMMC/128GB SSD internal storage pre-loaded with Windows 11 Home in S Mode. The device features an 8MP rear auto-focus FHD camera coupled with an 5MP front-facing FHD camera with Windows Hello face authentication camera. The device features an enhanced dual far-field studio microphones with 2W Dolby Audio stereo speakers.

## Surface Laptop Studio

Microsoft [Surface Laptop Studio](#) flaunts a 14.4-inch PixelSense Flow Display with 2400x1600 resolution and 201PPI density. On the internals, the Surface Laptop Studio is available in both Intel Core i5/i7 processor variants, Intel Iris Xe Graphics, NVIDIA GeForce RTX 3050 Ti graphics processor with 16GB/32GB RAM paired with 256GB, 512GB, 1TB and 2TB SSD storage variants. The laptop comes with TPM for enterprise-grade security and Windows Hello face recognition technology. The laptop is pre-loaded with Windows 11 Home, Microsoft 365 apps, Preloaded Xbox app and Xbox Games Pass Ultimate.

 + . = emoji

## Surface Laptop 4

Microsoft [Surface Laptop 4](#) is available in both 13.5-inch and 15-inch display variants. The 13.5-inch models with resolution of 2256x1504 pixels, while the resolution of the 15-inch model measures 2496x1664 pixels. You can opt either for 11th Gen Intel processor or AMD Ryzen variants respectively. Under the hood, the laptop offers

8GB/16GB RAM alongside 256GB or 512GB SSD internal storage. However, the device ships with Windows 10 Home 20H2 upgradeable to Windows 11 Home. The Surface Laptop 4 provides support for all ports, TPM 2.0 chip, Windows Hello in addition to HD front-facing camera. The dual far-field studio microphones are well supported by Omnisonic Speakers with Dolby Atmos.

## Surface Laptop Go

Microsoft [Surface Laptop Go](#) features a 12.4-inch PixelSense display with 1536x1024 resolution and 148PPI screen density. On the internals, the laptop includes 10th Gen Intel Core i5 processor, Intel UHD Graphics, 4GB/8GB RAM coupled with 64GB eMMC storage accompanied by 128GB or 256GB SSD storage. The laptop provides access to USB-C, USB-A, headphone port, Surface Connect port including HD front camera. The dual far-field studio microphones are well supported by Dolby Audio omnisonic speakers. The base of the laptop is manufactured using polycarbonate composite resin system with glass fibre and 30% post-consumer recycled content. The Surface Laptop Go is pre-loaded with Windows 10 Home in S mode upgradeable to Windows 11.

Microsoft is currently providing free upgrade to Windows 11 with existing devices pre-loaded with Windows 10 to improve productivity of users. The company will continue to add new devices to the Surface product lineup and you can refer to the official [Microsoft Surface page](#) for updates. You can also checkout the official Microsoft Surface product page on [Amazon](#) for latest price related information.

## *Conclusion*

With the help of Windows 11 Kickstart book, you will be able to learn Windows 11 by following the instructions covered in each chapter. We have made an attempt to examine concepts in a simple style with the help of screenshots. Moreover, the snippets inside the boxes enables you to learn additional information pertaining to Windows and general computing. The book will be useful for all people who just purchased a new Windows 11 laptop and would like to learn the features included with the operating platform. The book will serve as an excellent study material for beginners and senior citizens in their quest to learn Windows 11 in a shortest possible time. We hope Windows 11 Kickstart book helped you to learn Windows 11 easily during the tough pandemic times. The Windows 11 Kickstart book is available free of cost via Blogchatter because the author believes that learning should be universal and accessible to all people. Please share your comments and feedback including testimonials to [anandnswamy@gmail.com](mailto:anandnswamy@gmail.com).