



## WINDOWS 11 OVERVIEW

- ❖ **Windows 11** is Microsoft's new computer operating system. You have until October, 2025 to switch from Windows 10. At that time Microsoft says it will no longer support Windows 10.

### Minimum Requirements for Windows 11

Processor: 1 gigahertz (GHz) or faster with 2 or more cores on a compatible 64-bit processor

RAM: 4 gigabyte (GB)

Storage: 64 GB or larger storage device

System firmware: Trusted Platform Module (TPM) version 2.0

- Microsoft's compatibility app: [Download Microsoft's PC Health Check](https://aka.ms/GetPCHealthCheckApp) (<https://aka.ms/GetPCHealthCheckApp>).
- ❖ **Start Menu:** The Start menu moved to the center of the screen along with the Taskbar. You can move those back to the left, as they are in Windows 10, in the Settings menu. Unlike Windows 10, you cannot move the taskbar to the right, left or top of your screen; it is anchored to the bottom.
  - **Search textbox** on the top: use it to search the internet or your computer for files or applications.
  - **Pinned apps:** shortcuts to apps that you previously pinned there. Right click on an app gives you get the option to move it within the Start menu, unpin it, uninstall it or open the file location.
  - **All Apps:** On the upper right-hand side, when you click on the 'All apps' link, you get the alphanumeric listing of all your installed programs. Right click on an app here and you get options to: pin or unpin the app from the Start Menu, uninstall it and a 'More' option. Click on the 'More' option to pin to the taskbar or open the Settings window and change the app's settings.
  - **Recommended:** under the Pinned section is a list of links to apps that you frequently use.
- ❖ **File Explorer:** File Explorer was updated to replace its ribbon toolbar with a more traditional toolbar, while its context menus have been redesigned to move common tasks (such as copy and paste) to a toolbar along the top of the menu. Since the ribbon with tabs is no longer a thing, the file manager is using new drop-down menus.
  - **New:** options to create a new folder, shortcut, or document.
  - **Sort:** options to sort content by name, date modified, type, and more.
  - **View:** options to show items in different sizes, such as extra-large, large, small, list, details, and more.
  - The **three-dot icon** on the right side is for the "See more" menu that includes the commands for selections, compress to ZIP file, and Options to manage the app settings.

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- ❖ **Teams:** Windows 11 builds Microsoft's video chat platform Teams directly into the operating system. You choose if you want to message, text, voice or video call one or more of your contacts. Teams is Microsoft's answer to Zoom. Microsoft Teams and Zoom share many of the same features including screen and app sharing, whiteboards, chat, voice calling, customized backgrounds, breakout rooms, meeting recordings and the ability to record sessions.
  
- ❖ **Settings:** Windows 11 features a redesigned Settings app. It no longer has a homepage. It still includes a left navigation pane for categories, but the right panel now includes foldable sections with all the options you need to control your device.
  - **Apps/Default apps settings:** One important change in Windows 11 is how you set the default apps for your computer. You'll have to specify your favorite installed app for many specific file types and links to make it your default app.
  
  - **System/Notifications settings:** Windows 11 will annoy you with notifications that suggest you try out certain products and features. It is best to disable such notifications by opening the Settings app and then going to the System > Notifications tab. Inside this tab, you will see various notification settings. Just scroll down towards the end of the page and uncheck the two checkboxes called "Offer suggestions on how I can set up my device" and "Get tips and suggestions when I use Windows".
  
  - **Windows Update:** The Windows Update settings in Windows 11 didn't change much from Windows 10, aside from small things like different names for the options and the method you take to get to the settings.
  
- ❖ **Widgets:** You can pick which tiles you want to be shown in Windows 11 right on the widgets page. The new To-Do and Calendar widgets are especially useful, allowing you to see what you have scheduled at a glance. To add new tasks just click the plus sign in the widget corner. For each widget, when you click on the 'more' icon (3 dots) you get the option to see more or less stories like the one shown, plus options to manage that type of story.



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- ❖ **Microsoft Edge:** Edge is the default web browser in Windows 11. There are some Microsoft-specific links that only it can load. Edge’s settings page has been totally revamped. Click on the ‘More’ (3 dots) link and select ‘Settings’. The settings tab opens up to the ‘Personal’ section, with links to specific controls under it. To get to other setting options click on the ‘Menu’ (3 lines) link on the upper left.
  
- ❖ **3 Useful Window 11 Features**
  - **Snap To:** option to place your windows into more preset snap configurations, so you can see more than two on the same screen at once. There are six presets.
  - **Right-Clicking:** The right-click menu is a tool that provides a handy list of actions, depending on the item that you use it on. The action list changes depending on the item that you right-click.
  - **Voice Typing:** Press the Windows 11 keyboard shortcut “**Win + H**”, and you can dictate whatever you want to write. It even supports auto-punctuation.



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