

Windows 11 Basics Beginner's Workshop

Presented by: Sun City Summerlin Computer Club
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Topics to be Covered

- Computer Hardware/Software
- Starting the Computer
- Start Up - Passwords
- Accounts
- Shut Down
- Input Devices
- The Desktop
- Using a Window(s)
- Using File Explorer

Computer Hardware

Computer

- Power Button
 - Power On/Off
 - Restart
 - Sleep
 - Ports
 - USB Types – A, C (not the same as the C USB on your phone)
 - SD Slots
 - HDMI
 - Audio Output
 - Lock
 - Network Port
- Peripheral Devices Wired or WIFI
 - Mouse/Touchpad
 - Keyboard
 - Printer
 - External Storage Devices
 - USB Stick
 - SD Card
 - DVD Disk
 - Mobile Phone
 - Speakers
 - Network Cable
 - Monitor – Camera on/off

Starting the Computer

- Accounts
- Users
- Logon

Input Devices: Mouse/Touchpad/Touch Screen

- Left Click
- Right Click
- Double Click
- Left Click and Drag
- Scroll
- [Gestures](#)
- Curser
 - Arrow
 - Double headed Arrow
 - Cross
 - Insert
 - Hand

Input Devices: Keyboard

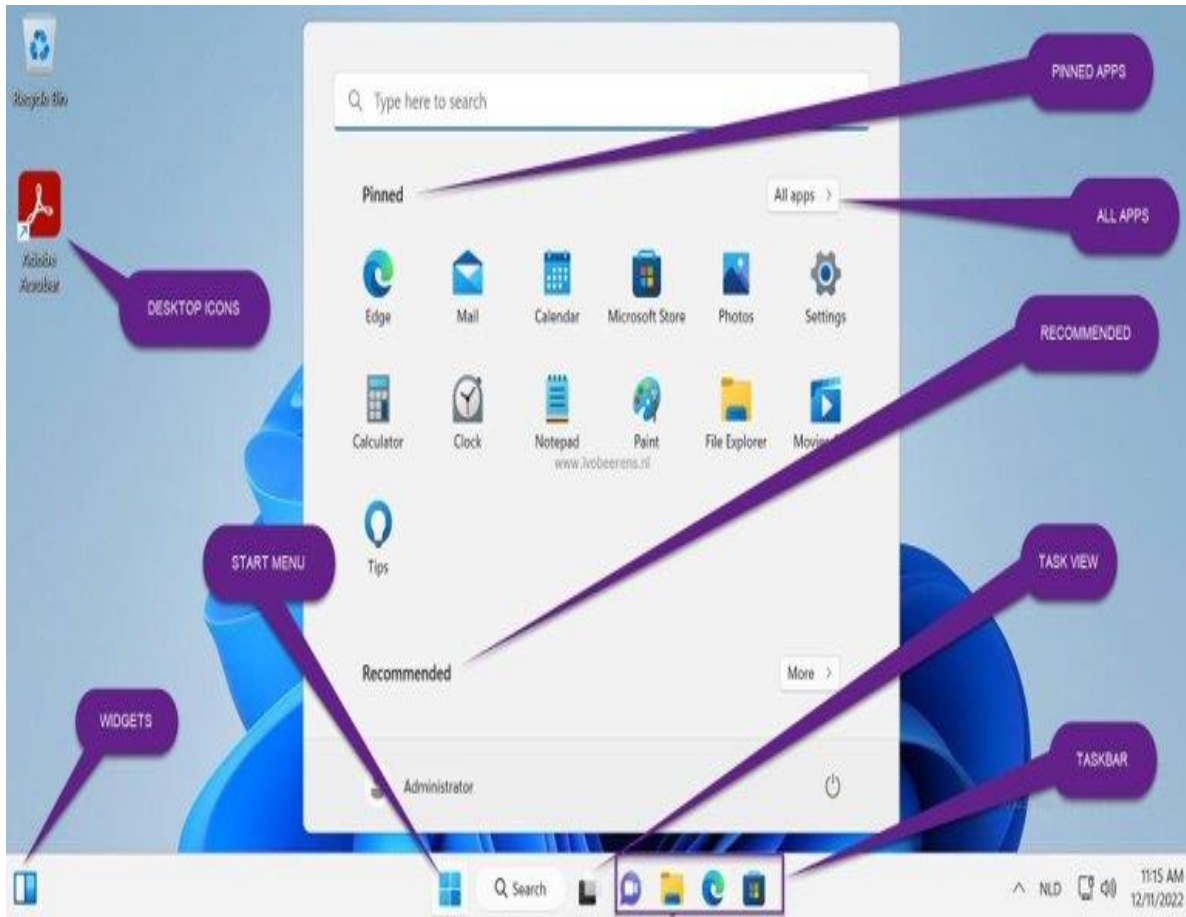
- Computer Keys/Toggle Keys

- ESC
- Ctrl
- ALT
- Top Row Command Keys
 - Camera on/Off
- FN
- Windows Key
- Alt
- Delete/Backspace
- Insert
- Scroll Keys
 - Arrows
 - Home
 - End
- Number Pad

- Short Cut Combination Keys

- CTRL + Z - Undo
- CTRL + A - Select All
- CTRL + C - Copy
- CTRL + X - Cut
- CTRL + V – Paste

Desktop



- Icons/Buttons
- Recycle Bin
- Task Bar
- Right Click Menus
- Pinning to:
 - Desktop
 - Taskbar
 - Start, Menu

Taskbar

- Widgets
- Windows Icon Button- Start Menu
- Search Box
- Task View
- Task Bar Buttons
 - Right Click Menu
 - Multiple Windows of Same Program
- Hidden Icons
- Quick Launch Icons
- Time/Date
- Notifications
- Show Desktop

Start Menu

- Win Keyboard Button
- Settings
- Settings Icon
- All Apps
- Recommended

Using a Window(s)

- Accessory Programs
- Working with a Window(s)
 - Open/Close
 - Window Components
 - Title Bar
 - Scroll Bars
 - Frame
 - Content
 - Move – Click + Drag
 - Resize
 - Minimize
 - Restore - Split Screen

File Explorer

Locations

- Drives

- Folders

- Files

Naming Conventions

- File Name.Extension

This PC

- Local Storage on the C Drive: Quick Access, Desktop, Downloads, Documents, Music, Pictures, Videos

Attached Drives

- Sub, DVD, SD

Managing Files

- Open/Save Files

- a. This PC, Local Disk (C:), Users
- b. Show/Hide Sub-Folders
- c. View
- d. Manage Files/Folders
 - i. Create a Folder
 - ii. Cut, Copy, Paste Files/Folders

Resources

- Help with a Specific Item
 - Windows Search on Task Bar for a setting, instructions or tutorial
 - Google Search or Bing Search for instructions or tutorial
- Further Learning or Instructional Videos
 - Search Google and pick a YouTube Video
 - Search YouTube

You Tube Tutorial Links

- Basics:

- **Windows 11 Tutorial for Students and Teachers - A Complete Course**

- <https://youtu.be/usi6Bw1ng4M?si=qxcCBcoOfGMgXQr4>

- **Windows 11 Tutorial for Beginners: Windows 11 Crash Course!**

- <https://www.youtube.com/watch?v=HDpZKtE06J4&list=WL&index=4&pp=gAQBiAQB>

- More Advanced:

- **The complete idiot's guide to Windows 11 | How to do EVERYTHING**

- - <https://www.youtube.com/watch?v=5kt4t2gzt9g&list=WL&index=2&pp=gAQBiAQB>

Touchpad Gestures

- [Link](#)
- [https://support.microsoft.com/en-us/windows/touch-gestures-for-windows-a9d28305-4818-a5df-4e2b-e5590f850741#WindowsVersion=Windows 11](https://support.microsoft.com/en-us/windows/touch-gestures-for-windows-a9d28305-4818-a5df-4e2b-e5590f850741#WindowsVersion=Windows_11)