

Windows 11 Quick Guide

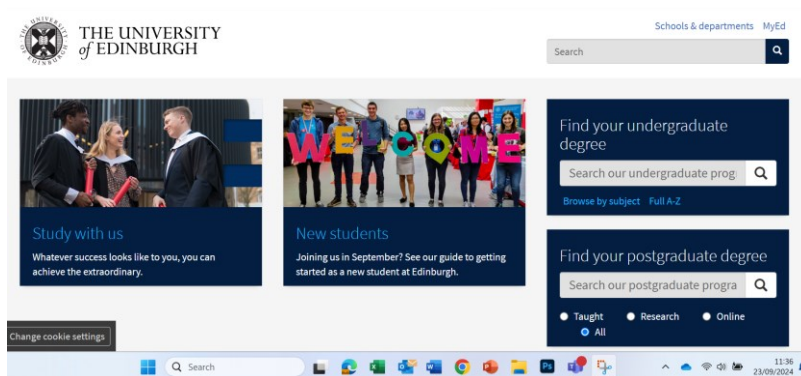
Windows 11 is the latest operating system from Microsoft. Key features include:

- Updated design and start menu.
- Improved performance - foreground applications are prioritised.
- Fewer default background processes consume resources.
- Task view and multiple desktops.
- Snap layout feature allowing easier side by side access to open applications.
- Focus Assist for staying organised and minimising distractions.

This guide aims to help you with Windows 11's most common features:

The Start Menu

The Windows 11 **Start menu** and **Taskbar** are now located just above the bottom centre of the screen, instead of on the left as in Windows 10.



Signing Out and Account Settings

To sign out from your Windows account click on your name in the start menu and choose **Sign out**. You can also lock or change your account settings from your name.

To shut down or restart, select the **power button** at the bottom right of the Start menu.

Moving the taskbar back to the left of the screen

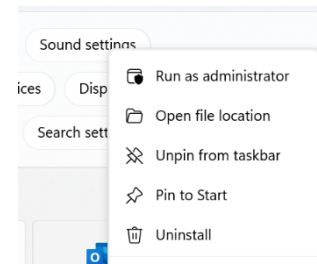
To align the taskbar to the left of the screen (as it was in Windows 10):

- Right-click any blank space in the taskbar and then select **Taskbar settings**.
- Go to **Taskbar behaviors** (you will need to scroll down) and click on the down arrow to the far right of **Taskbar behaviors**
- Click the dropdown menu to the right of Center in the **Taskbar alignment** section and select **Left**
- Close the **Settings** box and your taskbar should now be left aligned.

Organising your applications

Your application icons can be reorganised by dragging and dropping an icon to a new location on the **Start menu**.

To see and add more applications to taskbar, click the search box on the taskbar. Then right click on an icon and choose from the menu that appears to Run as administrator, Open file location, Pin/Unpin from taskbar or Pin/Unpin to Start.



Using Search

The search facility is very similar to Windows 10. To search, type what you are searching in the **search button** on the taskbar. A search window will appear containing search options at the top.

The search window also shows you best match, and recent documents relevant to your search if you are looking for an application.

Task View and Multiple Desktops

The Task View feature for creating multiple desktops has been redesigned.

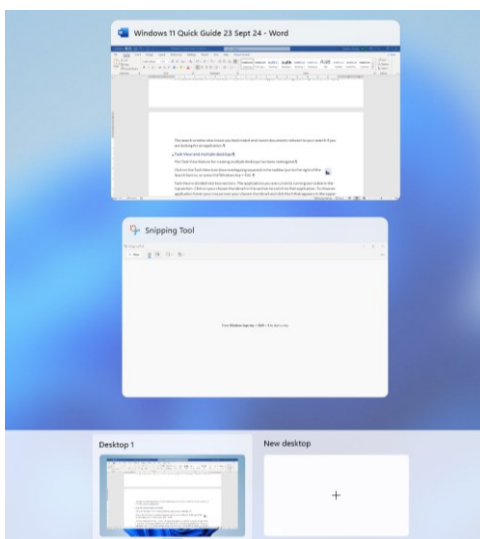
Click on the Task View icon (two overlapping squares) in the taskbar just to the right of the Search button, or press the *Windows key + Tab*.



Task View is divided into two sections. Applications currently running are visible in the top section. Click on your chosen thumbnail to switch to the application. To close an application hover your mouse over your chosen thumbnail and click the X that appears in the upper-right corner.

The bottom section of the screen contains thumbnails of your desktops and a **new desktop** button. To switch desktops, click the task view icon of the desktop you require.

Press the *Esc* key to exit Task View.

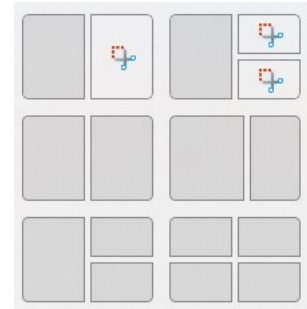


Snap Layouts

Snap Layouts enables you to view your applications side by side or in a grid. You can group your open windows into a choice of screen layouts.

To use Snap Layouts, with your open application on screen, hover your mouse over the **maximise icon** at the top right of the screen. A choice of layouts will appear. Choose the layout and position of application that you require and the application window will snap into that position. You can add further open applications to the rest of the positions in the layout.

Once all the areas in a Snap Layout are filled, the app grouping is saved as a Snap Group that you can return to later. Hover your mouse over the **taskbar icon** of any of the applications in a Snap Group, and two small pop-ups will appear — one is a thumbnail of the contents of the application, and the other shows the Snap Group. When you choose the **Snap Group icon**, you will switch to the previous group layout.



Quick Settings and Notifications

The Windows 10 Action Center has been replaced with two separate taskbar panels, a notifications panel and a quick settings systems panel.

Notifications

The notifications panel appears together with a calendar.

To check your notifications, click the **date and time** on right of the taskbar or press the **Windows key + N**. A taskbar panel appears containing notifications (email, security messages etc) and a calendar. When new notifications are received a small blue icon appears in the date and time area of the taskbar.

Managing Notifications

To turn off notifications go to **Settings > Notifications** and turn the slider to **Off** in the Notifications section at the top of the screen.

To further customise notifications click the right arrow to the right of your chosen notification setting and set the available options to your choice.

Quick Settings

Quick Settings gives you access to Wi-Fi, Bluetooth, VPN, Airplane mode, Night light, Focus assist (to stop notifications), and Accessibility (includes Magnifier and Narrator). Options may vary depending on your setup.

To open Quick Settings, click the **volume icon** on right of the taskbar or press **Windows key + A**.

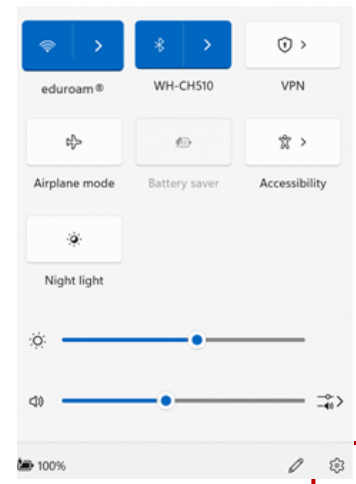
As well as turning features on or off some of them can be customised by clicking icons with an arrow on the right hand side of the image.

Sound Output Device

To change the sound output device, select the icon to the right of the volume control bar and choose the sound output device you wish to use.

Further Settings

Further settings including Storage and Clipboard history can be accessed via the **All Settings** button which can be found at the **bottom right of the Quick Settings panel**.

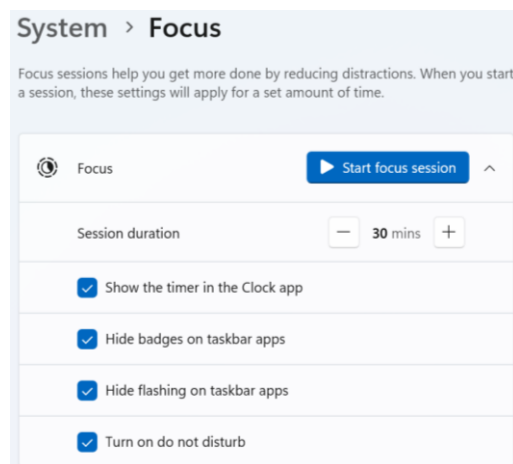


Focus

Focus is a new feature in Windows 11 that integrates with the clock to help minimise distractions.

During a focus session, a focus timer will appear on your screen, do not disturb will turn on and you won't be distracted by alerts.

You will only receive a notification when your focus session has ended. To access Focus go to Settings, System.



Snip Tool

To take a screenshot (snip) in Windows 11:

- Go to the Search box and type **Snipping Tool** to open it and click the **New** button
- The screen will darken, and a small bar will appear at the top.
- Choose a selection tool from a drop-down menu to the right of the rectangle and use this to capture a snip of the screen.

You can also press the **Print Screen Key** (PrtScn) for a static image snip.

You can then paste (**Ctrl+V**) the snip into an application of your choice.

Handy Keyboard Shortcuts

Windows 11 supports a variety of keyboard shortcuts [which can be found Microsoft's Keyboard shortcuts webpage](#).