

Ref: EBEN11WIN

Windows 11

Getting started with your computer or tablet

Goal

Learn how to use Windows 11 to manage your applications, organize your files, personalize your workspace, and browse the web efficiently and securely.

Target audience

Anyone using a computer or tablet running Windows 11.

Prerequisites

No prior knowledge of Windows is required.

Estimated time to study the essential modules

3:23h

Educational content

► The essential module

Windows 11 - Using your computer or tablet



Video

This module provides educational videos of a total duration of 3:23h.

- **The Windows 11 Environment**
 - Starting Windows 11
 - Introducing the Desktop and the Start menu
 - Introducing the Notification center
 - Using a touchscreen
 - Opening and closing a user session
 - Putting the workstation to sleep, shutting down or locking it
- **Apps and Windows**
 - Opening and quitting an application
 - Window management in Windows
 - Organising windows into virtual desktops
 - Taking a screenshot
- **File Explorer**
 - Introducing File Explorer
 - The user's folders
 - Storage devices
 - The user's files
 - Showing file lists
 - Creating a folder
 - Selecting files or folders
 - Copying a file or folder
 - Renaming a file or folder
 - Moving a file or folder
 - Deleting a file or folder
 - Compressing a file or folder
 - File properties and attributes
 - Searching for files, folders and applications
 - Pinning a folder or adding favourite files
 - The computer on a network
 - Protecting the system and data with Windows Security and Windows Update
 - Using OneDrive

- Sharing files on OneDrive with others
- **Customizing Windows and Managing Your User Account**
 - Customising the Start menu
 - Appearance of windows and the Desktop
 - Managing shortcuts on the Desktop
 - Customising the taskbar
 - Display settings
 - Mouse settings
 - Keyboard language settings
 - Putting the computer to sleep
 - User account management
 - Using widgets
- **Managing Apps and Printers**
 - Introducing the Microsoft Store app
 - Searching for and installing an app
 - Uninstalling an app
 - Installing a local printer (wired or Wi-Fi)
 - Setting a default printer
 - Managing printing tasks
- **Browsing the Internet with Microsoft Edge**
 - Introducing Microsoft Edge
 - Browsing the Internet
 - Managing browser tabs
 - Searching for information on the Internet
 - Translating a webpage
 - Copying data from a webpage
 - Downloading files
 - Completing a web form
 - Printing a webpage
 - Managing favourite sites
 - Using the browsing history
 - Changing the start and home pages
 - Managing pop-ups
 - Managing cookies
 - Browsing privately (InPrivate)
 - Deleting data stored by the browser
 - Using and customising the sidebar