Windows 11 User Guide

For All Users

The Complete Beginner to Expert User Guide for Mastering and Unlocking the use of Windows 11 OS with Ease

Matt Vic

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THE COMPLETE BEGINNER TO EXPERT USER GUIDE FOR MASTERING AND UNLOCKING THE USE OF WINDOWS 11 OS WITH EASE

MATT VIC

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INTRODUCTION

Windows has come with the new evolution, the new Operating System (OS) that shockwave the whole world, just as you know that without an Operating System your Computer, Android, Laptop and Tablet devices can't work in the same way to the car which cannot work without an engine, this signifies the importance of the Operating System (OS) in the life of every computer device.

No doubt, Windows is the most preferred and favorite OS with 75% of users in both laptop and desktop computers in the world because it has an amazing interface and its functionality is clear. In pursuit to satisfy customer desire, Microsoft attempted to release a new Operating System known as Windows 11 to create an astonishing and incredible interface that will be appreciated by all of its users.

Windows 11 announced the release of the popular Operating System on 5ᵗʰ, October 2021 as a replacement over Windows 10 with a lot of changes, development, and functionality simply to improve user experience.

Among Windows 11 new changes is improved interface cohesion to replace the outdated and slowing interface of Windows 10, such as the new column layout in the File Explorer which is more user friendly, certain commands are also added to the right-click menus which are Cut, Copy and Paste to make it easier and faster in executing those action.

Others features are snapped feature arrangement, repositioning of the start menu and search button, enhancement of the Team Chat, and others.

Nevertheless, there have been certain comments from some of the Windows users that the new OS is confusing and frustrating, of course, it ought to, that is what new changes and development brought but do not worry, this user guide get you covered with all the new things you should know about Windows 11 starting from the specification and installation of the OS and to every other aspect you should know whether as an old user who has been in the field for so long or potential user who has never Windows OS.

The main purpose of this user guide is to put you on the easiest track for mastering the new Windows 11 OS, kindly pick a copy of this user guide and begin exploration.

CHAPTER ONE

SPECIFICATIONS AND REQUIREMENTS FOR INSTALLING WINDOWS 11

The challenges of most of the Windows users after the release of Windows 11 were innumerable and that prompted them to ask multiple questions like, how do I get Windows 11 OS into my PC? Am I eligible to use windows 11 ? is my PC have the requirement specification for using Windows 11? And many more questions about the installation and usage of Windows 11.

To answer all these above questions and as well benefit from the new features that come with Windows 11, check the table below for specifications and requirements you need to have before the installation and exploration of Windows 11 on your PC.

SPECIFICATIONS	REQUIREMENTS
RAM	Minimum of 4 GB
Storage	Minimum of 64 GB of storage device on your PC
Processor	Minimum of 2 Cores running on a compatible 64-bit processor or 1 GHZ.
Display	Must have HD (720p) having a display that is more than 9 inches diagonal with a minimum of bit per color channel.
Trusted platform module (TPM)	Minimum of 2.0 version
Graphics Card	A later version that has WDDM 2.0 driver or it has compatibility with DirectX12

System Firmware	Unified Extensible Firmware Interface UEFI with Secure Boot capable

The above are the requirement that your PC must have before you can install Windows 11 otherwise, you will have to purchase a new PC before you can enjoy new features that are characterized with Windows 11.

There is an alternative means of checking PC eligibility for using Windows 11 and that is through the Microsoft PC Health Check App. Microsoft PC Health Check App will give you guides on what you need to have or know before making a step of installing Windows 11.

UPGRADING YOUR CURRENT PC TO WINDOWS 11

Windows 11 upgrading requirement is a very stringent one compared to previous windows, majorly all PCs sold above three years are not eligible but PCs within and below three years are 80% okay for upgrading.
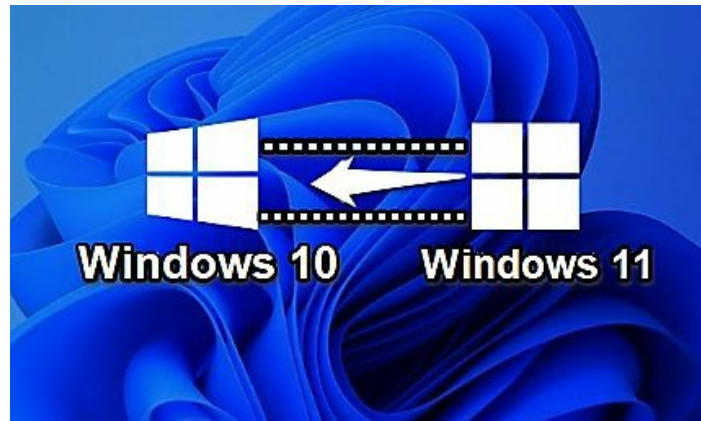
WINDOWS 11 DOWNLOADING AND INSTALLATION PROCESSES

There are certain steps you need to take before downloading and installing Windows 11 for an old user of Windows which involves meeting the Windows 11 specification requirement as I have said earlier. The question is how do I check my requirement? That is a good question. All you need to do is to download the PC Health Check for checking Windows 11 requirement options, including downloading and installation of Windows 11.

Once you are clarified by the PC Health Check, the next thing is to navigate to the settings and then:

- ❖ Tap **Windows updates** and select **Update Windows**, if the requirements are satisfied, the PC will begin downloading process, once it is completed, you are good to go with Windows 11.

Note: A firm internet connection is required to download and install windows 11 into the system.

UNDENIABLE FEATURES THAT COME WITH WINDOWS 11

There are many amazing and unique features found with the release of the new Windows 11, though Windows generally has exceptional OS when you examine the previous Windows from Windows 10 down to the older version, however, Windows 11 restructured the features with the new approach, upgrade some and release additional features that are not available in the previous version.

REPOSITIONING OF THE START AND SEARCH MENU OPTIONS

The Start menu has been shifted to the middle compared to the previous Windows where the Start menu always was at the extreme left corner to make its accessibility easier, nevertheless, Windows makes it flexible for any user who finds it difficult to adapt to the new position of the start menu to shift from the Middle into far left where it is used to be in the previous version. The Search box has also been shifted to the top of the screen where you can easily search for documents, applications, and others.
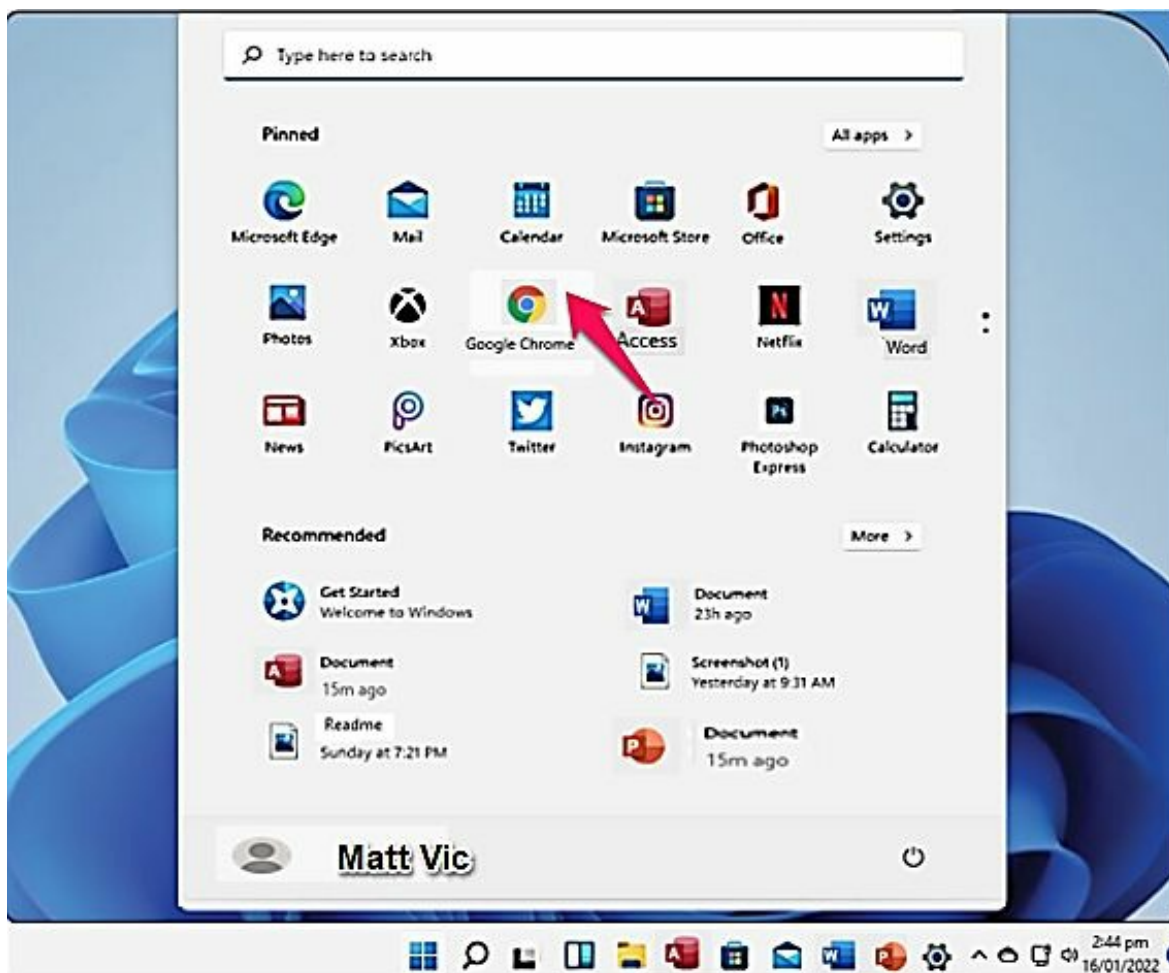
RESTRUCTURING OF FILE EXPLORER

Windows 11 comes by redesigning the look and appearance of File Explorer, it makes it look astonishingly, the menu bar is reshaped into a finer look by replacing the menu with the various stunning command that is called the new Column Layout.
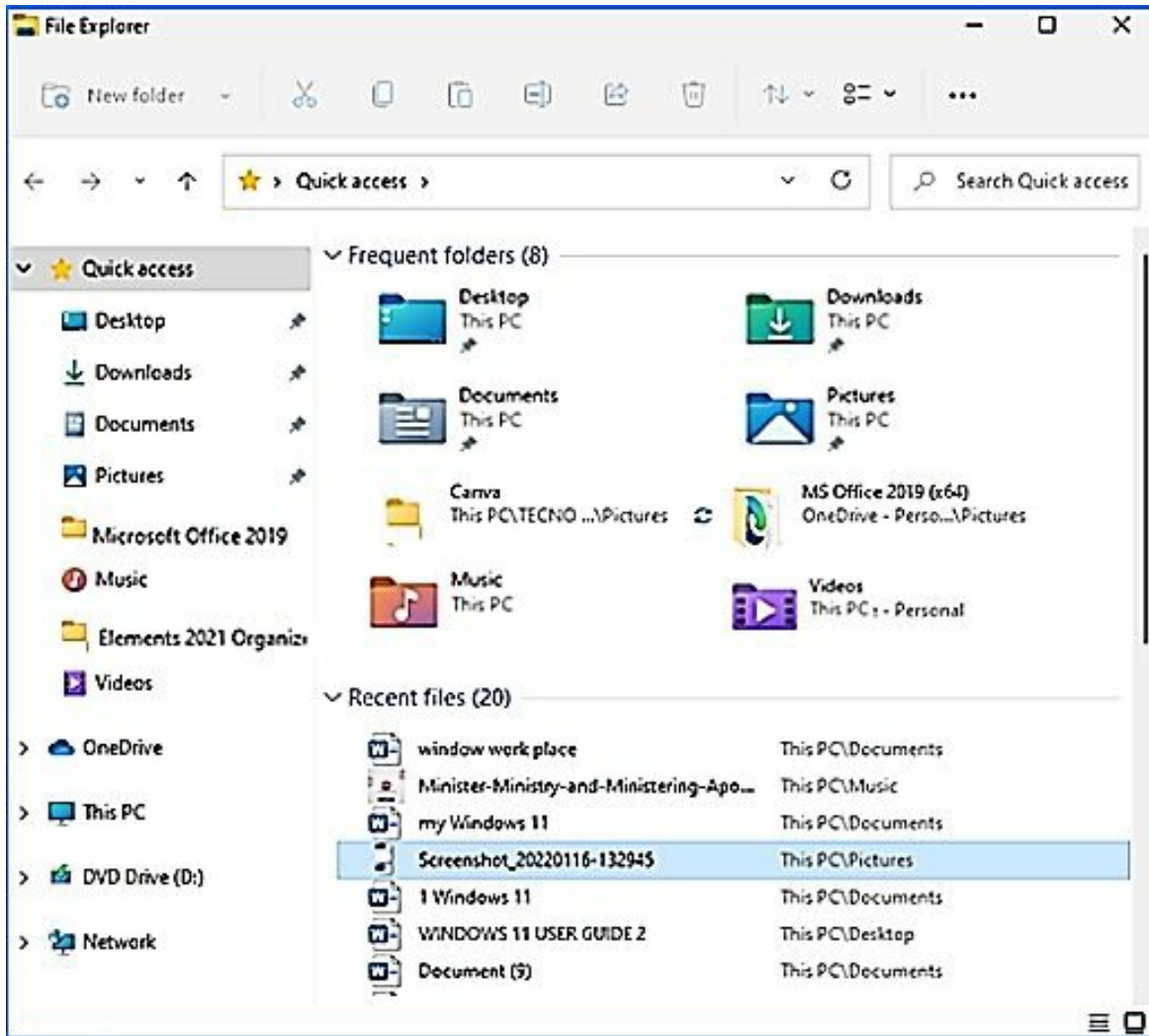
MULTIPLE DESKTOPS ACCESSIBILITY WITH ONE MONITOR

This is one of the fantastic features in Windows 10 by pressing (Alt + Tab) to shift and navigate easily among multiple desktops that are opened on your PC but it comes in a wonderful dimension on Windows 11. You can navigate impressively amidst multiple desktops with the new menu that has just been added to the taskbar or you can alternatively press (Alt + Win) to navigate the same manner for navigating with (Alt + Tab) on Windows 10.

IMPROVED INTERFACE COHESION

There are several complaints about windows users regards the outdated and slowing of Windows Interface, and as a result of that, the Interface of Windows 11 is characterized as an improved version over all the earlier version Interface, for instance, certain options have been added to the right-click menu options such as Cut, Copy, and Paste.

REESTABLISHMENT OF THE WIDGETS

Gone are those days when Widgets was introduced into the Windows OS which was abandoned when it couldn't find the correct expression. Widget is now reintroduced into the Windows OS with an amended structure.

You can access the Widgets list by clicking on the Widgets in the taskbar menu such as Weather, Calendar, Traffic, and other Widgets, they are all designed in such a way that the Widgets will come only when they are needed and fade when they are not needed.

EXCELLENT ARRANGEMENT WITH THE SNAP FEATURE

The snapping feature is an existing feature in Windows 10 which makes arrangement and switching within open applications possible, however, Windows 11 has redesigned the snap feature where the arrangement of the applications is more superb by placing two Windows side by side. It gives you the privilege to have four Windows layout on the screen and help you to switch to any of the Windows conveniently.

WINDOWS SCREEN ARE MORE TRANSLUCENT

Windows 11 screen and applications are more transparent and clearer for sight including the Start menu and Widget menu.

ENHANCEMENT OF MICROSOFT TEAM APPLICATION (TEAM CHAT)

Microsoft team has gained ground since earlier 2020 and thus Windows realized the essence of it and hence the necessity to restructure the Microsoft Team for greater productivity, for instance, the Microsoft Team Contact has been included in the chat icon which is also in the taskbar, you can as well continue with your recent conversation before you log out and also reply quickly to the pop-up message and many more.

CHAPTER TWO
GETTING STARTED WITH WINDOWS 11

Welcome to the world of Windows 11, permits me to introduce Windows to the starter who has never used Windows before, Windows is the Operating System (OS) developed by Microsoft to allow the users to relate or work with the computer, it is mainly used to run a software, store data, play games, and media, connect to the internet, checking mails, etc.

For each Windows there is a different Operating System (OS), each OS has certain information such as Program, Picture, Application, and many more though the information is always different.

CHOOSING WINDOWS 11 VERSIONS

Many users are not aware that Windows 11 comes in various versions, to be candid, Windows 11 comes in diverse types which are purposely meant for satisfying the preferences of each user. Below are the notes you should examine before jumping into any version of Windows 11:

- **Windows Home**: this is ideal for the users who need a PC in the house or the shop for small business purposes, about 70% of users will go for Windows Home.
- **Windows Pro/Windows Enterprise:** these two versions are mainly for business purposes, Windows Pro is for small/medium businesses while Windows Enterprise is for medium/large businesses, a short company may choose between the two versions depending on how much of computer the company will be using and the level of networking of such company.
- **Windows 365:** this is the Windows version that runs on the cloud, every activity are done on the cloud, it is good for business enterprise that needs faster internet and stable PC.

UNLOCKING THE SCREEN AND SIGNING IN TO YOUR COMPUTER

The moment you press the power button of your windows 11, you will instantly be provided with the lock screen, then you will have to unlock the screen and sign in to your computer.
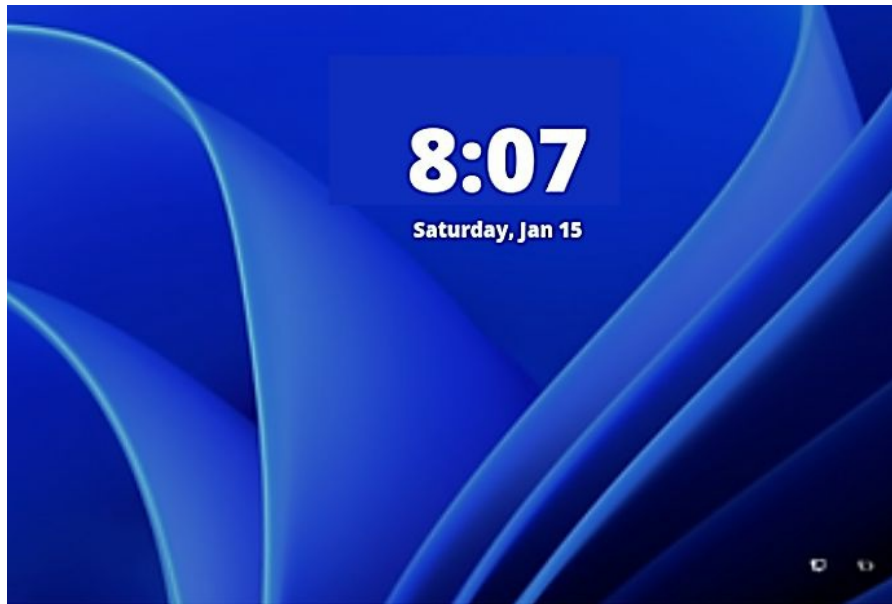
The question is how do I unlock the screen? By doing either of the following:

1. Pressing any "**key"** on the keyboard to slide away from the lock screen. OR
2. Click any side of your "**mouse**" button.

After you have successfully unlocked the screen, you will be transited into the sign-in screen where you are expected to sign in with your Username/Email address then Password/Pin which you will have to do its setup the first time you log on into your new computer.

You can as well create a user account for someone else provided you want such person to have access to your PC but not with your data, every user account you created on your PC will be listed in the sign-in screen at the bottom left corner of the screen.

CREATING USER ACCOUNT

For privacy and secrecy, Windows allows you to create a User account that you will use to sign in to your PC on the lock screen to prevent unauthorized access to your document and information that you stored on the computer. A single computer can have multiple users but their files and documents are kept secured and separated from each other in such a way that "user A" won't have access to "User B" information (documents and files) because each user has to log on separately onto the PC. There are two ways for creating a user account, they are:

1.)   **Microsoft Account**
2.)   **Local Account**

CREATING AND ADDING A NEW MICROSOFT ACCOUNT
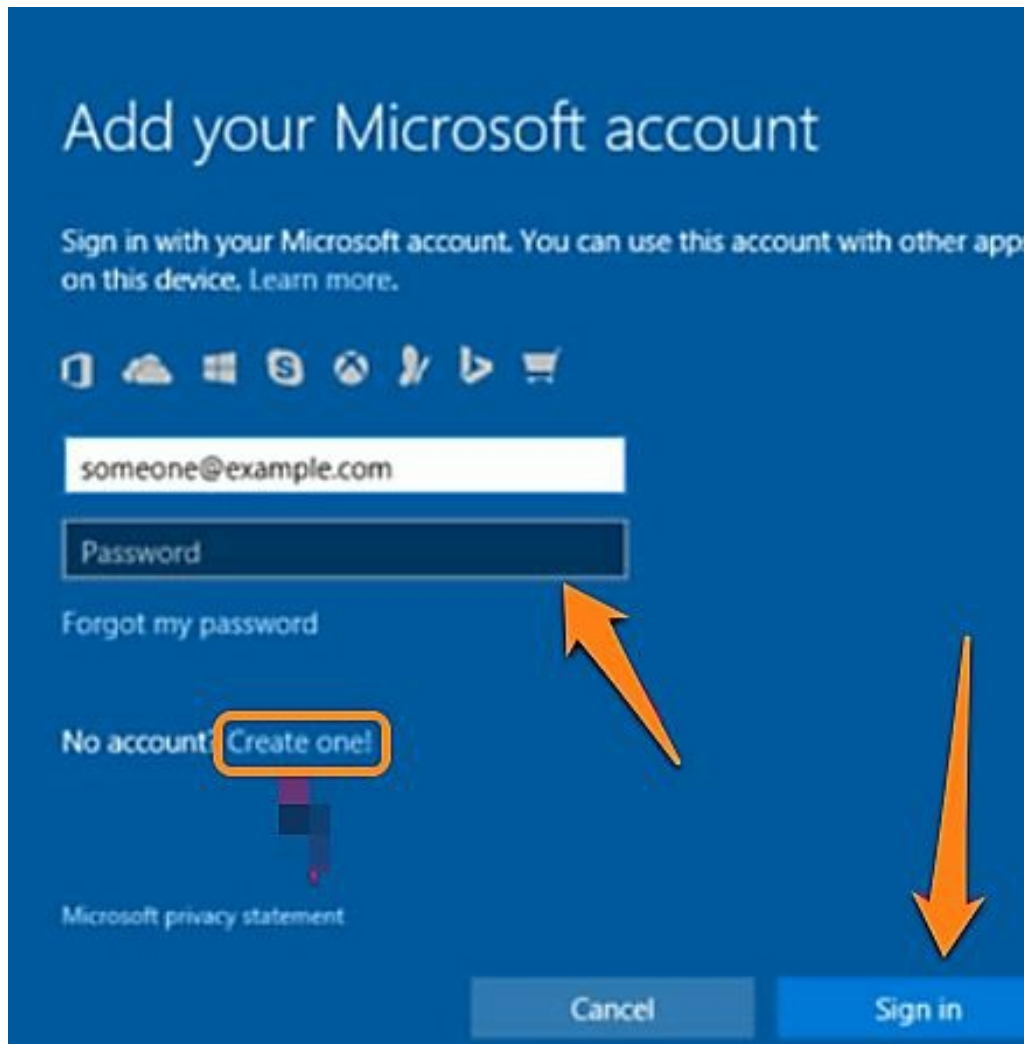
you can get this account from Microsoft Website which helps you to create an Email and password with Microsoft account which you will be using to log on and as well offers you certain privileges and features such as savings documents into the OneDrive, downloading and installation of the Microsoft application from the Microsoft store and others. Kindly, create a Microsoft account with the following steps:

i. If you are just **Signing In** to your computer for the first time, or you have signed on before but want to create a new Microsoft account which prompts you to navigate to the **Account** category under **Settings** or you want to access certain **Microsoft applications** from the Microsoft Store, the above three commands will speedily take you to **Windows 11 sign in** options as it is displayed (ii) below.

ii. Click on "**Microsoft account"** and tap the "**Continue button"** to take you to Add your Microsoft Account screen.
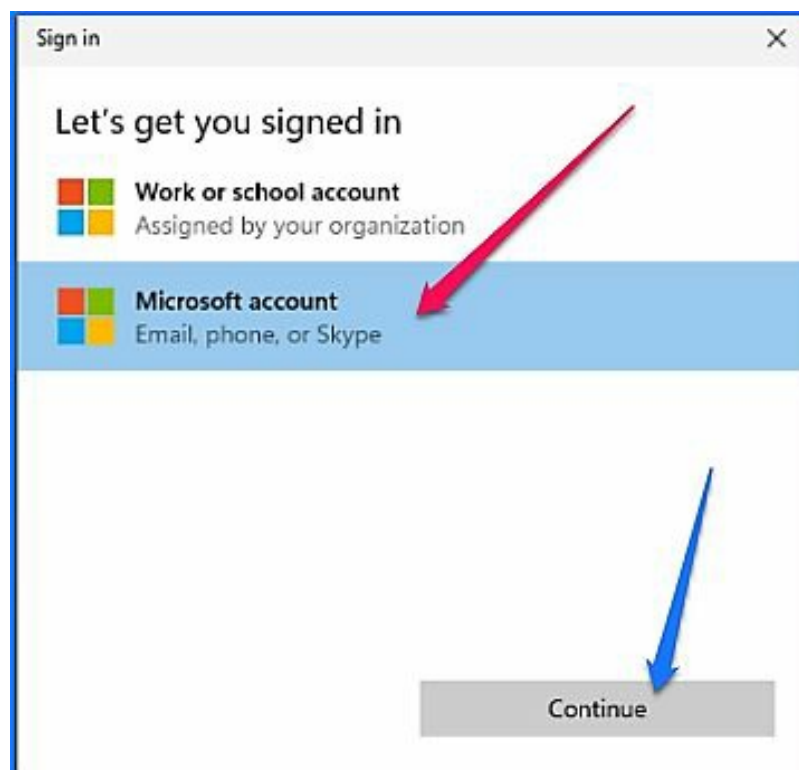
iii. if you have gotten a Microsoft account such as Outlook.com, Hotmail, Windows Messenger, and other email addresses, kindly, enter such

email address and **password** and click on the "**sign-in**" button. These commands will add the account details to the user accounts list of the concerned PC.

iv.   However, if you haven't gotten one Microsoft account as I have discusses in (iii) above, you will need to click on the Create one in (iii) above to create an outlook.com email account for you.

v.   Enter the **first and last names** into the provided box and click on the **"Get a new email address"** link, this will create a new Outlook email account.

vi. Once you get your email address, enter the password you will like to attach to the email and select your country.

vii. Then click on **Next** and enter your **phone number** for security reasons or if you are having trouble signing in to your Microsoft account, the Phone number you inserted can help you out.

CREATING AND ADDING OTHER USER ACCOUNTS (FAMILY, FRIEND, AND LOCAL)

After you have successfully added your user account, Windows 11 permit you to add other categories of the user account as it has always been since the introduction of Windows OS. This section deals with all other categories of the user account you can add to your PC including Local account, though people seldomly use Local account because of its restricted features compares to Microsoft account.

CREATING USER ACCOUNTS FOR FAMILY AND FRIEND

Anytime you want to create a user account for any of your family members you will need to choose family and other users for other users who are not your relatives such as a friend. To create and add any of the above user accounts, kindly:

a. Tap on the "**Start"** button and select "**Setting**s" from the Start menu to access the settings panel.
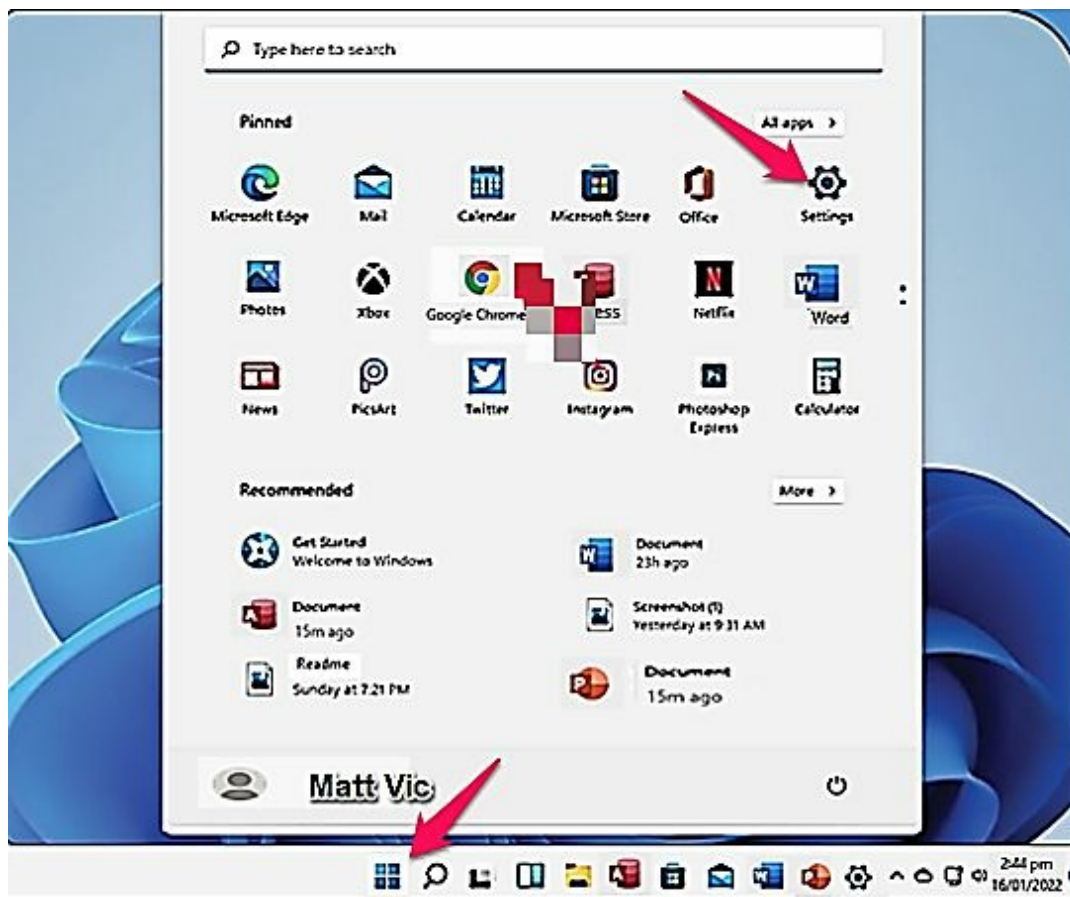
b. Select the "**Account"** link on the Settings panel, then click on the **"Family & other users"** menu under the account headings on the right side.
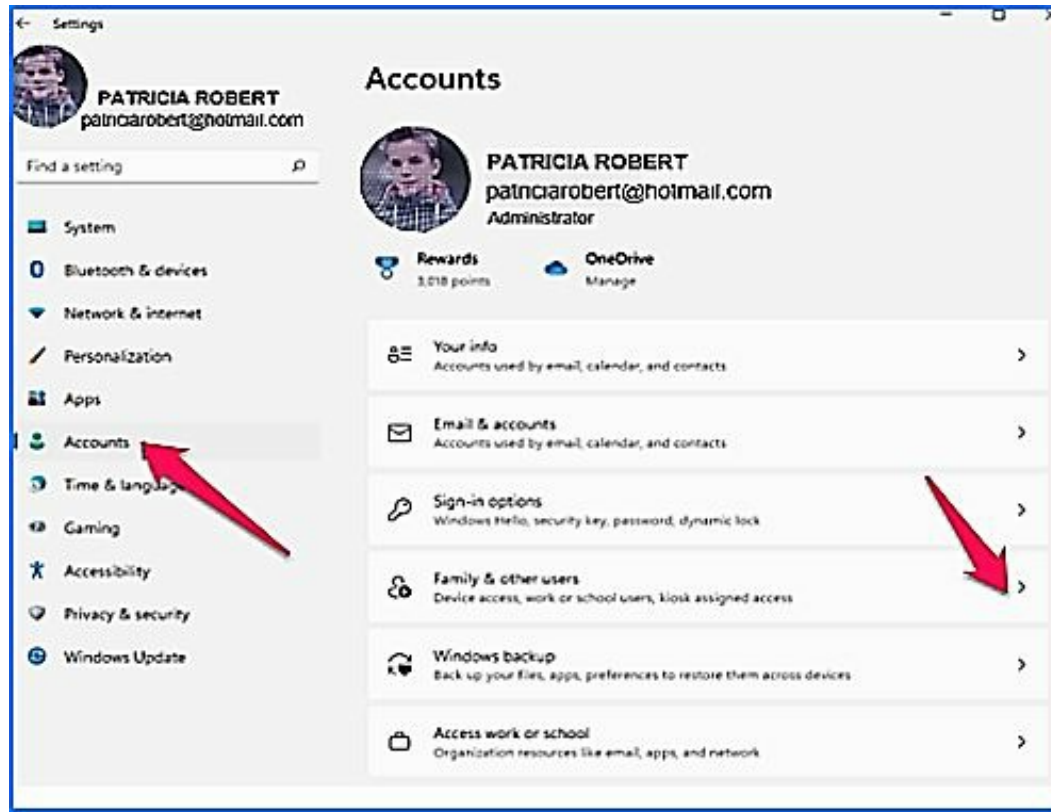
c. To add any family member, click the **"Add Account"** button beside **"Add a Family member".**

d. Then insert the "**Email Address"** of the concerned person into the provided box and tap on the **"Next"** button to invite the person, however, if the person does not have any email, such person is considered to be an infant, and therefore you will have to create Microsoft account for the person irrespective if the person is an adult or infant, kindly, click on "Create one for a child" and follow the prompt instruction on how to create the Microsoft account, after successful creation of the Microsoft account, such person too will receive the invitation.
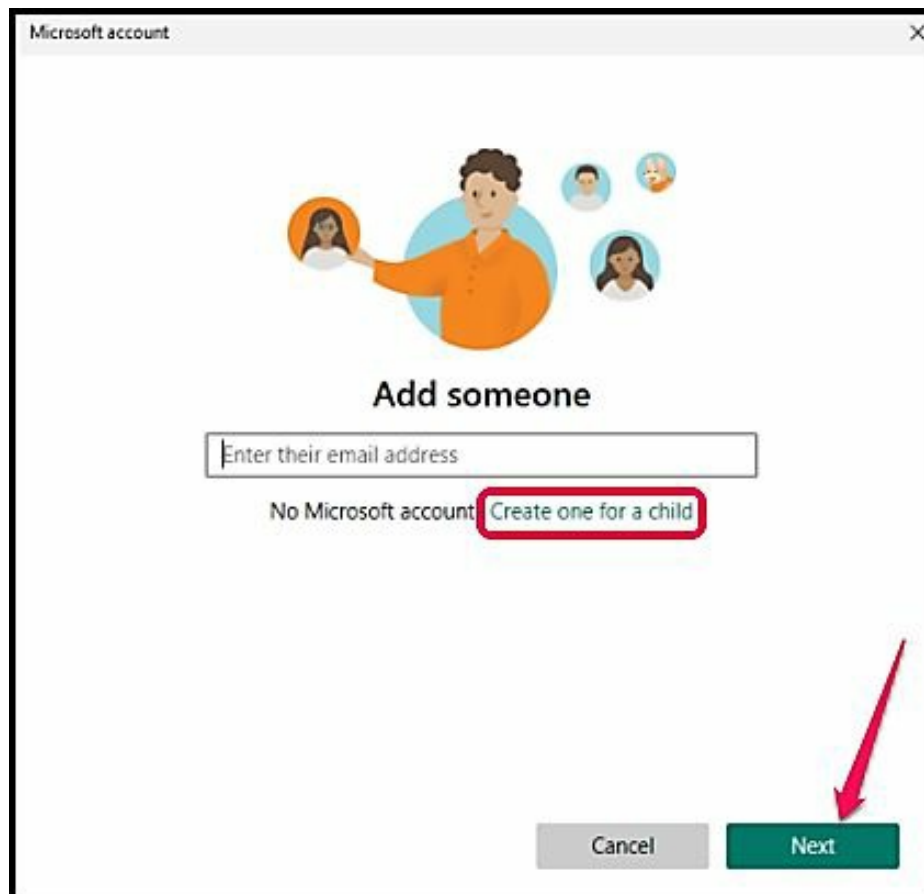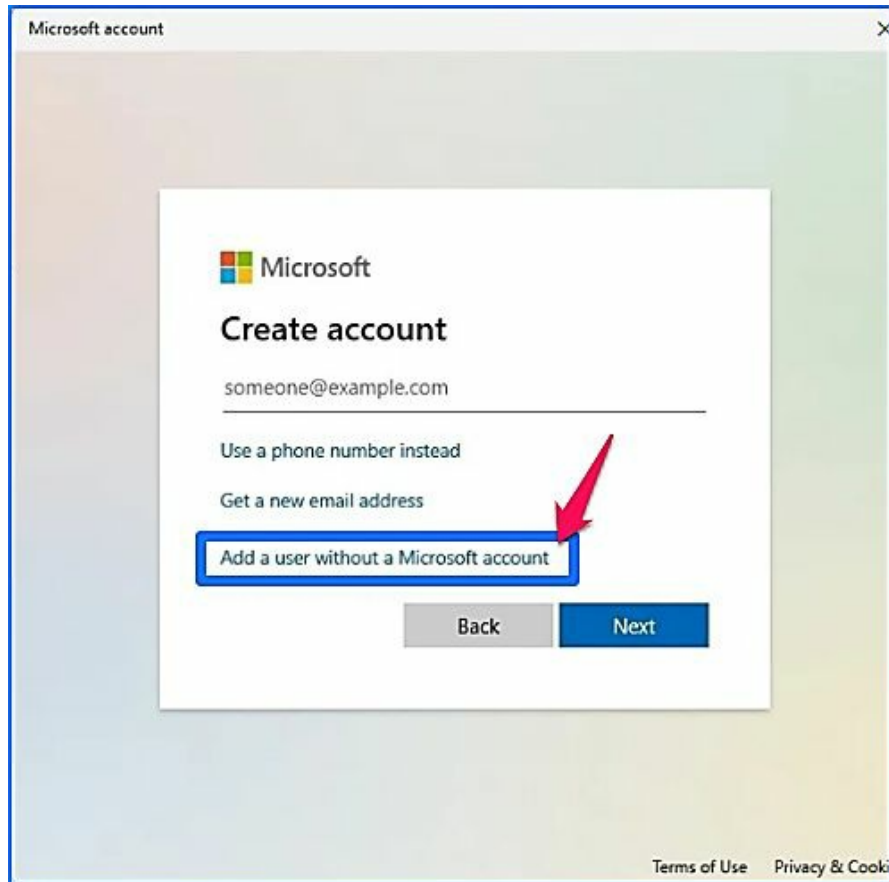
e. To add other people aside from family members, click on "**Add account"** beside the **"Add other users"** in (c) above, in a twinkle of an eye **"How will this person sign in"** dialog box will be displayed as it is shown in (f) below.

f. Enter the **Email Address** of the next users into the provided box, then click **Next** and lastly click on the **Finish** button. The Microsoft account will be transferred into the sign-in screen but not yet validated until the person clicks over it and input his/her password to sign on, if

the sign-on is matched, the person will be successfully added to the concerned PC users account list.
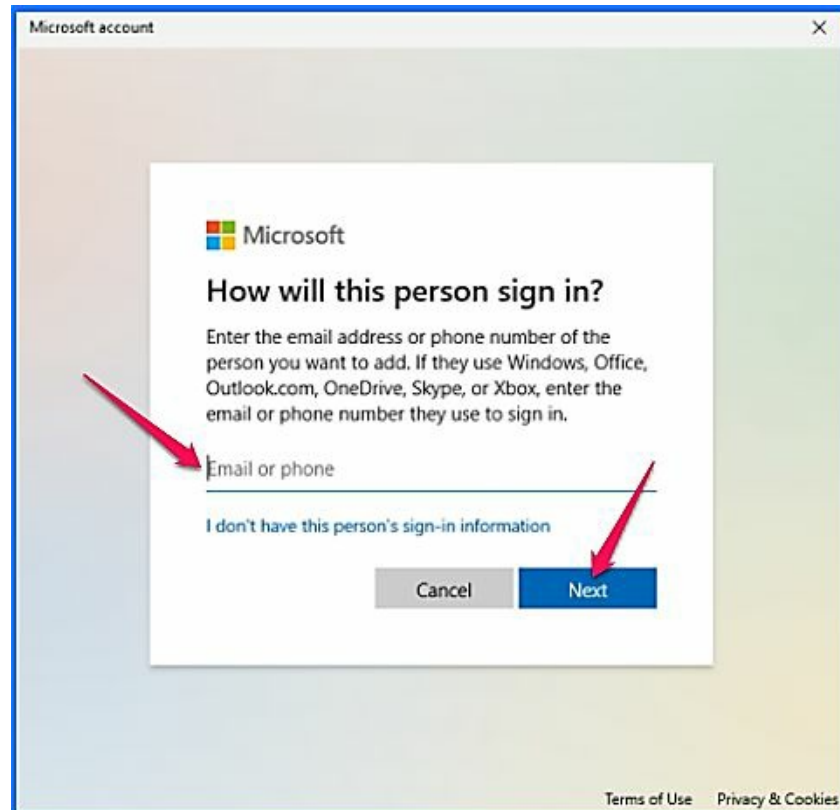
g. To add a Local account of any categories, kindly click on **"I don't have this person's sign-in information"** in (f) above.

h. Select **"Add a user without Microsoft Account**" which signifies the person you want to add does not have a Microsoft account.

i. Then enter the **details** of the person (**Username, Password, and hints**) into the screen that comes up to create the account.

SAFEGUARDING YOUR ACCOUNT AND INFORMATION

Gone are those days when nothing happens to your account details and information, but nowadays certain people have taken it as a job to steal other people information and use it for their advantages or against the person that owns the details, and as a result, every Windows 11 user must safeguard and keep their data and information securely from any unauthorized access. The major way of securing one's data, and information is by attaching a strong and stringent password to one's user account sign-on so that it will be very difficult for a third party to have access or use it. As a result, you may go ahead to tweak your password into a strong password that a third party won't be able to guess. You can either change your Microsoft account or Local account password. For Microsoft account users, kindly find your way to the Microsoft account website by:

- ◆ Type **(account.microsoft.com)** and log on, after the successful login.
- ◆ Click on **the "Security"** button and select "**Change Password"**, follow the prompt instruction and click on the **Next** button to authenticate the process.

For local account users, follow the listed step to tweak your account password:

i. Tap on the **"Start"** button and select "**Settings**" to access the settings panel.

ii.   Select the "**Account**" and pick the "**sign-in option"** from the extreme left edge of the Account section to summon the computer sign-in option.
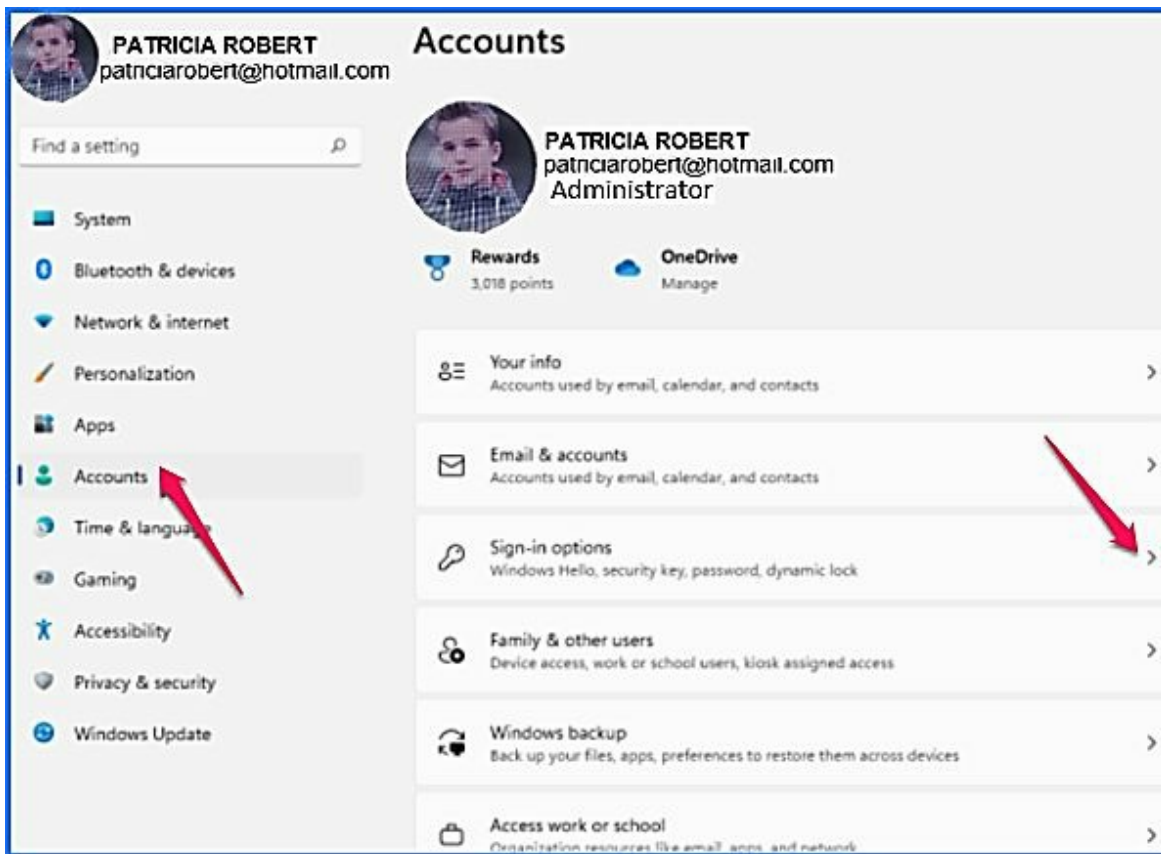
iii.   Select the "**Password"** and click on the "**Change"** button to tweak your password into a stringent one.
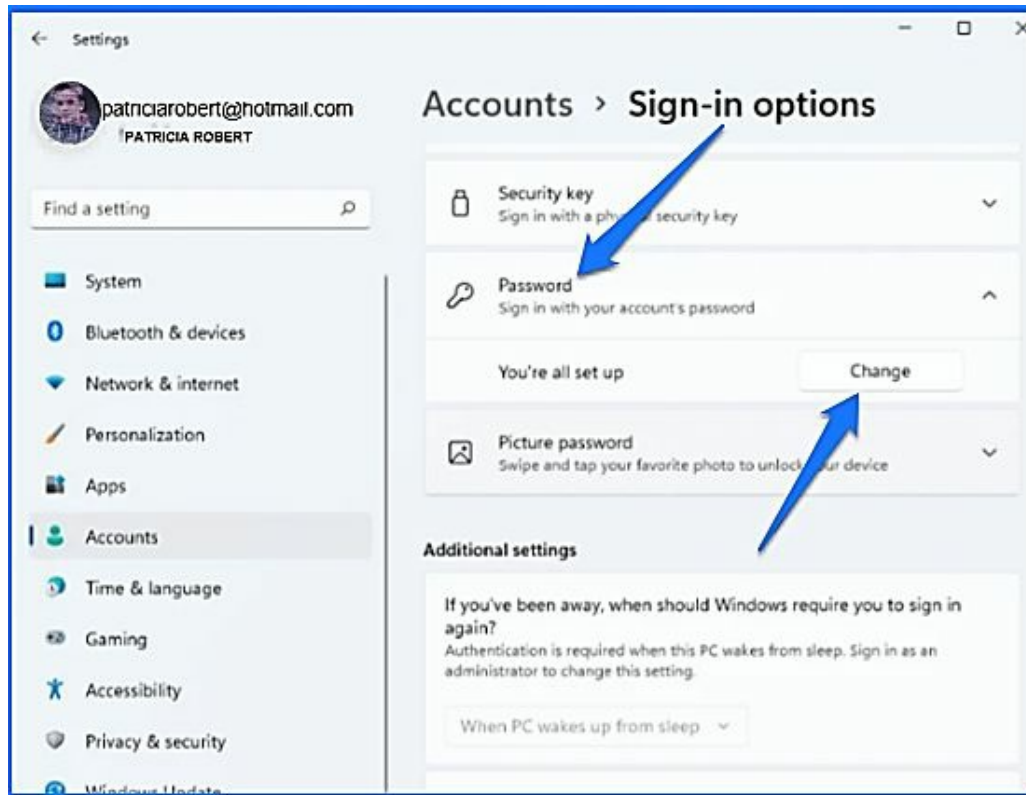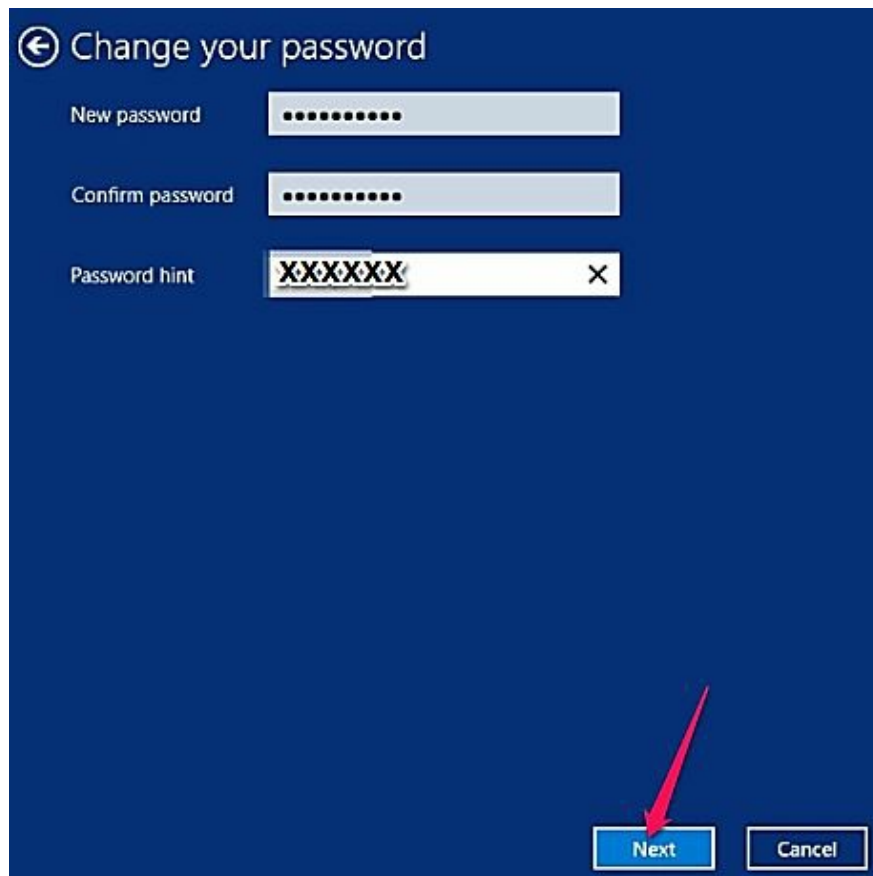
iv.   Type your "**Current Password**" into the current password field and click on the "**Next**" button.
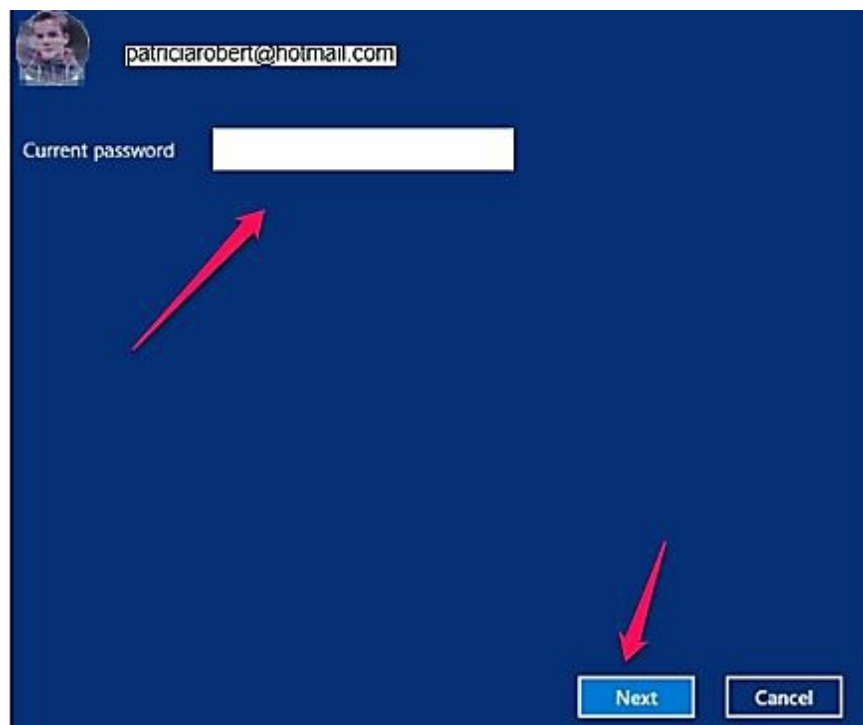
v.   Type the "**New Password**" and Retype the same "**Password**" into

new and confirm password respectively.

vi. Type a "**Hint Password"** into the hint box to help you get back your password in case you forget it.
vii. Tap on the "**Next"** button and lastly click on the "**Finish"** button to confirm the process.

EXAMINING WINDOWS 11 START MENU

Start menu is simply a gateway into your PC that gives you the privilege to access any applications and favorite program on your PC. The start menu is where all commands reside. The moment you click on the Start button on the taskbar or Windows key on the keyboard, immediately Windows 11 will open up the start menu with the following composition:

1. **Search Box:** this is the search engine, it is located at the topmost part of the Start menu. It can be used to find various things within the PC such as applications, documents, files, folders, and so on. it is the best option for searching anything within the computer especially when you don't know the exact location where a particular item is located.
2. **Pinned Apps:** the applications that are pinned into the start menu are visible in this section. You can access all the system applications by clicking on **"All Apps".**
3. **Recommended list**: this is the list of the documents, videos, Music, and Photo that you have recently opened on your PC, Start menu recommends those lists for you in case, if you want to revisit them for quick access.
4. **User Account Name & Power button**: at the extreme bottom of the Start menu, you will find the User Account name and Power button, User account name is situated on the left side while the Power button is situated on the right. The Power button gives you three (3) options which are Shut down, Sleep, and Restart.

Type here to search — 1

Pinned — 2   All apps >

Microsoft Edge   Mail   Calendar   Microsoft Store   Office   Settings

Photos   Xbox   Google Chrome   Access   Netflix   Word

News   PicsArt   Twitter   Instagram   Photoshop Express   Calculator

Recommended   More >

Get Started
Welcome to Windows

Document
23h ago

Document
15m ago

Screenshot (1)
Yesterday at 9:31 AM

Readme
Sunday at 7:21 PM

Document
15m ago

3

Matt Vic   4

2:44 pm
16/01/2022

OPENING A START MENU APPLICATION AND PROGRAM

Start menu can be likened to a gallery of application where user can launch into any program of their choice, however, if the apps you need per time is not in the Pinned applications, kindly click on **All Apps** and scroll up and down to find **an application** of your choice to open it on the screen. to launch any application from the Start menu, do well to carry out either of the two methods:

- ✦ Mouse your pointer over the **application** icon you want to open and **left-click** the mouse on the application. OR
- ✦ Use the **Up and Down arrow key** to move up and down within your device applications on the start screen, strike **Enter** key over the application that is surrounded by a box to launch such application.

FINDING SPECIFIC ITEMS ON THE START MENU

Windows 11 makes it possible for every user to search easily for any application, program, document, or whatever things that you need on your PC rather than moving to the search box, you can do that by simply:

i. Clicking on the "**Start**" button to access the Start menu.
ii. Then begin to type the "**name**" of the app, document, or program you want to find on the keyboard. Windows will instantly bring all the apps or documents that match your search.
iii. Click on the "**app or program**" you want and it will be opened on the screen.
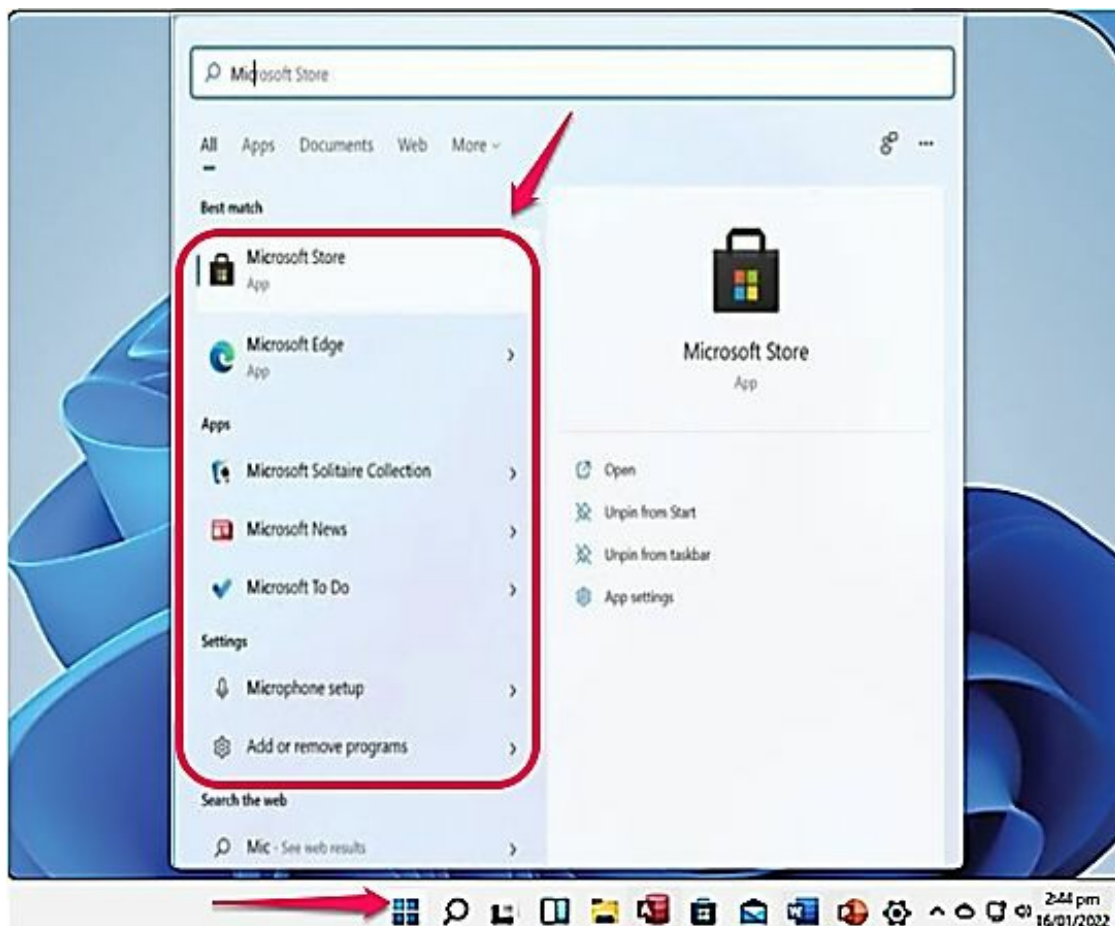
Note: searching at times will be cumbersome if you don't know the name of what you are searching for or the first two or three letters that start the name of the item you want to find.

VIEWING, RETURNING, AND CLOSING A PROGRAM

Have you ever opened multiple applications to an extent that such application overcrowded your desktop, in such a case you need to learn these powerful buttons at the upper right of the Windows and task view button:

1. **Viewing and Returning to Program:** the first button is at the upper right of every window, it helps you to minimize a program from the screen but you can view and return to it anytime you want to access it again.

You can easily return to any of the apps you minimize with the first button by clicking on the Task view button to display the miniature view of all the open applications irrespective of whether they are showing or minimized application, then click on the thumbnail of that application you are returning to.
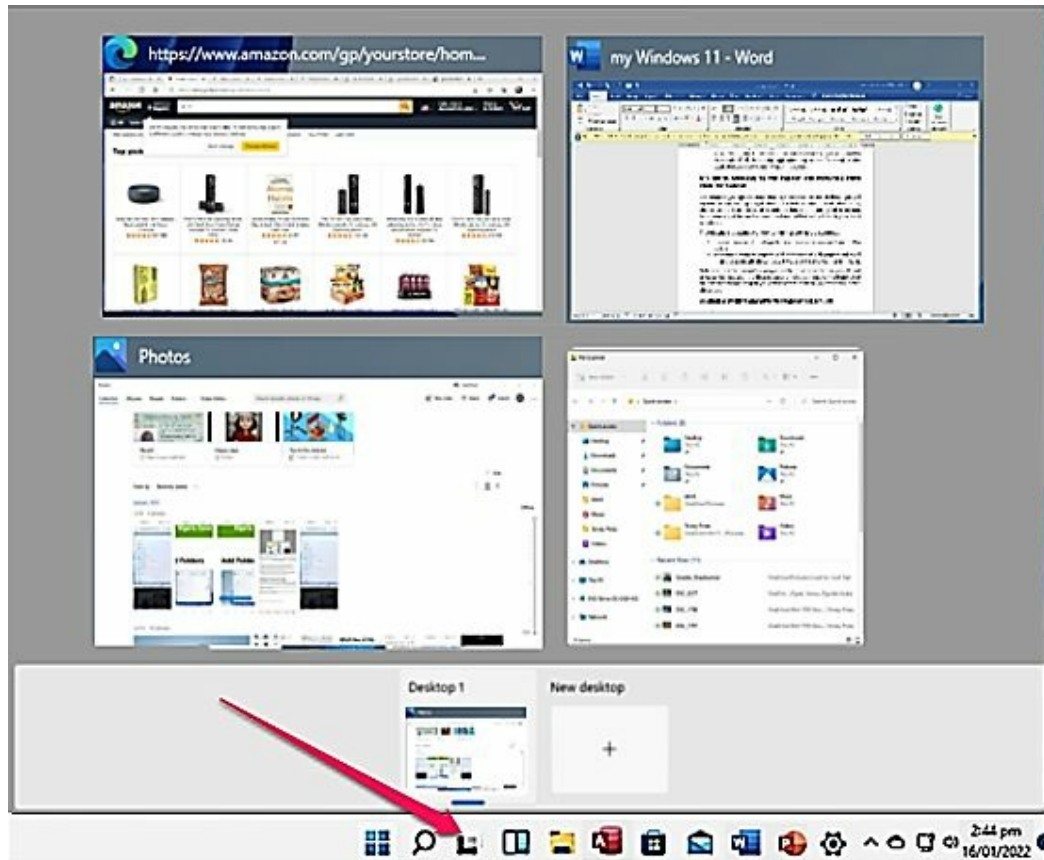
2. **Closing the Program**: the third button is used to close an application, when you click on this button the corresponding program or application attached to this button will be closed and its content will permanently be removed from the task view area, you can as well close any app from the task view area by clicking on the close button of any application.
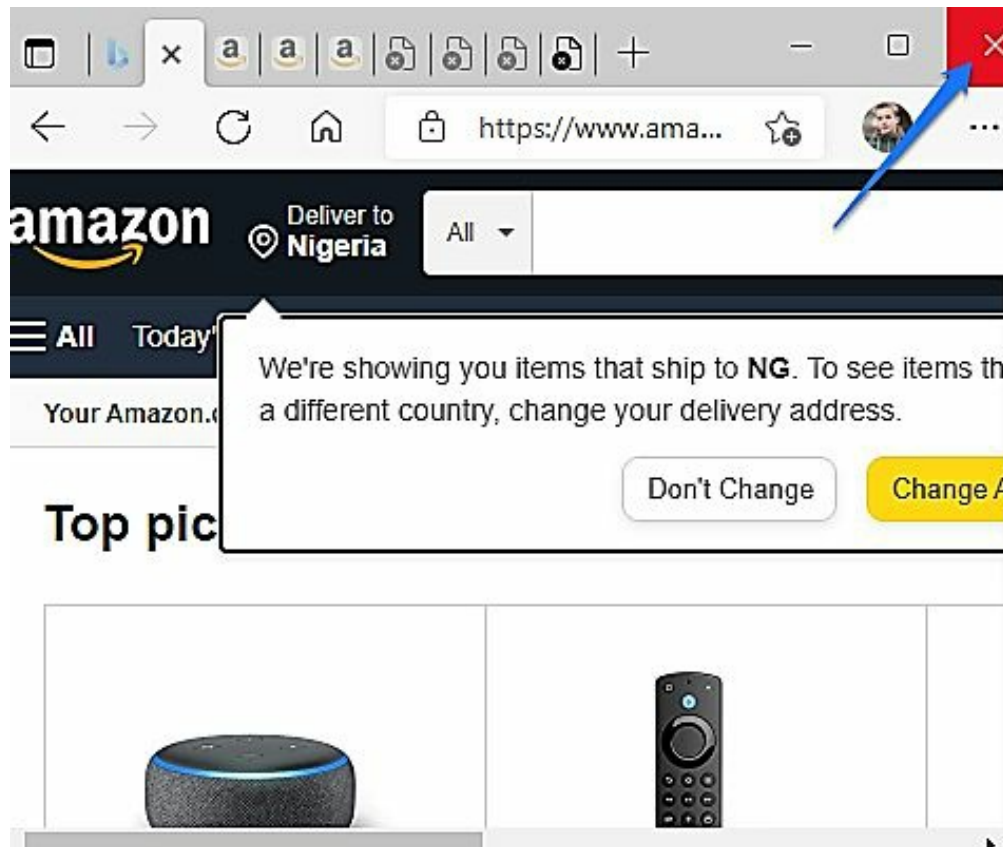
Note: to open a closed program, you need to re-launch such application from the start menu, all apps, taskbar, or desktop depending on where the application is located.

CUSTOMIZING THE START MENU

The start menu is the location where all computer operations start from and thus it should be structured to suit individual taste, though Microsoft has done well by amazingly fabricating the start menu by shifting the Start menu to the middle bottom of the screen on Windows 11 which is used to be at the extreme left bottom of the screen in the previous windows for easy access of all the applications or documents. Nevertheless, each user has different perspectives of dealing with things which is why Microsoft designed the Start menu to be more flexible and thereby allow each user the privilege to customize the Start menu and Desktop application to suit individual preference. You can shift the Start menu to the far-left side where it is used to stay in the previous version if that is your choice. In short, you can change the arrangement of the Start menu to your fashion, stay tuned as I take you through the processes of customizing one's Start menu.

You can customize the Start menu either by adding (Pin) an application to the start menu or removing (Unpin) any of the pinned items, reordering the Start menu item, and so on.

PIN/UNPIN START MENU ITEM

Users are permitted to add any item (application, files, folders, program) to the Start menu if it happens to be the one you run often on your PC or your favorite app and as well to remove any item you do not want from the Start menu. Kindly, add any item to the Start menu with the following guides:

a. Tap on the "**Start**" button and navigate to the topmost right side of the start menu to click on "**All Apps**" and see the list of all the applications on your PC.

b. Right-click on the "**App**" you want to add to the Start menu and select **"Pin to Start"** from the fly-out list.
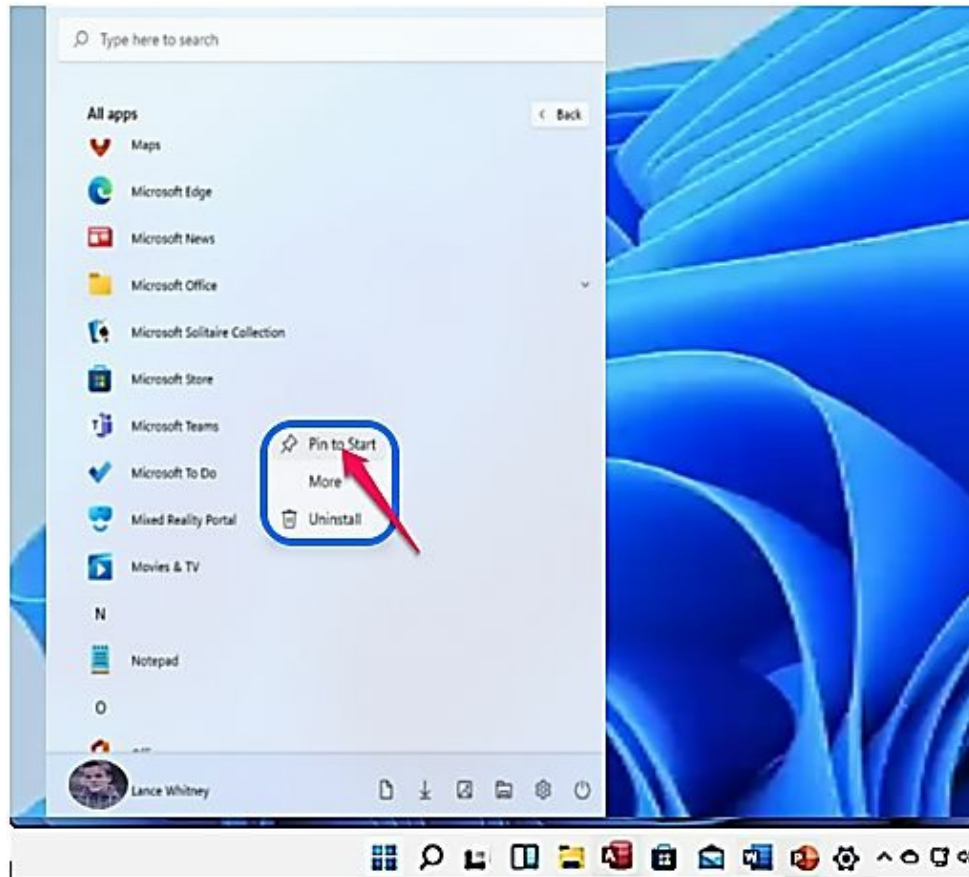
c. To add an item to the Start menu from the desktop, kindly, right-click the "**item**" and select **"Pin to Start"** from the fly-out list as well.
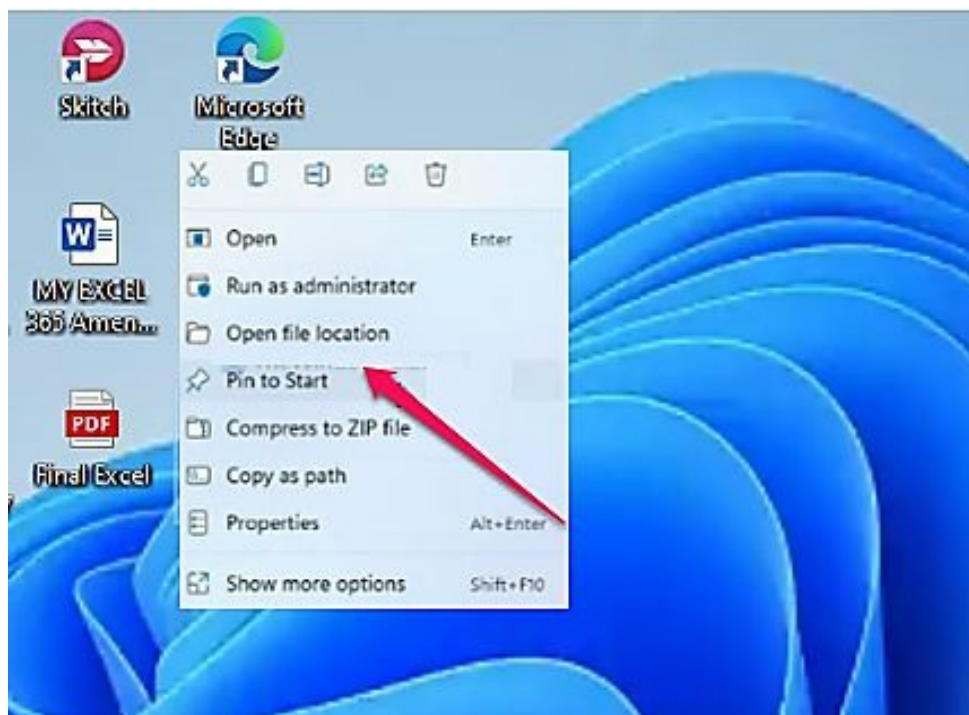
d. The above (b & c) command will automatically add the concern items (app, program, file, folder, etc.) to the start menu

Are you tired of seeing a particular item on the Start menu? no need to worry about that, remove (Unpin) such item with the below steps:

a. Right-click on any offending item and select Unpin from the fly-out list.
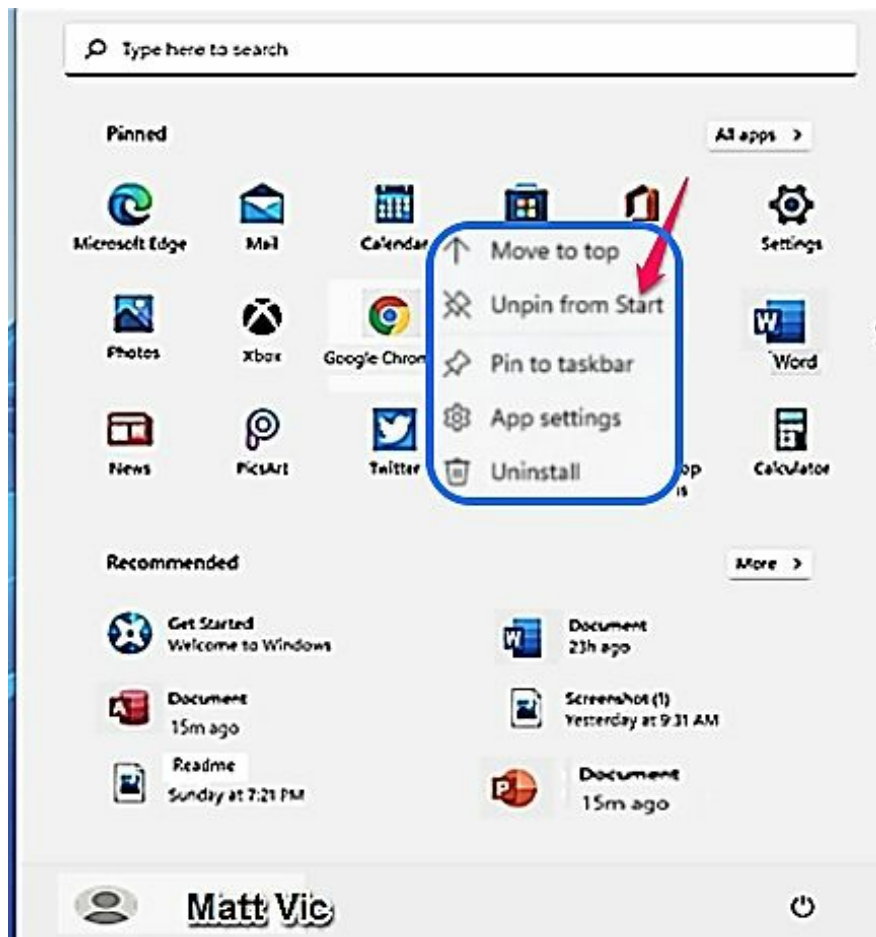
REORDERING START MENU ITEMS

You may need to put some icons to the top list of the start menu, it may be ideal for some to maintain the middle location in the Start menu depending on how often you use them, and thus you will need to shift such items to the ideal position which can be done by reordering those items. To reorder and shift any of the Start menu items, kindly:

i. Place mouse over the **concerned item**, **hold down the left mouse** button on it, and **drag it to the preferred location** within the Start menu area.

ii. As soon as you get to the preferred location where you want to place the item, **let down the mouse button**, immediately the item will come over to the new location while other items that previously stayed in that location will be shifted to another side to create space for the new item.

GET YOUR FOLDER ADDED TO THE START MENU

You have the option to add any of your folders to the Start menu. Below are the steps for adding a folder into the Start menu:

1. Tap on the "**Start"** button and select "**Settings"** from the start menu.
2. Select "**Personalization"** from the Settings Panel and pick the "**Start"** button on the right side.
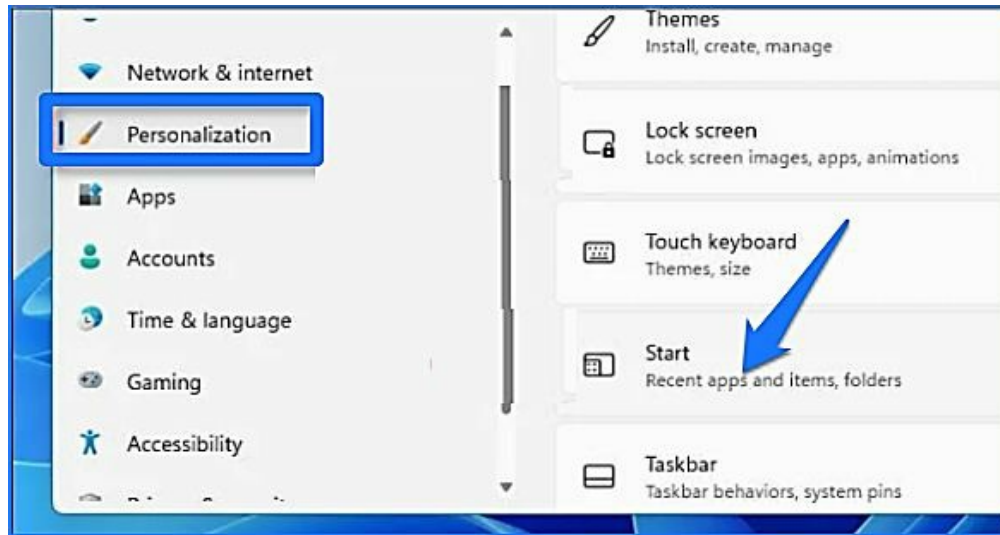
3. then click on the "**Folders"** menu to access the list of all folders in your device such as pictures, songs, videos, documents, and other folders.
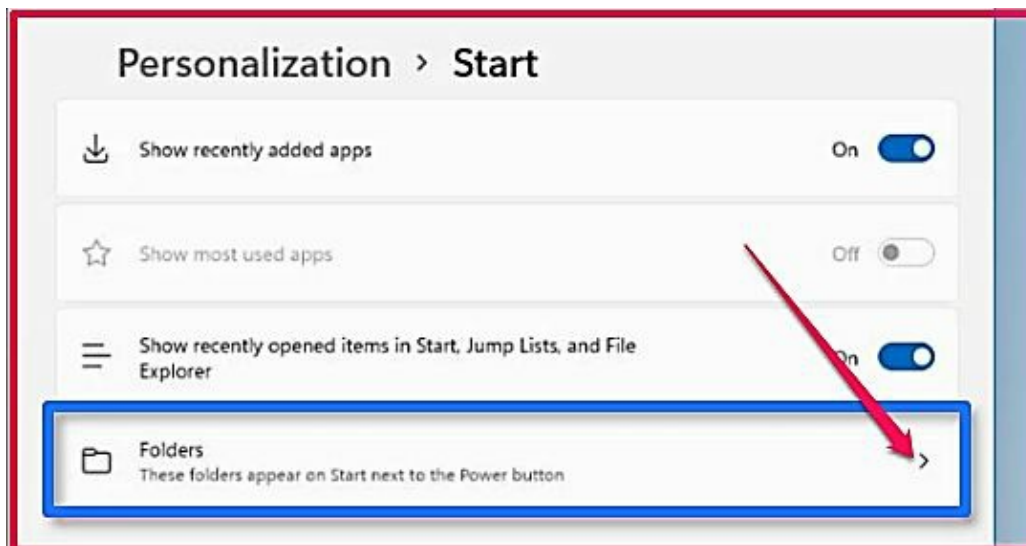
4. Switch **ON** the button beside the folder you want to add to the Start menu. Those folders added will be arranged to the left side of the Start

menu.
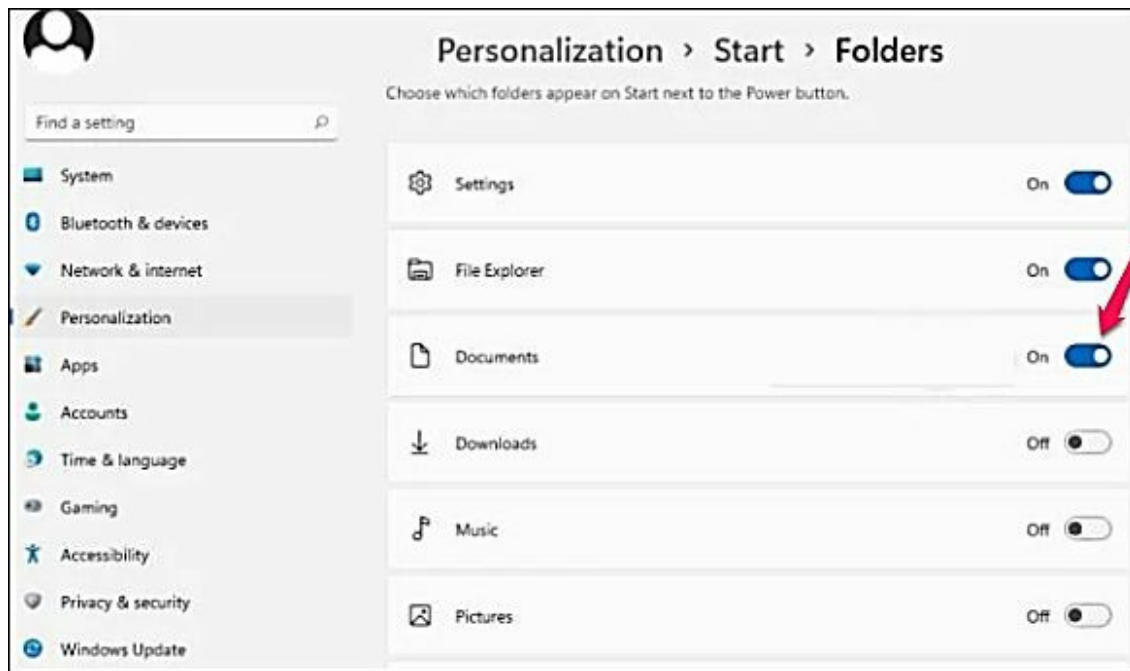
TEMPORARY EXITING FROM THE COMPUTER

Exit means to sign out of your computer for a short period perhaps to attend to a certain issue or to visit the restroom. The following are instructions for leaving one's computer for a short period:

i.   Tap on the **"Start"** button to access the Start menu.
ii.   Click on **"User account"** at the bottom left of the Start menu and chose any of the following options from the pop-up menu as each option is related to the short period exiting from the computer by the user:

    a. **Change Account Settings:** to alter your user accounts settings such as account password, user account photo, and other account settings, click on this option as it is showed you a pathway to one's account settings.

    b. **Lock:** this helps you to lock the screen of your PC and thereby gives you an optimum level of privacy as you work out from your computer to the restroom (shortcut for locking one's screen **" Window logo + L key"**. To Unlock your screen, tap **any key** on your keyboard then press **Enter** key.

    c. **Sign out:** this option signs you out of the computer, mostly to allow other users of the computer to make use of the computer. When you sign out, the lock screen will appear immediately available for the next user sign-in option.

    d. **Other Account Users:** the last option is the name of other people who are also user accounts of the concerned PC. It may happen coincidentally at times that as you want to sign out to go to the restroom, any of other user accounts may be ready to make use of the PC, rather than sign out of the PC, you can allow the person to click on its user account name and input it username to log on which automatically sign you out as well. When you are ready to sign on again, kindly follow the same process by clicking on your user account name and typing your password as well.
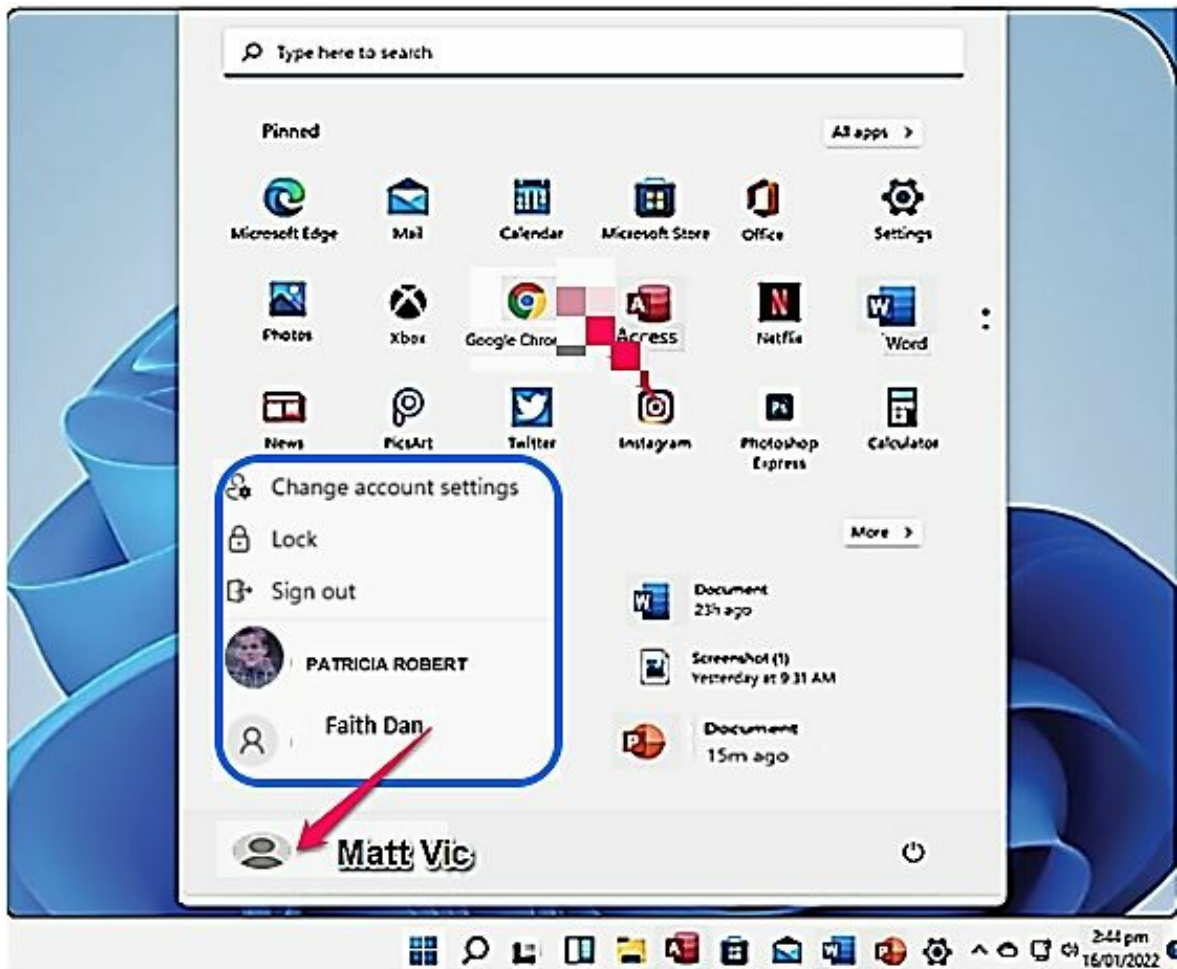
EXITING FROM THE COMPUTER FOR A LONG PERIOD

This mostly happened at the end of the working day in the office or evening when you are about to sleep which means you won't be needing the PC within two (2) to three (3) hours and above. The following steps are instructions and options for exiting the computer for a long period:

1. Tap on the "**Start"** button to access the Start menu.
2. Click the "**Power"** icon and select the "**Exit"** option you want from the fly-up list. Examine a hint on each of the exit options before concluding on the one to be chosen.
   a. **Sleep:** this puts your PC in a sleep mode and thereby consumes low power, it does not off your PC, it only makes it stay in sleeping mode and then save all your work in the system memory and Hard drive.
   b. **Shut down**: to turn your Computer Off, this is the option you have to choose, this option preserves the battery life of the PC by consuming no power during off mode.
   c. **Restart:** this simply means to turn Off and On PC instantaneously, it is mostly used when the PC is going through a difficult time, for instance, when your PC is misbehaving or a certain program is running at some issues, Restarting the PC is the best option, at times windows automatically requires users to Restart their PC.
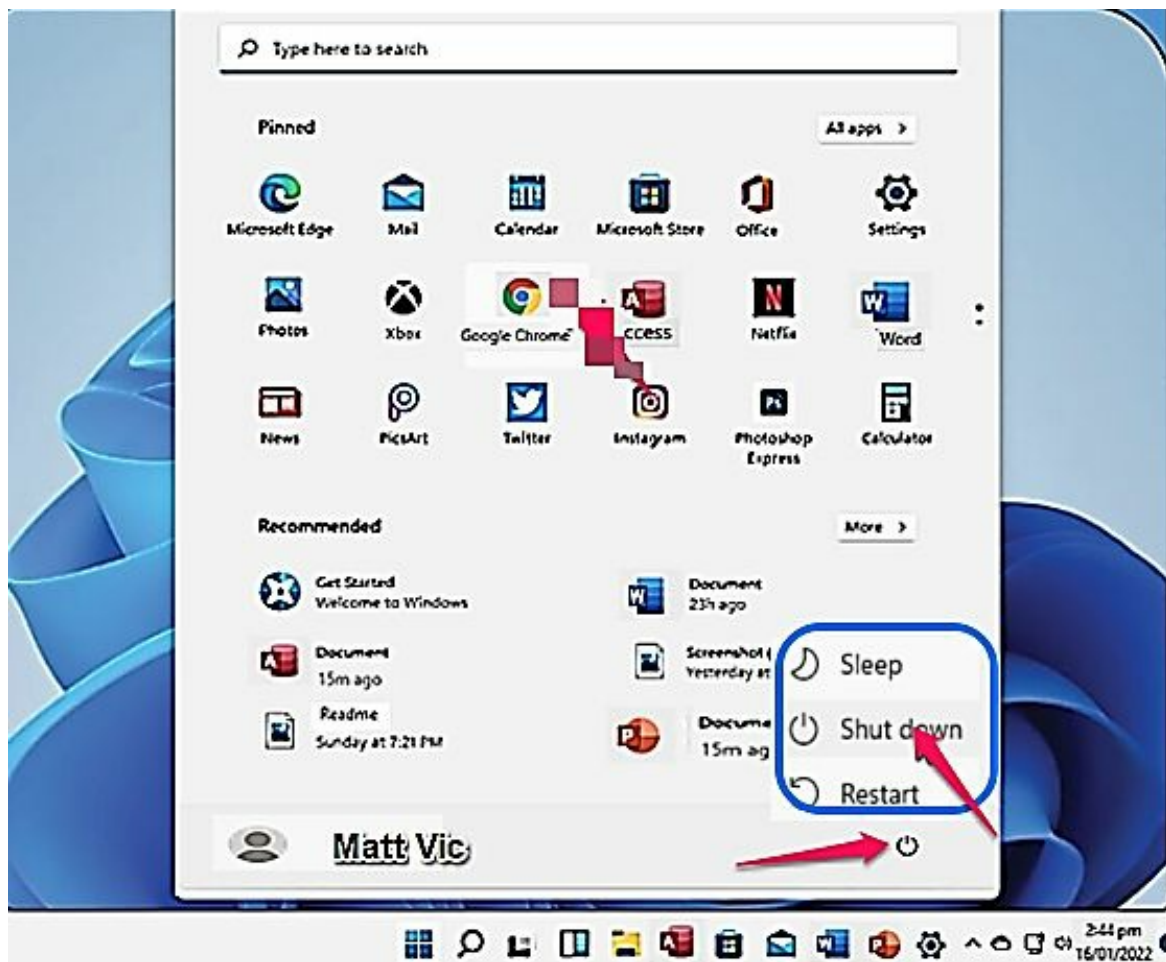
CHAPTER THREE

NAVIGATING AROUND THE DESKTOP AND THE START MENU

The moment you turn On your PC and sign in with your username and password from the log-in screen, the next section is the desktop area. By default, the icon you will see in the desktop area is the Recycle Bin and Taskbar area which includes the Start Button.

Windows 11 desktop area is still the same just as the previous Windows, the only change is that of the Start Button which is now at the middle of the screen, however, it can still be shifted to the left side where it is located in the previous Windows versions.

To get familiarized with Windows 11 desktop version, I will need to discuss these two important components.

1. **Recycle Bin:** this can simply be called Wastebin for dumping all unneeded folders or documents, nevertheless, just like normal Wastebin, you can get back the items you dumped inside the Wastebin if situations call for it, provided you have not removed such content from the Recycle Bin.

Note: As it ever happens to you? Seeing an empty desktop, for instance, when you check your desktop section, all you see is nothing, those folders, and items such as applications and programs you pinned there are nowhere to be found including Recycle Bin icon. No qualm, you can get them back by right-clicking the **blank space** on your desktop and tapping on the **View** menu, then placing a mark on the **"Show Desktop"** check box Icon.
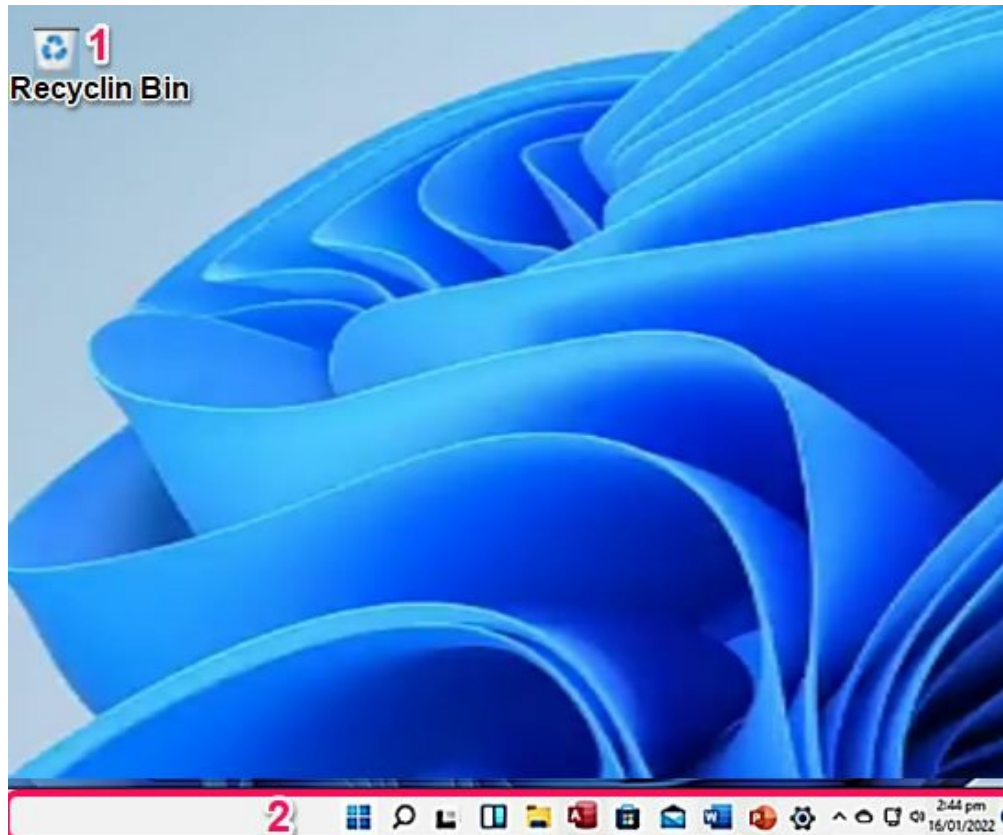
2. **Taskbar:** Taskbar, as its name denotes, is the area where all the tasks or programs live, it begins with the Start button which can help you to launch any program from the **Start button,** the **Search button, Task view,** and the **Pinned Application,** and lastly the **notification section**.

DUMPING UNNEEDED ITEMS INTO THE RECYCLE BIN

Recycle Bin is always empty by default but the moment you begin to dump the unwanted file into it, it will begin to fill up. The more you dump a file into the Recycle bin the higher its content becomes. It is usually situated to the top-left of the desktop unless you shift it out from that area.

To dump any item to the Recycle Bin, kindly:

    i.   Right-click the **offending item** and pick **Delete** from the fly-out list.
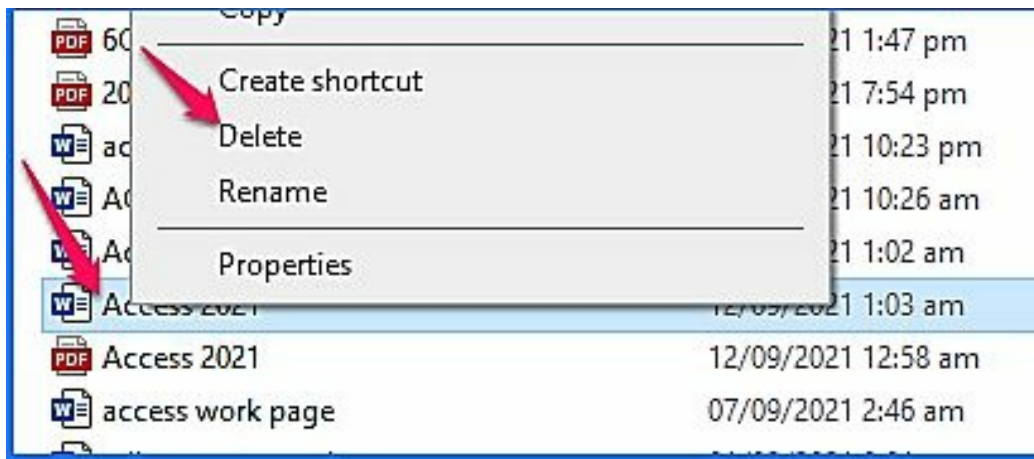
    ii.   There will be a pop-up instruction confirming if you truly want to move the offending file to the Recycle Bin, pick **Yes** to send it there or **No** to revert the command.
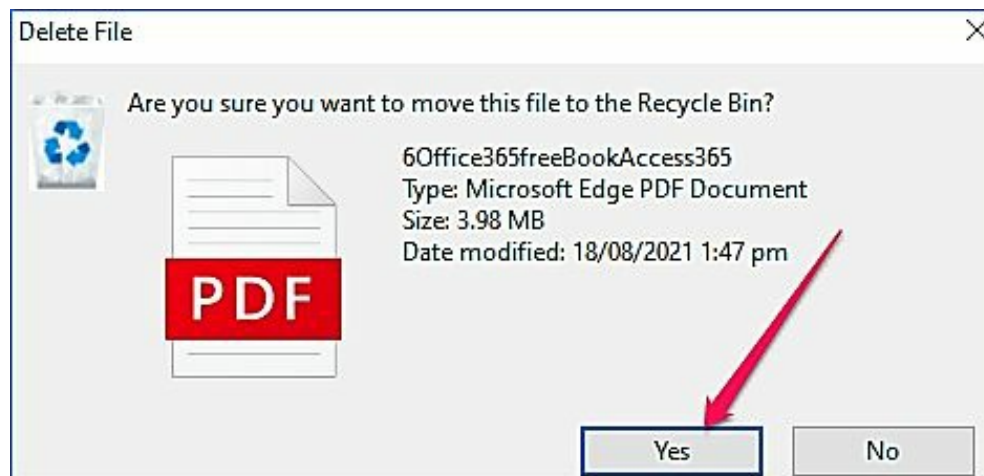
Note the following tips to work effectively with the Recycle Bin

    1. **Do you need any item from the item you've previously deleted or did you mistakenly delete a particular item?** You can quickly

restore such back simply by **double-clicking** the Recycle Bin, then right-click the needed file and select **Restore** from the fly-out list, this command will send such item back to the exact place it was before it was deleted.
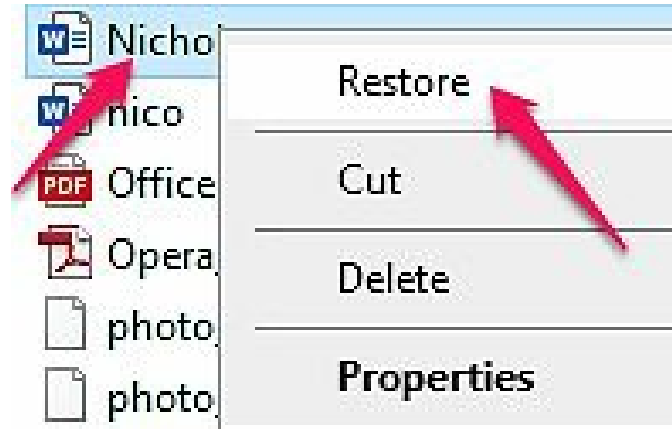
2. You can delete an item permanently in two ways, either by **deleting** such item from the Recycle Bin or by selecting such item, then **hold down the Shift** key and strike the delete key on the Keyboard, this is otherwise called **bypassing** the Recycle bin.
3. The deleted items that Recycle Bin can keep are the following: the items you have in your **folders and desktops**. It does not keep something that you deleted from the **application, program, Memory Card, Flash Drive, and Phone.**

APPROACHING THE TASKBAR

It is important to know the best way in approaching the taskbar, especially when you have more than one window open on your desktop, most at times Windows can contain four (4) or more programs, such as Microsoft Word, Chrome, and other Internet Browser.

If you desire to access and manage multiple open applications with multiple documents? you need to learn how to navigate effectively within the taskbar. The taskbar is located at the bottom of the Windows and displays all your open applications. Below are five (5) ways to keep track and manage multiple programs with the taskbar:

1. Add any of your favorite programs whether the start menu, all apps, or desktop to the taskbar by right-clicking the **concern program** and selecting **"Pin To Taskbar"** from the fly-out list, such application will be instantly glued to the taskbar. You can as well remove any unwanted program from the taskbar by right-clicking the offending application on the taskbar and selecting **"Unpin From Taskbar"** from the fly-out list.
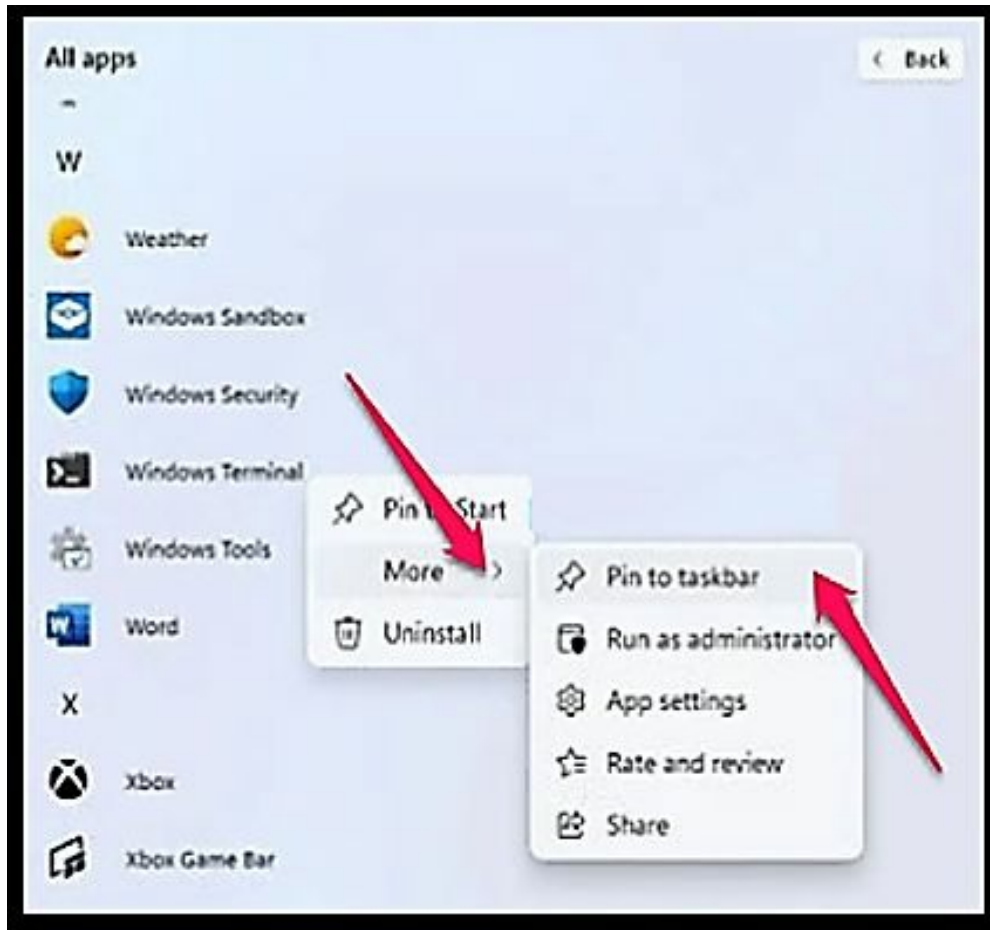
2. To **run any program** from the taskbar, click such **Program** icon on the taskbar and it will come above all other windows, to **minimize such program,** click its icon on the taskbar again.
3. The **thin line** beneath any of the taskbar icons notifies you that such programs are **currently running programs**.
4. To close any of the running applications with the taskbar, right-click **the icon of such program** on the taskbar and pick **Close** from the fly-out list.
5. Have you opened a particular application and you are unable to see it on the screen? No qualm, kindly click on the **Task View** on the taskbar to see the **thumbnails** of all the running applications, tap on the Thumbnail of the application you want to open up on the screen.

https://www.amazon.com/gp/yourstore/hom...

my Windows 11 - Word

Photos

Desktop 1

New desktop

2:44 pm
16/01/2022
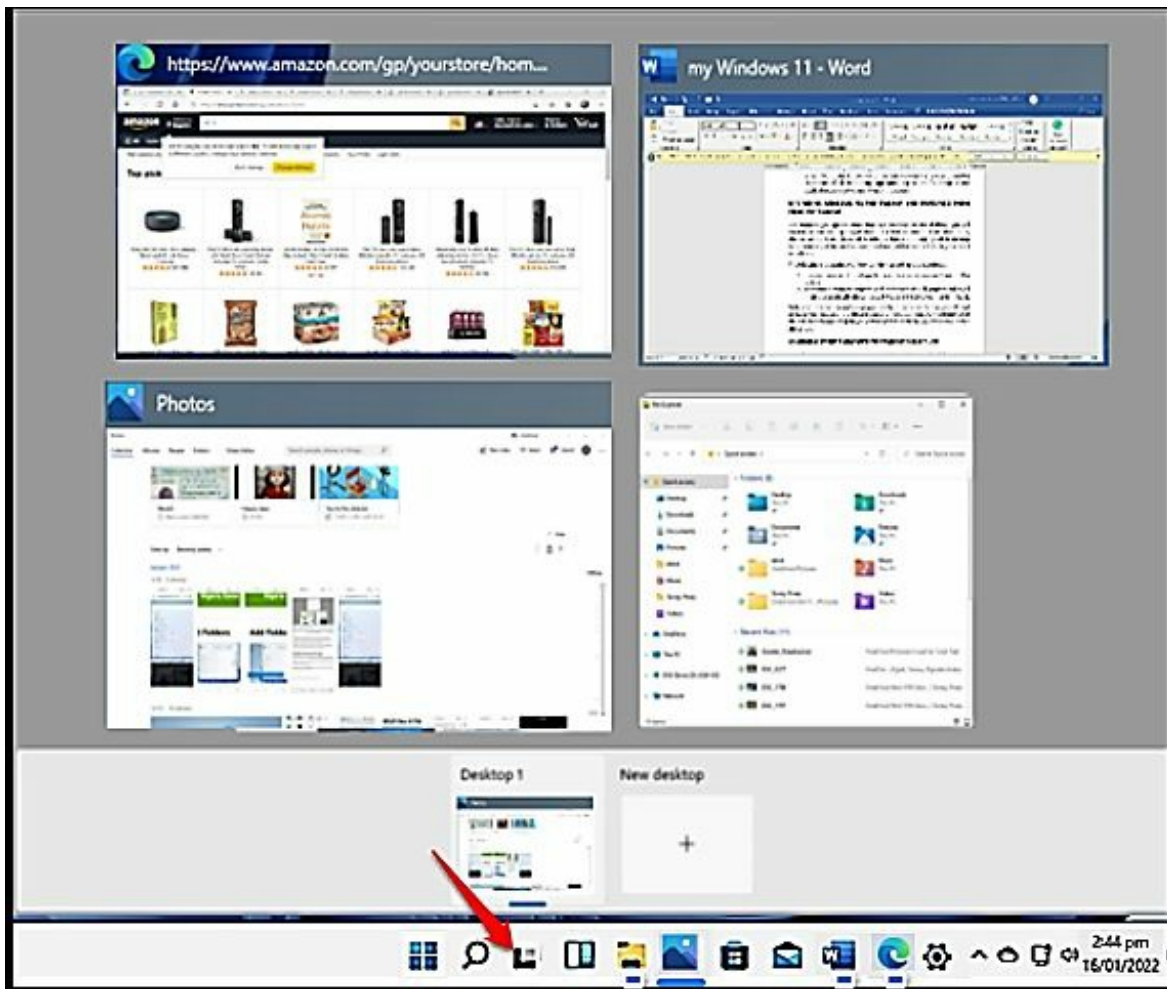
MINIMIZING WINDOWS TO THE TASKBAR AND RESTORING THEM FROM THE TASKBAR

The moment you opened more than two windows on the desktop, you will experience overcrowding of applications on the desktop, when such a situation occurs, the next solution is to make use of the minimize button at the top right of the desktop to minimize any of the windows you do not need at that moment which you will still need later.

The following is the pathway on how to minimize and restore a window:

1. Click on **Minimize** button of a particular application to compress them into the taskbar.
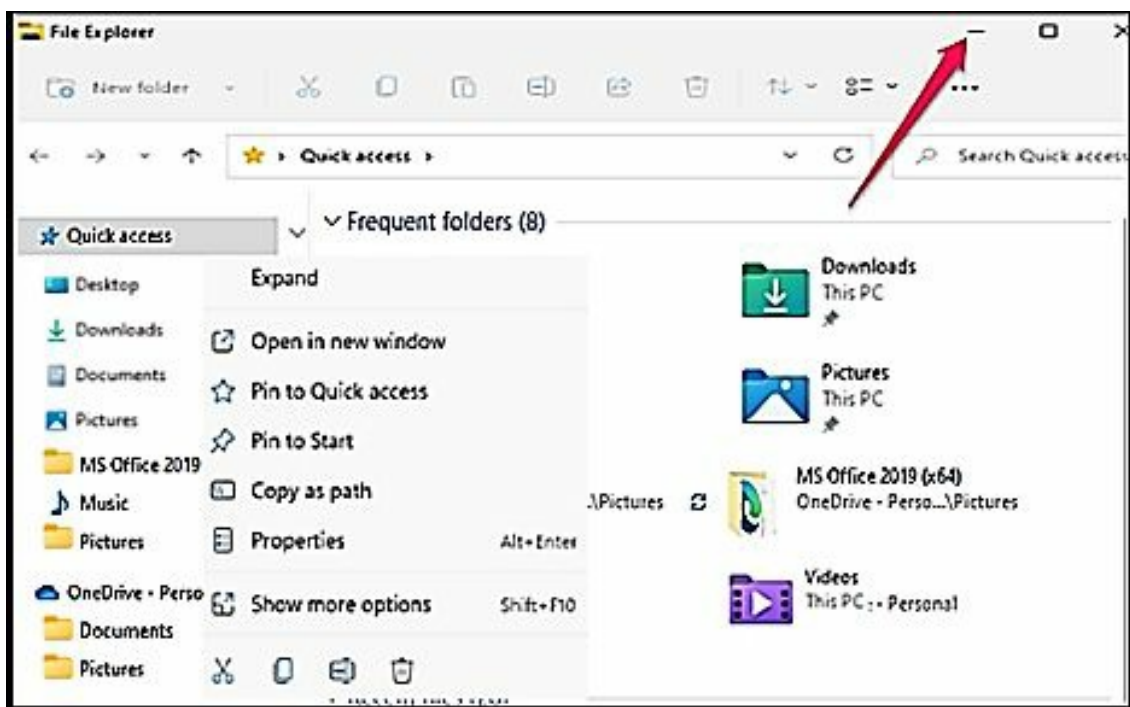
2. To **Restore** a minimized program, click on the **icon of such program** on the taskbar and it will fill up the screen with the same size it was as at the time you first minimized it.

Note: a window that has multiple programs or files, for instance, Chrome and Word, you will need to hover your mouse on the Word Icon and move the mouse to the thumbnail of the particular word document you want to restore, then click on it to restore it.

ACCESSING OTHER TASKS WITH THE TASKBAR'S JUMP LIST

The jump list contains tasks that you can access with the taskbar by right-clicking on any program from the taskbar whether a running program or not. Jump list shows you recently opened documents or files of the concerned program you right-click and from there you can quickly click on any of the previously visited documents or files, simply by clicking on such documents or files from the Jump list. You will as well have the option to Unpin a program from the Jump list.
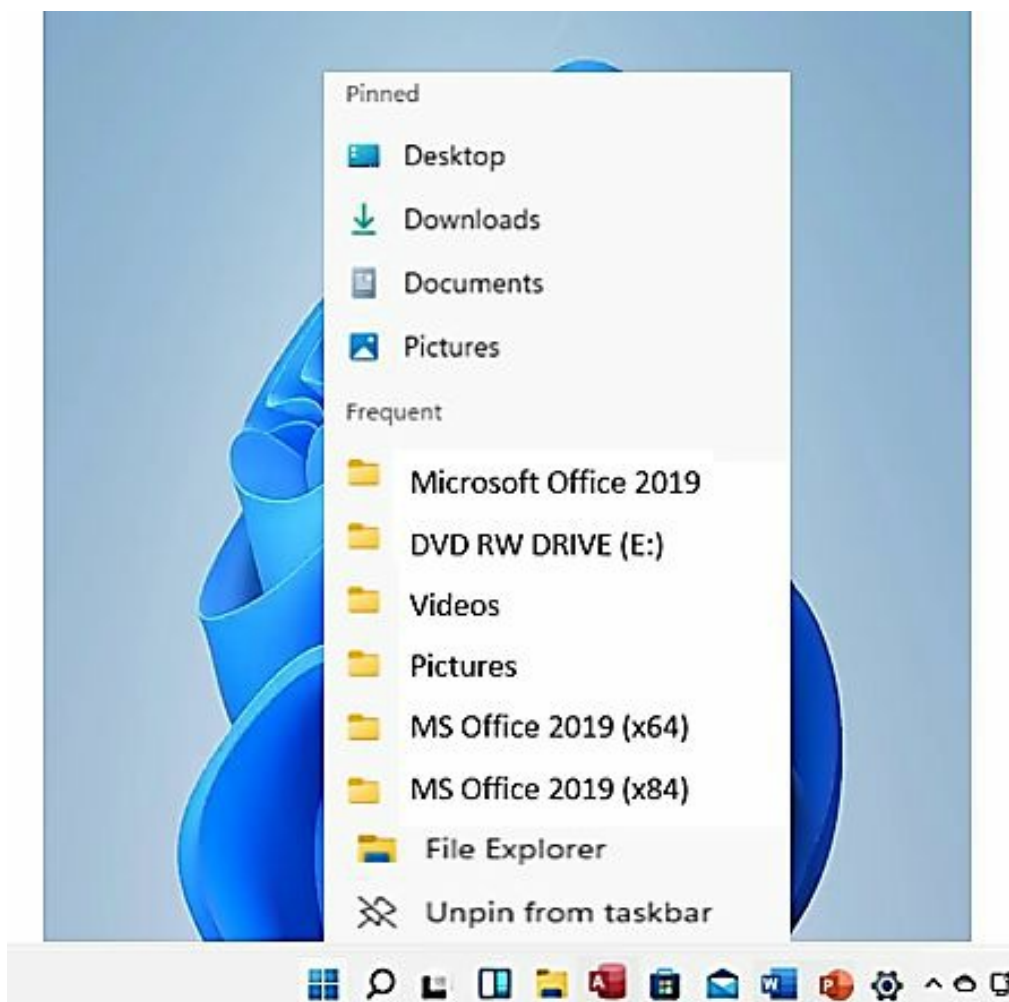
ACCESSING THE TASKBAR SENSITIVE AREAS

It is pertinent to show you all sensitive areas of the taskbar so that you can get acquainted with them and used them effectively:
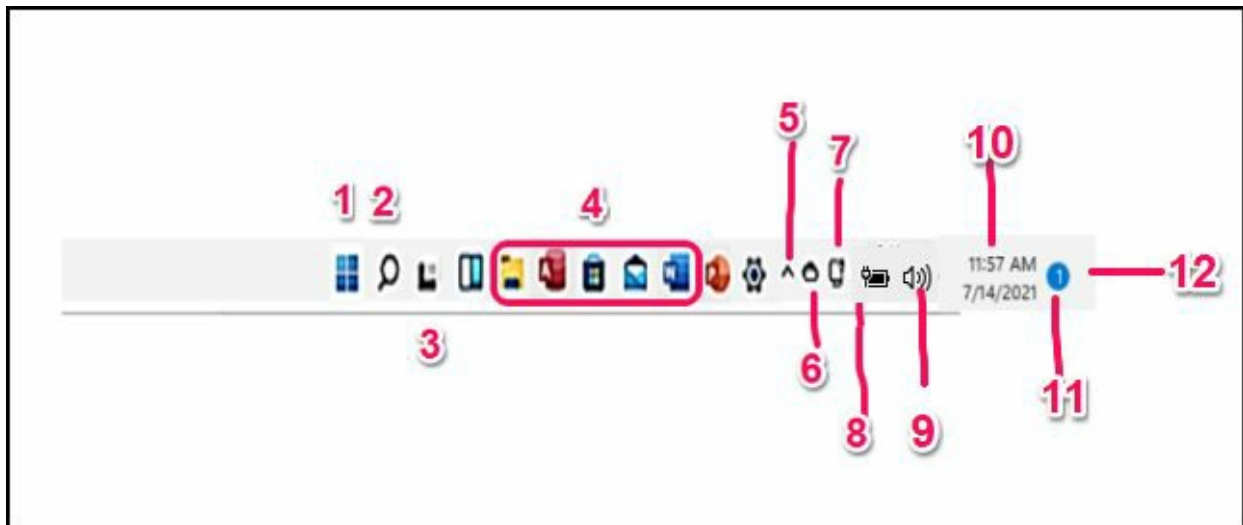
1. **Start Button:** this is the icon that will help you get started with your PC by giving you the privilege to access all the programs and applications of your PC.
2. **Search Button:** this is the button that makes any program and application easier to find by simply typing the three initial or complete names of such program into the search field, provided you know the complete name of the program, the search engine will quickly bring you the results that match your search, click on the particular one that you need.
3. **Task View Button:** this is the Button you can use to view and access all your currently running applications and program whether the application is on restore or minimize mode.
4. **Pinned Application:** some programs are pinned to the taskbar such as Widget, Team chat, Microsoft Edge, File Explorer, and Mail, you can pin any other apps you want to the taskbar such as Microsoft Word, Chrome, and others.
5. **Show Hidden Icon**: When you click on this icon, it will show you those hidden icons which you can as well access from your PC such as Bluetooth, windows security, safely removing hardware, and others.
6. **OneDrive:** this tells you the status of your OneDrive, whether it is in synchronization status when an arrow is covered around the OneDrive

icon or when it is not in synchronization status.

7. **Network status:** this tells you whether the PC is connecting to a network, and the type of network it is connecting with whether wired or wireless network as shown below. A wired network means it is a network connecting with the help of cable while wireless is a network connecting without the use of cable.

an internet connection with the use of cable

an internet connection without the use of cable
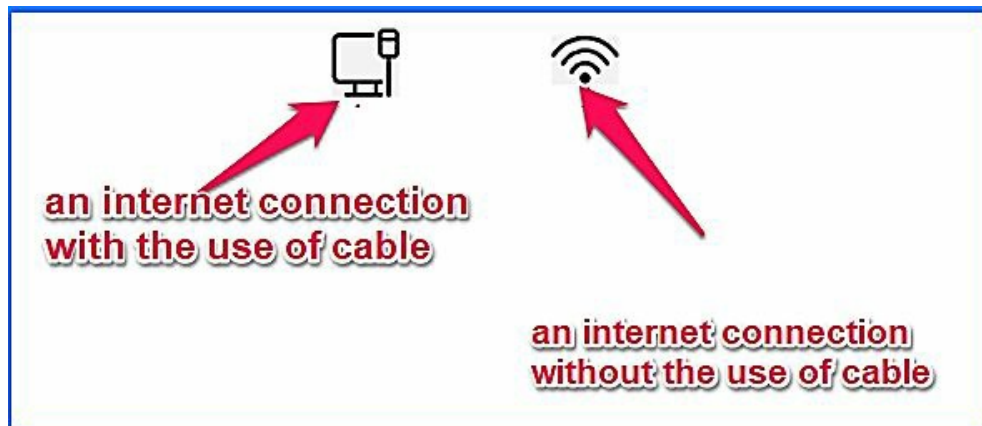
8. **Power Battery and Outlet:** The power battery shows you the level of power that is left when you hover your mouse over the power battery icon while the Power Outlet is an indication that your battery is charging or attached to the electrical outlet.

Power outlet showing indication that PC is charging

Power Battery that gives indication of the remaining level ofg your PC battery
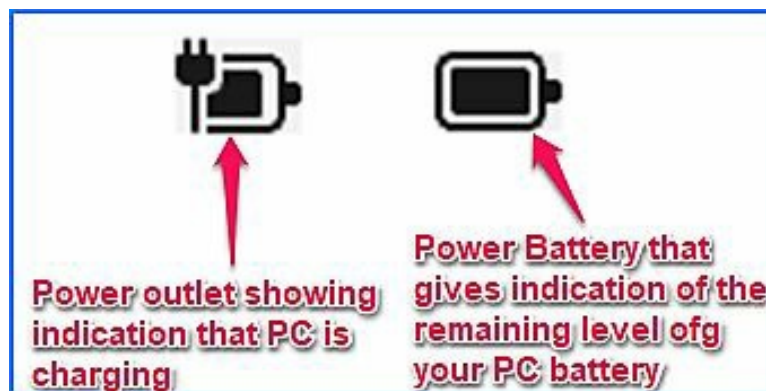
9. **Volume:** this option is designed to help you adjust the volume of your PC, when you click it, it will show you the "Volume slider" and "Quick Action", kindly drag the Volume slider to the percent of the volume you want.

10. **Time/Date**: a click on date/time shows you the current monthly calendar and above it is the notification for that month if you have any, you can also right-click the date/time icon to access the date/time setting where you can adjust your date/time if need be.

11.   **Notification:** the small circle beside time and date signifies that there is awaiting notification, whichever number that is in the small circle is the corresponding notification that the user has not checked.

12.   **Show Desktop:** this is the blank space located at the extreme right edge of the taskbar beside the notification icon, it is invisible in Windows 11. You will make it visible by placing your mouse at the blank far-right side until you see show desktop, then click on it to show all the open Windows, if you want to minimize all the open windows as well, you will repeat the same process.

NOTIFICATION AND QUICK SETTINGS PANELS

Gone are those days in the season of Windows 10 when the notification and quick settings panels were merged into one place called Action center. Windows 11 has restructured Windows 10 Action center completely by breaking it down into two pieces and placing each of them into separate locations, now Windows 11 is having a Notification panel separate from the Quick settings panel.

ACCESSING NOTIFICATION PANEL

Notification Panel has been removed from the Action center and is placed at the top of the Time/Date, immediately you click on the Time/Date on the taskbar, the calendar will come up with the list of your notification you are having above it, though it will be calendar only if you don't have any notification, the notification may be meeting schedules, virus updates, latest news, and others notification.

You can manage your notification in the following four (4) ways:

    i.   **Reacting/Ignoring Notification:** the moment a notification flashes in at the bottom left of your screen, you can either click on it and check what is inside or you ignore it without clicking on it, when you ignore it, it will sum up in the notification panel so that you can see it there.

   ii.   **Closing any Notification:** kindly, click on the (X) icon at the top right of the notification you don't need anymore.
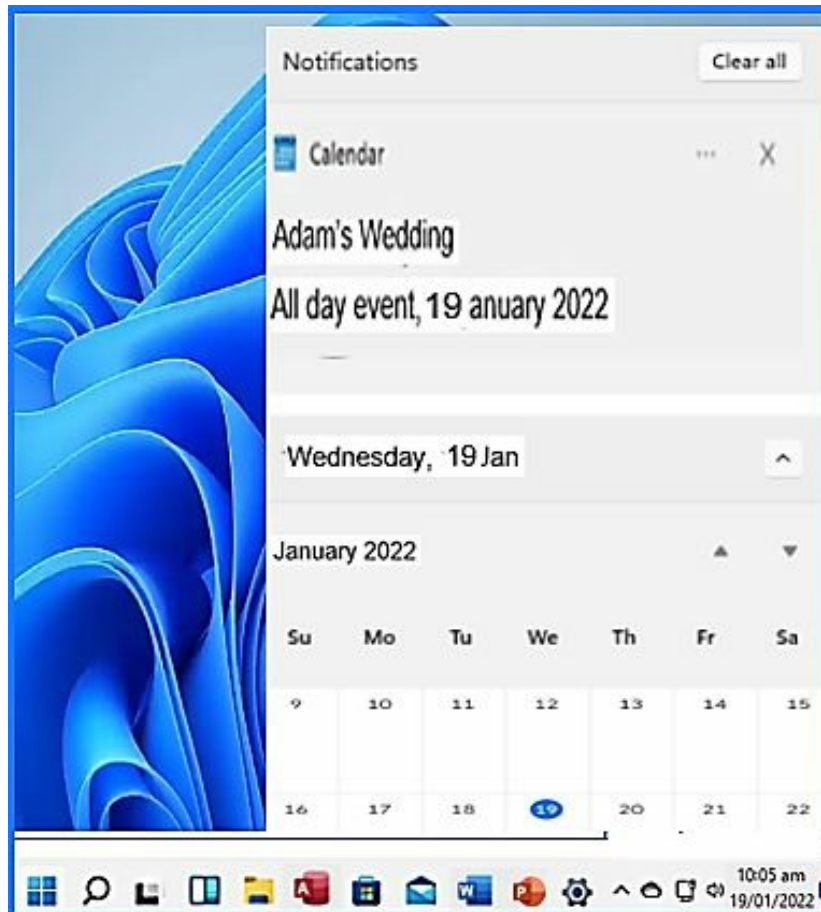
iii. **Clearing All Notification:** perhaps your notification has been filled up with a notification, get all of them out with a single click on the Clear button.

iv. **Selecting the Notification type you want to be seen**: you can do that by clicking on the **3 dots (…)** besides (X) of any notification, then select "**Go To Notification Settings**" to access the Notification settings panel where you can switch between the **On/Off** of any of the notification depending on which notification you want to see and the one you don't want to see.

ACCESSING THE QUICK SETTINGS PANEL

Windows 11 **Quick settings icon** is placed above the volume slider, the volume slider comes up immediately you click on the Sound icon that has always been below the notification panel in Windows 10. Below are the three (3) major things you will always find in your quick settings panel, the icons are vary depending on the version of Windows 11, However, the following three (3) icons will always be there:

1. **Network:** it shows you the network information especially your present network connection.
2. **Bluetooth**: this allows you to connect your Pc with other nearby Bluetooth devices for sharing certain items
3. **Settings Button:** a single click on this icon at the bottom right quickly moves you to Windows 11 Settings Panels where all settings reside.

CUSTOMIZING WINDOWS 11 QUICK SETTINGS PANEL

You can customize your windows 11 by adding or removing certain settings from the Quick settings depending on the type of setting you mostly use and the one you may not use for some months, though some settings have been added to the Quick Settings by default, yet if they are not useful to you, you can remove them from the Quick Settings. Kindly check below steps on adding and removing the Quick settings item:

1. Tap on the Volume button to display both volume slider and Quick Setting icons.
2. Click on the Pen icon below the Volume slider to access the Editing Quick Settings panel.

3. Tap on the Add button to access the Quick Settings list.
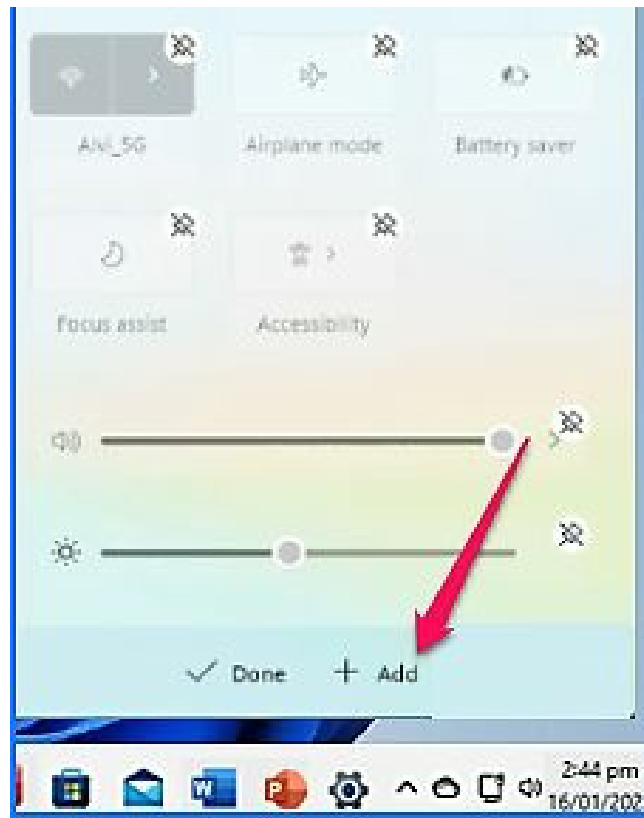
4. Click the setting you wish to add to the Quick settings and click on Done to save the changes.
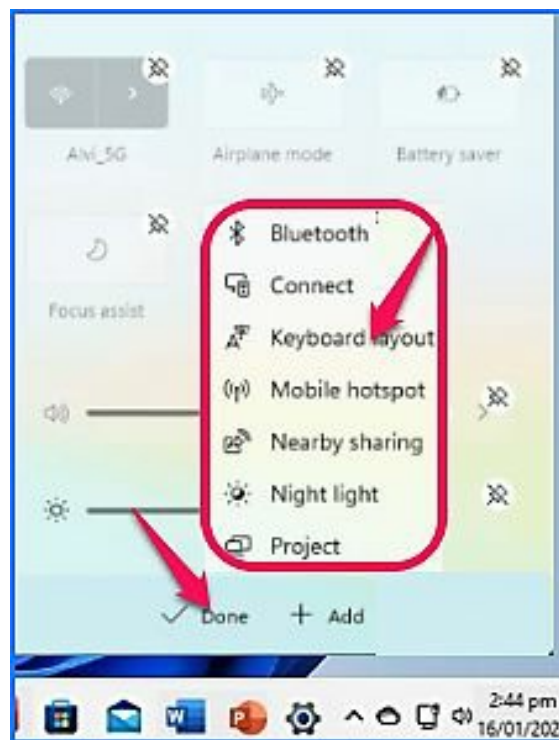
5. To remove any of the Quick settings icons, click on the Pen icon below the volume slider and tap on the slash icon above the setting you want to remove from the Quick Settings.

PLAYING WITH WIDGETS

Widgets provide you with updated information such as Sports, World News, Climate/Weather conditions, and so on. To access the widgets, click on the Widgets icon on the taskbar and you will be provided with a Widget panel giving you up-to-date information you can ever get from the internet.
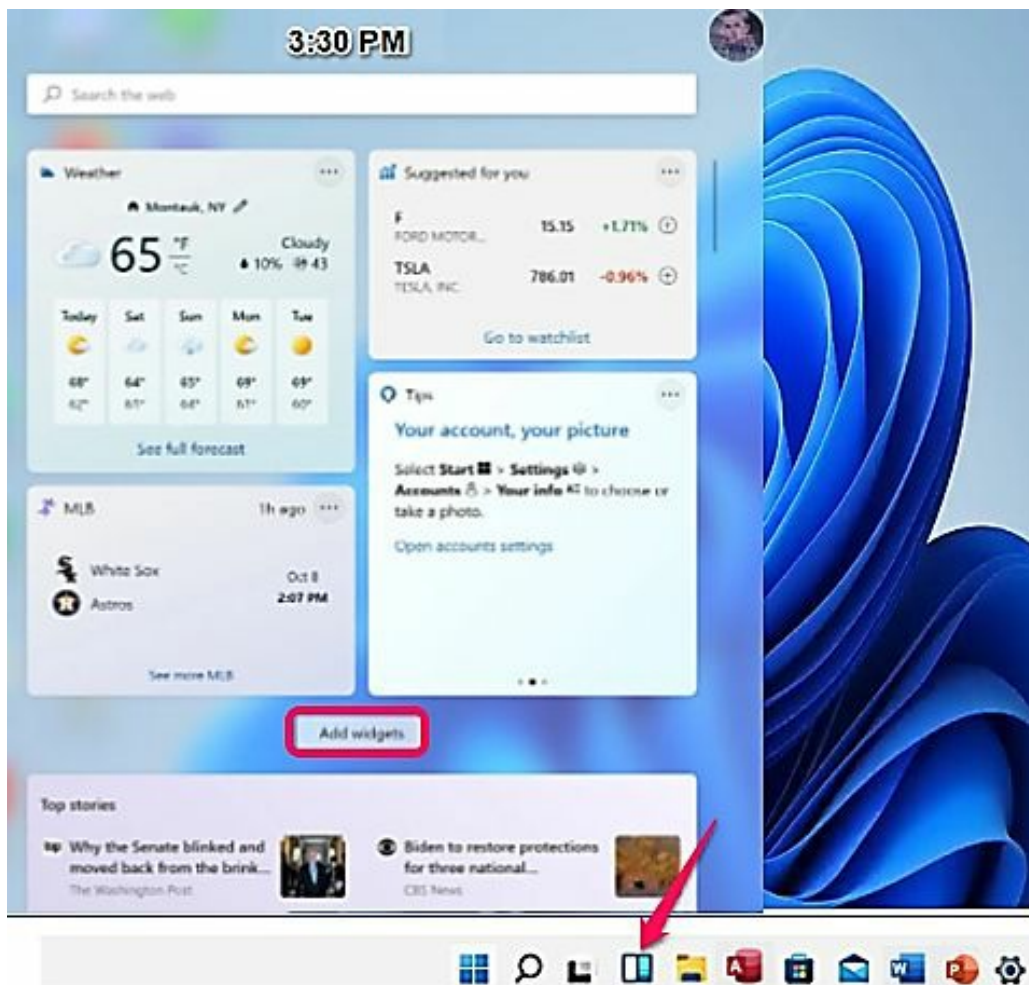
You can add more information to your widgets by clicking on the Add Widgets at the bottom of your Widgets panel.

CUSTOMIZING THE TASKBAR

With Windows 11 you have diverse options to customize your taskbar to your liking, such as Pin/unpin an application to the taskbar, arranging taskbar application, and so on, without much ado, let us quickly customize a taskbar so that it can look the exact way we want it:

1. Add any of your favorite programs from the Start menu, all apps, or desktop to the taskbar by:
    a. right-click the **concern program** and select **"Pin To Taskbar"** from the fly-out list, such application will be instantly glued to the taskbar.

2. You can as well remove any unwanted program from the taskbar by:
    a. right-clicking the offending **application** on the taskbar and selecting **"Unpin From Taskbar"** from the fly-out list.
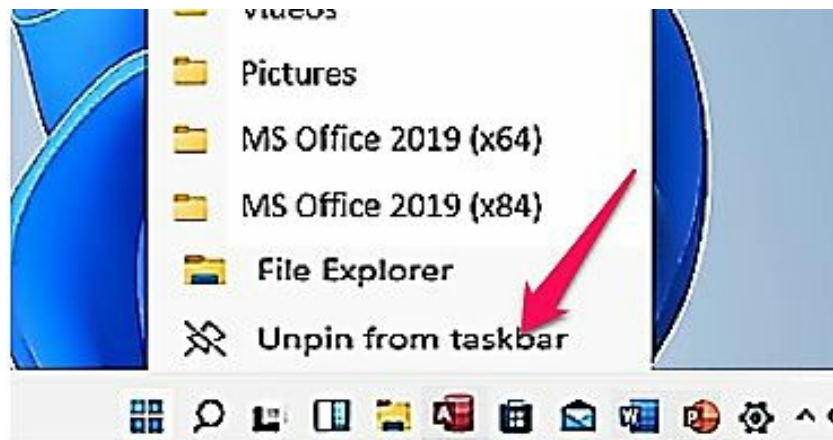
3. Arranging taskbar program, you can arrange taskbar program by:
   a. Double-clicking a **particular program** which you want to shift and **drag** it to the left or right depending on the area you want to put it.

REMOVING THE DEFAULT ICON FROM THE TASKBAR

Five programs are added to the taskbar by default. These default programs are added to the taskbar, they are not pinned which means they can't be unpinned but they can be removed, those apps are the Search button, Task View, Widgets, and Team Chat. The start button is not available for removal which means it can't be removed as a result of its importance. If you don't need any of those programs mentioned on the taskbar, kindly remove them by:

⬧ Right-clicking the **Taskbar** and selecting **Taskbar Settings** to open the **Settings Panel** with Taskbar selected.

⬧ At the right side of the Settings Panel under the taskbar section, you will see a list of those default icons, kindly **toggle Off** the icon you don't need on the taskbar anymore.
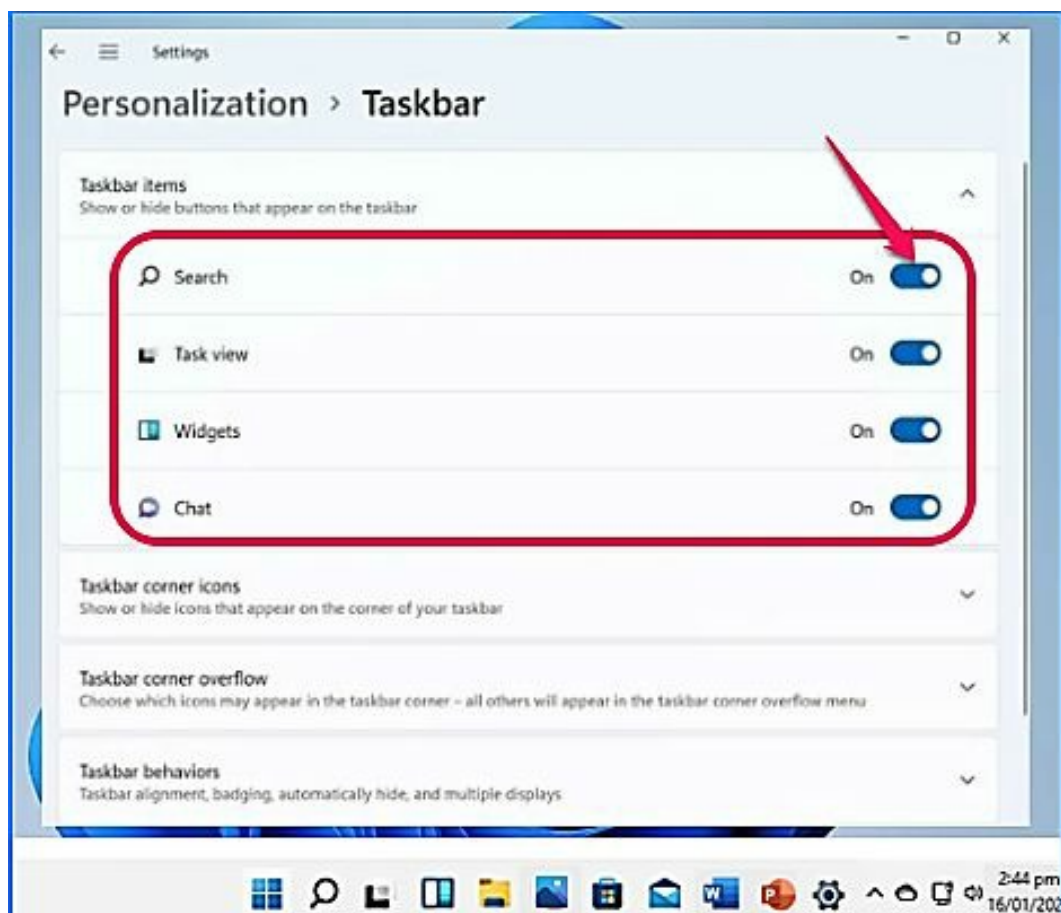
SHIFTING TASKBAR ICON TO THE LEFT SIDE FROM THE CENTER

Perhaps, you prefer the icon on the left side or you have adapted to seeing it on the taskbar and now it is at the center on Windows 11. Do not worry Windows 11 taskbar is flexible and as a result, you can decide where you want to place the taskbar icon whether on the left side or to remain at the center. Observe the steps below to place the taskbar icon to the left side of the screen:

✦   Right-clicking the **Taskbar** and selecting **Taskbar Settings** to open the **Settings Panel** with Taskbar selected.

✦   At the right side of the **Settings Panel** under the taskbar section, navigate to the **taskbar behavior** and click the **down arrow** beside it, then select **"Left"** to shift the taskbar icon to the left side.
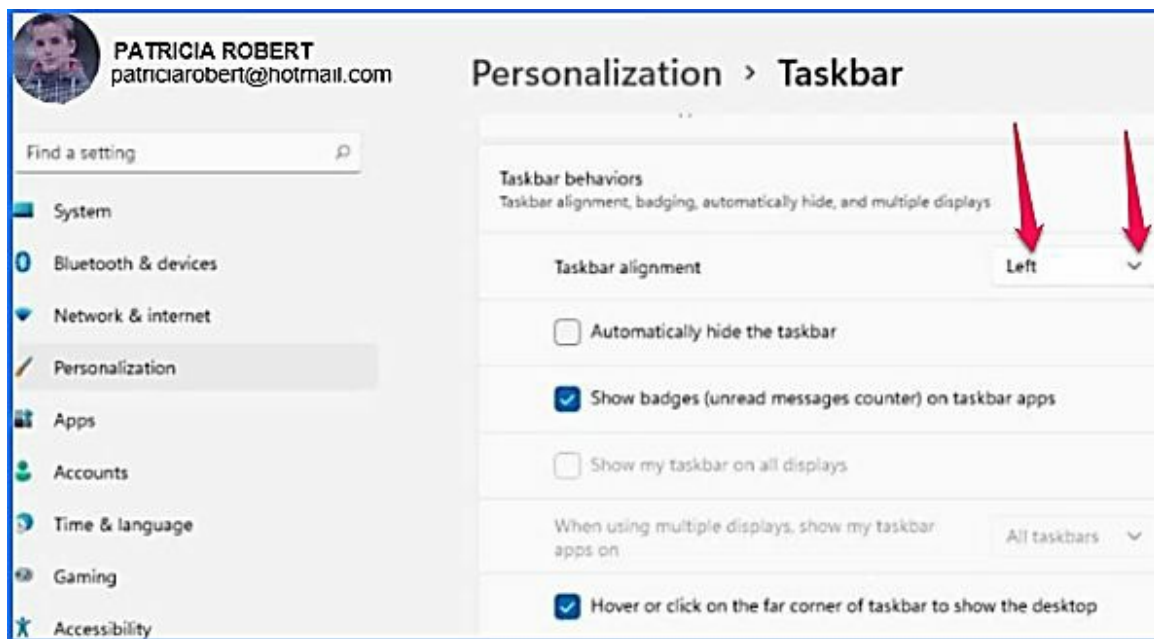
USING VIRTUAL DESKTOP

Virtual desktops simply mean additional workspace, which is an amazing feature that you can enjoy with the help of task view. it is a way of opening multiple windows/programs across two or more desktops to help the user concentrate and split the workload that may occur from the overcrowded of the multiple windows, for instance, you can have one desktop for your Microsoft Word program which may also have about three or more documents, you can create another desktop for Chrome which may also have two or more files and another desktop for Team chat and email so that each program can work independently without distraction from other open windows.

You can open two different programs and put them on one desktop, open another program, and put it on another desktop in such a way that you can switch easily among your running windows/programs.

The following are the procedures for using Virtual desktops and managing them:

1. Open **one or more programs**, then click on the **"Task View"** icon to access the thumbnails of all the open applications.
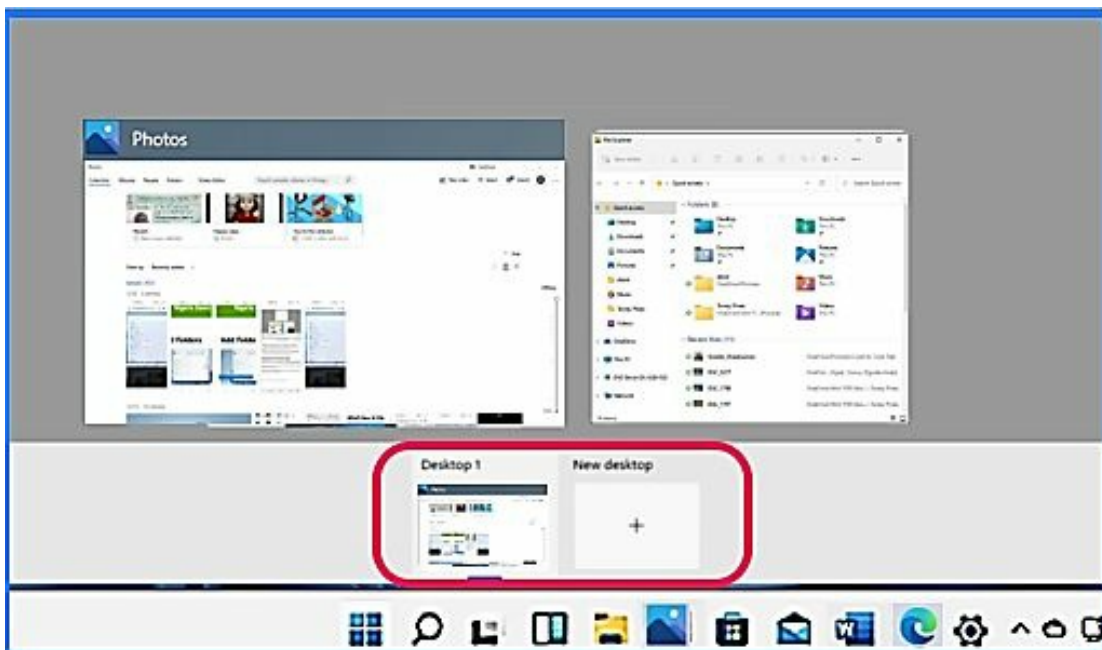
2. Above the taskbar, you will see **Desktop 1 And New Desktop,** the programs you opened previously are in Desktop 1, click the **New**

Desktop and the new desktop will fill up the screen though with no application.

3. Whichever application you open now will go to the new desktop you have just created which will now be named **Desktop 2**.
4. You can create two or more desktops depending on the number of programs and how you want to switch among these programs, you can switch among two or three desktops by clicking on the **Task View** and selecting the **Desktop** that has the program you want to open, then click on the **thumbnail** of the program you want to open from the selected desktop.
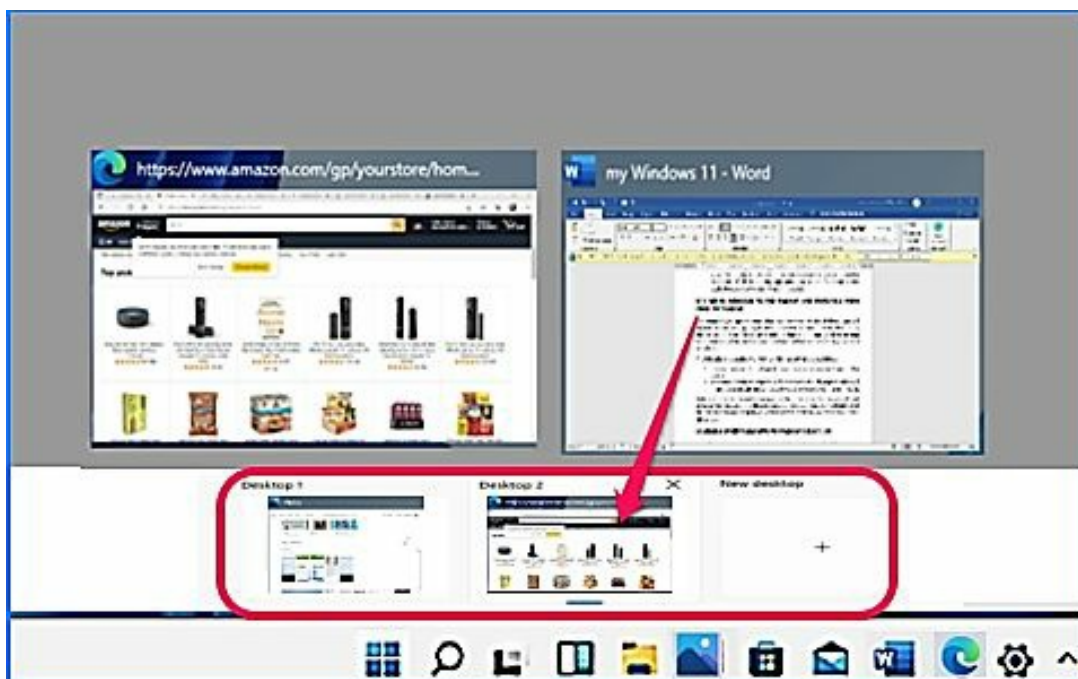
Note: the more you click the New desktop, the more desktop you will be having across the screen. You can also move any of the open programs from one desktop to another desktop by clicking the task view icon to access the thumbnails of all the opened programs, then drag the program from a source desktop to another desktop.

CHAPTER FOUR

EXAMINING A TYPICAL DESKTOP WINDOWS

Majorly Windows 11 has the same Windows desktop format as the previous Windows version except for File Explorer which has significant differences compared to the previous File Explorer, and as a result, I will be using Windows 11 File Explorer as an example of typical desktop Windows we will be examining. Below is an example of Windows 11 File Explorer with the Quick access at default:
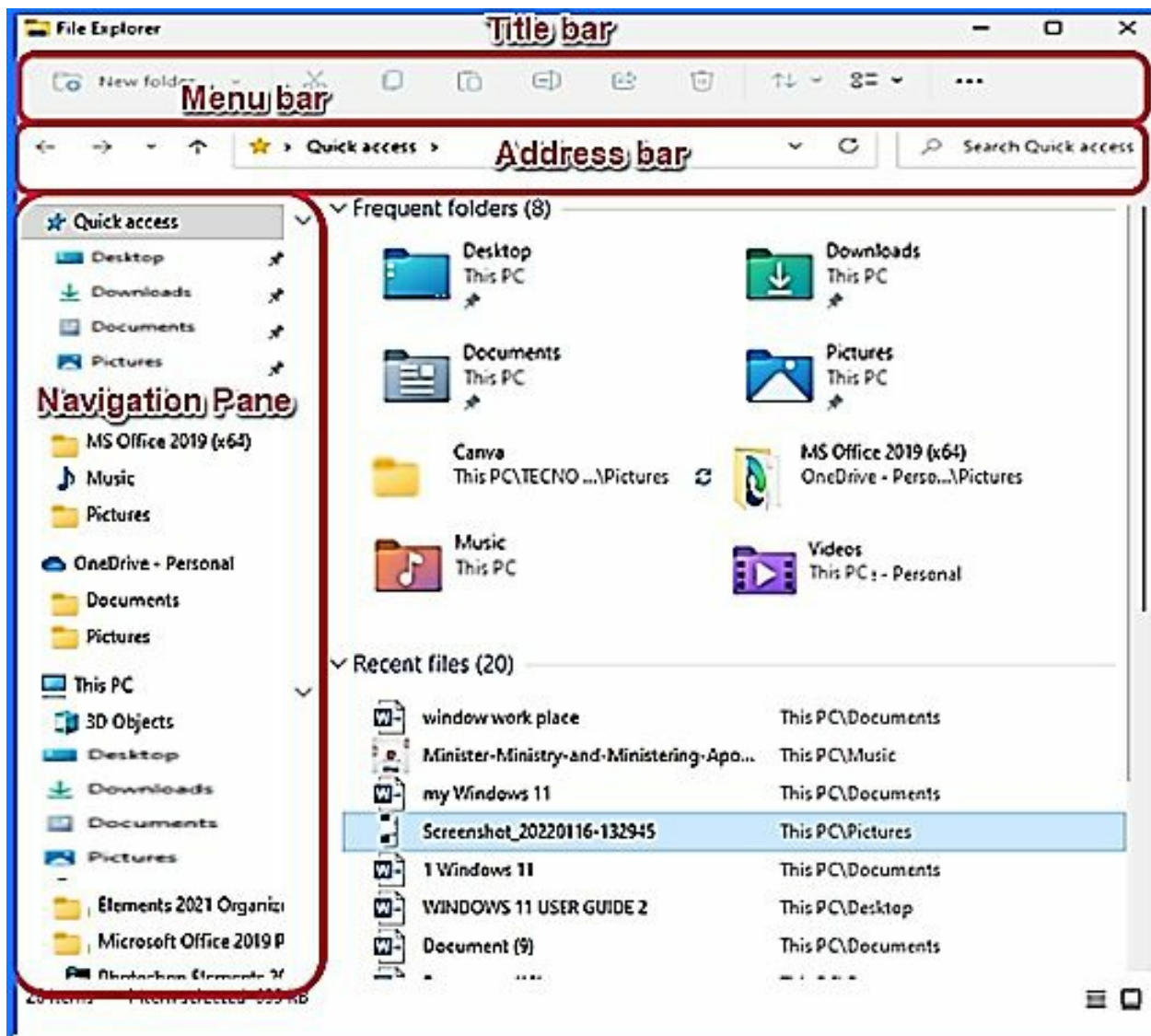
PULLING OUT A WINDOW'S TITLE BAR

At the topmost part of every window is the title bar which gives you information about the program name and mostly the name of the file, folder, or area of the program where you are at that moment. Below is an example of Window's title bar.
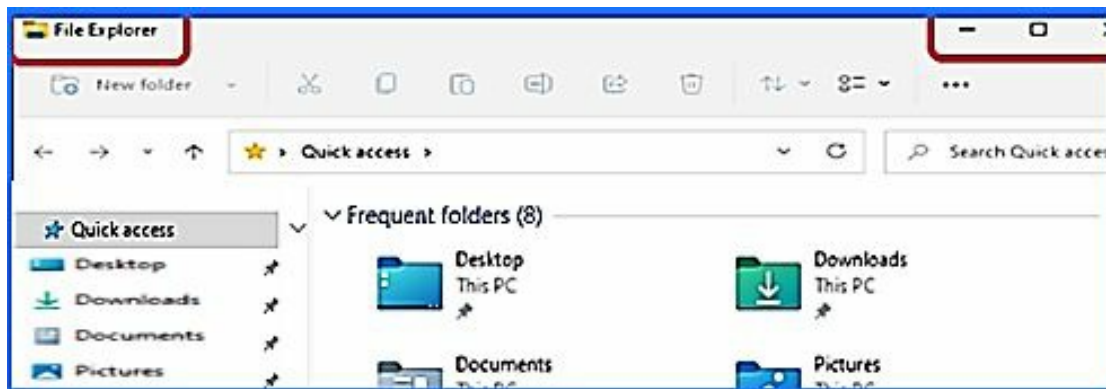
Commit the three techniques to memory as you begin working with Window's title bar:

1. The title bar always gives you **information** about the concern program, it usually occupies the topmost position and is bolder Than other text.
2. It is ideal to find a title bar at the **topmost** of every program, however certain programs do not have a title bar at all, so when you encounter a program and you are unable to see its title bar, it may certainly not have a title bar.
3. At the top right-side of each title bar are these **three significant** buttons which are in this order **Minimize, Restore or Maximize, and Close button.**

EXAMINING FILE EXPLORER MENU BAR

Beneath every Title bar is the Menu bar though the menu bar is always different from program to program. The type of menu that will be associated with a program depends on the major use of that program. Below is the typical example and explanation of the key menu in the File Explorer menu bar:

a. **Cut**: this is used to move an item into the clipboard.
b. **Copy:** copy is designed for copying an item into the clipboard.
c. **Paste:** This is used to paste the content you move or copy to the clipboard into the destination location.
d. **Rename**: perhaps, you want to change the name of your folder, click on this button to initiate such a change.
e. **Sharing:** this is the button to share a particular file or folder with a friend and family.
f. **Delete:** click on this button to send the selected file into the Recycle Bin.
g. **Sorting and Grouping:** this is the option for arranging, sorting, and grouping the files and folders.
h. **View and Layout option:** it helps you to make settings for how to view your files and folders.
i. **More options:** the three dots far upper right grant the user more commands as shown in the image below.
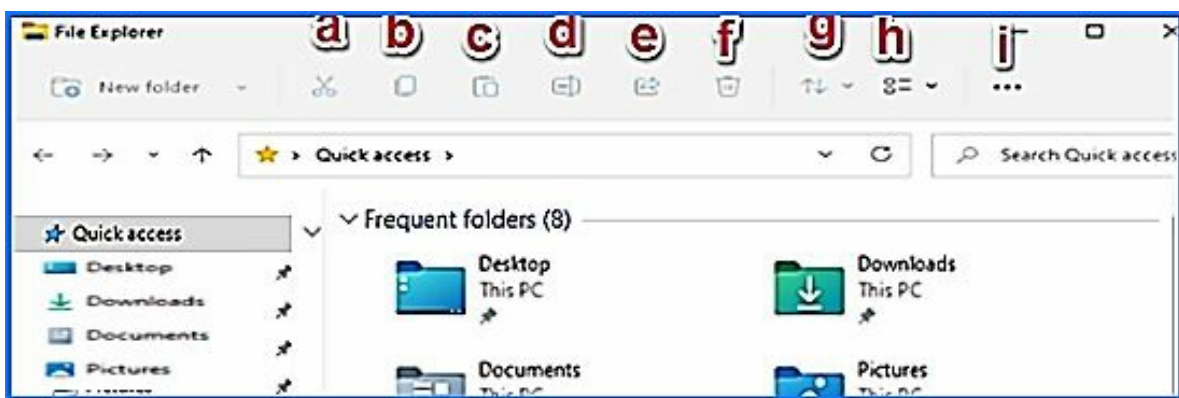
Note: you may likely see other menu command aside from the above menu commands, the type of menu commands depend on the kind of operation you are doing on the File Explorer.

REVIEWING FOLDERS WITH A WINDOW'S ADDRESS BAR

The address bar is always located underneath the Title bar and is mostly designed to give you direction and a pathway to the program you are currently running. You will always find the following part in every File Explorer address bar:

1. **Backward and Forward buttons:** these are your path indicator inside PC folders. The backward button takes you back to the folder you have previously visited while the forward button carries you back if you have moved backward too much.
2. **Down arrow:** this is the drop-down list of the folder you have previously visited, simply click on it for an instant revisit
3. **Up arrow:** this is a ladder button that moves you up one step from the current folder, when you click on it, it takes you up to the next folder.
4. **Address bar:** this is the area that gives you information about your present folder's address and your current location inside the PC.
5. **Search Field:** this is the field that narrows down your search in the File Explorer. It helps you to quickly search for any item within your PC File Explorer and brings you the result that matches your search without wasting time.
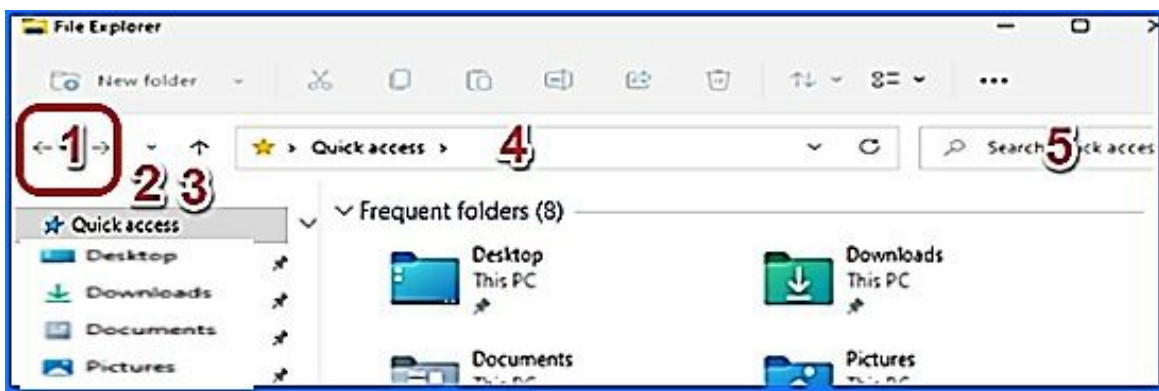
QUICK SHORTCUT WITH THE NAVIGATION PANE

As it was at the start of Windows OS so it is now in Windows 11, the Navigation pane continues in Windows 11, Navigation pane comprises major zones which you can use to navigate easily within your File Explorer folder such as Quick Access, PC, OneDrive and other depends on what you attach to your PC as at the time of opening your File Explorer.

Quick access automatically adds recent documents or folders you have visited for quick revisit into the Recent files and displays it for you as soon as you click on the Quick access, you can as well add some favorite folders or items to the Navigation pane for quick accessibility. To add certain folders and items into your Quick access for quick access, kindly:

- Open the **File Explorer** from the taskbar and click on this **PC**.
- Right-click the **folder** you want to add to the Quick access such as **document, music, picture,** and select "**Pin to Quick access"** from the fly-out list.
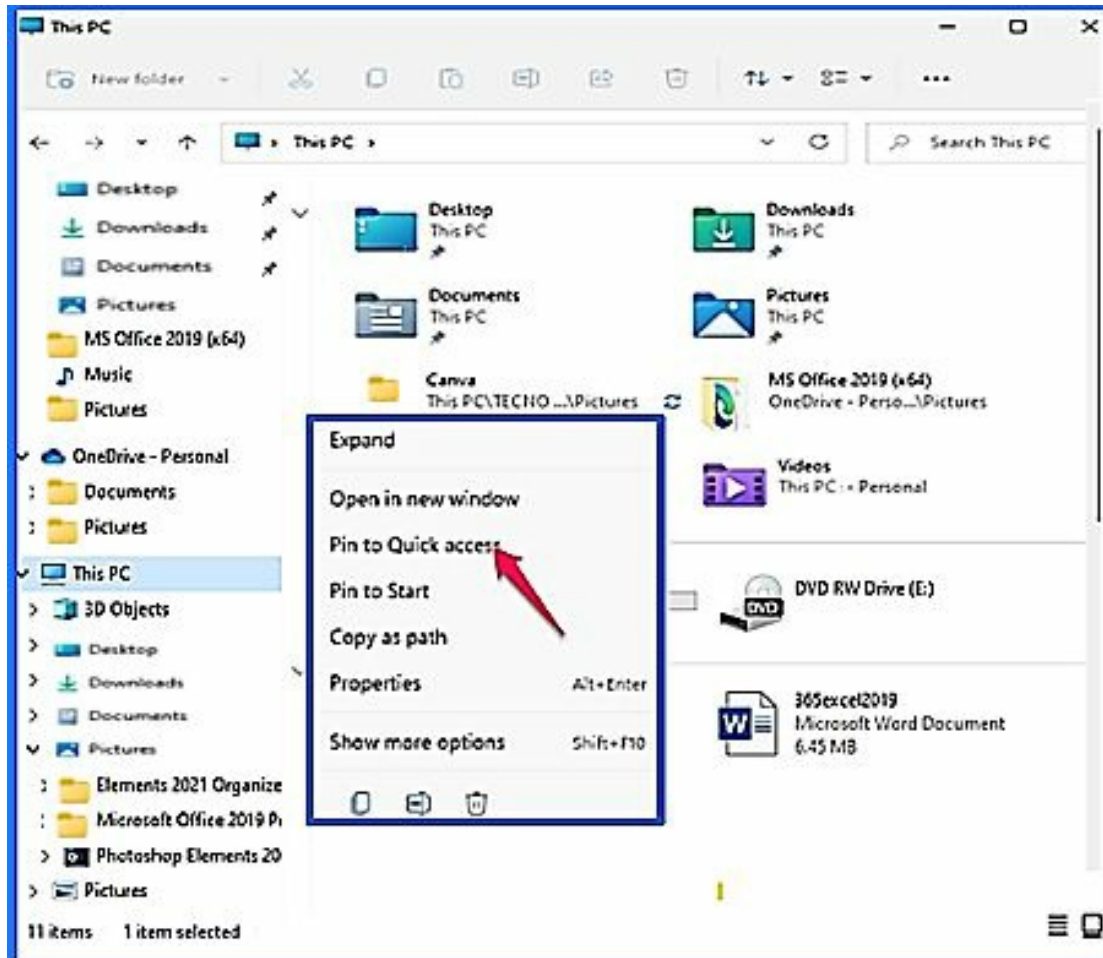
✦   Such a folder will instantaneously be pinned to the Quick access

Note: you can remove any unwanted folders from the Quick access by right-clicking any of the Quick access items and selecting Unpin from Quick access from the fly-out list.

MOVING WITHIN A WINDOW WITH A SCROLL BAR

Windows contain two elevator box which moves in the same direction just as the contents of the windows is moving, The two elevator are the vertical scroll bar which helps you to move up and down within the Windows, and the horizontal scroll bar which helps you to move right and left within the Windows, most time the elevator may not be visible, simply hover a mouse over it to make it visible. Whenever you notice that the scroll bar is not available at all even after the hovering of the mouse, it is telling you that all the contents of the windows have been displayed on the screen at once.
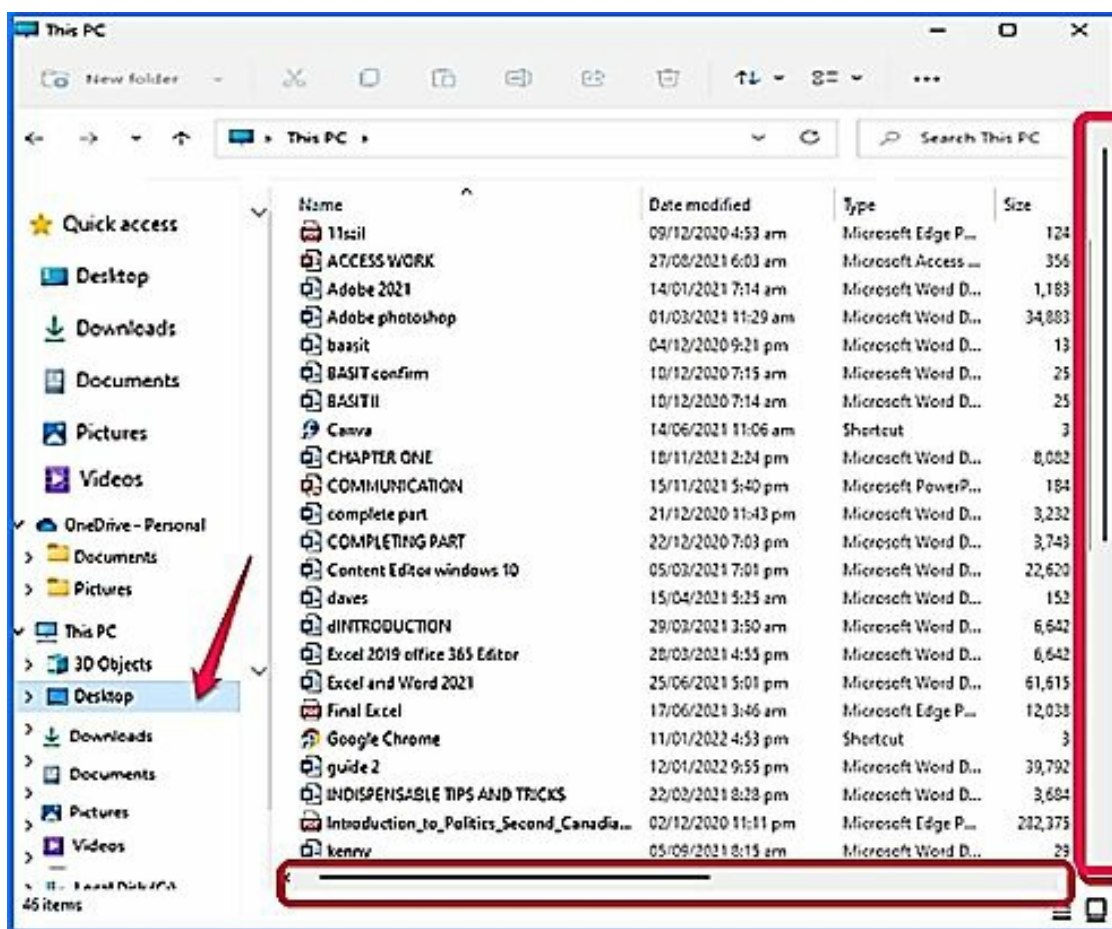
Note: you can move around speedily by dragging the scroll box inside the scroll bar, the more you drag the faster the content of the concerned windows move, you can release the mouse as soon as you reach the location you are moving to.

MOVING WINDOWS AROUND THE DESKTOP

This is the section that shows you how to move and fling your windows incredibly around a desktop. There are diverse ways of moving around the desktop such as moving to the top of the file, moving here and there within a desktop, placing windows side by side, Resizing windows size, and other ways of moving around a desktop.

MOVING A WINDOWS TO THE TOP OF THE PILE

Top of the pile can otherwise be called the Active windows when a window is opened up when a Windows is moving to the top of the pile, it means the minimized windows are restored to the desktop, let us quickly check the two ways fastest ways of moving a Windows to the top of the pile:

1. Tap on the **"Icon"** of the Windows you want to move to the top of the pile from the taskbar and such a window will rise to the top of the desktop.

2. Hold down the **Alt key** and continue to strike the **Tab key** until the window you need is highlighted on the Desktop window, then release both Alt and Tab key, the highlighted Windows will rise on the desktop.

MOVING A WINDOW FROM HERE TO THERE

Windows 11 just like the previous Windows allow you to move your windows to any point within the desktop and place it to any spot. The only way of moving Windows here and there is by dragging and dropping its title bar, however dragging and dropping of the title bar may not be possible until you put your Windows in Restore mode when you are in Maximize mode dragging and dropping of a Windows will not work.
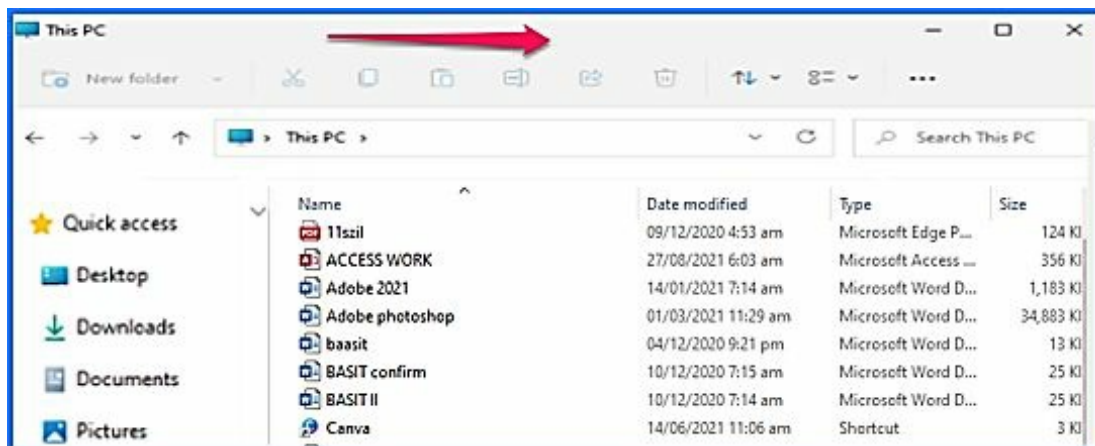
MAKING A WINDOWS FILL THE ENTIRE DESKTOP

This means your Windows will cover up the entire screen. You can make your windows fill the whole desktop by double-clicking its title at the uppermost of the Windows, immediately the Windows will fill up the whole desktop.

You can reduce the Windows back to its previous size after it has filled the whole desktop by double-clicking its title bar once more to reduce it back.

Note: you can as well make use of the middle button among the three top right buttons to maximize and restore the Windows, when you Maximize it, it will fill the whole desktop, when you restore it, it will reduce back to its previous size.
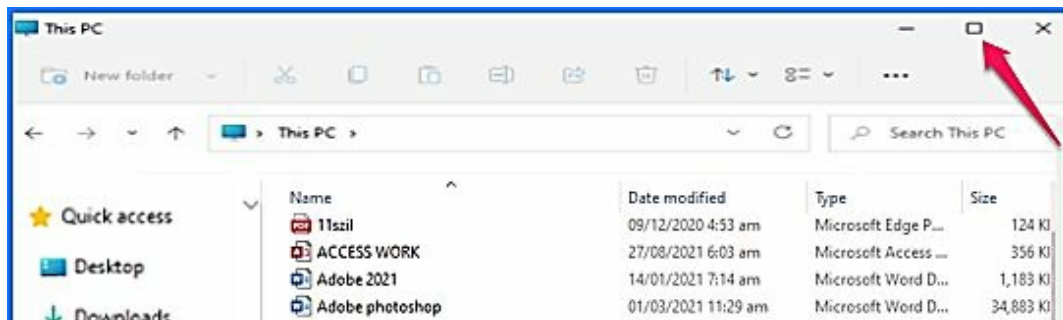
MAKING WINDOWS BIGGER OR SMALLER

Making Windows bigger or smaller is all about resizing the windows to your preferred size, to resize any Windows you have to place such Windows into a restore mode with the middle top button because it won't work in the maximized mode, then do the following;

- ♦ Place your **mouse at any of the corners or sides** of the Windows and wait till the cursor turns into a **two-headed arrow**.
- ♦ Hold down the mouse button as soon as it displays the two-headed arrow, then drag the corner or side to change the Window's size.
- ♦ Release the mouse button as soon as you get your desired size.

PROPERLY LAY TWO WINDOWS SIDE BY SIDE

This feature works well in Windows 10 and continues in Windows 11 even with additional features, this feature helps you to put two windows side by side without one distracting the other, let's quickly examine how this feature works:

a. Drag the **Title Bar** of one Windows to one side of the desktop.
b. drag the **Title Bar** of the second windows to the other side of the desktop and continue working on each of them separately.
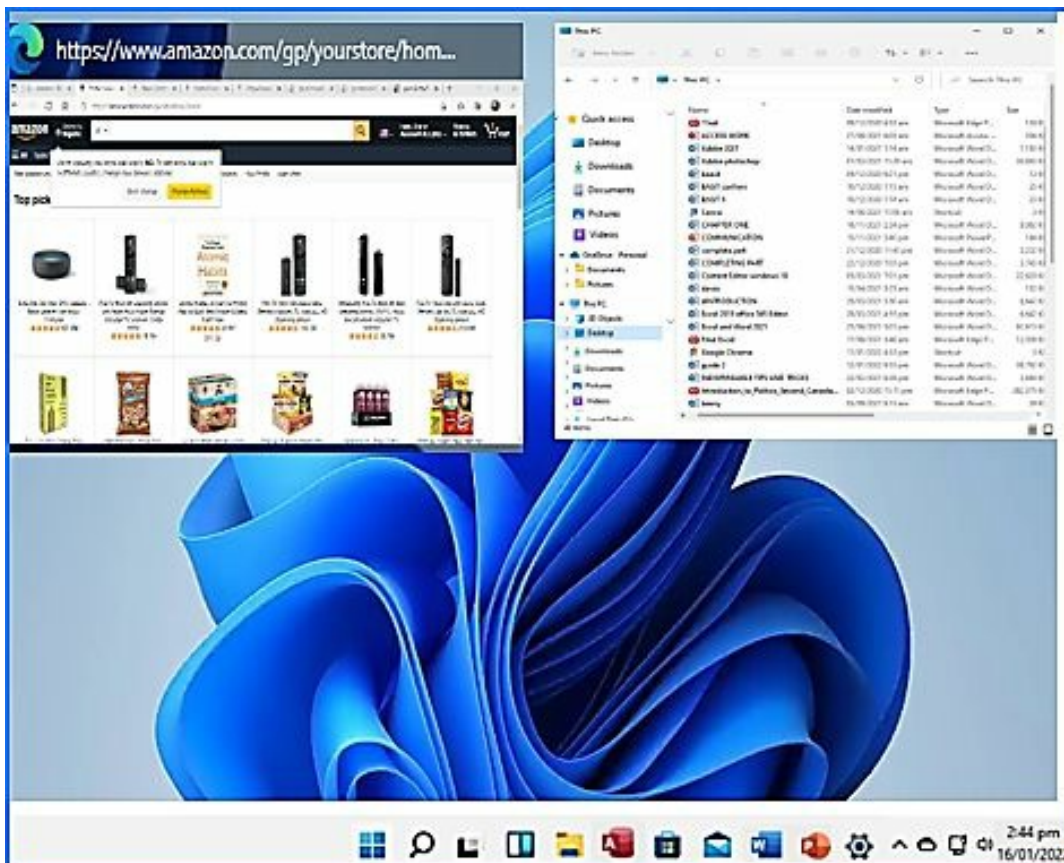
c. You can as well place **Four Windows** on a desktop, though it will work much better on a big desktop compared to a small desktop, to place four windows on the same desktop at a time, kindly drag each Windows to each corner of the desktop. Each Windows automatically resize itself to fill the quarter of the screen.

Note: Windows 11 makes it more-easier with the grid feature it brings, it works by hovering your mouse on the Maximize button, then picking the grid type you want, all your open programs will arrange and resize themselves in

respect of the grid format you pick.
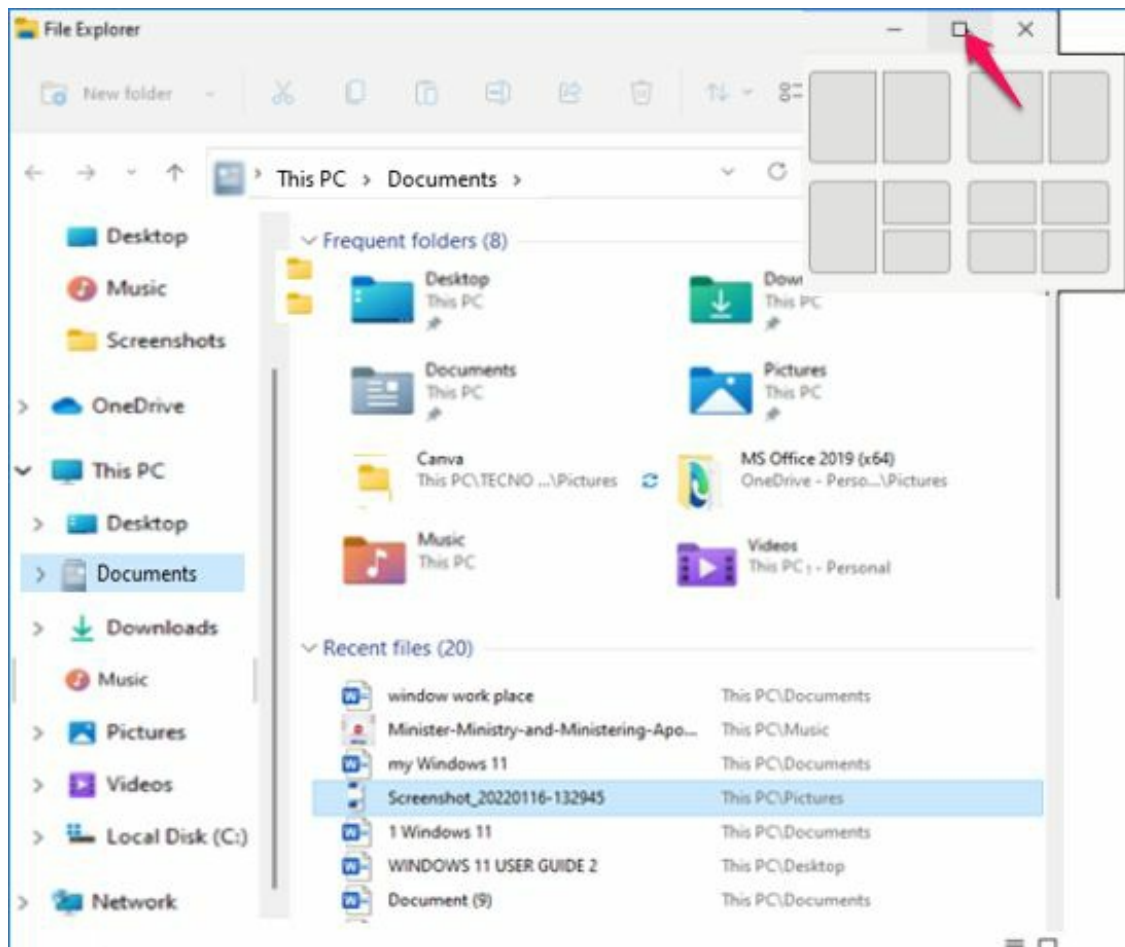
MAKING WINDOWS OPEN TO THE SAME DARN SIZE

Windows will open the Programs for you any size it wants but you can cause your PC to always open your windows at any particular size you dictate for it, whenever you dictate a certain size for Windows it automatically commits it to the memory, such as square, rectangle or the whole screen. You can make your Windows open to the same darn size with the following guides:

- Open **the Windows** and never bother about its size.
- Drag the **Window's corner** to the exact size and location where you want it to stay, then release the mouse to maintain the same size and location for the Windows.
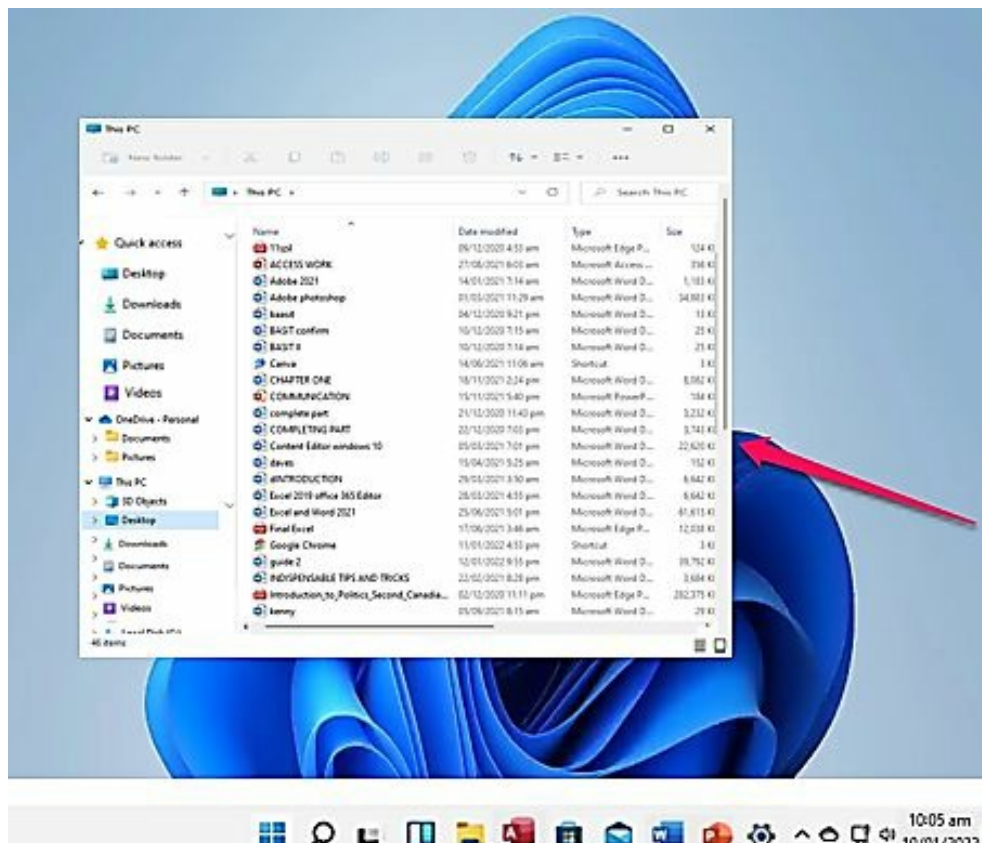
- Close **the Windows,** the PC will automatically commit to memory the darn size of the Windows and the spot it is, then try to open the Windows again at any time, you will notice the Windows will be open in the same size and the location you placed it before you closed it. It will work for the program you used to process it, not on all the opened windows, for instance, if you try it on Microsoft Access, it will only affect Microsoft Access, it won't affect Chrome.

Note: nevertheless, these commands may not work with some Windows, but it works on the majority of Windows.

CHAPTER FIVE
MANAGING FOLDERS AND FILES

BROWSING THE FILE EXPLORER CABINETS

File Explorer is the Computer storage container for storing and executing several operations such as copying, moving, deleting, renaming files and folders. You can open the File Explorer and manage it with the following guides:

- ✦ Click on the "**File Explorer**" icon on the taskbar at the bottom of the screen, instantly the File Explorer will open up with the Navigation pane on the left side.
- ✦ below the "**Main Folder**" is the "**Recent file list**" which comprises the list of the previously visited program and document. You can quickly access any of your recent folders from the recent list rather than starting the Program and be looking up and down for such document, for instance, if you left some work undone on Microsoft Word in the morning, you can quickly access the unfinished task and complete the work with the help of the Recent file list rather than open Microsoft application and looking for the file in the Word documents.
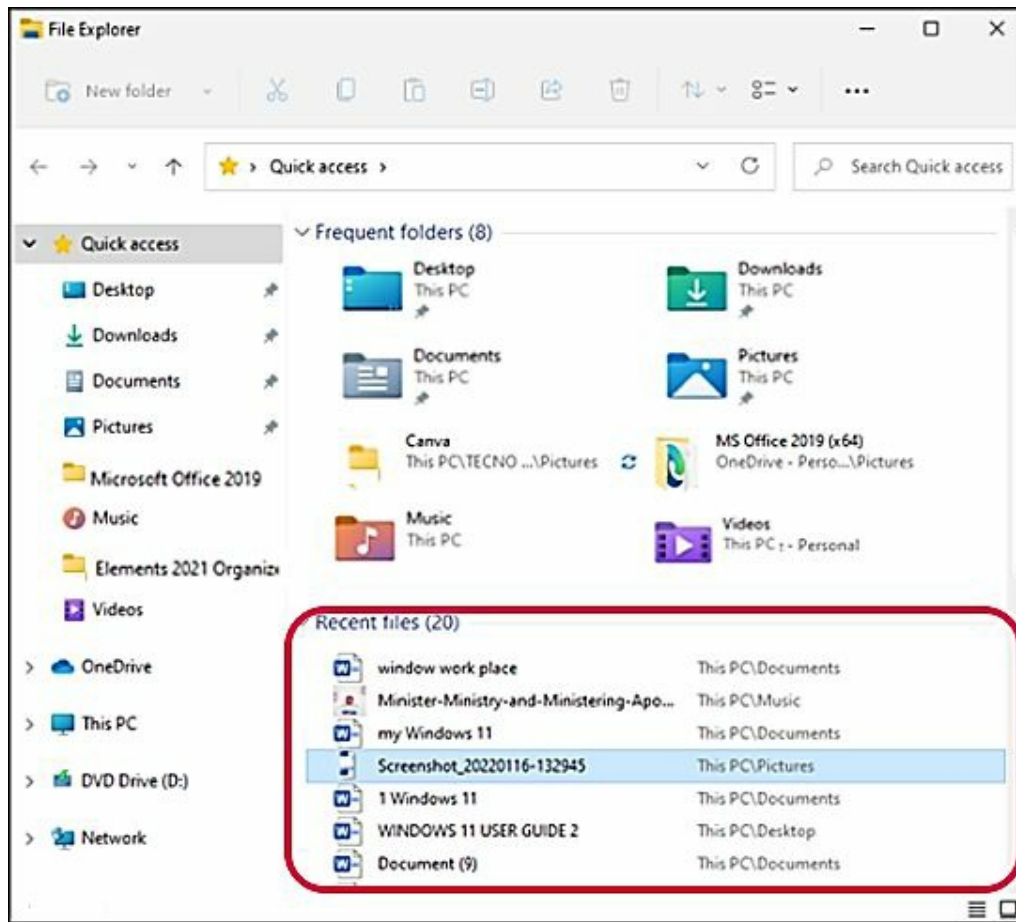
♦ You can however access all your computer storage mediums by clicking on "**This PC**" the entire storage of your PC will be opened up including the attached **External Devices** such as flash drive and disk drive.

You can get it right with the File Explorer when you familiarize yourself with the major components of the File Explorer which are:

1. **Navigation Pane:** this is the housing of the computer storage where all the folders reside, it is located at the left side of the File Explorer and contains the list of the storage space on your PC.
2. **Folders:** this is the certain area where specific files or documents are kept, there are main storage folders in the navigation pane such as document, picture, music, and so on, there are subfolders as well, for instance, in the music folder you can have subfolder which you put certain songs into, you will create the subfolder by yourself.
3. **Devices and Drives**: these are the devices or appliances attached to your computer, which serve as external storage, major your storage

should live inside your internal folders such as Music, Documents, Pictures, and others but you still need to have that external storage in case, if you need some files and you are not with your PC, such files may be on any of your external storage, external device storage can be any of the following, Flash drive, Camera, Phones, Mp3 players, DVD and so on.

GETTING A BREAKDOWN ON FOLDERS

A folder simply means a storage area that can be used to store several files, you can as well create another folder inside a folder, such created folder is known as a subfolder. There are Six (6) major folders designed for storing files and items located at the left side of the navigation pane, click on the PC to access those folders, such as Documents, Pictures, Music, Videos, Downloads, and Desktops.
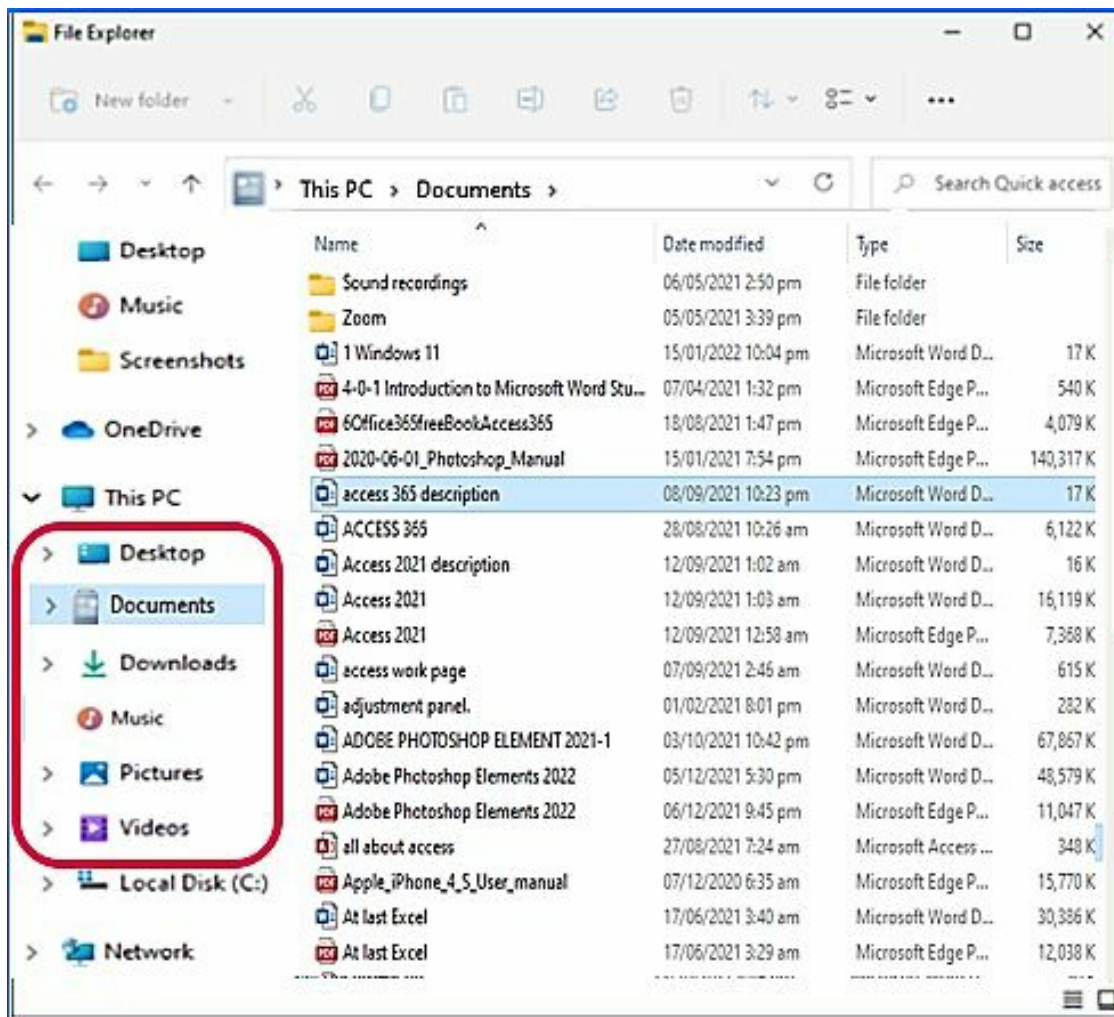
It is pertinent to save each item into their corresponding folders otherwise you will find it difficult to locate certain items and your PC will lack orderliness when you dump all the items into a single folder.

SEEING THE FILES ON A DRIVE

Drive is the external gadget you attach to your computer, it can also be called disk drive such as Flash drive, Phones, Camera, CD/DVD, Scanner and so on, these devices are represented by different icon depending on the type of drive you insert, when you click any drive icon, the content of such drive will open up so that you can see what is inside it

However, Windows will always ask you what you want to do with the drive when each drive is first inserted into your PC by giving you a prompt option at the bottom right of the screen.

All you need to do is to tap the prompt box, when you tap the prompt box, you will immediately be provided with the **"Choose what to do with the Removable disk"** dialog box, kindly select the way you want the PC to react with the drive and that is how the PC will be reacting with the drive any time you insert the drive again.

Let us assume you choose **"Open folder to view files"**, with immediate effect windows will open up the content of the concerned drive so that you can see the folders and files you have inside such drive.

Perhaps, you have selected an option for your drive and you don't want the option you selected earlier on anymore, you can change the option you selected earlier by right-clicking on the concerned drive in the navigation pane and selecting the **Show more** option from the fly-out list, then pick another option you want from the Show more options menu.

CHECKING WHAT IS INSIDE A FOLDER

Every Windows folder is symbolized by a little folder that is used to save and store different numbers of files. Are you pondering on how to check what you have inside your folder? that is not a problem, below are the instruction on how to see and check the contents of your folder whether the folder you have in the Window desktop or File Explorer:

    i.   Double-click the concern "**Folder's**" icon and the content of such folder will spring out.

    ii.   You may have another folder inside the main folder, perhaps that is where an item you need is being kept, kindly, double-click the "**subfolder**" to see its content as well.

    iii.   Perhaps, you've mistaken entered a wrong folder, no problem, find your way out from such folder by clicking on the "**tiny backward arrow**" at the top left of File Explorer, continue clicking the arrow till it takes you back to the location you just left.
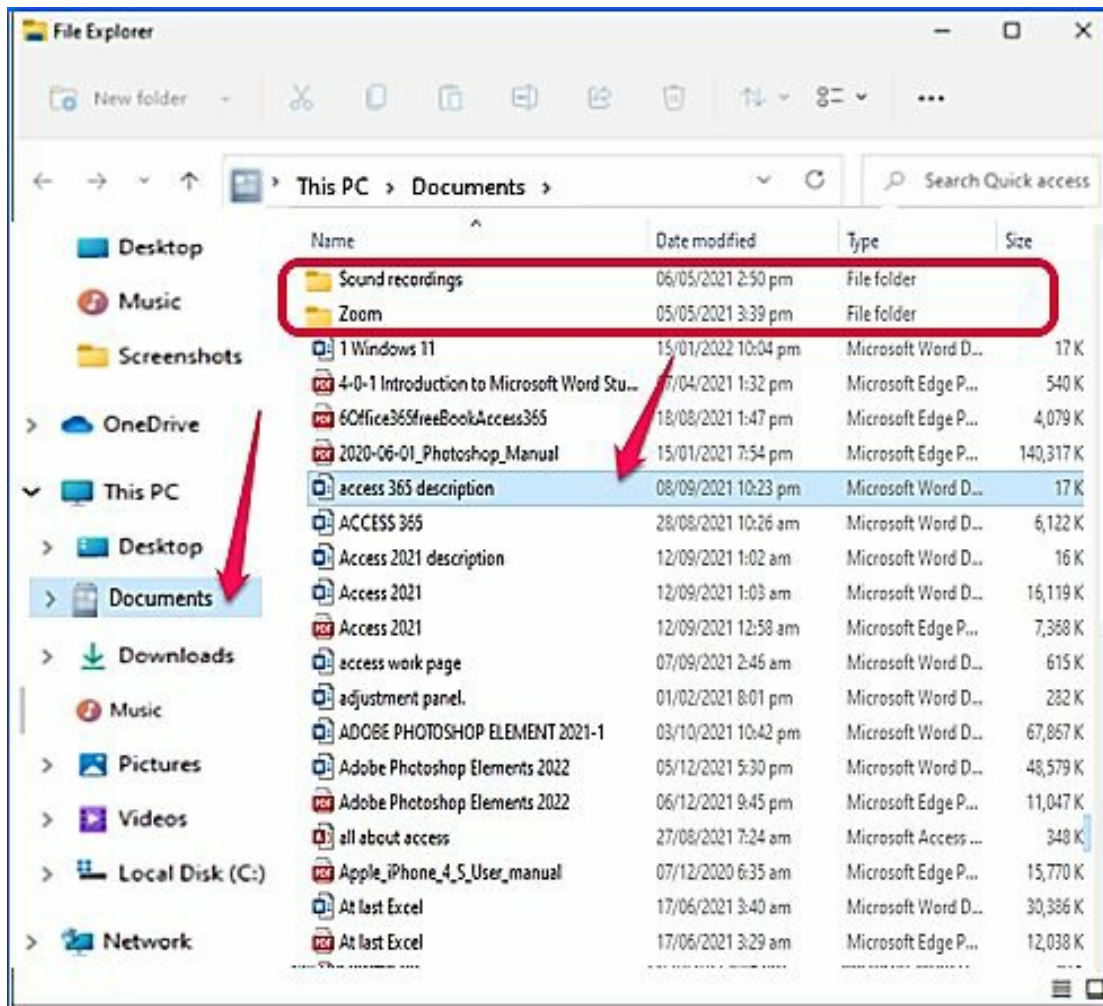
iv. Familiarize yourself with the address bar as it provides you with the tracking template of how you are moving from folder to folder and can help you as well to navigate faster from one folder to another by clicking any of the small arrows in the Address bar, it will show you other folders you can quickly jump into.

v. You can as well save yourself from the stress of navigating around the File Explorer by typing the "**Name Of Folder Or File**" to the **Search Box** in the **Start menu**, the Search box quickly runs through the PC and brings you the result that matches your searching.

vi. Probably you have a long list of file in your folder and scrolling through the list seem a stressful and time-consuming task, kindly, narrow down the list by typing the first two or three letters of the item you are looking for, Windows will quickly jump the list to the list of the item that begins those letters.

CREATING A NEW FOLDER

Are you tired of piling up different files and documents inside one folder? Then you need to create a new folder so that you can keep each of your files into their corresponding folder without having to miss up files together. Check below guides on how to create a folder with ease:

a) Right-click the actual place inside your folder where you want to place the new folder and click the "**New"** menu from the fly-out list.

b) Then select "**Folder"** from the New drop-down list to access a New folder dialog box.
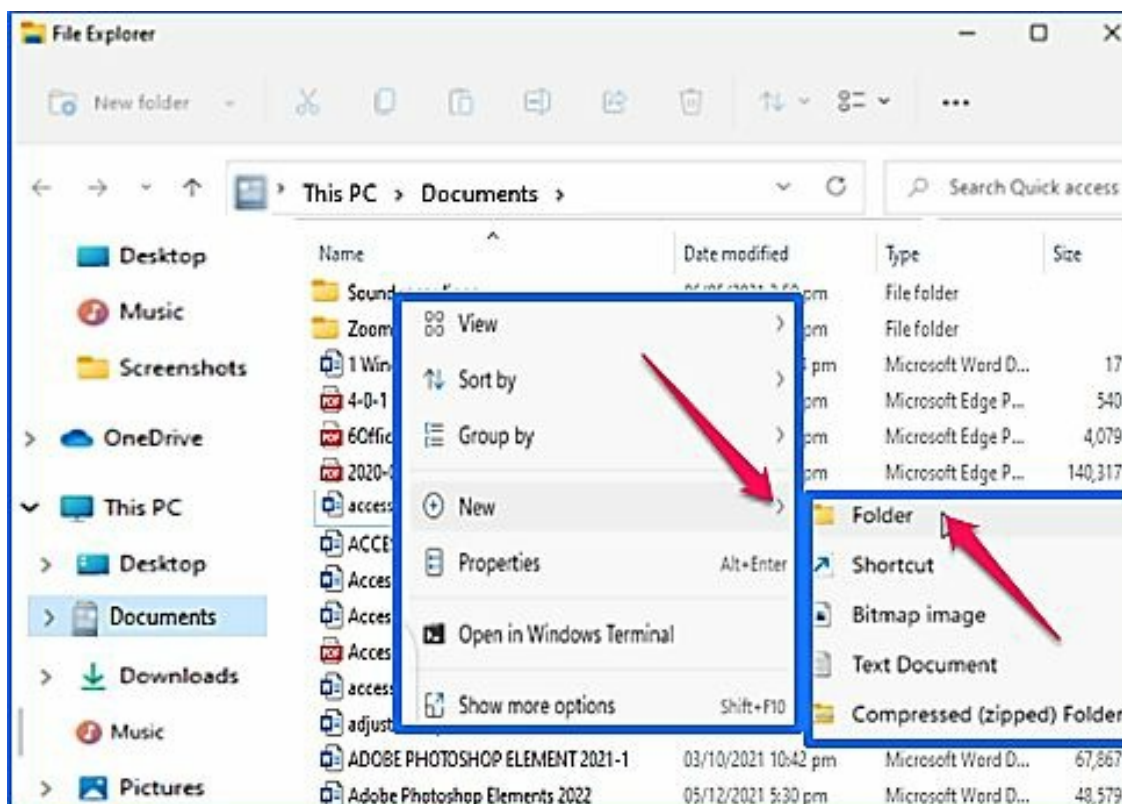
c) A new folder dialog box will jump up, kindly type the **New Name** you want for the new folder and strike on Enter key for confirmation, and behold you have created a new folder.

Note: Windows will restrict you from creating a new folder if you include unwanted letters into the name of the new folder you want to create. The following are the restricted letter you should not include into your folder name **(< > ? / \ * " : |).**

RENAMING A FILE OR FOLDER

Don't worry about any file or folder name that sounds somehow to you, you can do away with an offensive file or folder name by changing such a name. how do I change a file or folder name? that is what am about to do:

- ✦ Right-click the **file or folder name** you want to change and pick **Rename** from the fly-out menu or the File Explorer menu.
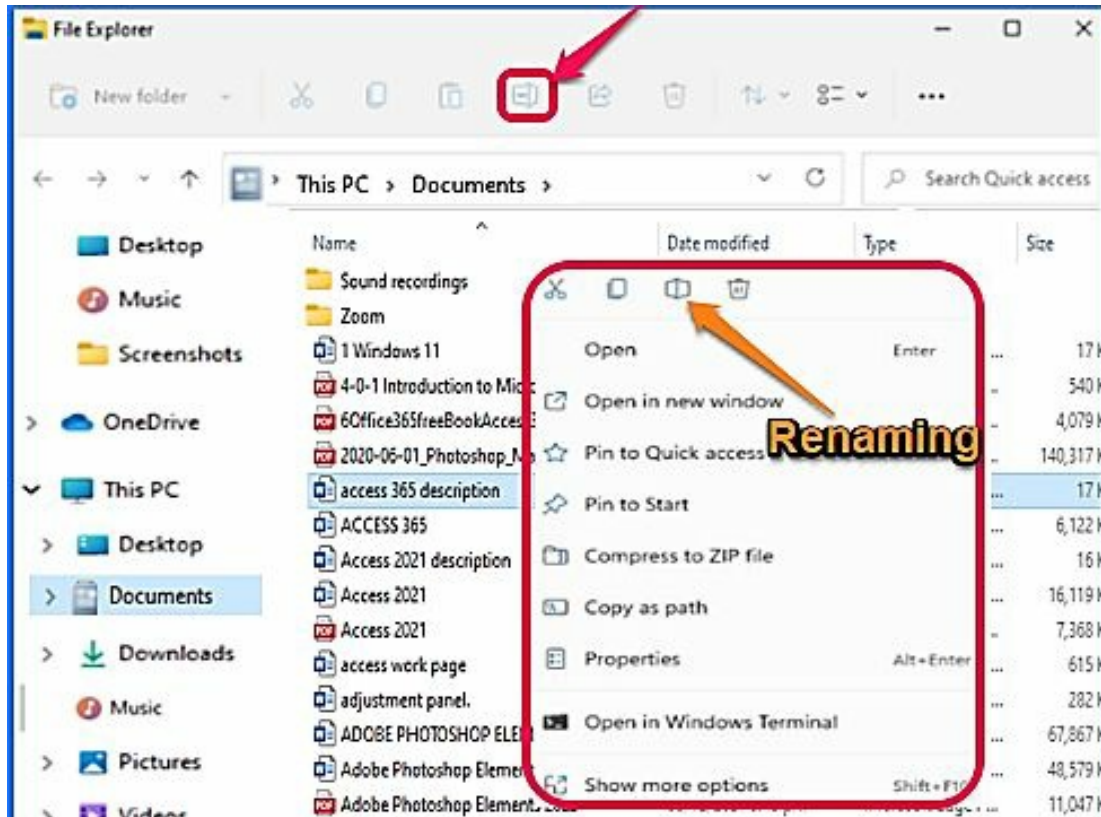
- ✦ The previous name will be highlighted, begin to enter a new name and the previous name will be erased.
- ✦ Strike Enter key when you are done typing the name or click an empty area within the File Explorer to authenticate the process.

Put the following note to memory before changing any file or folder name:

1. Don't try renaming your 6 Main folders name **(Desktop, Documents, Downloads, Pictures, Music, and Photos)**, renaming them can disrupt the activities of your PC and cause serious damage to your Windows.
2. Note that **renaming file or folder name** doesn't change anything from

the content of the concern file or folder, the content of the file or folder remains the same, the only change is the file or folder name.

3. Don't bother **renaming any of the opening files or folders** because Windows will permit no alteration on the opening folder until you close such a file or folder.

SELECTING GROUP OF FILES OR FOLDERS

Most times, a group of items can be selected together to perform a certain activity on the group, such as copying, moving, deleting, and renaming, when you select an item individually, it will consume a lot of time and at times stressful. Take a look at the following instructions on how to select a group of items (file or folder):

- It is pertinent I show you how to select an individual item before selecting a group of items, simply click on Individual file or folder to select it.
- If you want to select a group of items**, hold down the Ctrl key and continue to click each of the files or folders you want to select**, as you click on them, they will be highlighted.
- Probably, you want to select a group of files or folders that are next to each other, you can do that by **clicking the first item on the list, then holding down the Shift key and clicking on the last item in the group**, immediately, the two items will be selected including those items between them.

Note: after the selection of the group of files or folders, you can then do whatever you want on them such as copying, moving, deleting, and renaming. If you need to select all the items in a list, quickly press Ctrl + A for a quick shortcut selection of all the items.

GETTING RID OF A FILE OR FOLDER

Passage of time can also affect your file or folder because a season will come when they will no longer be needed or relevant, if you want to get rid of any unneeded files or folders, do well to:

- Right-click the **offending item** you don't need anymore and select **Delete** from the fly-out list or the File Explorer menu.
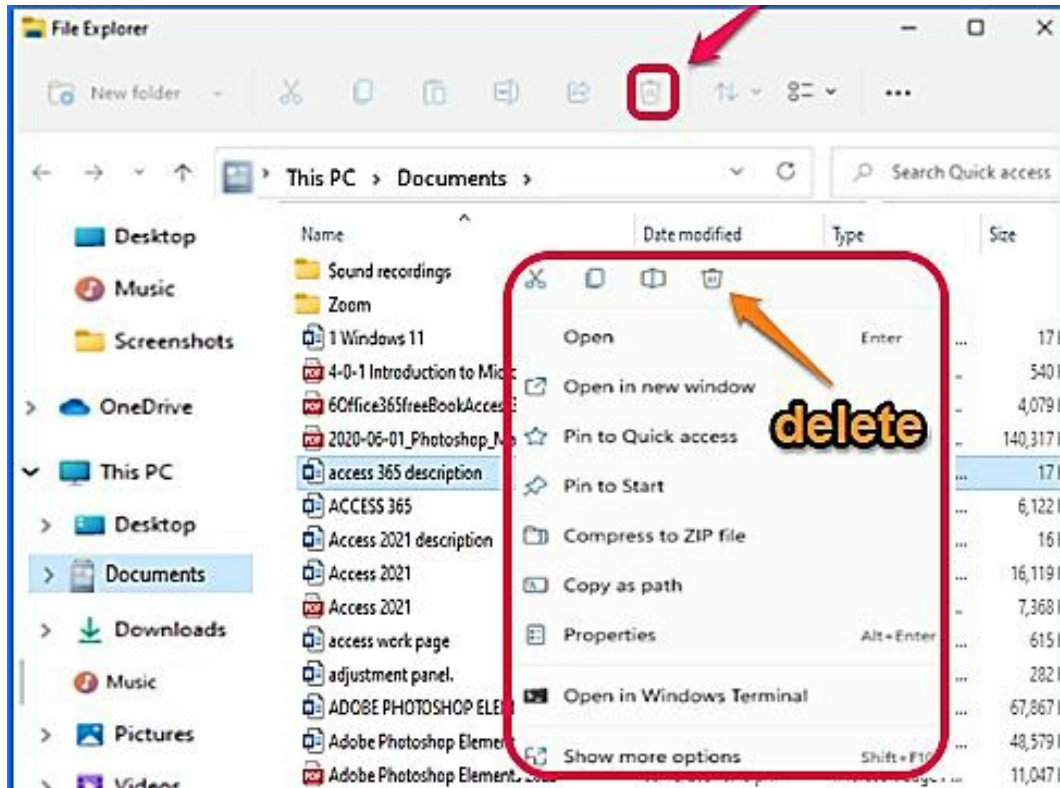
- You can as well delete a file or folder by **Selecting the offending file or folder**, then strike on the **Delete key** on the keyboard.

Note: examine the files or folders you want to delete before deleting, any item deleted will go straight to the Recycle Bin, remember not all the items go to the Recycle Bin, check the earlier Chapter Where I talked about Recycle Bin. If your PC refuses to bring you a warning box before deleting an item, you can reset it by right-clicking the **Recycle bin** and picking **Properties,** then place a **Mark** on the **"Display Delete Confirmation Box"** check box and strike on the **Ok** button for authentication.

# MOVING OR COPYING AND PASTING FILES AND FOLDERS

Copying or moving files or folders is what you can't do without any stress, let me makes it simple by showing you the two best ways of moving or copying a file:

Right-clicking Method

1. right-click the source file or folder you want to move or copy and select Cut or Copy depending on whether you are moving or copying.
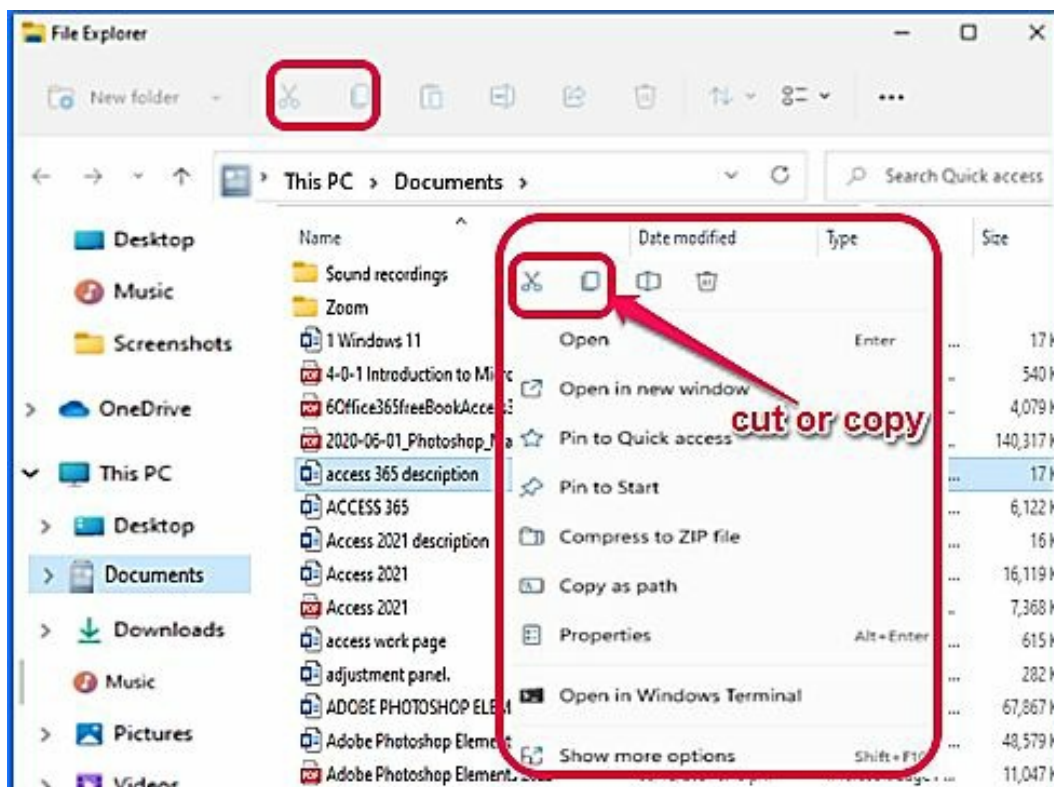
2. Move to the destination folder and right-click it, then select paste from the fly-out list to paste the cut or copy item.
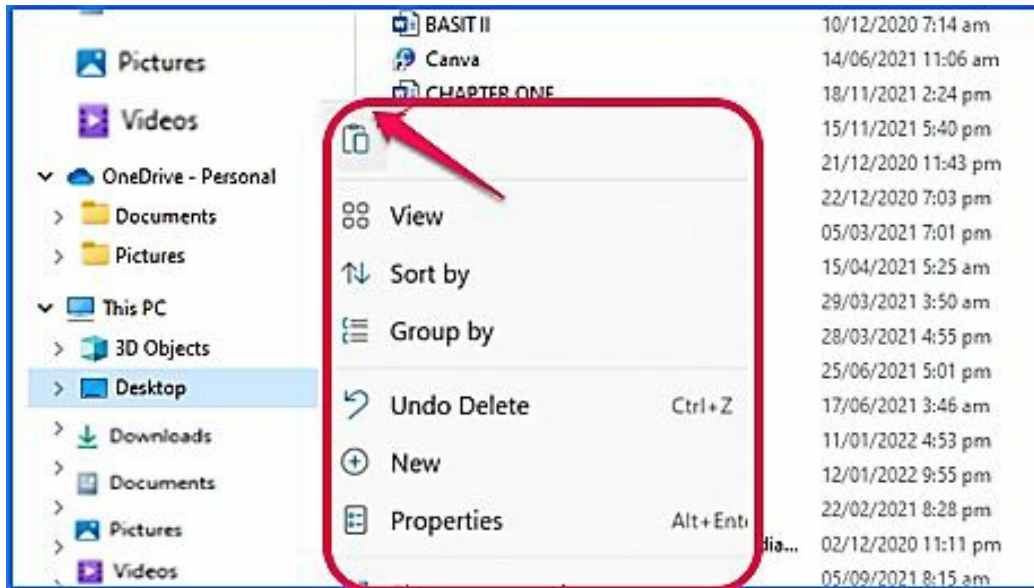
Drag and drop Method

1. Open **File Explorer Windows** twice and place them beside each other.
2. Place the mouse on the file or folder you want to move or copy from the source Windows and hold down the right mouse button.
3. Then **drag the file** to the **destination folder** in the destination Windows, release the right mouse button as soon as you reach the destination folder, and select **Move or Copy** from the pop-up list depending on the action you want to carry out.

Note: it's necessary you hold down the right mouse button, if you hold the left mouse button, Windows will be confused as to the action you want to initiate.

KNOWING MORE INFORMATION ABOUT FILES OR FOLDERS

Each file or folder you create has peculiar information relating to that file or folder only, for instance, the size of the file or folder, the date file or folder was created, whet it was changed last and more information. The information may not be needed all the time but occasionally you will need them to carry out certain operations. To check and see other information aside from your file or folder name, kindly observe the following instructions:

1. Right-click the file or folder which you want to get more information about and select Properties from the fly-out list to access full information about such file or folder.
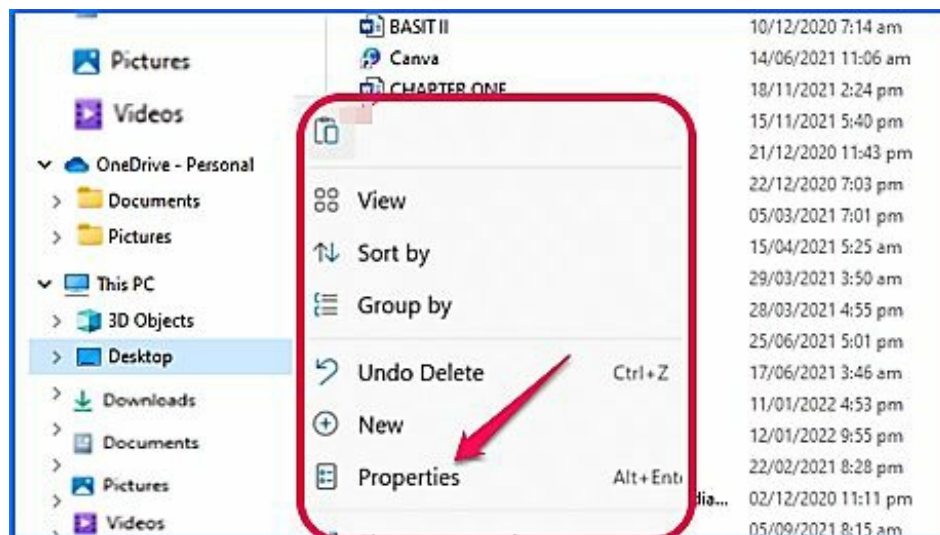
2. The General tab is selected by default, you can change the program for opening the concern file or folder by clicking on the change and selecting another program.
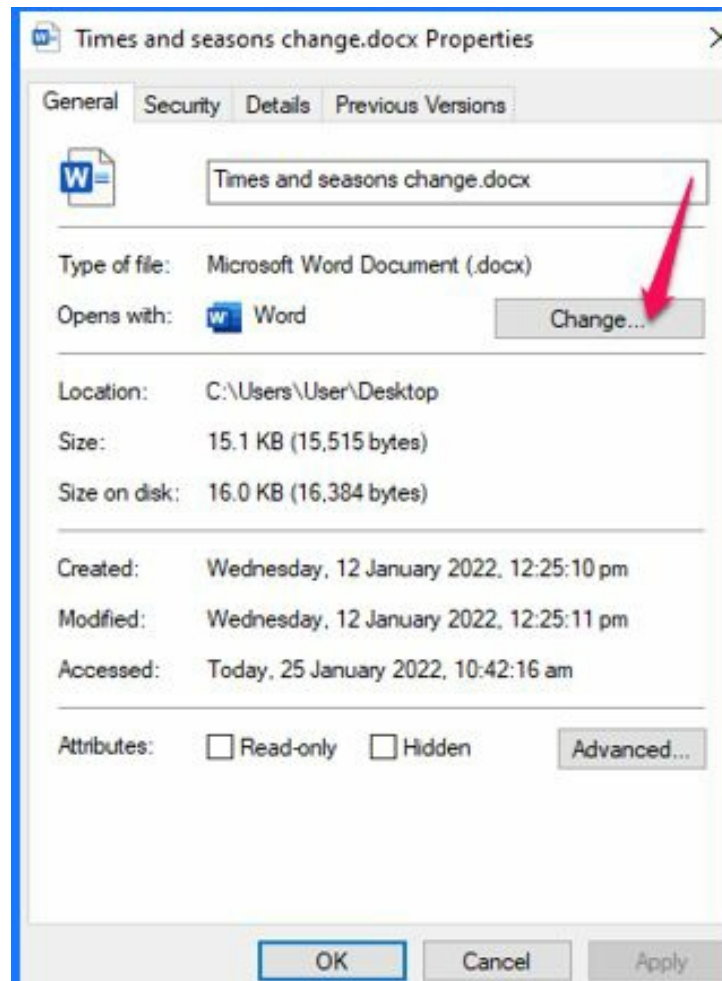
WORKING WITH FLASH DRIVE AND MEMORY CARD

Flash drive and memory cards are the major drives most users use as external storage for their PC, even most Photographers find it easier to connect their Memory card to their Camera than using other drives.

 Flash Drive: this will simply be attached to one of the USB spots of your PC and it will be ready for use. You can access the flash drive like every other folder of your PC simply by double-clicking the Flash drive icon in the Navigation pane, once the Flash drive is connected you can treat it just like every other folder in the Navigation panel, such as Copying, Moving, and Deleting, however, you should know any file you deleted from Flash drive is gone forever compares to internal storage folder which will be dropped to the Recycle Bin.

Memory card: A memory card will be inserted into the card reader, it is with the help of this Card reader that the Memory card will be connected to the PC, you can get the card reader from the electronic store while some organizations supply Card readers to their staff, at the same time some brand-new PC come with the Card Reader.

Note: some PC will give you a warning that a flash drive or memory card is corrupted or damaged that you should format it, never format it, you can go ahead to format it, if the Card or Drive is a new one or if you don't care about the content that is inside it, you can format a Card or Flash drive by right-clicking it and choose Format from the fly-out options.

ONEDRIVE YOUR MAIN CLOUD STORAGE

OneDrive is the online storage medium designed to help each Windows users manage their files and folders on the net and go, for instance, you can't take your PC to all the places you go to but with your OneDrive online storage, you can access every of files and folders saved to the OneDrive anywhere, anytime and on any PC with an internet connection, provided you have Microsoft account. any file or item you save to the OneDrive is saved into the two sources which are your PC and the Internet. Another important feature of OneDrive is that it can't be destroyed like other external storage media like a flash drive, DVDs, Memory Cards, and others which means your files and folders are securely saved without any doubt.

OneDrive is placed into the Navigation pane just as every other folder of the PC, it serves as an added advantage to PC users that has low storage capacity as it comes with much capacity with at least 1TB

SETTING UP ONEDRIVE

OneDrive is inaccessible until you process its setup, the setup begins the moment you click on its icon in the Navigation pane, though you are always permitted to change its setup any time you desire. Follow the instructions listed below to process your OneDrive settings:

✦ Click on the File Explorer from the taskbar and tap on the OneDrive icon inside the Navigation pane. The opening screen will jump up if it's the first time accessing OneDrive.
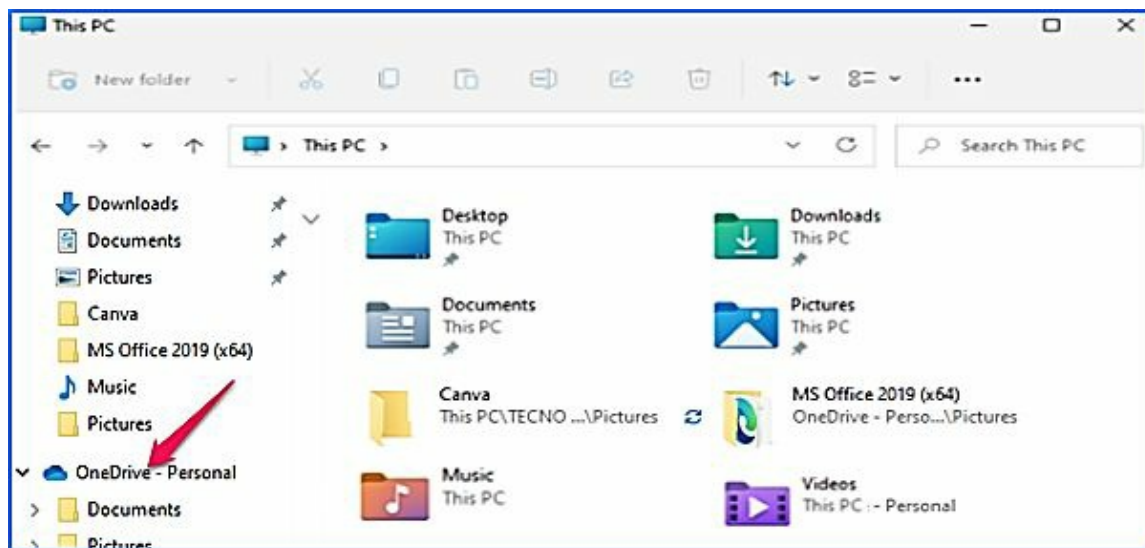
✦ You may be asked to sign in, mostly if you are using a local account, Microsoft account at times sign in automatically, then input your Microsoft account details (Microsoft account and password) and click on sign in.

✦ Click on the "**Change Location"** button if you want to change your OneDrive storage location, otherwise, click the next button.

✦ You will be asked for the folder you want to synchronize with your PC, select the folder you want to sync with your PC. You have to pick either of the two options to synchronize your PC:

a. **Make All files and folders in my folder:** it means all your OneDrive files and folders are also stored in the PC memory.

b. **Sync only these folders**: this is used to save certain folders into OneDrive and PC memory, most especially an important folder, and when there's not much space on the PC.
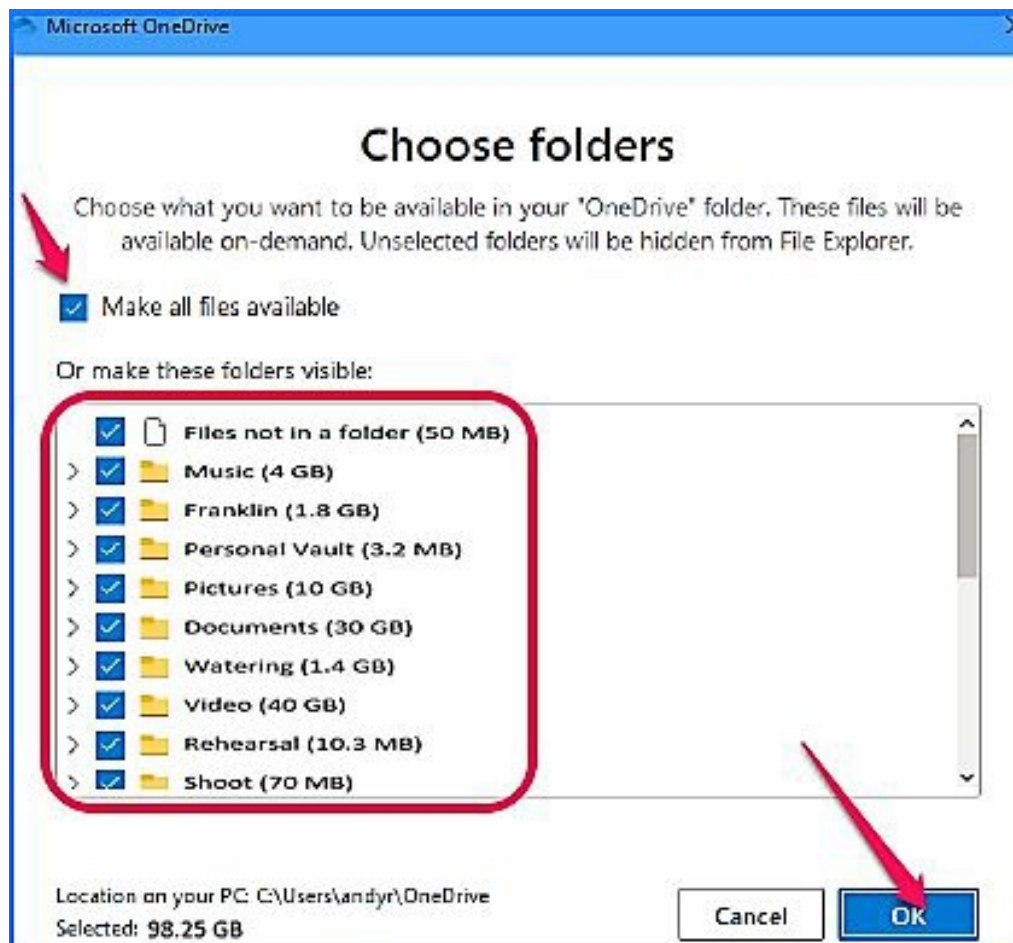

✦ Click **the OK** button to authenticate the changes.

TWEAKING YOUR ONEDRIVE SETTINGS

Your OneDrive settings can be changed at any moment when you feel there's a need for you to change your OneDrive settings, unless you change your settings, it will remain constant with the settings you initiated the first time. These are the guides for changing one's OneDrive settings:

i.   Navigate to the taskbar area and right-click the **OneDrive** icon, then click **Help & Settings** from the panel that comes out, and last pick **Settings** from the help and settings menu to access Microsoft OneDrive Window.
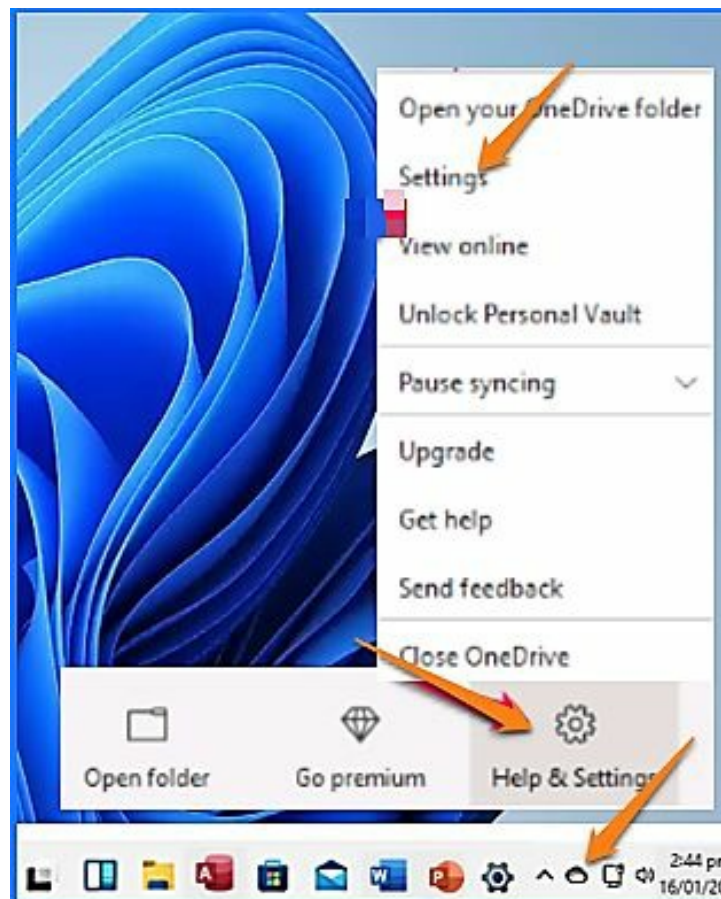
ii. The **Account Tab** will be selected by default in the OneDrive Window, tap on **Choose folders** button to select the folders that will be stored on both your PC and the OneDrive.
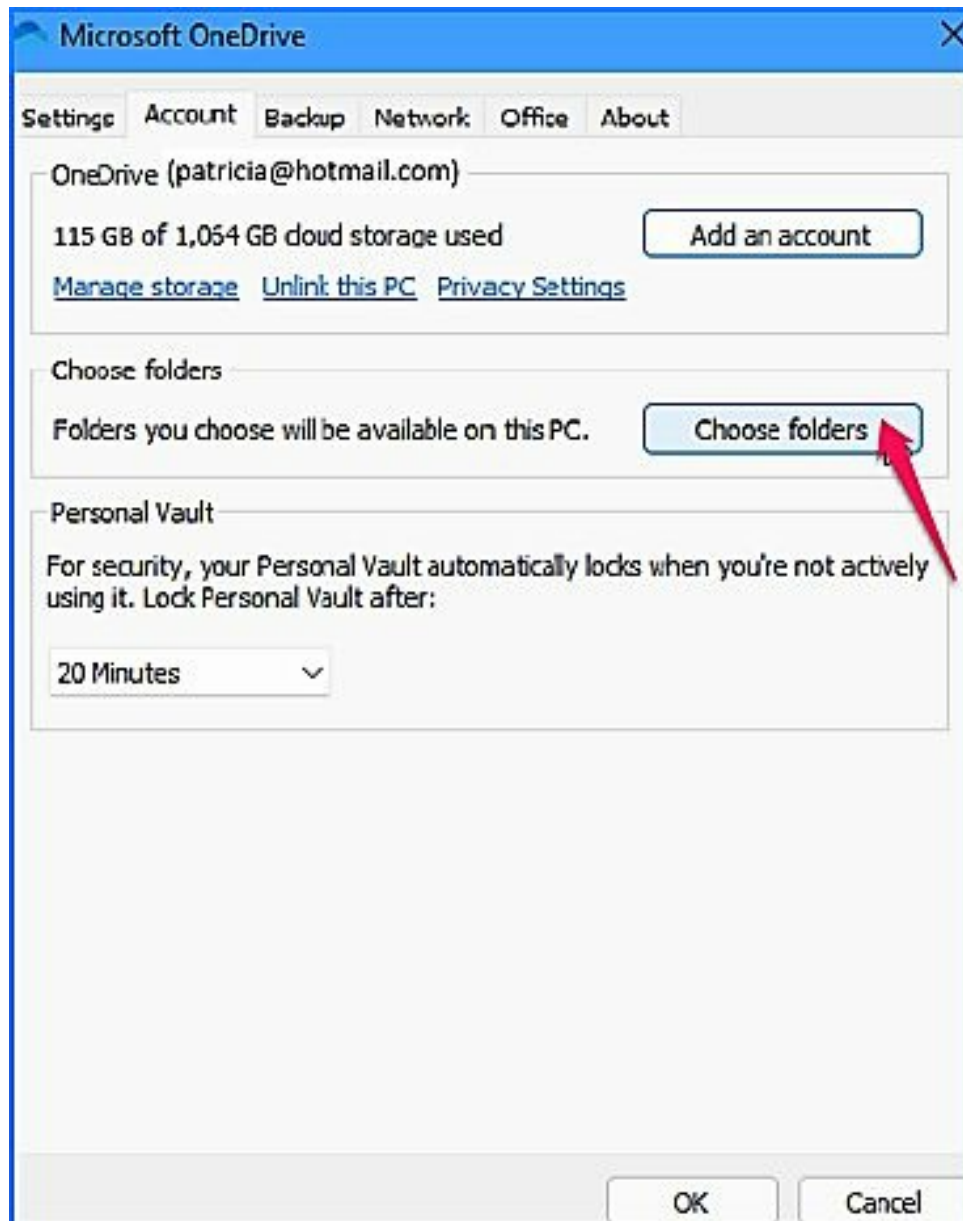
iii. Select the folders you need on both PC and OneDrive from the sync your OneDrive files to this PC and tap on the **OK** button for authentication.
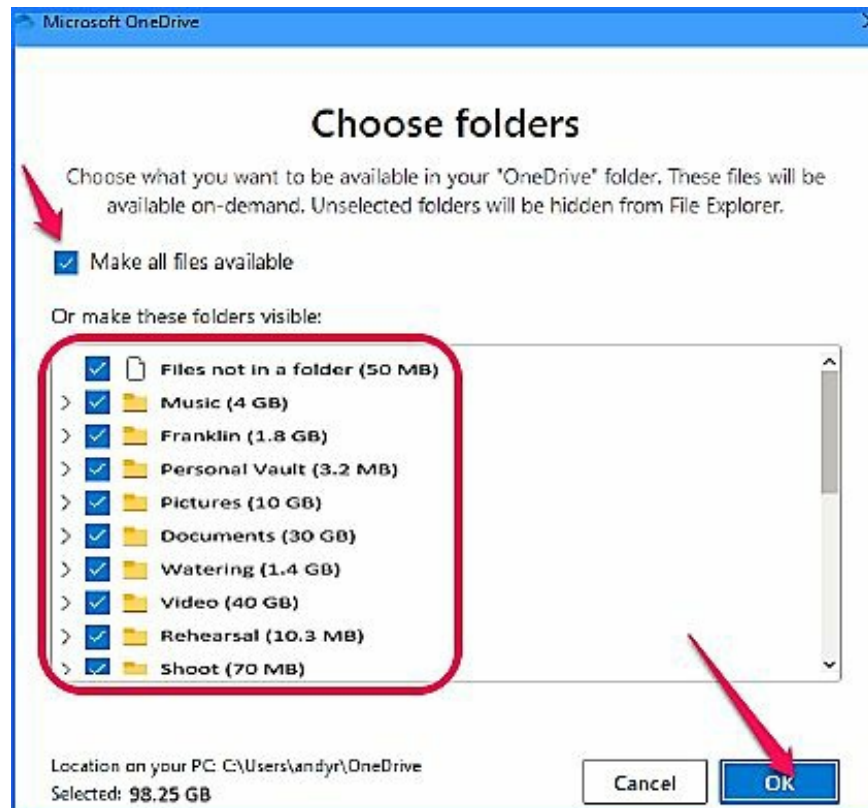
Breakdown of Microsoft OneDrive Settings Panel:

1. **Settings tab:** placing a checkmark on this check box help to sync automatically any moment you log in to your PC.
2. **Account tab:** just as we had discussed above, it's used to select your OneDrive folders which you as well want on your PC internal storage, you can as well see the rate of your OneDrive consumption and the available size.
3. **Backup tab**: this is the area for creating a backup for some of your essential folders such as Pictures and documents.
4. **Network tab:** this is used for managing how one's OneDrive will be syncing.
5. **Office tab:** this is used to manage OneDrive with the documents made by Microsoft Office suite, such as Word, Excel, and other Office suites programs.
6. **About tab:** it gives you more directions on OneDrive, such as troubleshooting, privacy, term of use, and so on.

Note: Microsoft grants each Microsoft user a right to free 5gigabytes storage, you can have access to additional storage by paying a monthly fee, this may

not be necessary until you exhaust your free 5gigabytes when you notice there is a need for more space.

OPENING, SAVING, AND DELETING FILES WITH ONEDRIVE

For those users who already have a Microsoft account and have already signed on to their OneDrive, the next activity is to open the OneDrive and perform one or more activities with the OneDrive, you can achieve that by clicking on the File Explorer from the taskbar, then find and click on OneDrive at the left side of File Explorer in the Navigation Pane to Access OneDrive. OneDrive will be opened up with different folders including documents and photos but only two empty folders (documents and photos) if it is your first time signing in to the OneDrive.

We must examine two or more operations that you can carry out with your OneDrive in the same manner you treat other folders in Your PC:

  ✦   To access and see what your OneDrive folder contains, kindly **double-click on such a folder**, it will open up and show its contents.
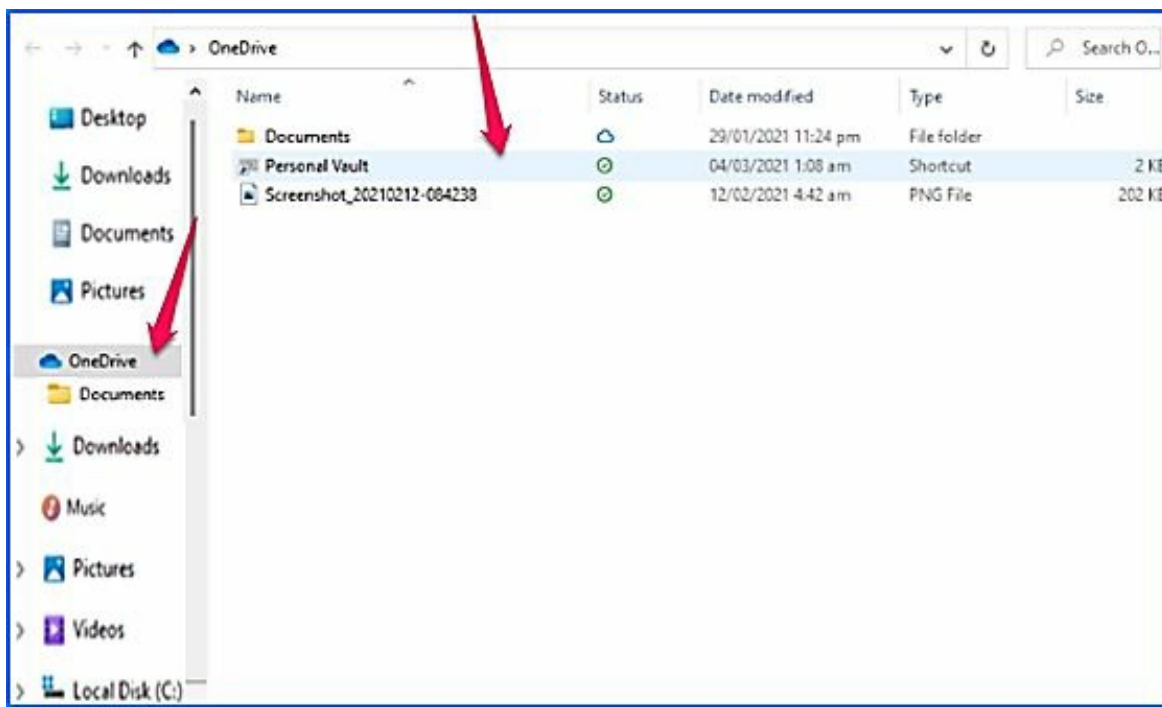
  ✦   Save any of your files into OneDrive by selecting **OneDrive** from Save As Dialog Box and pick any of the OneDrive folders, then save your file.
  ✦   Get OneDrive items deleted by **right-clicking on the concerned file or folder** and selecting **Delete** from the pop-up menu. Each item you

deleted from the OneDrive will also move to the Recycle Bin just like other internal folders of your PC.

✦   Edit any files or documents in the same manner as editing other storage documents, by double-checking such a file to open it in by the format or program in which such a file is created.

Note: the changes you make to any of your OneDrive files when there is no internet connection will be automatically be updated when the internet connection is on.

CUSTOMIZING ONEDRIVE WITH FILES ON DEMAND TO DECIDE THE FILES THAT WILL STAY ON ONEDRIVE, PC OR BOTH

Windows always display all the files and folders you saved with your OneDrive so that you can access them from your PC even if it is not saved to your PC, though to access those files you may need the availability of the Internet connection.

"Files on-demand" is Majorly for the PC user that is having low storage by helping them to manage their OneDrive files effectively and at the same time having full access to specific OneDrive files, accessing certain files may depend on the availability of the Internet and whether Files on Demand is On.

Consider the following instructions to ON "**Files on Demand**" feature for your PC, mostly when your PC is lacking internal storage:

i. Navigate to the **taskbar notification** area and right-click the **OneDrive** icon, then choose **Help & Settings** from the panel that comes out, then pick **Settings** from the help and settings menu to access Microsoft OneDrive Window.
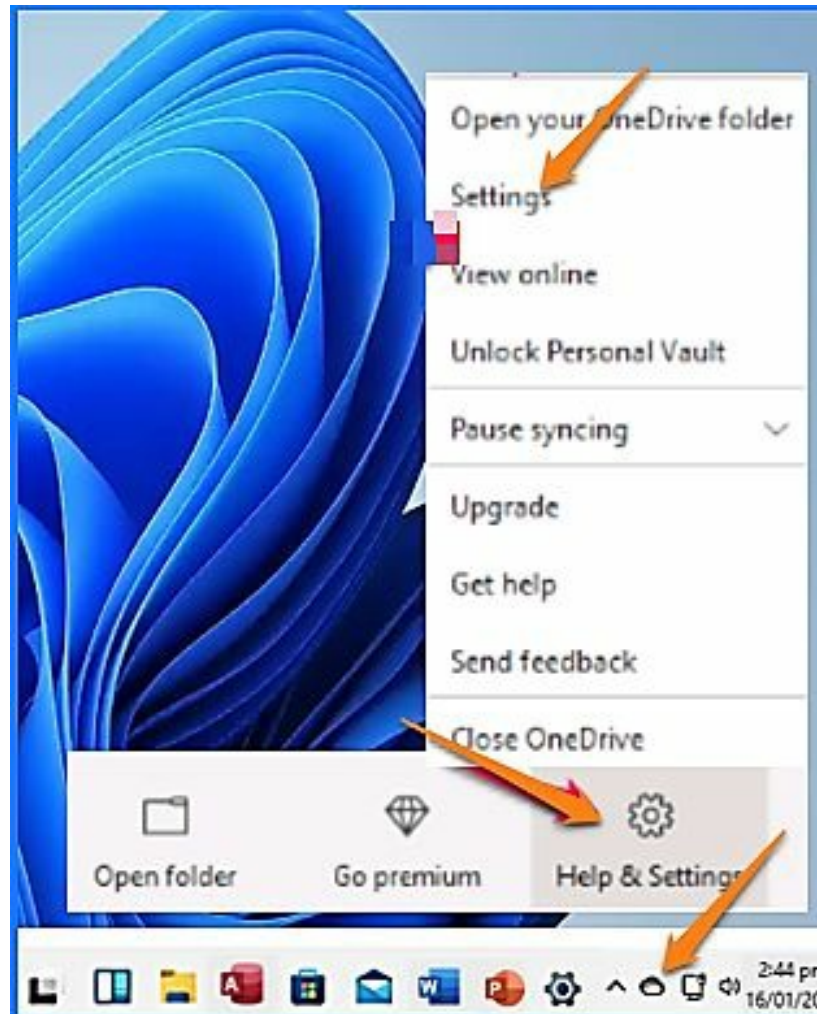
ii.   The **Account Tab** will be selected by default in the OneDrive Window, select the **Settings Tab** and place a mark on the "**Save space and Download file as you use them"** check box in the Files on Demands section.

iii.   Tap on the **Ok** button for authentication, hence all your OneDrive files and folders name will be visible on the PC irrespective of whether they are being saved on the PC or not.
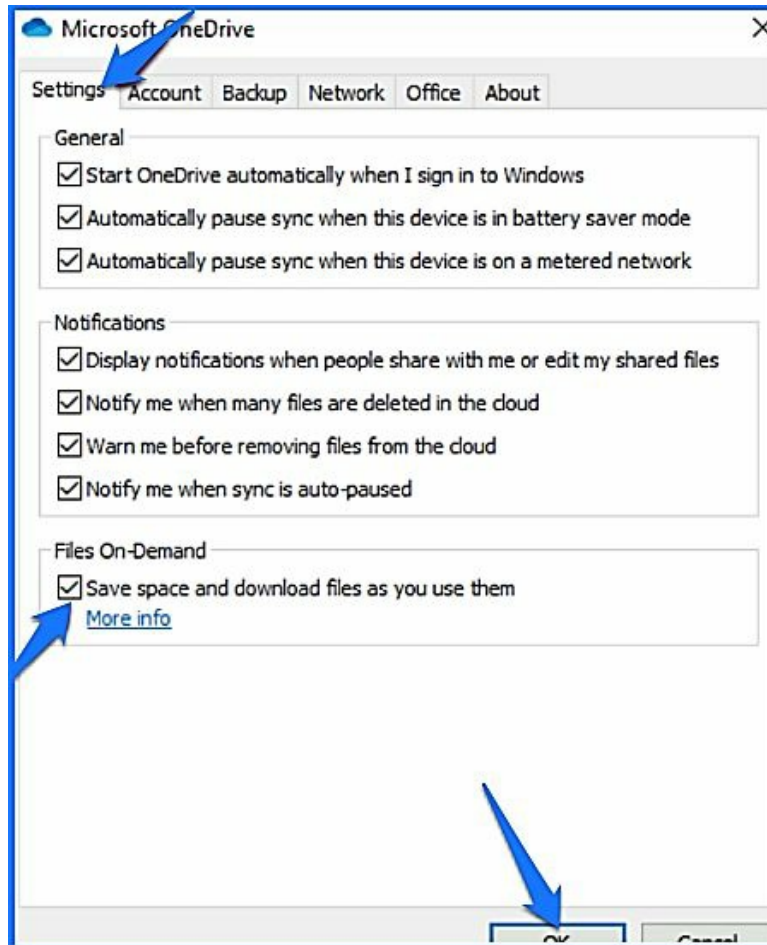
However, even though all OneDrive folders are visible on the PC doesn't mean they are all accessible in the same ways, this is the explanation on three types of OneDrive's Files on Demand as shown below:

✦ ☁ **Internet accessible alone**: this category of a file is only available during the time that you have an internet connection alone.

✦ ✓ **Momentarily available:** this category of files is available on your PC because you open it on your PC with the internet, hence it will be copied to your PC. However, if you need more space on your PC, you can remove it from your PC by right-clicking the concerned file and selecting Free up space to remove it from the PC and retain the OneDrive copy alone.

✦ ✓ **Consistently available on PC:** this category is

consistently available on your PC irrespective of whether you have an internet connection or not.
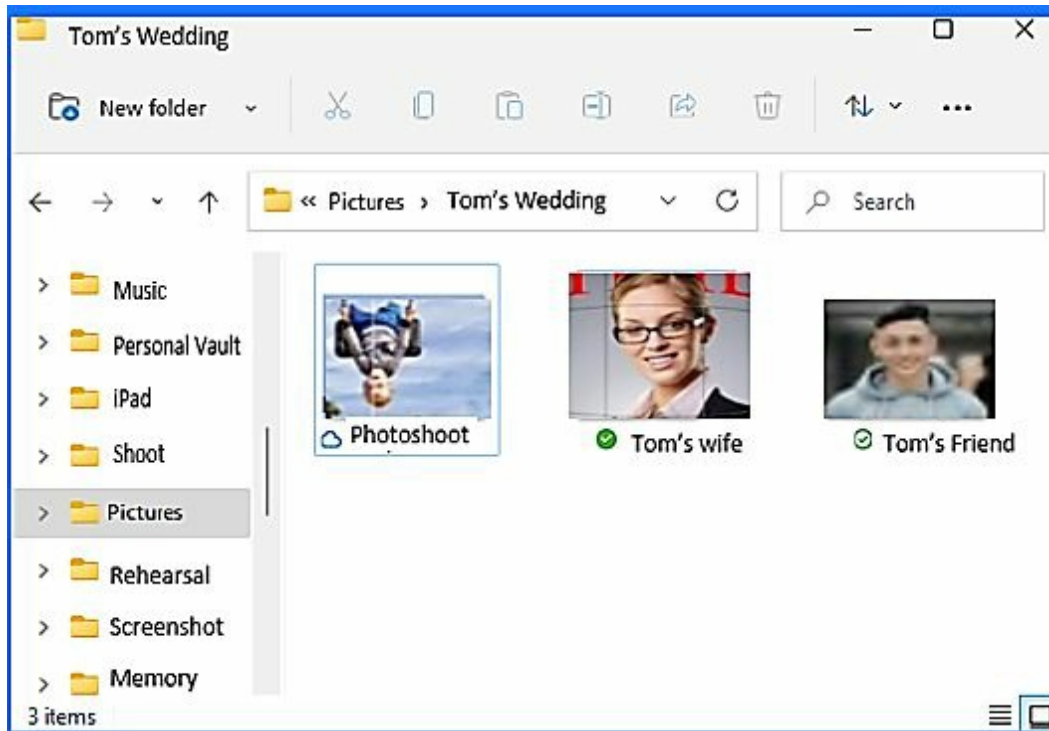
Note: you can change any of the above Folder types by right-clicking any of the 3 categories and selecting the following options depending on the current situation of your PC (level of your internal storage) or if the folder or file is your favorite or not:

    a. **View Online:** to view and download such a folder or file to your PC with the internet.

    b. **Always Keep OnThis Device**: to make the file or folder consistently available on the PC by downloading it and keeping it on your PC internal storage.

    c. **Free Up Space:** it removes the file or folder from the PC to create enough space on your PC but retains it on OneDrive. This is an ideal option when you notice you are running out of storage on your PC.

Hints: remember it is not necessary to pick "**Files on Demands"** when you have enough storage on your PC, it is good to pick "Make All Files Available" so that all your OneDrive files will be accessible on the PC even

when you don't have internet connection but when you are battling with storage space do well to pick Files On Demands to effectively manage your OneDrive files along with your PC.

GAINING ACCESS TO ONEDRIVE OVER THE NET

This is the best feature of OneDrive that no one can argue about, it allows you to access every file and folder you store on your computer over the net when your PC is not within your reach. It means you don't need to carry your PC all-around before you can access your OneDrive folders and files. You can gain access to each of your OneDrive files on the OneDrive website on your friends, family, colleagues, and others by:

- ⬥ Entering the **https.OneDrive.live.com** on your browser to access the OneDrive website.
- ⬥ Insert your **Microsoft account details (Account name and password)** to log in to your OneDrive files and folders. The moment you have successfully logged in to the OneDrive website, you can carry out any operation on your files and folders just as can do on your PC such as editing, renaming, Deleting, moving of files, and folders.
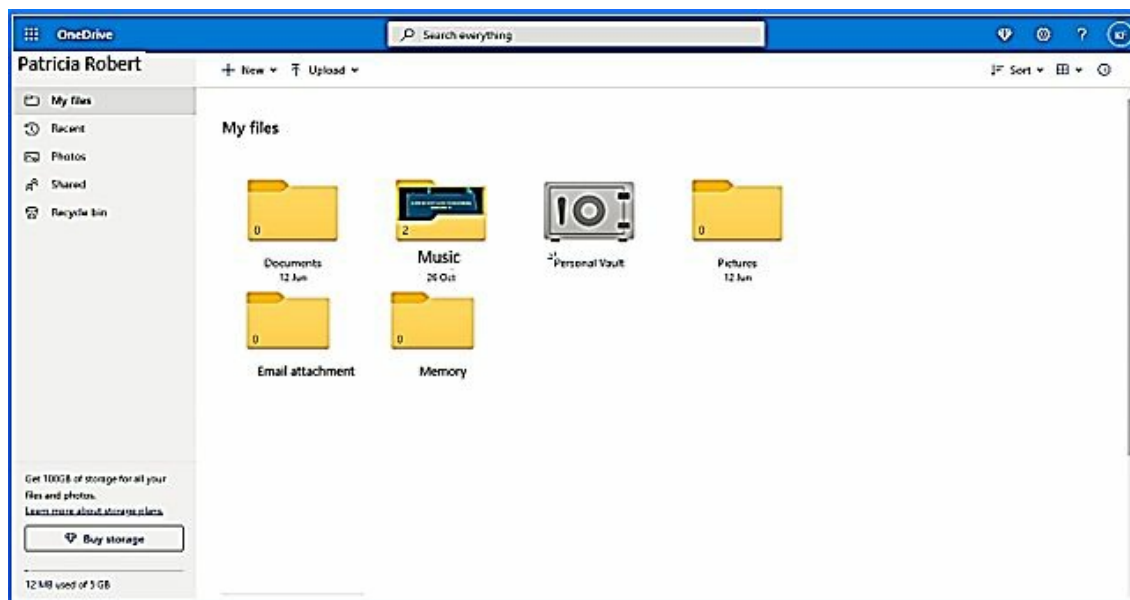
Note: managing your OneDrive files and folders on your PC is the most awesome thing, nevertheless, when your PC is away from you and you find it necessary to carry out certain operations on your files, do well to make use of the OneDrive website on another person Computer. Do you need to share a file with someone on the Go when you are not with your computer? You can as well right-click the files or folders on the OneDrive website, then select OneDrive from the fly-out menu to access a panel for entering the email

address of the recipient, enter the email address, when the receiver clicks on the link, he or she will be able to access the content of the concern file or folder.

CHAPTER SIX

WORKING WITH APPS, PROGRAMS, AND DOCUMENTS

One of the importance of Windows OS is for running an application and program, when you run some application or program you will result in a result call document. This section is designed specifically to take you through all you need to understand in dealing with programs, applications, and documents.

LAUNCHING AN APPLICATION OR PROGRAM

You haven't made the best use of your PC until you run one or two applications and programs. You can study the following guides for starting and running an application and program:

i. Click on the **"Start"** button on the taskbar or strike the **"Start"** button on the keyboard to access the Start Menu.

ii. Click on the **app or program** you want to launch or run provided you can see its icon on the Start menu.

iii. Click on the **Down** button at the Right Side of the Start menu to navigate down to see other applications in the Start menu.

iv. If you are yet to see the application you want with the above command, kindly click on the "**All Apps**" button to access the list of all applications and programs that are installed on your PC.


Note: any of the above methods will fetch you your application, perhaps you

are still unable to find that particular application you need, kindly navigate to the Search box situated at the upper part of the Start menu and type the name of the application or program, Windows will quickly bring programs that match the names you searched, simply click on the actual program or application you want and it will be opened on the screen.

OPENING A DOCUMENT

A document is a file stored on your PC with the help of the application or program you used for creating it. In simple terms, a document can also be called a file. These are the instructions for opening your document:

a) Check for the word **"File"** on the topmost edge of the particular program you are running. You may click on the Alt key to display the menu bar perhaps the menu bar has hidden, nevertheless, you might be running the program that does not have a menu bar, yet it must have a ribbon, kindly tap on the button at the upper left corner to give you a drop-down of the file menu
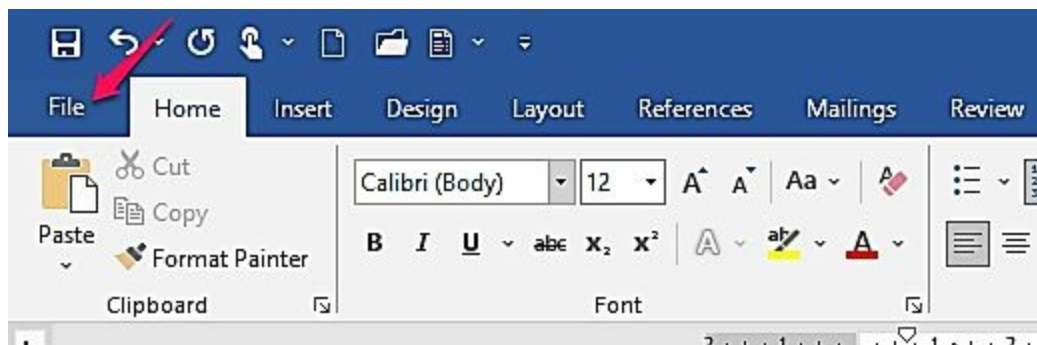
b) Select **"Open"** from the File menu drop-down and click on the **"Browse"** button to access various folders, files, or documents you have stored on your PC.
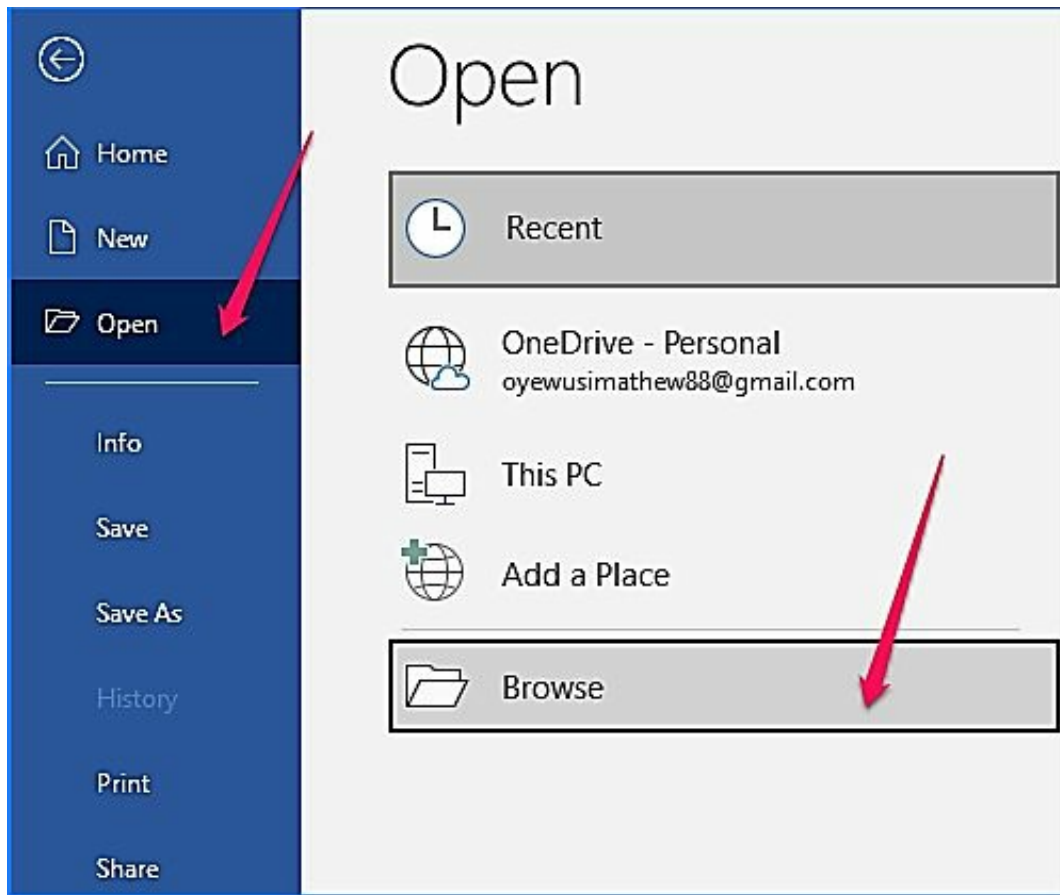
c) navigate and click on the **Document Or File** you want to open, then tap on the **Open** button to display its contents boldly on the screen or double-click on the concerned document to quickly open it up on the screen.
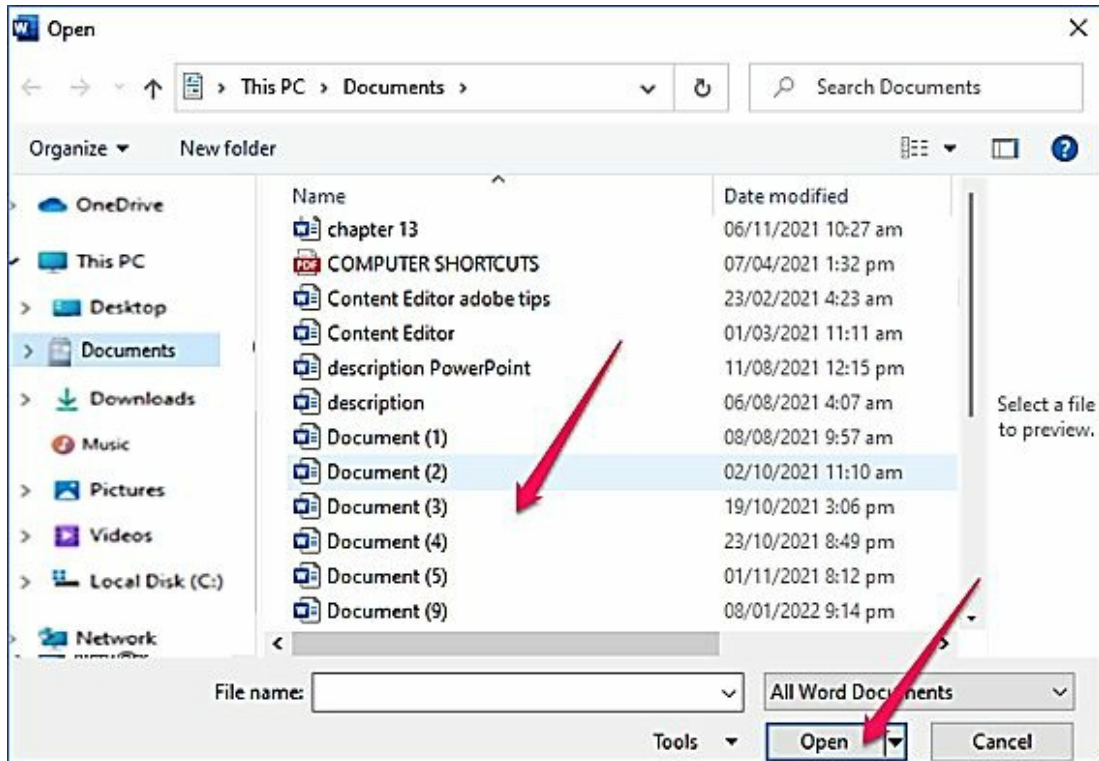
Note: your document or file may be enclosed in a folder, double-click on the folder that contains your document, then double-click the file or document to open it up on the screen.

Tip: never bother about the name of a file or document, kindly, hover the mouse over it to get its name and detail.

SAVING YOUR DOCUMENT

Microsoft provides you with diverse options for saving the work you are creating or that you have just created into the hard drive or external storage for safeguarding and protection. All you need to do is to alert the PC to save the work you have created or creating, otherwise, the hours spent on such work will be wasted, nevertheless, Microsoft always displays a confirmation box asking to know if you will like to save your document before Windows eventually close such a program which give you privilege to quickly save your document if you've forgotten to save it earlier on.

Are you bothered about how to save your work? Keep calm and check the steps below:

1) Click the **File menu** at the right-top menu and select the **Save** button, then pick the folder where you will like to put your file or document such as Desktop, OneDrive, or Document.
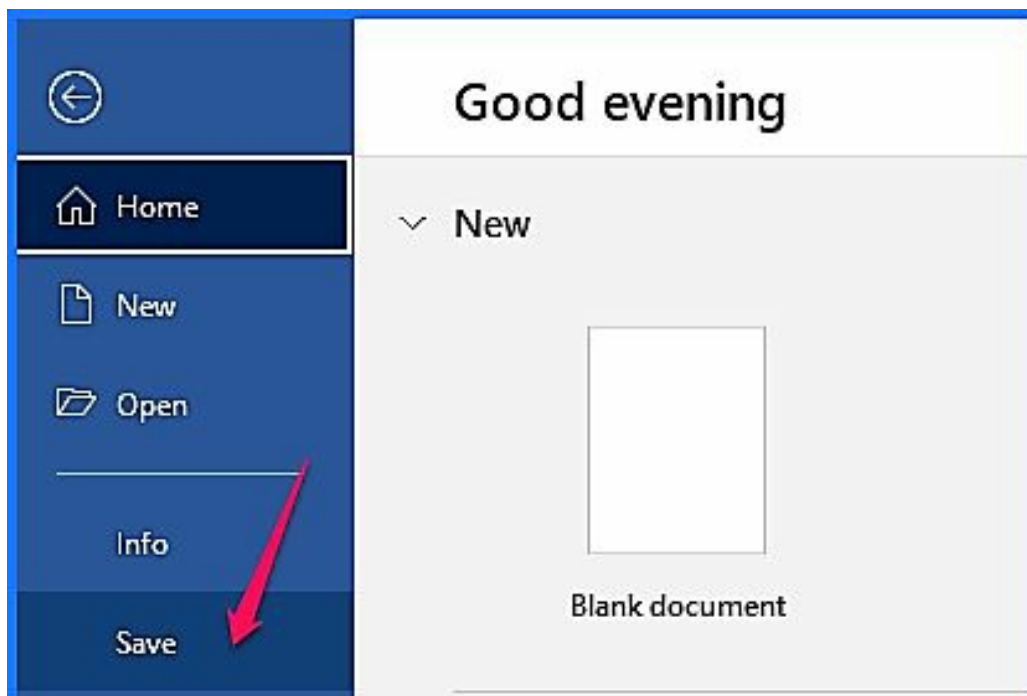
2) Click on your preferred folder but major people prefer the document folder, never mind the name guessed by Windows, simply begin typing your desired name, and the name suggested by Windows will disappear, tap on the Save button for authentication

as soon you are done typing the name. Windows will prompt you to enter a name for the document when you first save a document but you can press Ctrl +S for subsequent saving to incorporate your change into the document without entering any name again, especially if you are working on a very important document.
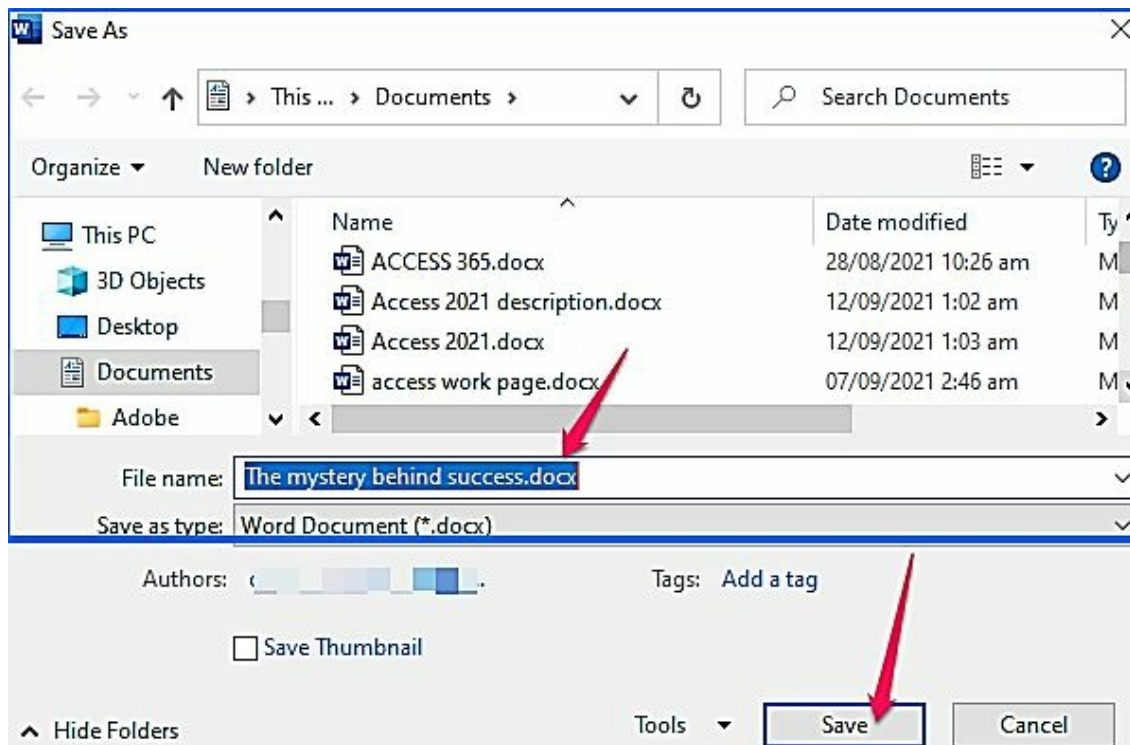

Note: you can press Ctrl + S for a quick shortcut code for saving a document, it is advisable to save your document at first into the internal storage folders such as Desktop, Document, Pictures, Music, then you can transfer them into external storage such as CD, DVD, Flash drive and Phone.

Hope you are aware of what **"Save As"** is all about? This is the command that gives you the privilege of saving a file with a different name and to a different location, mostly when you need to save the new change on your document and at the same time keep the original document intact. Save As feature preserve both the new and original version of the document and also give you the right to save to a different format such as PDF and other formats.

# SELECTING A PROGRAM FOR OPENING A FILE

Windows offer the right to each user to decide the desired program for opening some file because some file can be opened with two or more program. It has been the custom of Windows to open a file with the program from which it's created which is known as the default program, however, this might not be the preferred program for opening such a file by the user, to sort this issue, users are allowed to dictate the program for opening each file perhaps the default program is not his desire program for opening such a file. To dictate a preferred program for a file that is been opened with an undesired program, do well to study the below steps:

A. Right-click the **concerned file**, and click the **Open With** menu to see the list of programs that you can use to open the concerned file.
B. Click on the **Program** you will like to use to open the program from the list.
C. If you want the program to be the program that will keep on opening the file, you will need to click on the "**Choose Another App**" button.
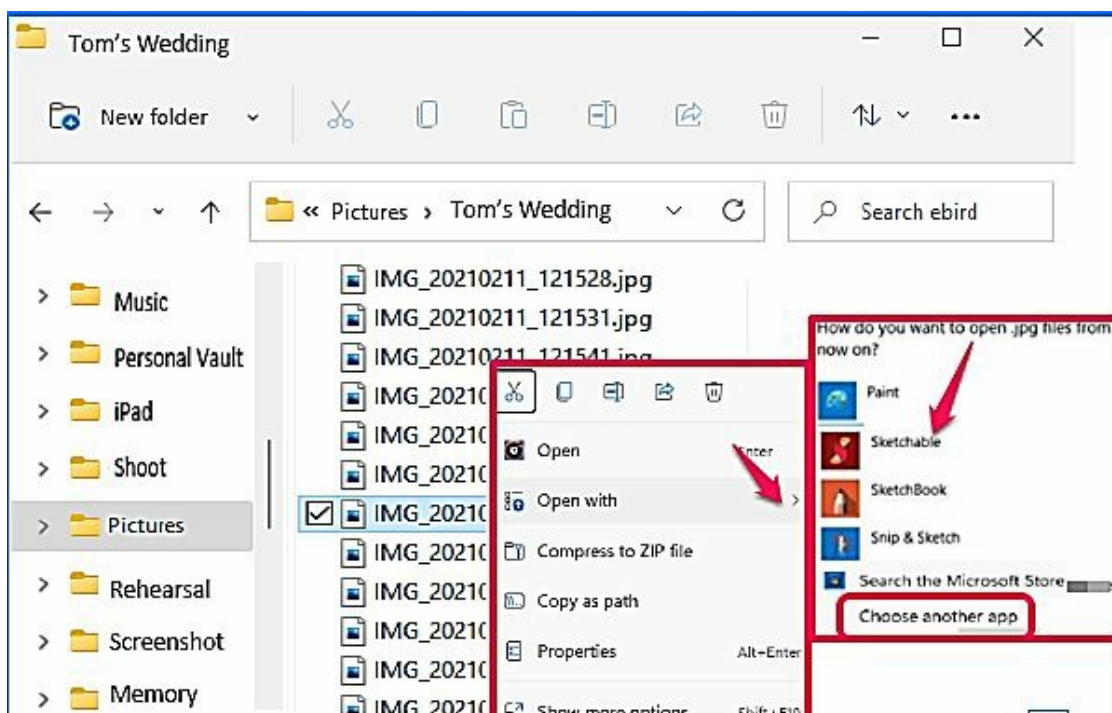
D. place a mark on the check box beside **"Always use this app to open file"** to command Window to use the program you selected in opening the concerned file always and click on OK

E. Perhaps, you are unable to find the program you want to use for opening the concerned file, kindly, click on **"Look for an app in the Microsoft store"**, and click the **Ok** button to access Microsoft Store where you will be provided with a lot of application that you can use for opening the selected application, install the desired program you want for opening the concerned file from the store and it immediately attached itself for opening the selected file.
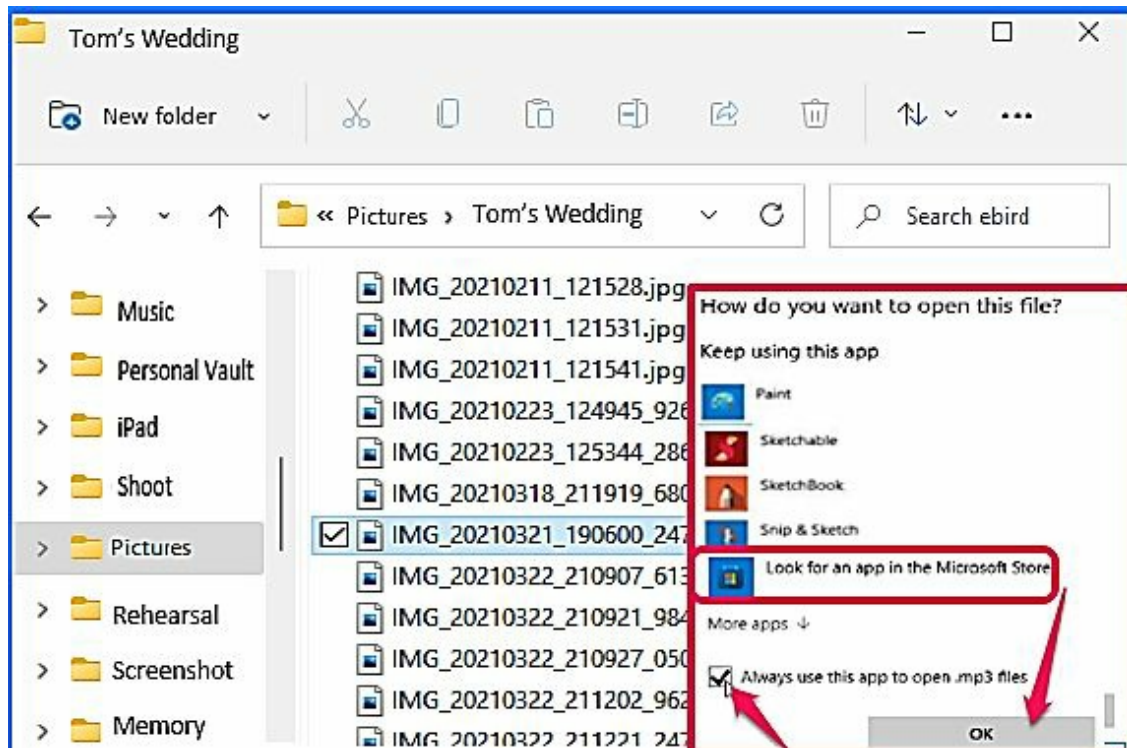
F. However, if it doesn't work immediately, you can follow step (A-D) to make the newly-downloaded program open the selected file.

MOVING HERE AND THERE WITHIN MICROSOFT STORE

To enjoy the best of Microsoft, you need to understand how to exploit the Microsoft store and get its application installed on your PC. Managing Microsoft store is just like working with Play store, Apple store and others but it's more developed and contains Universal applications. This section explicitly explains one or more activities you can carry out with the Microsoft Store.

INSTALLING AN APP FROM THE MICROSOFT STORE APP

Without any argument, Windows 11 provide you with numerous in-built apps which you can use to make explore the world at large, however, some amazing apps do not come with Windows but which you can get easily from the Windows store. Follow the steps below to install any of your choice applications from the Microsoft store:

1. Click on the **Microsoft Store** icon from the taskbar or Start menu to access Microsoft Store.
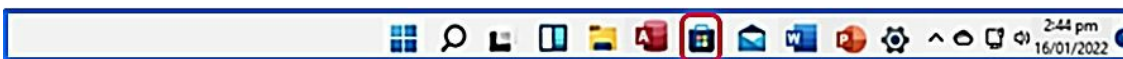
2. If you have a particular **App, Game, Music, and Movies** you want to install, kindly type **its name** or k**eyword**s to the Search Box and strike **Ente**r key on the Keyboard, and Windows will instantly find the result that matches your searching, click on the Install button below the actual App or Game you want from the list of application that Windows brings to you to install it.

3. You can as well search for **more Apps, Gaming, and Entertainment** by navigating to the **left side** of the Microsoft Store and clicking the category you want whether **Apps, Gaming or Entertainment**.
4. If you need to get more information about any app, click on such an app to get the description attached to it.
5. The five **(5) buttons** at the top of your search results help to sort the result according to the sorting button you click such as **All results, App only, and others.**

Note: some apps are free while some are not, when you come across a free app click on the **Get button** below it to install it, if it is an app with price click on the **Attached Price** to pay with your Credit card which you must have entered when you are signing up for Microsoft account, otherwise Microsoft will bring back the details for completion immediately you click on any app that has a price.

UNINSTALLING AN APPLICATION

This simply means removing any of the apps you have on the Start menu and All Apps whether a free or paid app. When you uninstall an application, you simply erase only the application not the documents or contents of the application from the PC. You can uninstall an app when you are running out of storage or when you don't need the app anymore. To uninstall or remove an application from the Start menu, do well to:

✦ Look for the app either in the Start menu or All Apps, then right-click the app and select uninstall from the list.
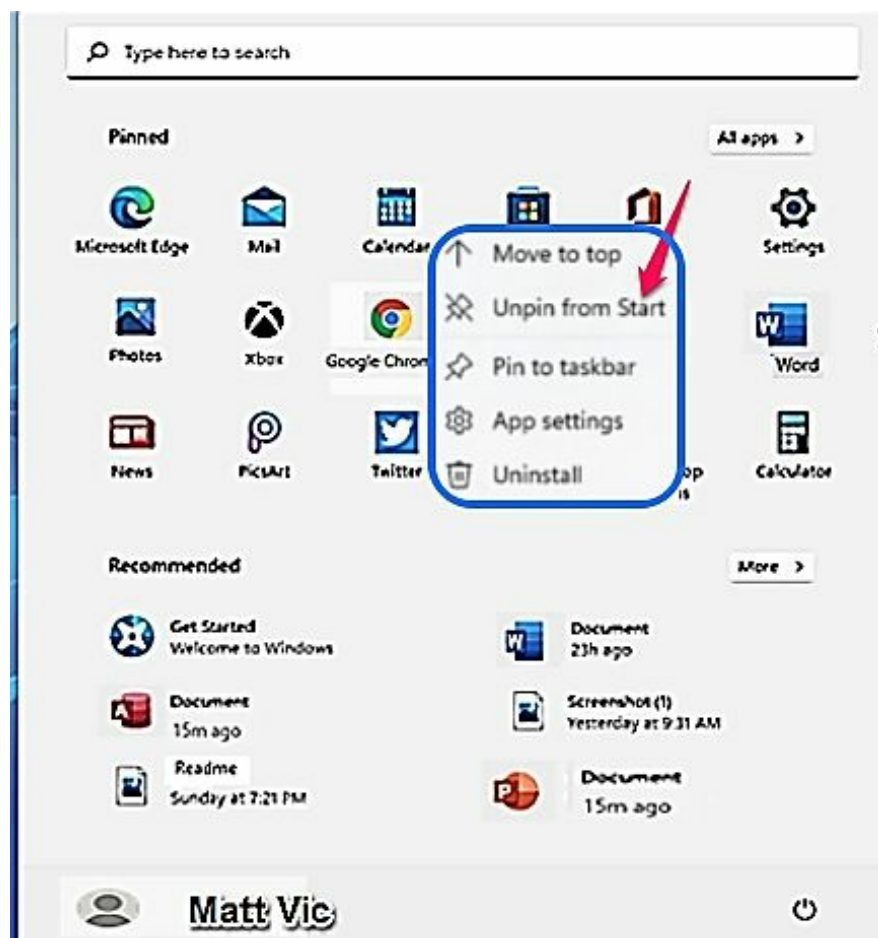
Note: the process above temporarily removes the application from the Start menu, there is a process of removing application permanently from the PC which I have treated separately in one of the next chapters (**Adding and Removing Apps)**

CHAPTER SEVEN

QUICK ACCESSIBILITY WITH DESKTOP SHORTCUTS

A desktop shortcut is an amazing way of accessing an application, a document, file folder, etc. from the computer desktop. You need to create a shortcut for any icon which you want to access quickly anytime from the desktop, shortcuts are recognized with the little arrow beneath them.

When you choose to take a quick route with a desktop shortcut rather than a Start menu, kindly familiarize yourself with ways of doing it as it is stated here below:

Apps and Programs: to create a shortcut for any app, you will need to:

- ⬍ Click on the Start button and move to All App from the start menu.
- ⬍ Locate the app you want to create a shortcut for, then click and drag it to the desktop, as you are dragging it, you will notice the word "Link" then release the mouse to place it on the desktop.
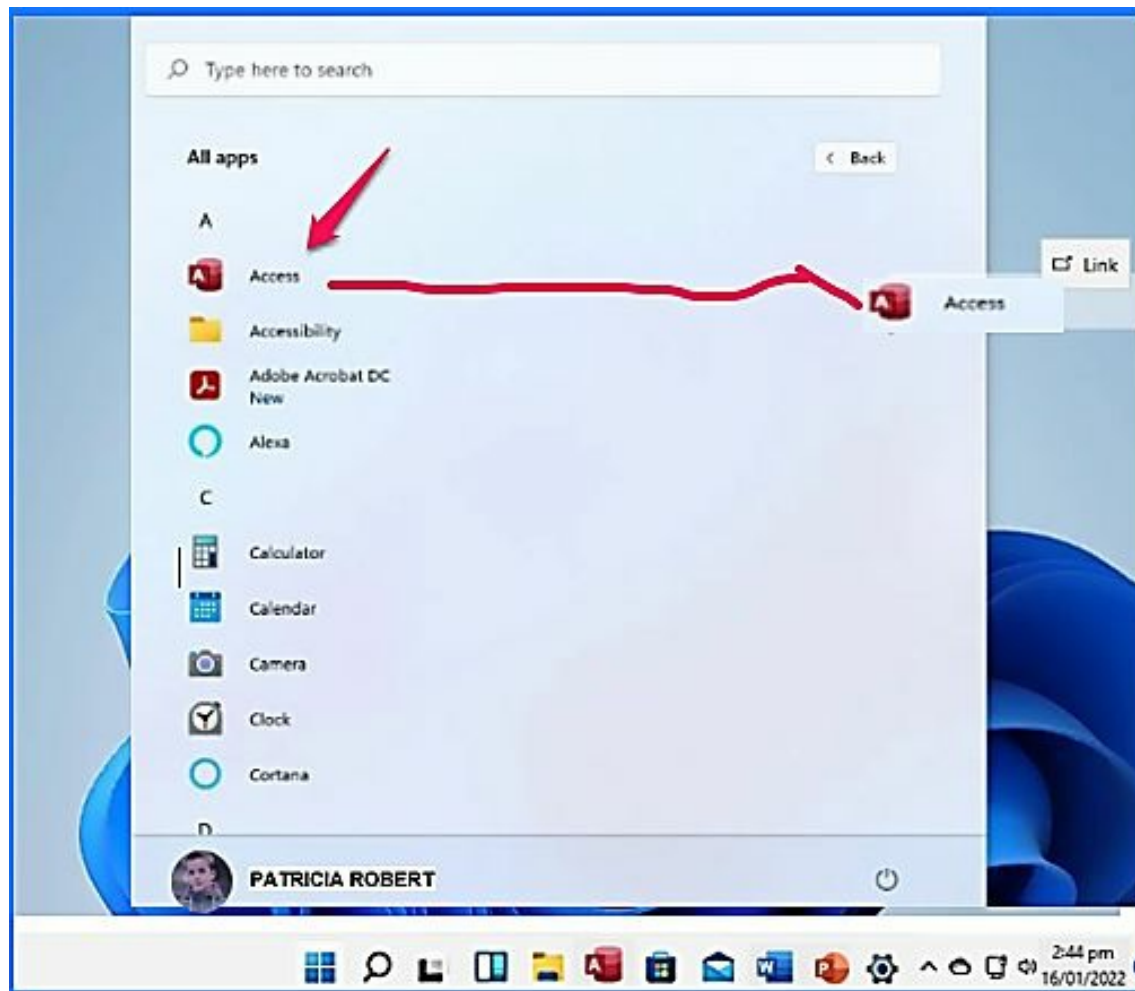
Folders and Documents: to create a shortcut for any of your documents and folder, you will need to:

♦ Access your File Explorer from the taskbar, then search and right-click the particular folder or document you need on the desktop.
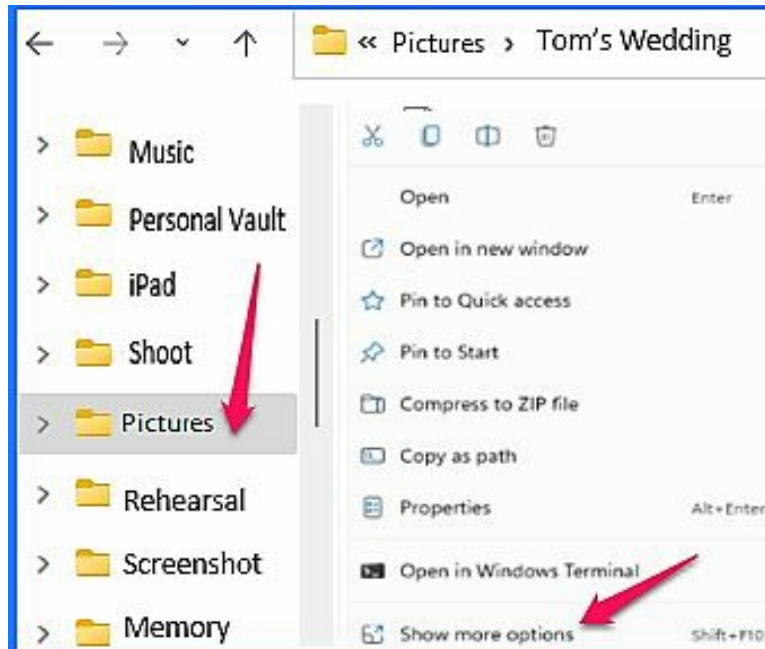
✦ Click **Show More options** from the fly-out list and click **Send To menu,** then select the **Desktop (Create Shortcut**) from the pop-up list to quickly send the folder shortcut to your desktop.

Websites: as you are browsing and you notice a website that you like, you can send it to your desktop by dragging the little icon at the front of the website to the desktop for instant accessibility at another time.

Note: you can shift your shortcut here and there within the desktop but before moving any shortcut ensure such a shortcut is not launched on Windows.

COMPLETE INSTRUCTIONS FOR CUTTING, COPYING, AND PASTING

To make your interaction with Windows 11 more effective, you need to understand how to explore features of cutting/copying and pasting very well. You may need the same image you are seeing in the picture folder inside the web browser, you may need to copy the address you have on the Word process into an address box or from the word document into another document. Either in one way or another, you will need to cut/move and paste an item. Keep calm as this section is deliberately designed to take you through cutting, moving, and pasting an item.

SELECTION OF AN ITEM FOR CUTTING AND COPYING.

The first action to be taken whenever you need to cut, copy and paste an item is to select the item you want to copy, it can be a file, folder, some words, sentence, paragraph, page, and any other item. let me quickly take you through that process:

Files or Folder Selection: click on the **concern file or folder** to select it, for multiple files or folders, it may be adjacent files or folders or non-adjacent, below is how to select multiple files and folders together

1. **For adjacent files or folders**: if those items are next to each other, kindly tap the **first item** in the list by **holding down the Shift key, and** click the **last item** in the list. This will cause Windows to select all the items from the first item you clicked to the last item you clicked including those items between them.
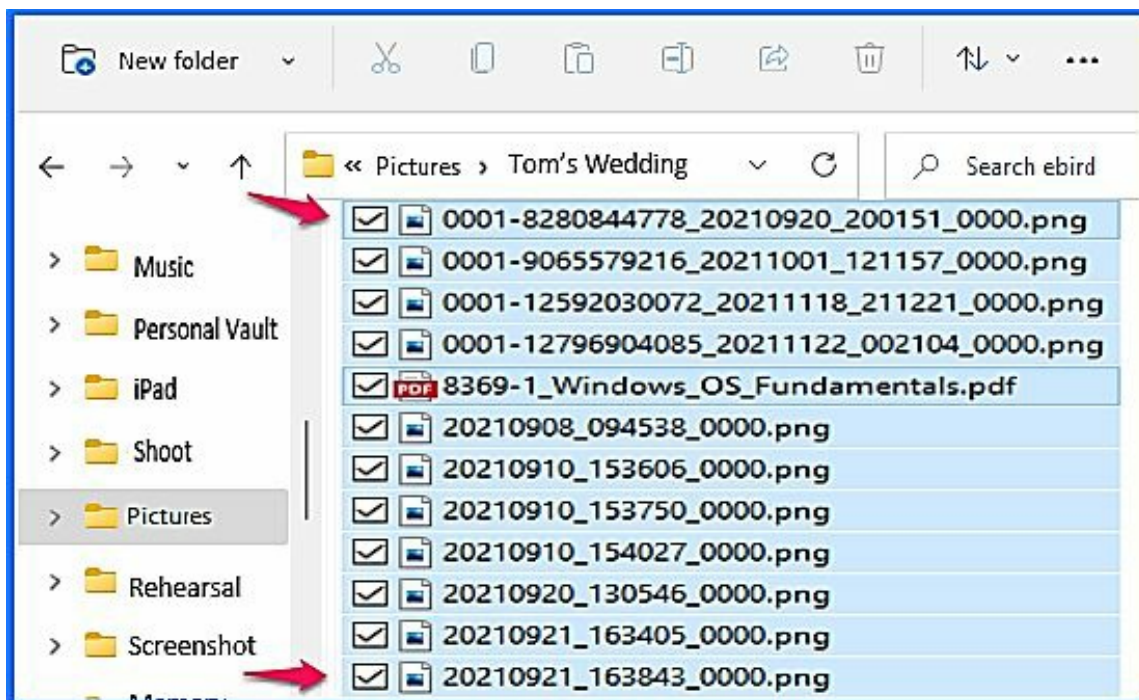
2. **For non-adjacent files or folders:** if those items are not sitting next to each other, kindly **hold down the Ctrl** key and begin to select **all the items** you want to select.
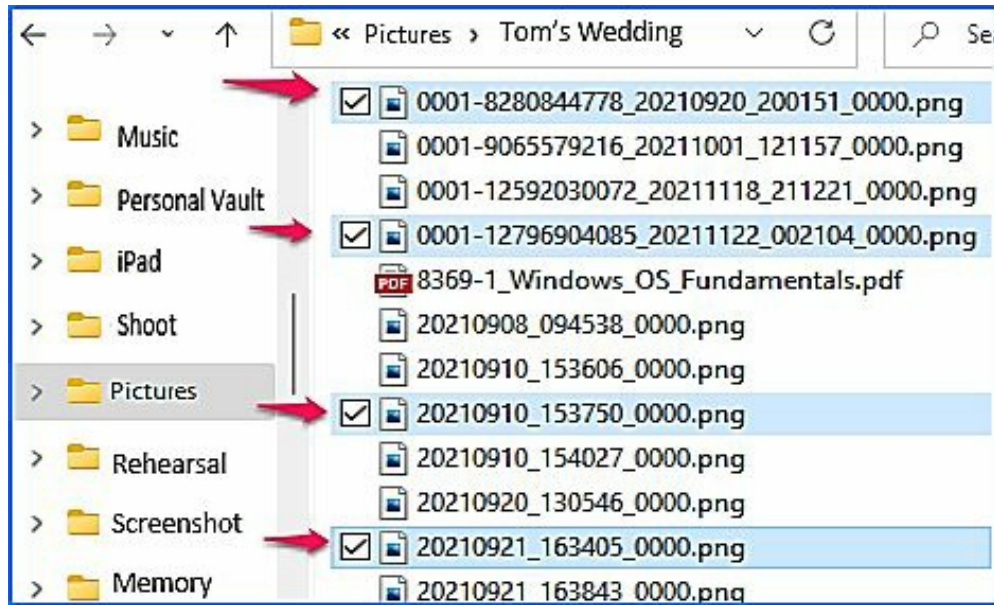
Select text from any website, and document: you can select text or group of texts from any website or document by:

1. putting the **cursor to the start of the texts** you want to select and then **holding down the mouse** button.
2. As you hold down the mouse button without releasing it**, drag the mouse** to the end of the text you want to select and release the mouse button. Every text within the scope of the text you dragged over will be selected.
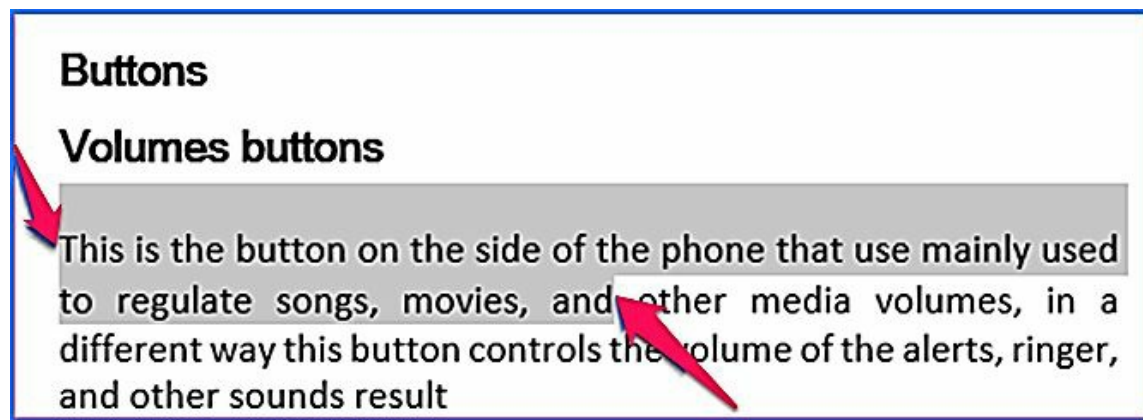

Note: the moment you are done selecting texts, files, or folders, make sure you cut or copy it immediately if you mistakenly press any of the mouse buttons the selection will be canceled. if you mistakenly press another letter as soon as done selecting, the text selected will be replaced with another letter you press after selection, though you can revert it by clicking on Undo or Ctrl

+ Z.

CUTTING, COPYING, AND PASTING THE SELECTED ITEM

You need not waste any time after the selection of the items than to Cut or Copy and paste the selected items, to do that, you will need to:

- ✦ Right-click the **Items** you have selected and pick **Cut** to move the item and **Copy** to duplicate the item. (when you pick Cut the original item will be taken out from the initial location while Copy retains the original item to the initial location).
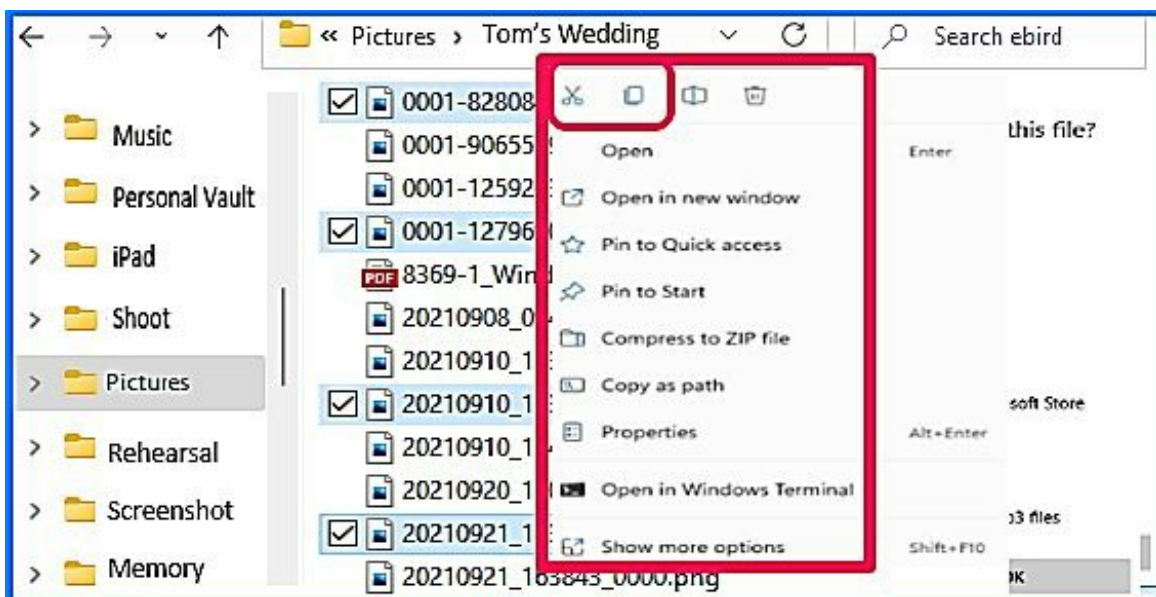
- ✦ You can quickly use keyboard shortcuts, use **Ctrl + X to cut while Ctrl + C to copy.**
- ✦ Move to any location inside and outside the initial document, folder, website, or any other places and right-click **the location** where you want to paste the cut or copied item and then select **Paste** from the fly-out list or use the keyboard shortcut by pressing **Ctrl + V.**

Note: the cut or copied item remains on the clipboard ready to be pasted, you can paste for as many times you want it. It will remain on the clipboard until you copy or cut another item which will replace the earlier item you cut or copied.

CHAPTER EIGHT
SURFING THE WEB

One of the essential things you can't do without on your PC is to browse the internet, Windows as Operating System is even worthless if you can't browse your favorite website on it, which is the motive behind releasing of Microsoft Edge with Windows 10, Microsoft Edge is more improved and faster than the one you have known in Windows 10. This chapter exposes you to certain operations you can carry out on the internet whether on Microsoft Edge or others Web browsers and various ways of connecting with the internet.

CONNECTING WIRELESSLY TO THE INTERNET

Wireless connection allows you to connect your PC to the nearby Wi-Fi connection to browse the internet without a cable connection which is also known as "tethering". Once you are connected with any of the Wi-Fi connections, your PC is ready to make an exploration over the internet.

Are you ready to connect with a nearby Wi-Fi connection either a Private or Public Wi-Fi connection? Then you need to observe the following guides:

i. Follow the shortest route by clicking on the "**Wi-Fi**" icon on the taskbar to access different kinds of connections on your PC (you are likely to see different icons depending on your connectivity).
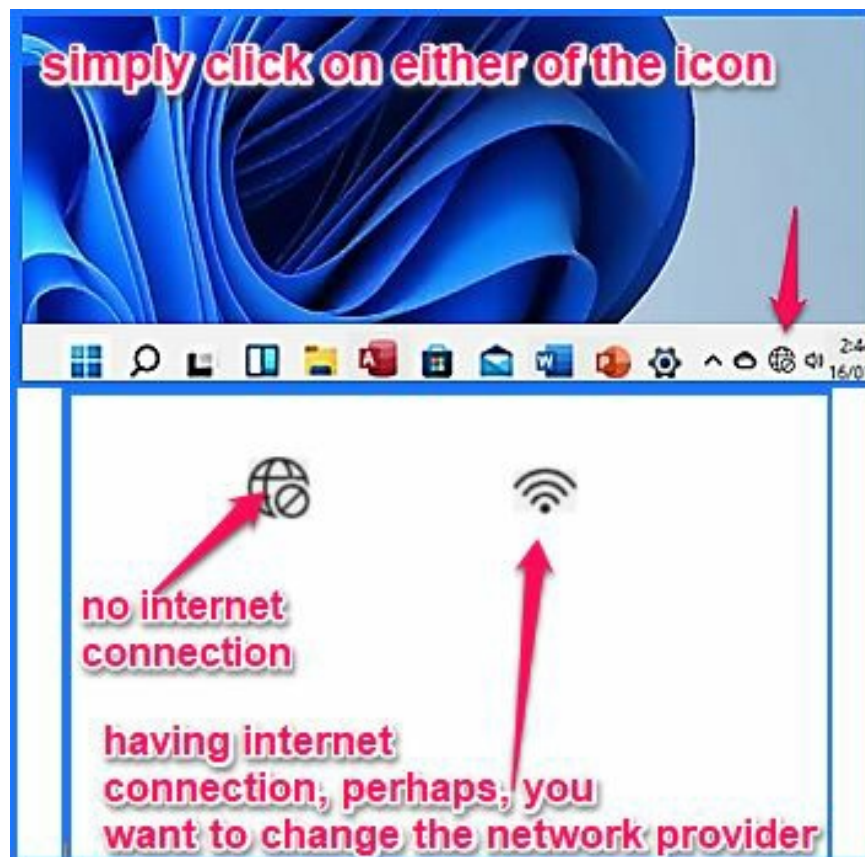
ii. Tap on the "**right arrow**" beside the Wi-Fi icon to access the list of all the nearby wireless networks, Windows is putting the fastest and strongest network to the top.
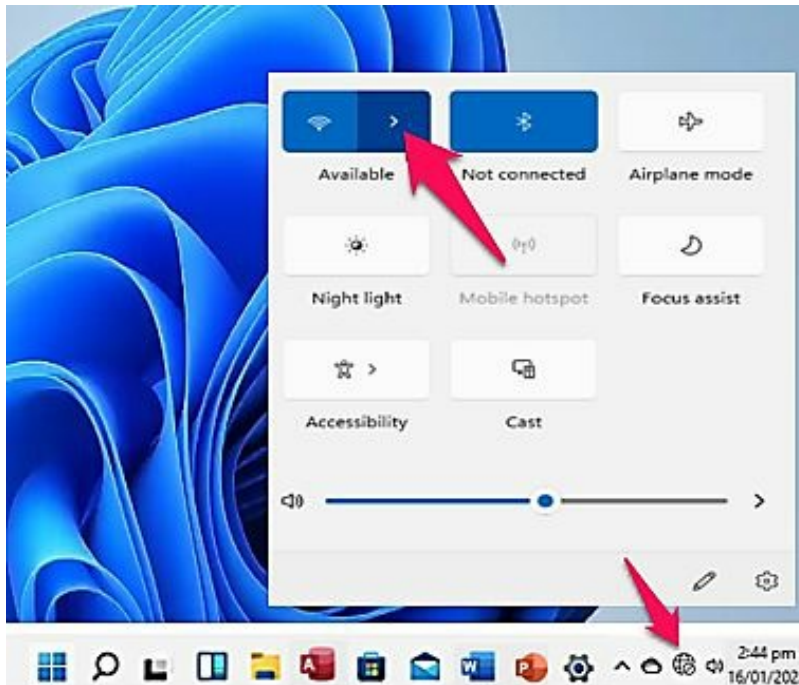
iii. Look for the network name you want, then click "**its name**" and strike on the "**Connect**" button (you may place a mark on the Connect Automatically check the box if it is likely to connect to the same Wi-Fi network again otherwise leave it unchecked).

iv. When you click on connect button, one of the following two things will happen either you are connected with the network if it is an

unsecured network or you are prompted to enter the password if it is a secured network. It is advisable to click on the network you know by asking the providers the password to their network, connecting to the unknown network is likely to expose you to the danger of giving out essential information which may be used to dupe you.

v.   Request for the network provider password, then enter the **Password** into the provided box and strike **Enter** key, it may be a free network or charges network.

BROWSING YOUR IN-BUILT WEB BROWSER (MICROSOFT EDGE)

Microsoft Edge is an in-built web browser for Windows that replaces the Internet Explorer browser in the previous Windows version before Windows 10. Microsoft Edge has been the favorite web browser for many Windows users because Microsoft's web connection loads quickly and speedily, it displays its contents for the user to see boldly. You can access Microsoft Edge by clicking on its icon on the taskbar but you need to understand its Tab icon option first as it is discussed below:

Tab icon: a click on the Tab icon gives you three commands for executing three commands:

- ✦   Turn on vertical tabs: Putting tabs vertically to the left side rather than top edge where it used to be.
- ✦   Recently closed tabs: Retrieving the tab that you've closed recently.
- ✦   Add all tabs to collection: Add all your opening tabs to a collection, which you can open again at another time with a single click.
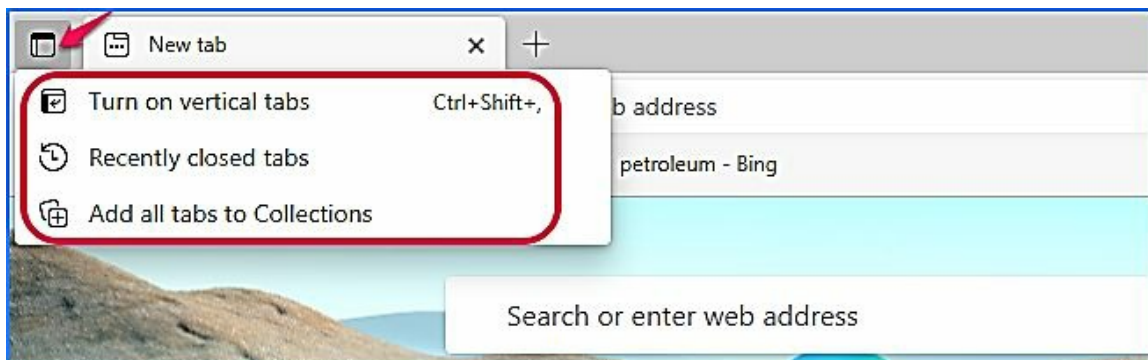
As you are browsing over the Microsoft Edge, it will be necessary to know the significant part of Microsoft Edge for easy surfing and navigation as it is explained below, however, the part discussed are related to other web browsers:
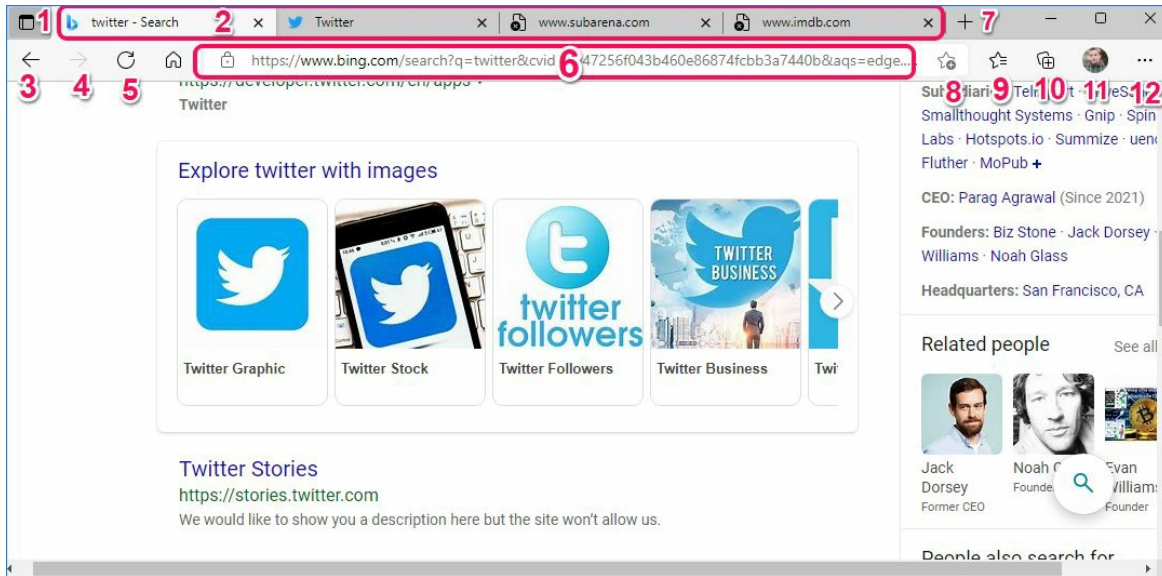
1) **Tabs action**: it represents the tab commands action we discussed above.

2) **Tabs:** this represents each website you have opened on your browser.

3) **Back button:** click on this button to take you back to the page you've browsed before.

4) **Forward button:** this returns you to the place you've just left with the back button. The forward button is inactive until you use the back button.

5) **Refresh button:** click on this button to refresh or reload a page that is not loading well.

6) **Address bar:** this is the bar or field for typing the address of the website you want to access. You can type whatever you want to find on the internet into this box as well. It represents the address bar of the currently opened tab.

7) **Open the new tab:** a click on this button adds a separate tab including an address bar which you can use to visit any other website or search for things.

8) **Add this page to favorite:** this is the icon for adding the current opening page into the favorite list.

9) **Favorite:** this is the collection of all the website pages you've added as the favorite.

10)   **Collection:** this is the reservoir of the group of tabs you

saved with the Tab action, when you click on the Collection, it will reveal all the group tabs you saved.

11)   **Personal**: this button helps you to decide whether to sync your favorite website into the Microsoft account

12)   **Settings and More:** this is the button that serves multiple purposes, such as printing the page, opening a new window, changing the concerned website's text, sharing a site with a friend, and many more options.
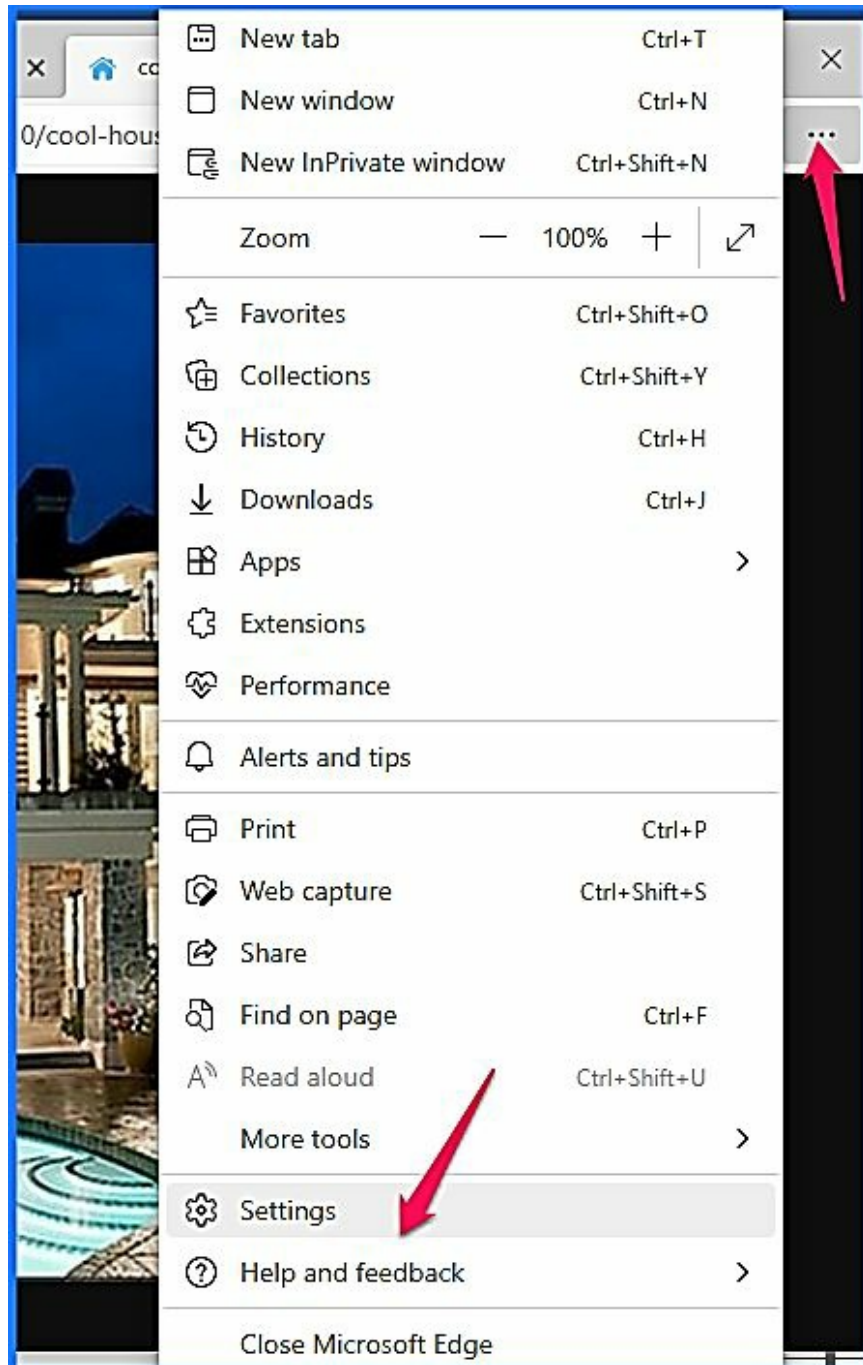
CHOOSING MICROSOFT EDGE HOME PAGE

Microsoft home page is the display page that shows up on the screen the moment you open your Microsoft Edge, Microsoft Edge will always open with Microsoft website by default but you can dictate the Home page you want by selecting any of your favorite websites as the home page. Check below procedure to make any of your favorite websites your Microsoft Edge home page:

⬍ Open your "**Microsoft Edge"** and click the "**Favorite"** icon to access your favorite websites.
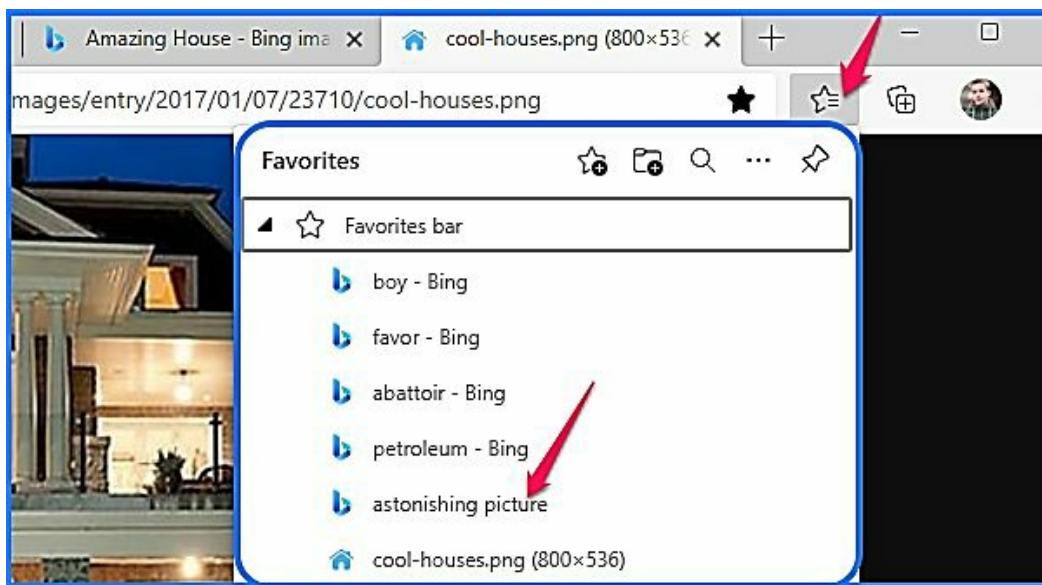
⬍ Click on the particular favorite website you will like to make as the home page from the list of your favorite website and click on the **Settings and More button.**

⬍ Select **Settings** from **Settings and More** fly-out menu to open Settings tab.

♦   Click on the **"Start, home and new tabs"** section then move to the **"When Edge starts"** category and click on use all open tabs to make the currently open favorite website as your Microsoft Edge home page, then click on the X icon at the topmost of the Microsoft Edge to close the Settings tab. When you check your home page, it must have changed to the new home page, and that is what it will be displayed any time you launch into Microsoft edge.
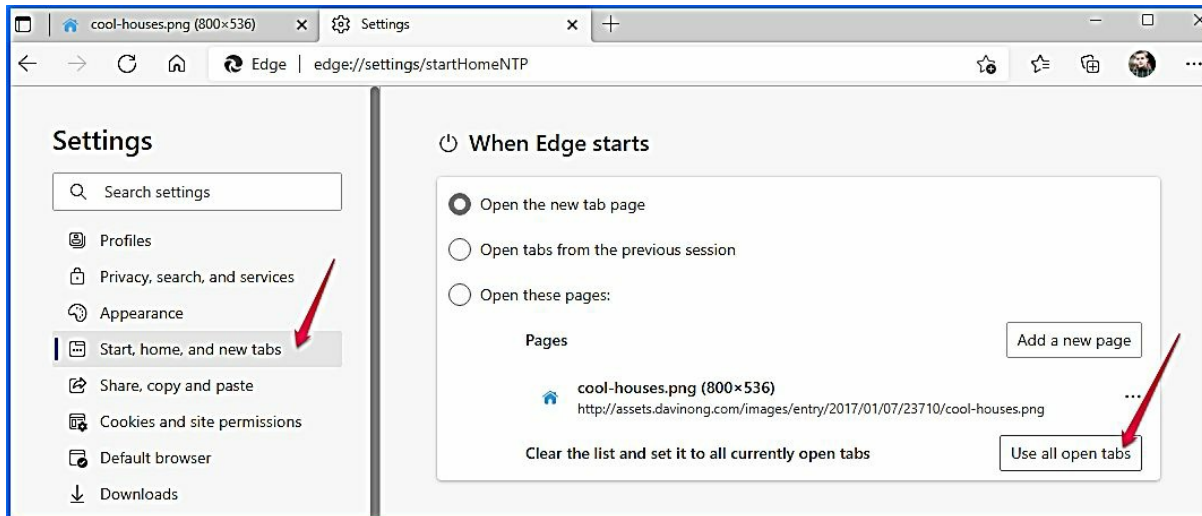
Note: from the home page, you can do all other things just like the default home page and other browsers, for instance, you can browse the internet, enter into the website, search for particular things, and every other thing.

REVISITING YOUR FAVORITE SITE

The favorite site is worthless until there is a chance of enjoying the same vibe once again. What do you do when you see a favorite site? You save them for another visitation. To add a site into a favorite list, do well to:

i. Tap on the "**Add this page to Favorite**" icon at the right edge of the address bar to access the favorite added box.
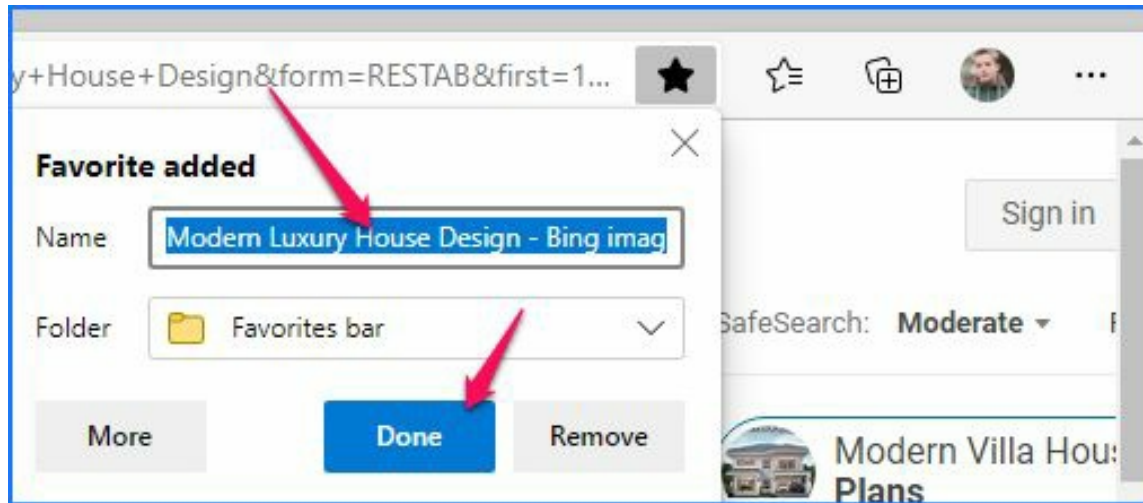
ii. You can use the same name or edit it to your desired name and click on the **Done** button to add the page to the favorite list.

Note: when it is time to check your favorite place you've visited before, you will need to click on the favorite list icon to access the list of all the favorite sites you've added, click on the actual one you want to visit back to see that amazing contents once again.

Perhaps, the time has gone over the previous favorite site you've added into the favorite list, no qualm, you can send it out of the favorite list anytime you see that a certain list is no more interesting to you by right-clicking the offending site's name and selecting **Delete** from the fly-out list.
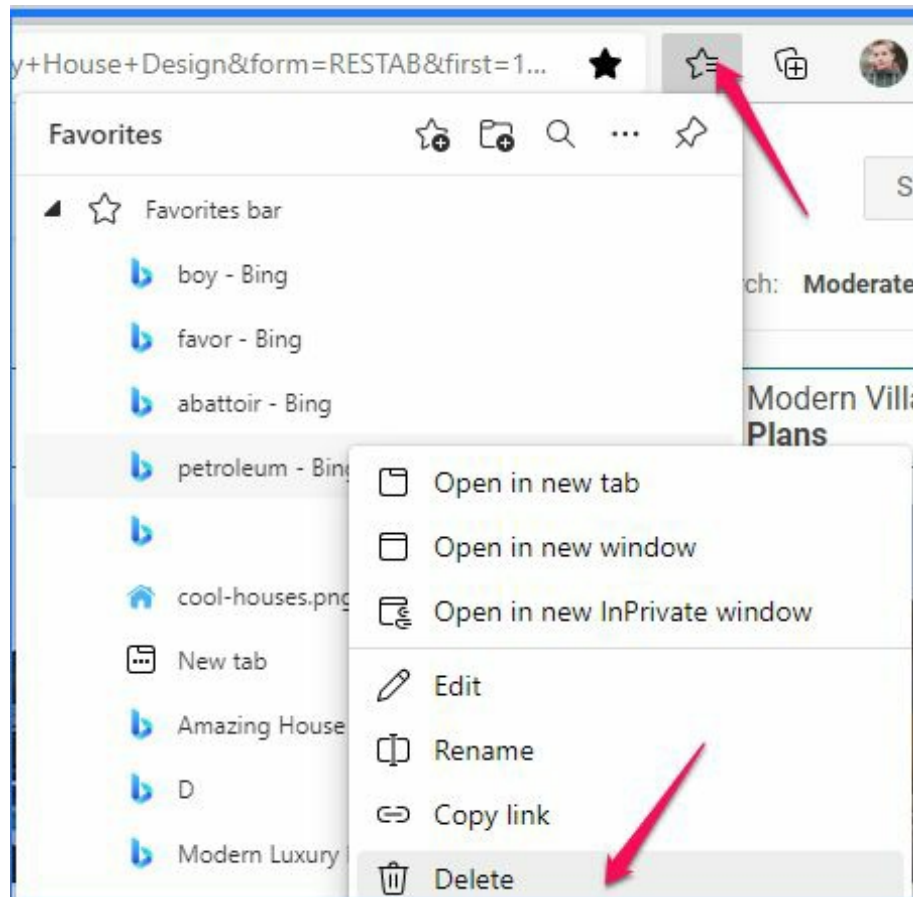
CHANGING THE SEARCH ENGINE FOR FINDING INFORMATION

Do not forget I told you about how to search for things on the Internet, for more emphasis, you can search for anything by typing whatever you are finding into the Address bar and striking on Enter key to send Windows an errand of finding the meaning of that particular information for you.

However, the accuracy and completeness of what you search for depends on the search engine that you use, the default search engine of Microsoft Edge is Bing, it is an amazing search engine, nevertheless, that may not be your preferred search engine or not ideal for a particular item you want to search for, in that case, kindly, change your search engine by mastering the following steps:

i. Click on the "**Settings and More**" button at the upper right corner and select "**Settings**" from the fly-out list to open Settings on its tab.

ii. Tap on the "**Privacy, Search, and Services**" from the upper left side of the Settings tab to access the Privacy, Search, and Service settings category.

iii. Navigate down to the "**Service**" section and tap on the "**Address bar and Search**" category to access the Address bar and Search options.
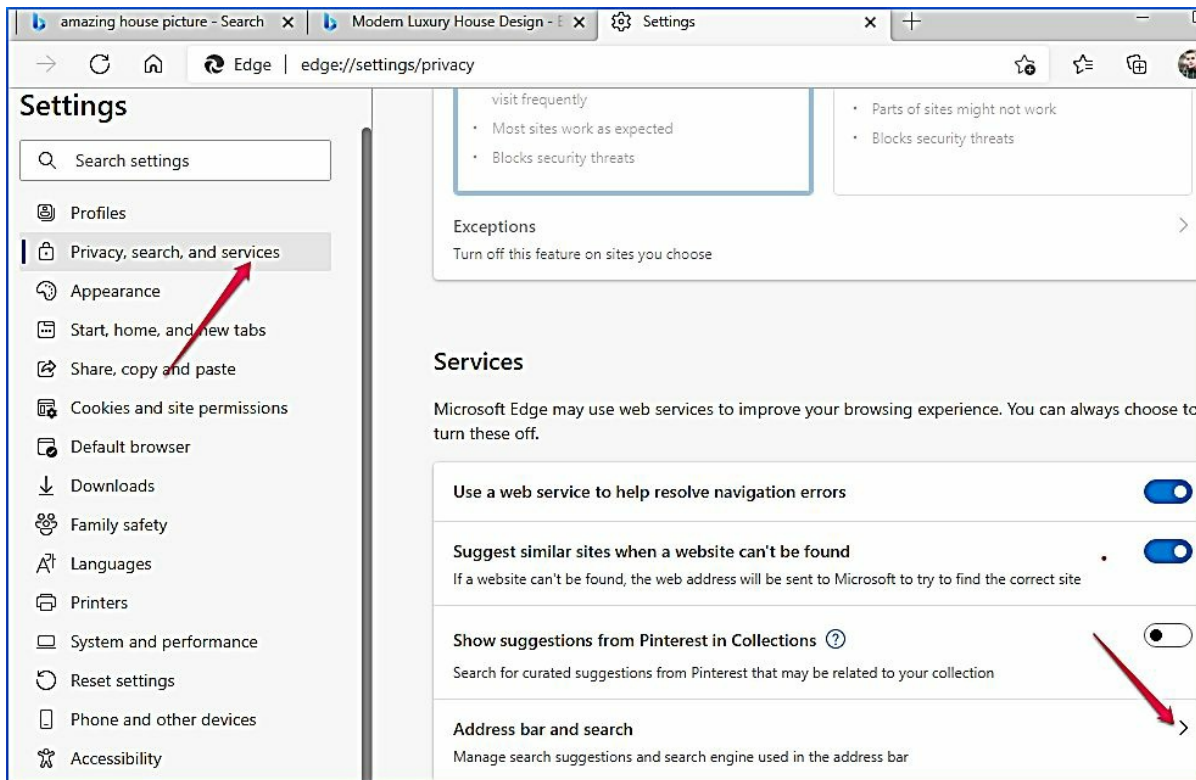
iv.   Tap on the **"Down"** arrow beside the Search Engine used in Address Bar and select your desired **"Search Engine"** from the fly-out list to make it a selected search engine for searching for things on the internet. Close the Settings tab by clicking the X on its right side.
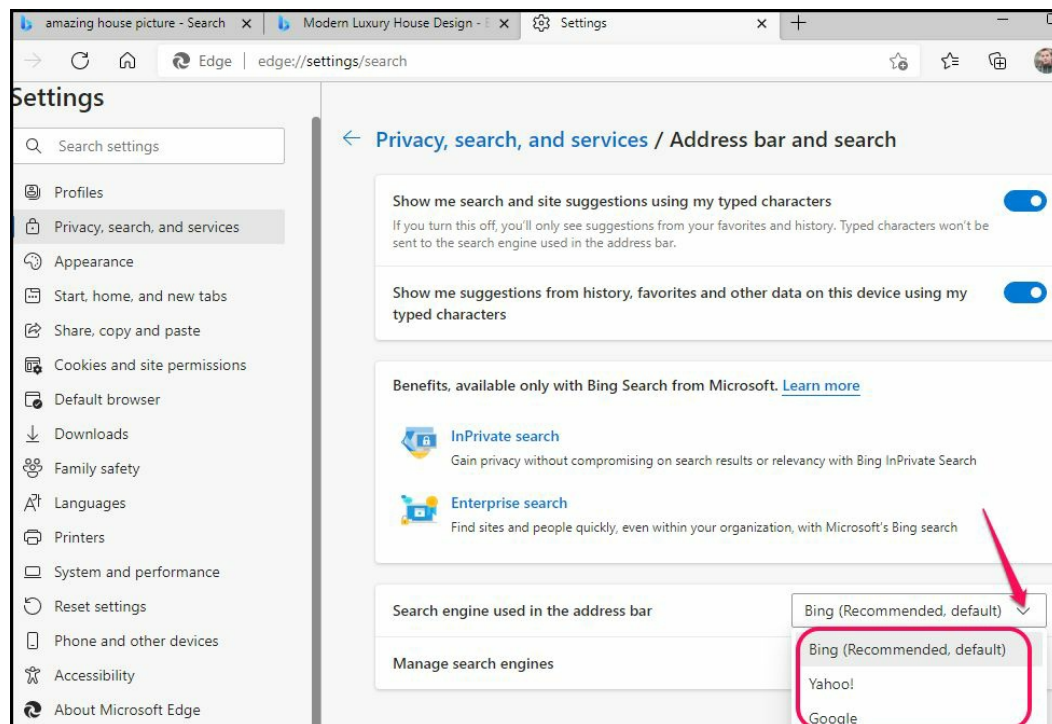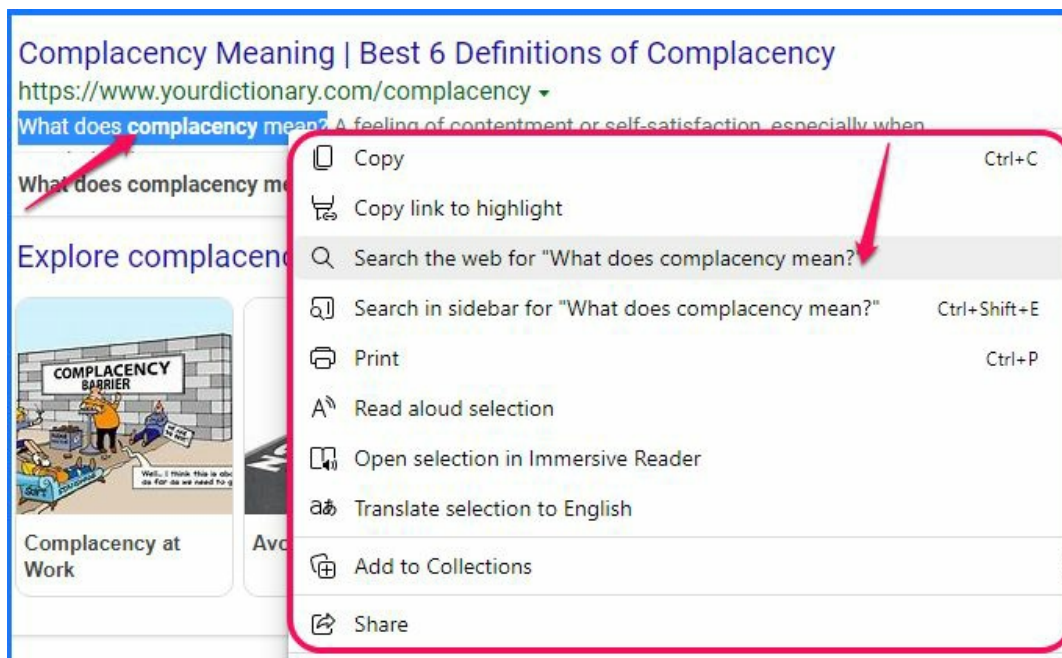
FINDING ALL TYPES OF INFORMATION ON THE INTERNET

there are various ways for searching for information on the internet, the easiest way is to click on the link information, the moment you click on such link, the internet searches the internet for you in respect of the link information you clicked on.

nevertheless, the information that is linkable with a webpage is very few and that prompted me to take you through the process you can take to search for anything on any of your current pages as cited below:

i. Double-click on the "Word" which you want to find information about from your webpage to select it (double-click and drag over the group of words you want to select).

ii. Right-click the "**Selected Word Or Words**" and pick **"Search the Web For"** from the fly-out list.

iii. Windows immediately transfer the selected word into the search engine to search the internet and the searching result will be released instantly depending on your network mode.

SAVING ALL TYPES OF INFORMATION FROM THE INTERNET

You are at ease to save every information you come across on the internet into the folder on your PC, whether it is text, picture, video, and webpage. This section is designed to teach you how to save all the needed information from your PC into your PC folder.

SAVING A PICTURE

Why are you bothering on how to save an amazing picture you see on the web for your personal use? Do not worry about that, you simply need to:

- ⬥ Open the concern **Picture**, right-click the image and select **Save Image As** from the fly-out list to access Save As dialog box.
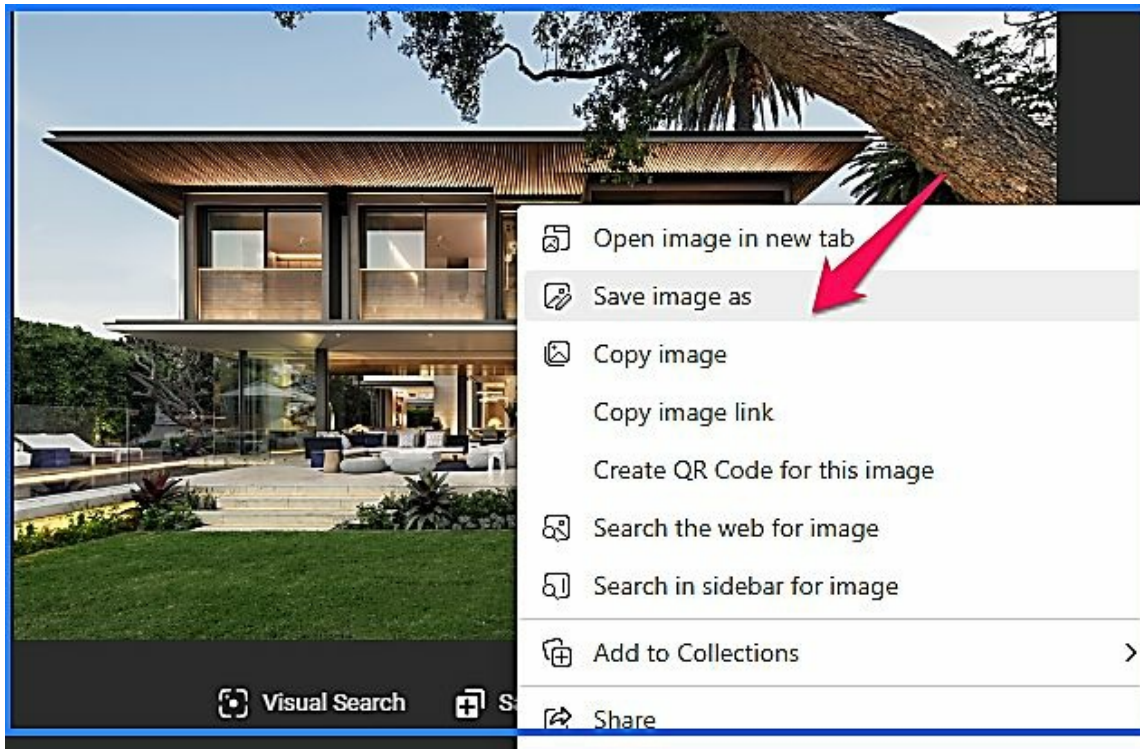
- ⬥ Select the **folder** you want to use to save the image, then enter the **name** into the name box and tap on the **Save** button.
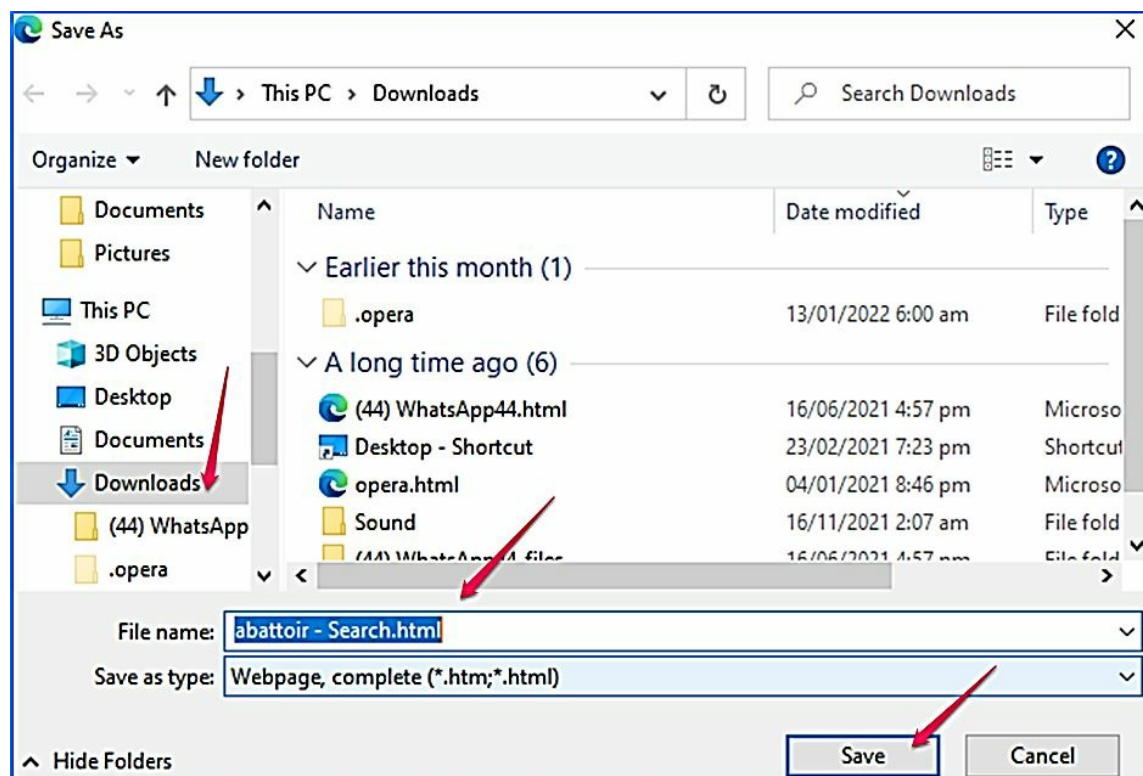
SAVING A WEBPAGE

Are you amazed about the content of a particular webpage? and you will like to have such webpage into one of your PC folder, no qualm, that's right, you can do that by:

⬥ Right-clicking the **empty area** of the concerned webpage and tap on **Save As** from the fly-out list to access Save as dialog box.
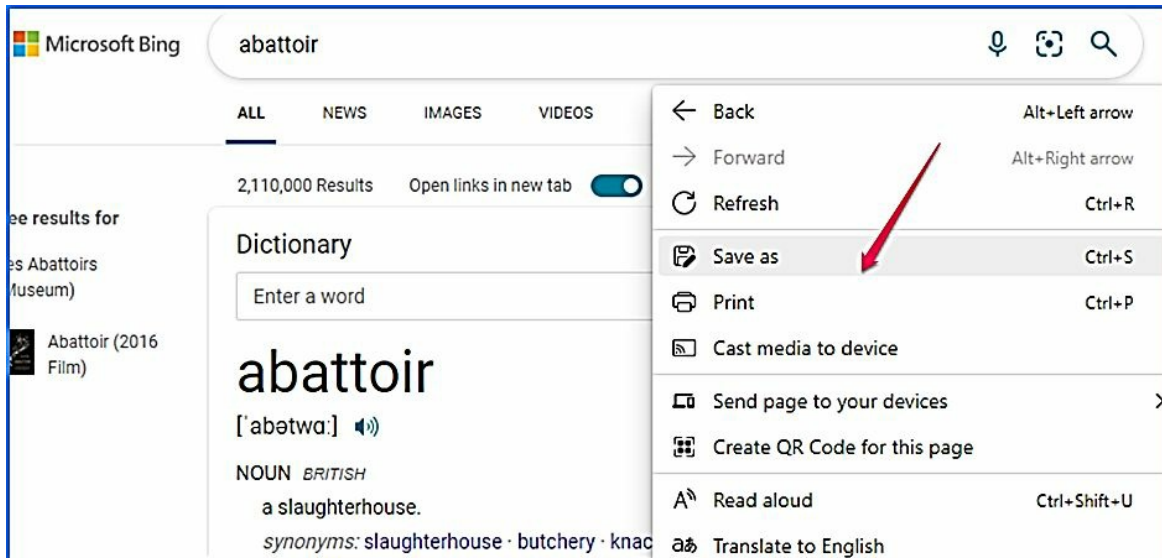
⬥ Select the **destination folder** and enter **its name**, then click on the **Save** button.

Note: adding a webpage to the favorite list is different from saving a webpage, the webpage you add to the favorite list may change as soon you click on it from the favorite list, but the saved webpage into any of the PC folder remain constant and unchanged for life.

SAVING TEXT

This simply means saving a certain proportion of text in your current webpage, saving a text is a little bit different from saving a picture or webpage, check the information on saving text as it is explained below:

- ⬍ Select the **proportion of the text** you want to save and right-click it, then pick **Copy** from the fly-out list.
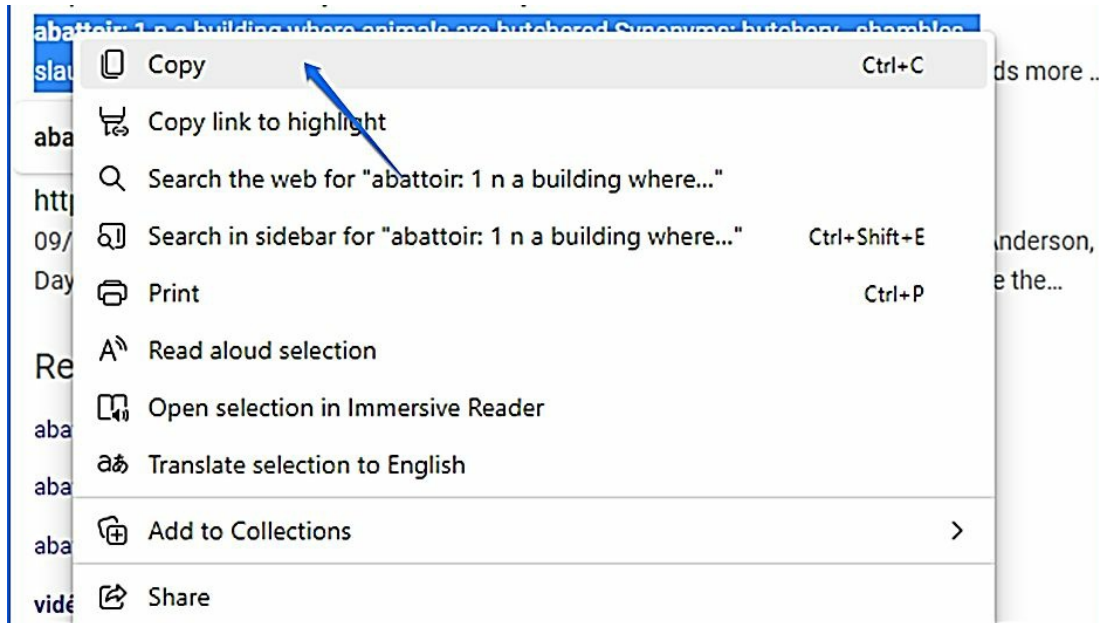
- ⬍ Find your way into any of the **Word processor applications**, preferably Microsoft Word applications, paste the **text** into the **Word processor program** and click on the **Save** icon to access Save As dialog box.
- ⬍ Save it with any name and strike on the save button to save it into your document folder.

CHAPTER NINE

CUSTOMIZE YOUR WINDOWS SETTINGS

Windows allow you to alter and customize each switch in your Settings Panel to look just as you want, knowing how to change each setting switch is very essential in making Windows work the exact ways you want it. This section will help you discover all Settings Switches and as well customize the settings you want.

I will explicitly explain 5 categories of these settings, others have been dealt with in separate chapters within this user guide.

LOCATING THE RIGHT SWITCH

As it was during the time of the previous Windows version it's in Windows 11 but the arrangements and location of those switches are different. To locate each switch that will be needed for customizing your PC, kindly:

1. Tap on the "**Start**" button to access the start menu.
2. Find and tap on the **Settings** icon from the start menu or click on the **Settings** icon on the taskbar if it's pinned to the taskbar.

3. Locate your right switch at the right side of the Settings Panel to customize the look, feel, and behavior of your PC.
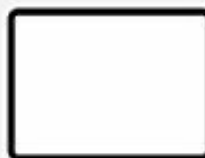
FLIPPING THROUGH WINDOWS 11 SETTINGS SWITCHES

It is pertinent to examine the way to alter each switch of the Settings Panel to have the right Operating System you desire. Find your way to Setting Panels in either of the two ways I described in the previous section and take each switch one after the other, the panel contains 11 Switches.

ALTERING THE SYSTEM SETTINGS

System Category switch helps you to adjust the screen resolution of your PC and your notification information.

TWEAKING YOUR SCREEN RESOLUTION: screen resolution determines the number of resolutions your Windows display on the computer screen, you can either shrink or expand your screen resolution. Follow the listed guide to change the screen resolution of your screen to your desired resolution:

i. Click on the **"Start"** button to access the Start menu and tap on the **"Settings"** icon from the Start menu to display the Settings panel.

ii. At the right side of the Settings panel, click on the "**System"** category and select "**Display"** from the System category heading.
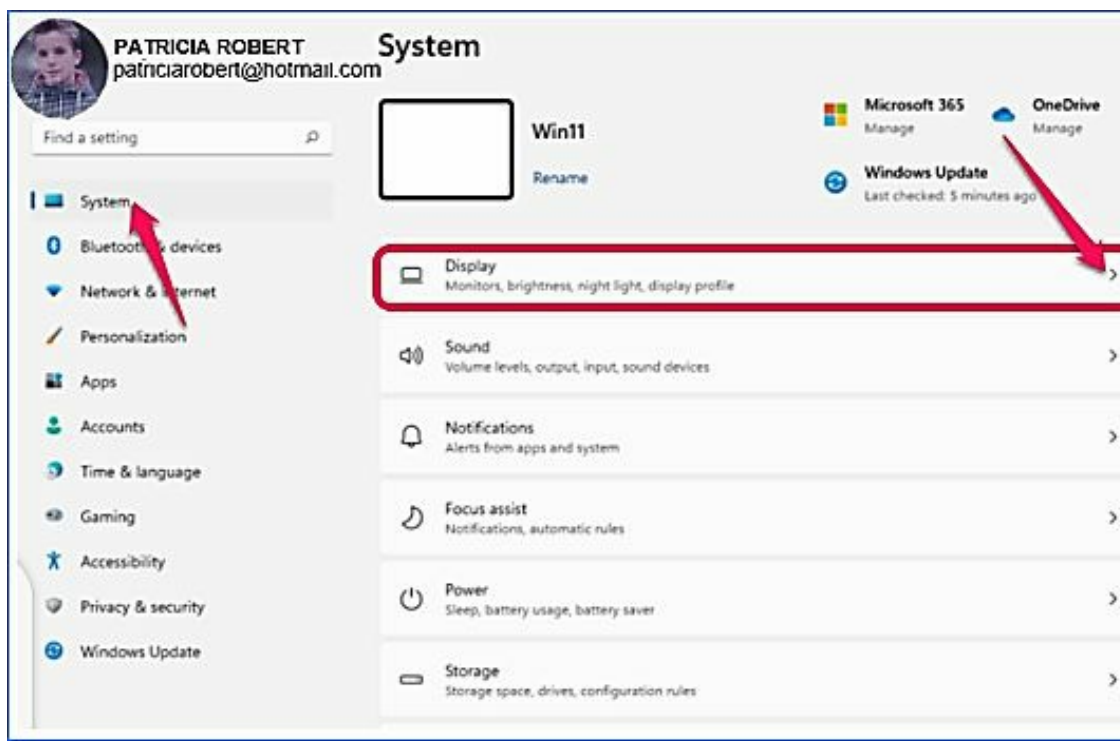
iii. move scale and layout heading in the Display section and click on the Display down arrow to select a resolution of your choice, the higher the resolution the larger the screen size though when the screen size is much bigger the image and text will be shrink.

iv. The resolution will change to the new resolution you selected above but it will wait for your approval by bringing you a confirmation box.

you need to click on the **Keep Changes** to tell Windows of your intention to retain the changes otherwise the changes will be reverted.
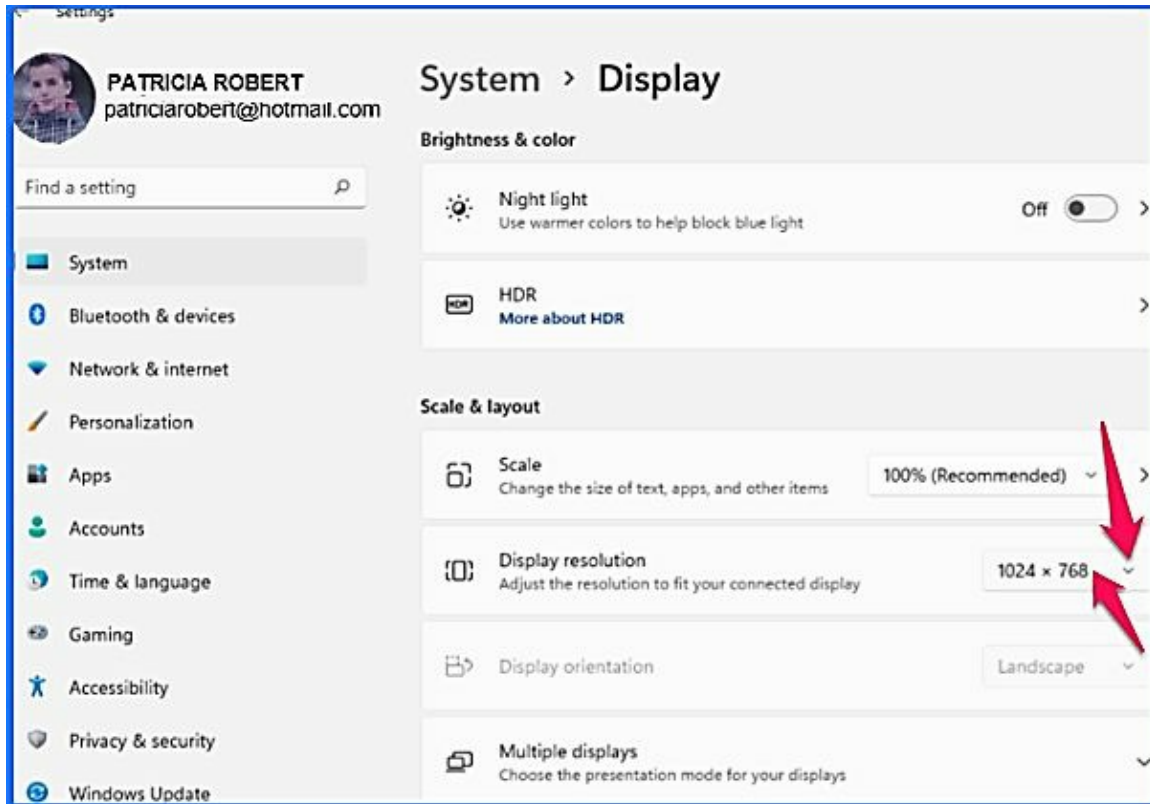
Note: you should choose the resolution with the word recommended because Windows know the best resolution for your computer screen.

MANAGING TWO SCREENS: you can view your desktop screen in any of the following ways by connecting another monitor with your PC with an adapter or cable, then click on the Display section you will see ½ as a result of the two connected screens then click on the down arrow at the lower left to choose any of the following display options:
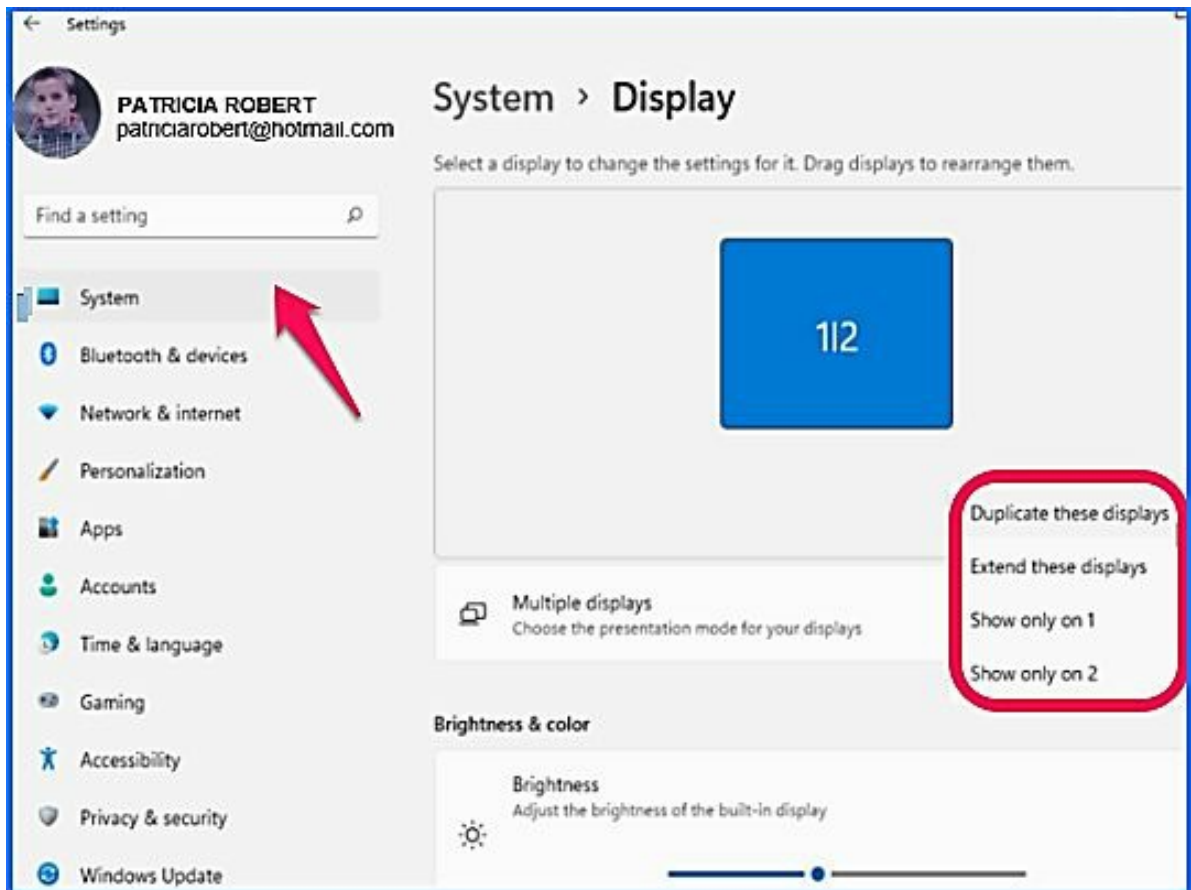
- ✦ **Duplicate These Displays:** this is the choice for duplicating your desktop on two screens, for instance displaying your desktop screen information on a wall or another desktop for presentation as well.
- ✦ **Extend These Displays:** this option extends your screen information into another desktop so that the two desktops can display the screen information as a whole but in a large format.
- ✦ **Show only on 1:** it is selected when you are preparing the presentation, it shows only on your PC screen and blank the other monitor, then switch to Duplicate These Displays as soon as you are ready for the presentation to display the presentation fully on the two screens.
- ✦ **Show only on 2:** select this option to off your PC screen and show the second screen monitor alone. Anytime you choose any of the four options, you will see a prompt instruction requesting your confirmation on the above changes, kindly click on the "**Keep changes**" button to authenticate the changes or "**Revert**" to cancel the changes.

CHANGING ORIENTATION AND SCREEN THAT WILL DISPLAY THE START MENU: click on the Orientation down arrow and select Portrait or Landscape orientation, Landscape is the default orientation, however, some users might prefer a Portrait orientation. Then tap on your choice monitor and select the **"Make This My Main Check box".**

ADJUSTING NOTIFICATION SETTINGS

Notification is that quick information that pop-up at the left corner of the screen that gives you certain information about your PC or prevailing news in the world. Windows 11 permit you to make a decision on your Notification and manage them as you want, for instance, you can off the notification, set the time that the notification will come up, and so on. Below are the guides for managing one's Notification:

i. Click the **Start** button to access the Start menu, then click on the **Settings** icon to access the Settings Panel.

ii. Select **System** category and pick **Notification** from the System category heading on the right side.
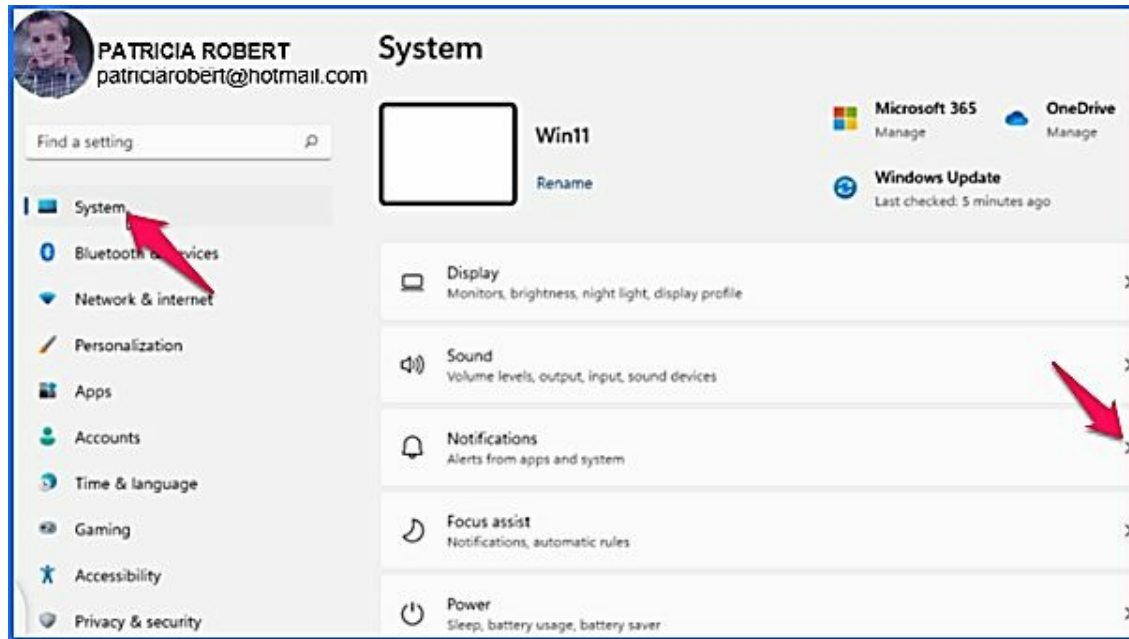
iii. The moment you click on the Notification arrow, you will be provided with the list of the notification you can adjust as explained below:
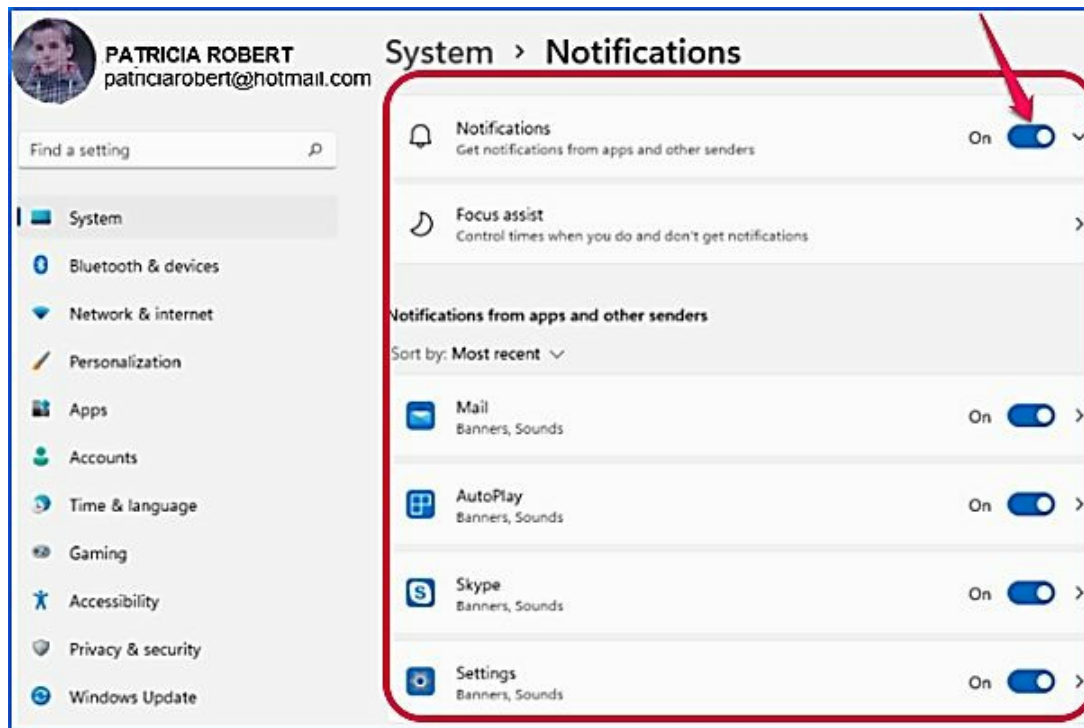
♦ **Notifications:** this button allows you to switch On and Off the notification information, if you like the pop-up information switch it On, otherwise, switch it off.

♦ **Focus Assist:** it let you design your notification by picking the time it should pop up, by putting it on silent, and other ways of controlling a notification.

♦ **Notifications from Apps and Other Senders:** this is the best choice for many users, it allows users to select specific apps that can send in notifications and restrict other apps.

♦ **Offer suggestions on How I can Set Up My Device:** this option reminds you of the information you fail to effect during the process of filling your User Account Information, when you ON it, it reminds you of the information you've not yet filled, you can OFF it when you are sure of filling all the information.

♦ **Get Tips and Suggestions When I Use Windows**: most users see this notification as a disturbing notification, when you are in that category, do well to switch its button Off and turn the notification off.

MANAGING, CONNECTING, AND ADJUSTING BLUETOOTH DEVICES AND OTHER DEVICES

Bluetooth and other devices are gadgets that are attached to your PC for effective operation, without all these devices your PC may not operate as it ought to work.

ADDING A BLUETOOTH DEVICE

Bluetooth device is connected to older PC by plugging it into one of the PC USB ports while most of the new PC comes with an in-built Bluetooth, nevertheless, those PC without in-built Bluetooth device should go to the nearest store to get a Bluetooth device and connect it to their PC USB port. For Tablet users When Bluetooth is connected to your Tablet, it will allow your Tablet to connect with other devices wirelessly such as Speaker, Mouse, and Keyboard.

You can as well connect a smartphone with your computer for access to a wireless internet connection with the help of Bluetooth, the process is known as tethering. You can add a Bluetooth to your PC and Tablet with the following guides:

1) Switch On your **Bluetooth Device** and put it in **Pairing Mode**.
2) Click on the **Start** button to access the Start menu, then tap on the **Settings** icon from the Start menu and click on the **Bluetooth and Devices** category from the left side of the Settings Panel.
3) Tap on the **Add Device button** beneath the Bluetooth and Devices section, and ensure to switch **On** the PC Bluetooth. If you can't find a Bluetooth switch, it means your device does not have in-built Bluetooth, buy external from the electronic store and attach it to your PC.
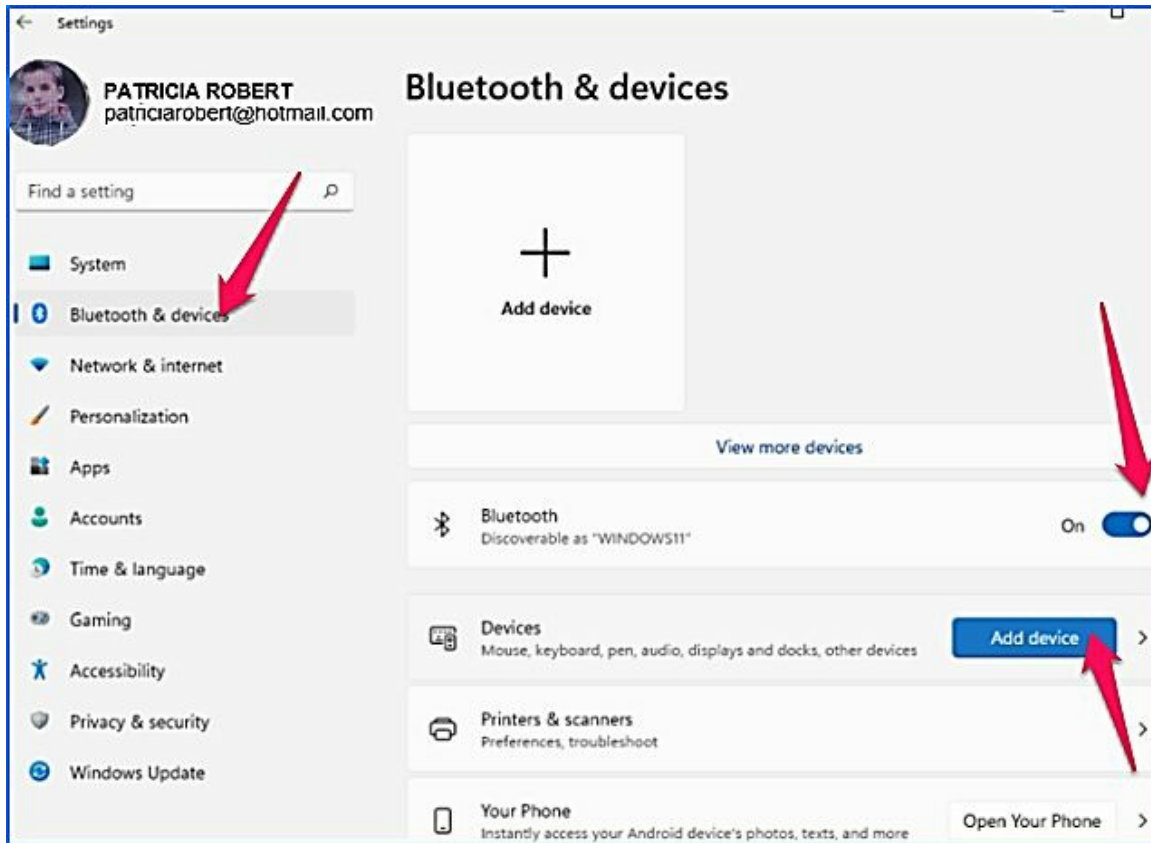
4) then tap on the **Bluetooth** option from the **Add a Device** window to summon your computer to begin searching for all the nearby Bluetooth devices (if you are unable to see the actual device you want to connect with, simply begin from step 1 again).
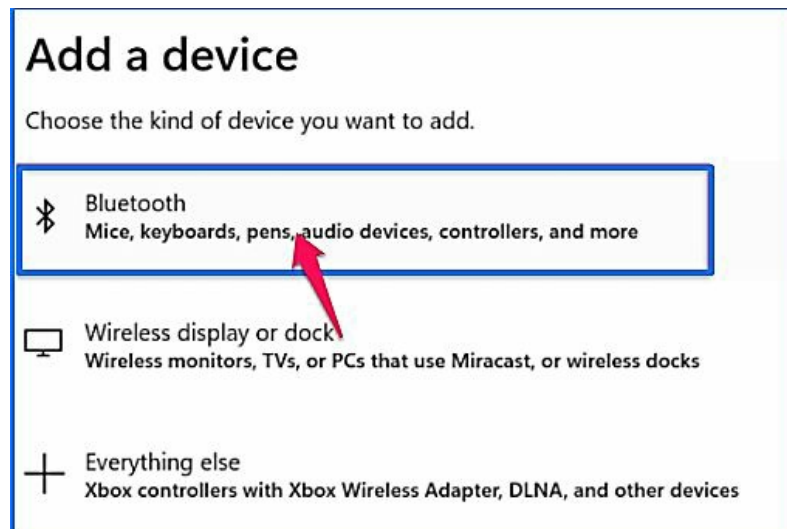

5) When you finally see your device name from the available device's name, click its name.
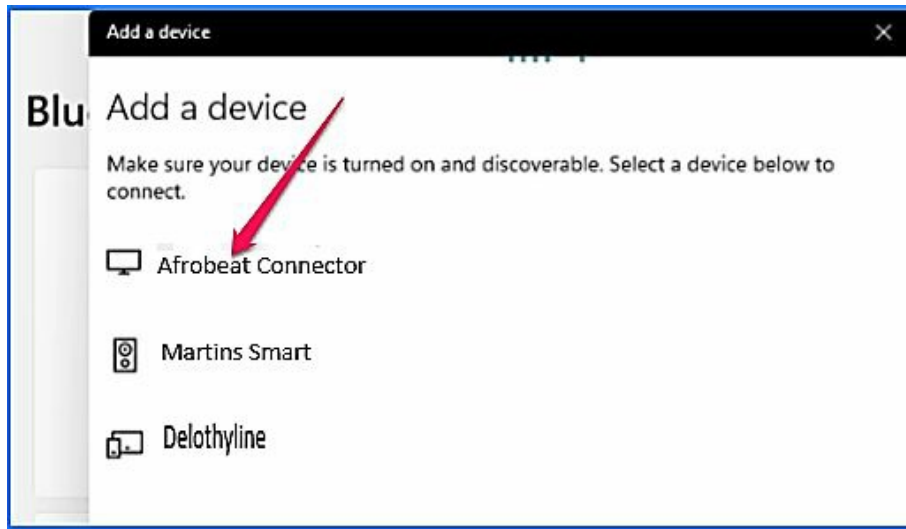
6) At times you may need to enter the passcode on the computer and the concerned device and click or **Pair button** to initiate the pairing process. Once you are done initiating the pairing mode, click on the **View More Devices** in **(3)** above to check if your device name and its icon display there.

Note: after you are done, using the Bluetooth, you will need to disconnect it, you can do that by following steps 1-2, then click on the (3) dots beside your device and select disconnect from the fly-out list, be careful not to click on Remove, otherwise, you will need to start from step 1-5 when you need to connect the same device with your computer again.
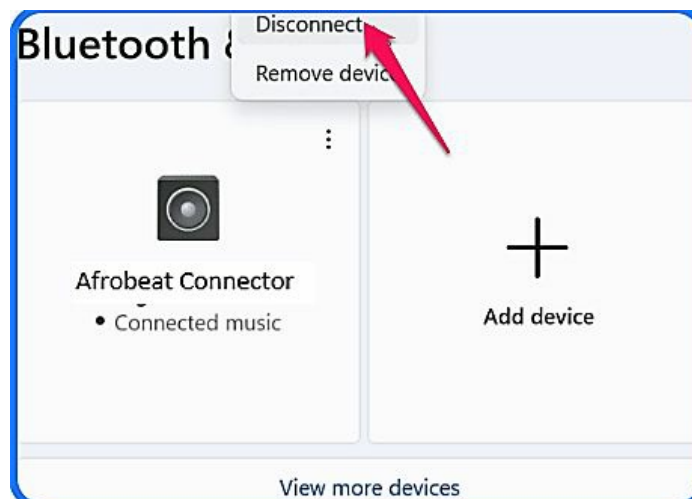
INSTALLING YOUR PRINTER AND SCANNER

Printer and Scanner installation has brought many confusions to some because their installation comes in a different dimension as a result of a different manufacturer, nevertheless, you can install your printer or scanner in either of the following ways:

- ✦ Certain producer gives out instructions to plug in the Printer or Scanner by dragging its rectangular connector into the rectangular USB port of your PC. The moment you plug in the two devices with the recommended cable, both will be connected but the only obstruction you can have maybe from the tonal, ink cartridges, and paper, or if you don't put the correct type of paper into the Printer.
- ✦ Some producers compulsory the installation of the Printer or Scanner bundled software before you plug in the two devices, otherwise, the Scanner or Printer may be malfunction.

Most Printer comes with a user manual, check the Printer or Scanner user manual for the proper approach to its installation, however, if you can't find installation software for your printer or scanner, then observe the following processes for successful installation of your printer or scanner:

i. Connect the **Printer** to your Computer and switch **On** the Printer.
ii. Find your way to the **Settings Panel** to choose **Bluetooth and Devices** category.
iii. After selecting the Bluetooth Devices category, move to the right side and select **Printer and Scanner**.
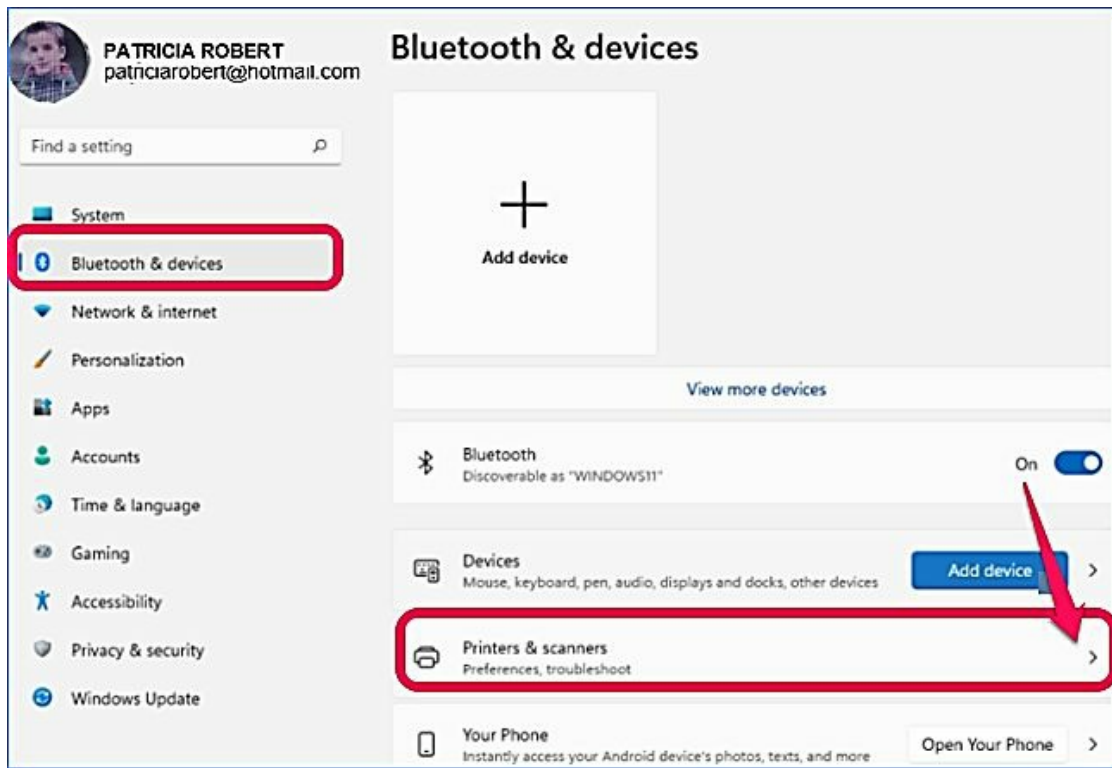
iv.   If your **Scanner or Printer** is plugged into that PC, you will see its name may on the right side of the Settings Panel, then click Add device besides its name or model to get the printer/scanner added to the PC.
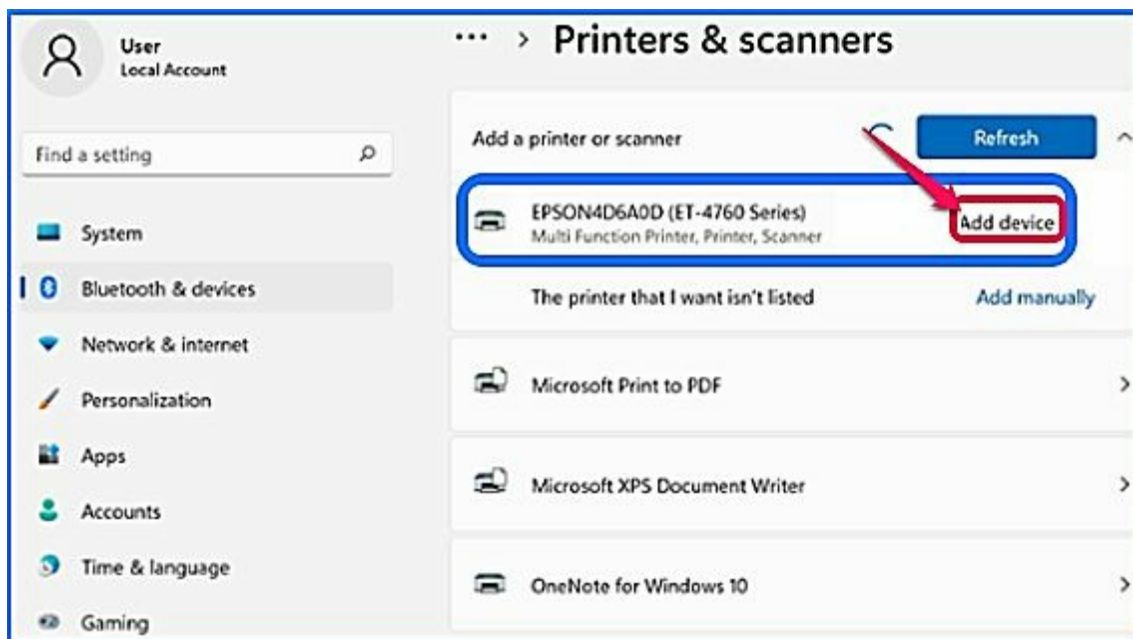
v.   After you are done adding it, click its **name** and tap on the **Manage button** to access **Managing your Device Windows**, then tap on the

word **"Print a Test Page".** Check what your printer prints to confirm if the installation has been successfully configured otherwise contact your Manufacturer's store.

Note: have you gotten a new Printer, then feel free to remove the one you are using by moving to step 3 and tapping on the name of the offending Printer, then pick Remove Device from the fly-out list to remove it from your computer. Windows may bring a prompt box requesting you to uninstall the printer's driver and software, you will need to click Yes if you don't need the Printer again or No if there's a chance of using the Printer in the time to come.

PERSONALIZATION (CHANGING THE LOOK AND FEEL OF YOUR COMPUTERS)

Personalization helps you customize the look of your computer to look exactly the way you want, it helps you change the complete appearance of your PC which includes the color, background, lock screen, and others to ensure your PC look, behaves, and reflect the way you want it.

Without much ado, let's move to the Personalization category and tweak the look of your PC by:
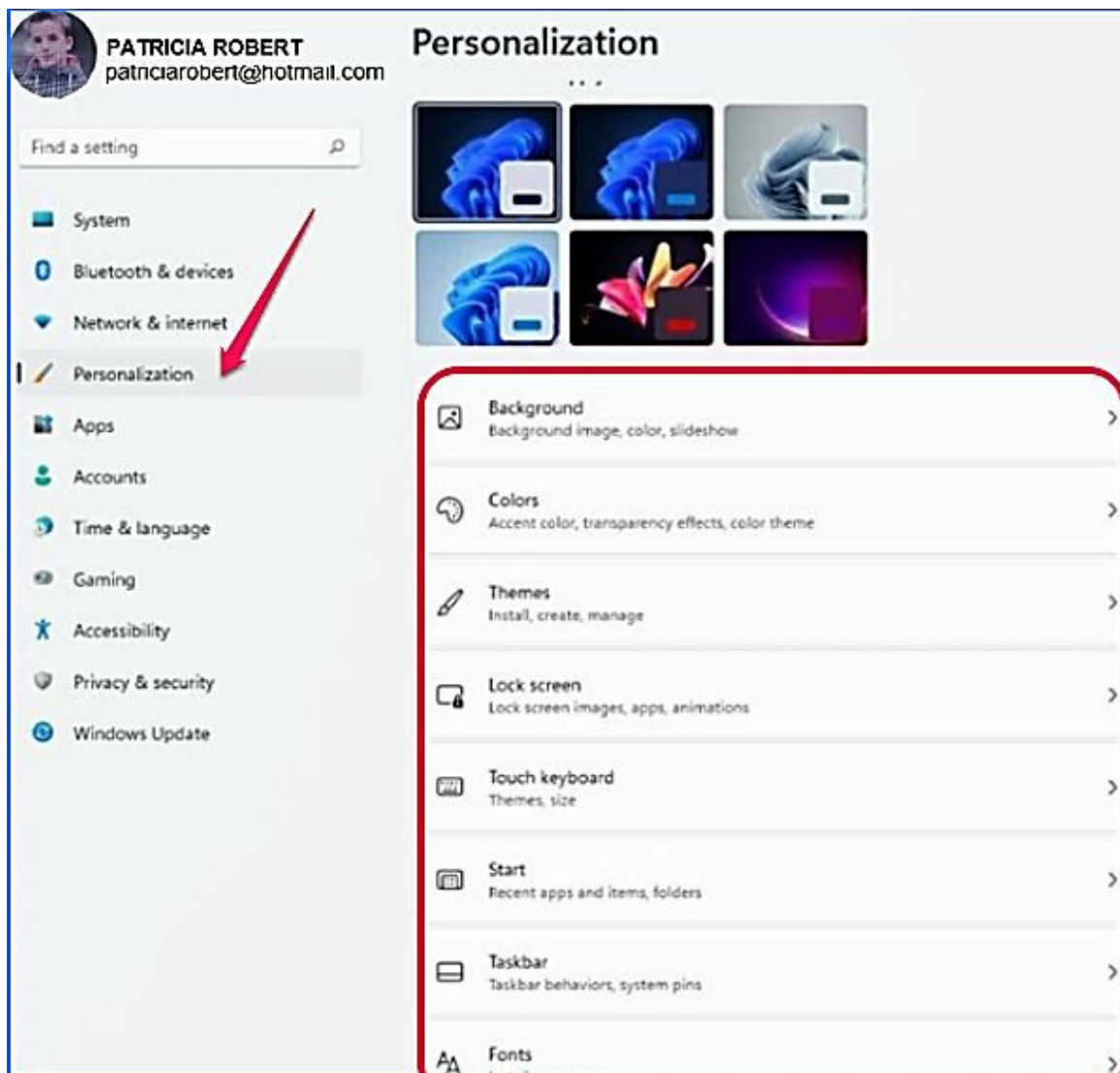
Navigating to Settings Panel and tap on Personalization to access all the settings you can use to tweak the appearance of your PC on the right side as it is described below:

1) **Background:** an option to tweak the color or photo of your desktop screen, some users call it wallpaper.
2) **Color:** this is used to select the color you will use to frame your background, taskbar, start menu, and Windows app simply by selecting a color from the color gallery.
3) **Themes:** this helps you to save your color, background, and lock screen settings as a theme so that you can quickly pick the settings next time your background, color, and lock screen as a whole. You can also navigate to the Microsoft Store app and click on Get More themes to download innumerable themes.
4) **Lock screen**: you can click on this to choose the photo you want to be seen immediately you switch ON your computer, though Windows automatically place a photo into your lock screen you can change it if you desire.
5) **Touch Keyboard**: this lets you choose various colors for a different area on the onscreen keyboard for the onscreen user and as well change the size of the onscreen keyboard size.
6) **Start**: it helps you customize your start menu. we have done that in the previous section.
7) **Taskba**r: it helps to customize the look and arrangements of your taskbar. this has been dealt with in the previous section as well.
8) **Fonts**: This is used to get more font types downloaded to your PC by moving to Microsoft Store and clicking on Get More fonts to access the list of online fonts that are available.
9) **Device Usage**: it shows you the pattern of your PC usage in respect to gaming, school, entertainment, and more.

CUSTOMIZING YOUR DESKTOP BACKGROUND

This also means personalizing your desktop wallpaper by creating a photo and color for your desktop. To alter your desktop background, here are the instructions you have to understand:

a. Find your way to the **Settings Panel** and click on the **Personalization** category to open the Personalization section.

b. Tap on the **Background arrow** from the Personalization section and select the "**Picture**" option from the **Personalized Your Background** fly-out list
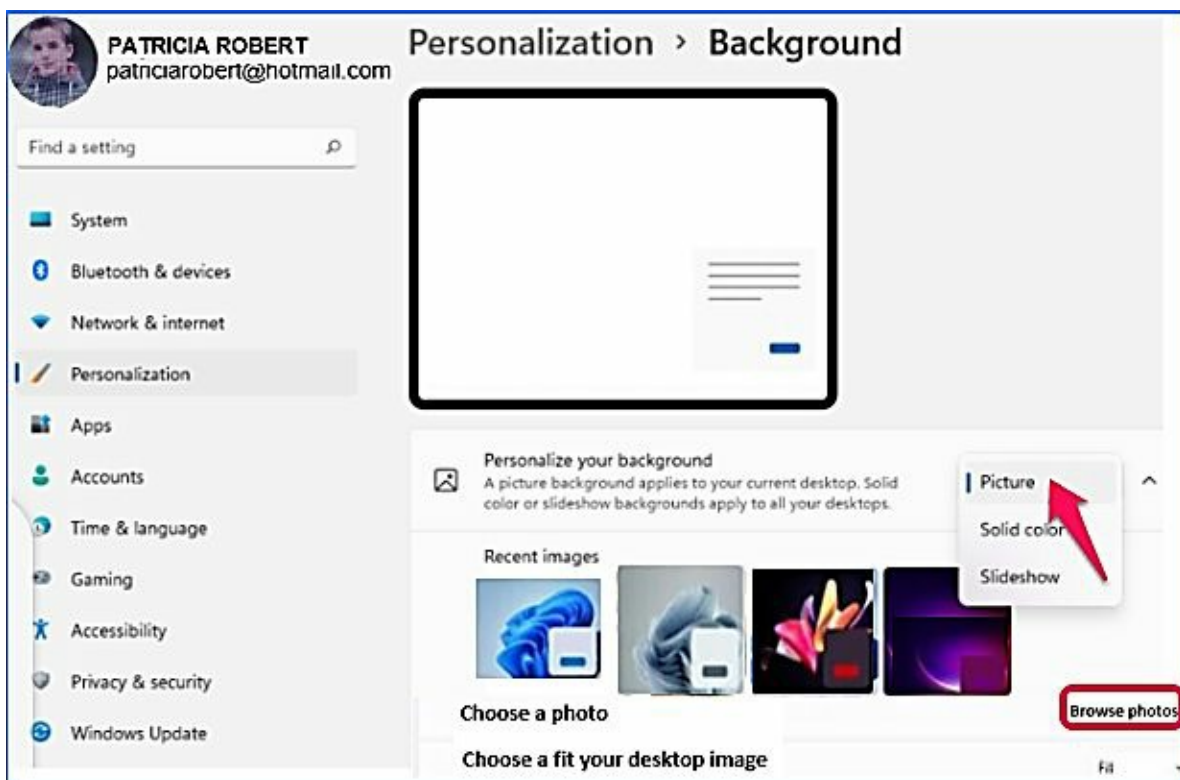
c. Select a **Picture** for your PC background list from the available pictures, you may also click on the **Browse Photos** icon in the Choose a Photo section to see all the Pictures folders on your PC and select the one you like.

d. After you've decided on the photo you like, you will need to choose any of the fit options for the selected photo, such as **Fit, Fill, Span, Center, or Stretch** in the section **"Choose a fit your desktop image".** You need to experiment with all the fit options to decide the

best one for your wallpaper background. Close the Settings Panel to see the new background you just customize.

TWEAKING YOUR COMPUTER'S THEME

Themes are fabricating backgrounds that you can place over your desktop. There is a collection of themes you can pick to change the appearance of your background. You can as well save your background settings as a theme. To choose any of Windows fabricated themes, kindly:

- ✦ Find your way to the **Settings Panel** and click on the **Personalization** category.
- ✦ Select **Theme** from the Personalization section at the right side to access the collection of Windows themes, click on the one you like to use for your background.
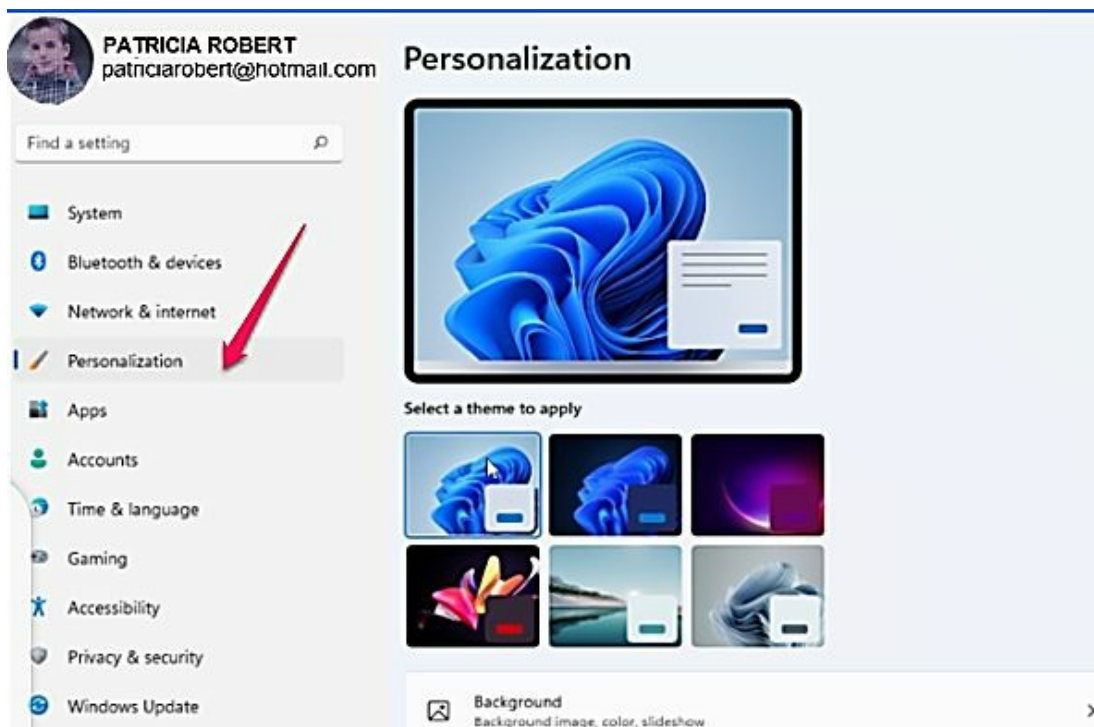
Note: don't limit yourself to the preformatted Windows theme, you can go ahead and save your amazing background as a theme by clicking on the words "Save Theme" for saving the image you are presently using on the desktop background. If you are not satisfied with all these themes, kindly go ahead to Microsoft Store to download an online theme.

ADDING AND REMOVING APPS

The Apps in the Settings Panel allow you to manage your apps effectively by completely removing unneeded apps and improving the faulty app. Note that the app you uninstall from the Start menu is only removed from the start menu, its contents remain on the PC, you can remove the app completely by navigating to the App in the Settings Panel.

i.   Find your way to the **Settings Panel** by clicking on **the Settings** icon from the **Start menu**, then tap on the **Apps** icon from the Settings categories.

ii. Select **Apps and Features** from the left side of the Apps section to see the list of all the installed programs and apps on your PC.
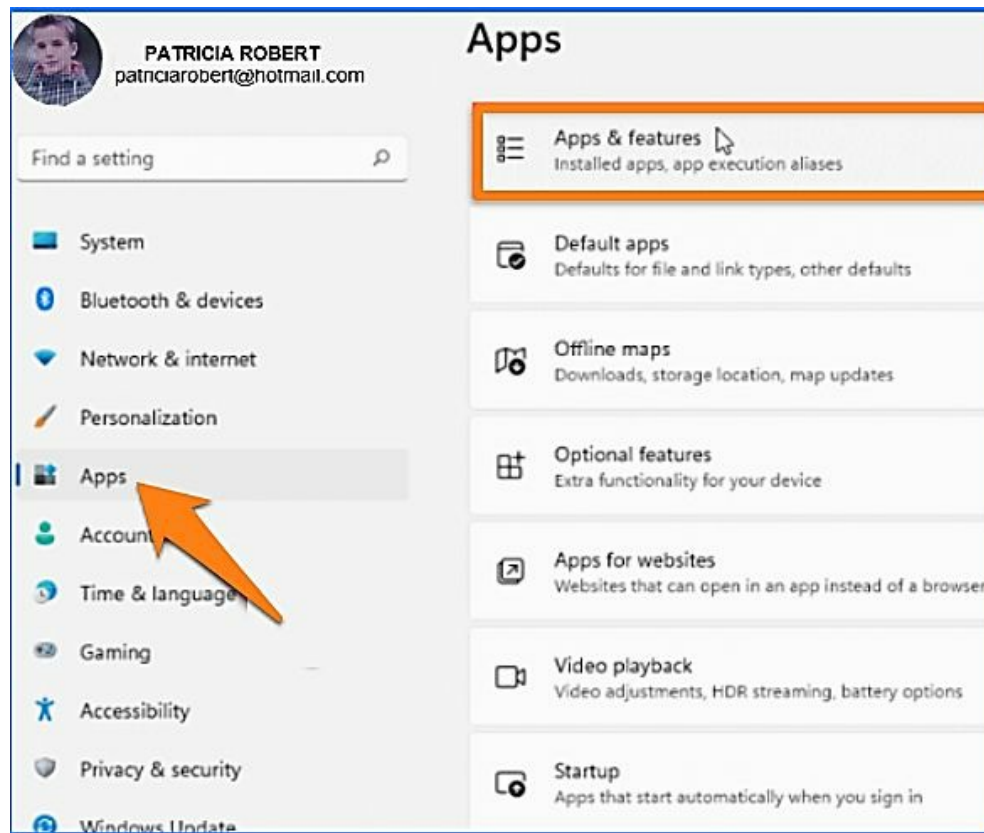
iii. Tap on the **More** button that three-dot (3) beside an application and select any of the fly-out options depending on what you want to do with the concerned app.
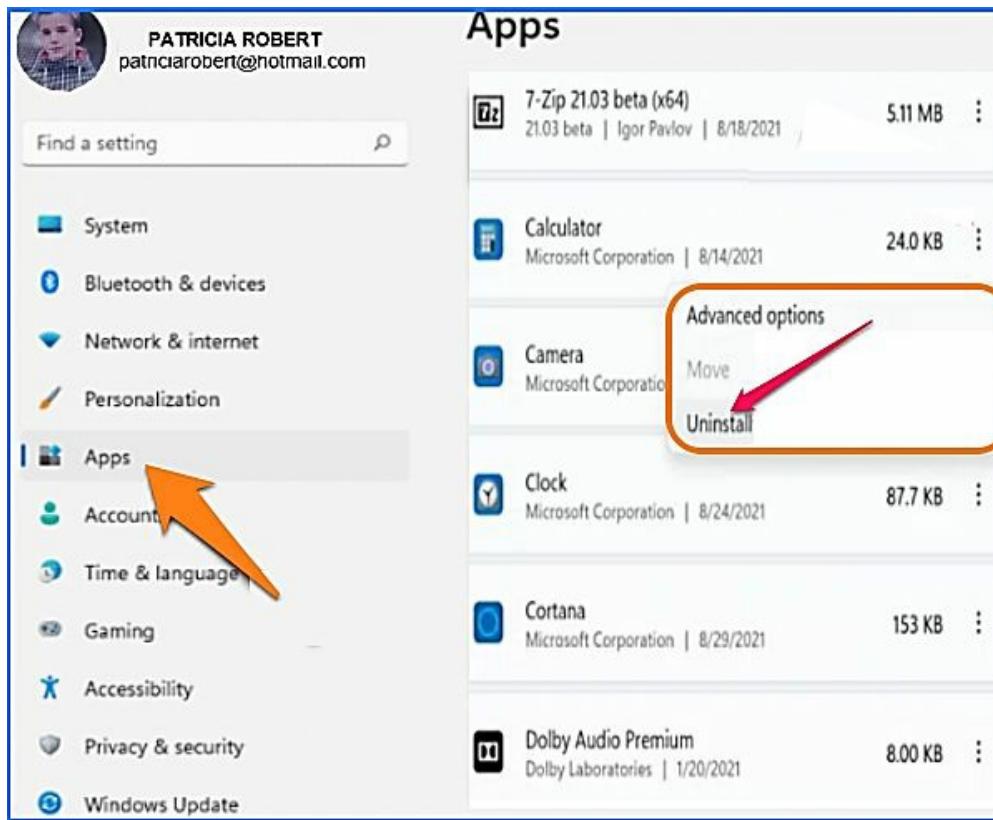
♦ **Advanced options:** this option helps you to correct the behavior of your app such as the "**Repair**" option for repairing the malfunctioning app, if the problem persists, you can click on the Reset option to reset the app by removing and reinstalling it immediately.

♦ **Move:** you can move any app from system memory into another drive location to free up space when you are having low storage on your PC memory.

♦ **Uninstall**: this is the option that can be used to remove an app permanently from the PC, when you tap on this button and grant Windows permission from the confirmation box, it will cause Windows to remove the app from both PC and the Start menu.

Note: deleting the details or files of the app from the navigation pane is just wasting of time though such can create a space within your PC, it doesn't delete your app, your app remains on your PC until you employ the service of App Category in the Settings Panel.

ALTERING TIME, DATE, LOCATION, AND LANGUAGE

This is the category that gives you the privilege of changing the time zone if it is different from where you are coming from and also allows you to change your PC location and language with the location and language of the place you are currently. To modify your time, date, language, location, and others, kindly, find your way to the Settings Panel and click on Time and Date category to access the list of settings you can tweak as listed below:

- **Date and Time:** this is used to adjust your PC time and date. it leads you to the same route when you click the time and date icon on the taskbar.
- **Language and Region:** it is used to change the language and location of your PC to the new region you've just moved to.
- **Typing:** you are permitted to control your typing behavior by setting it to adjust or highlight incorrect texts.
- **Speech:** This is used to manage and improve speech settings whenever you are noticing a deficiency in your PC speech recognition.
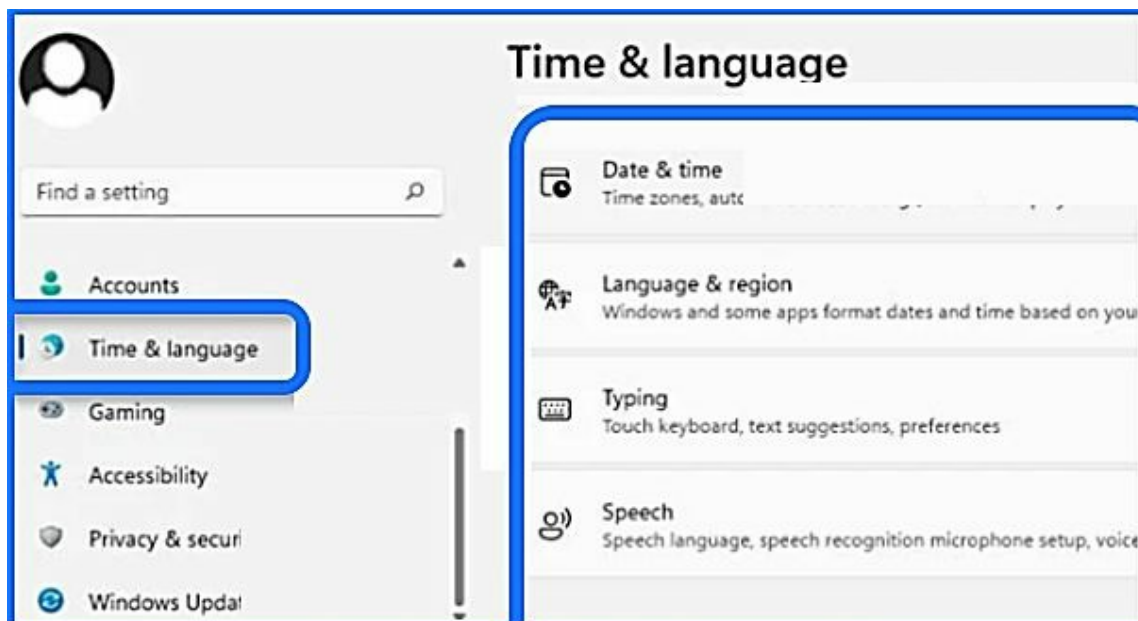
Conclusion

I must commend your effort in reaching the end phase of the Windows 11 manual training guide. Without any doubt, you should have mastered the in and out of this user guide which gives me the utmost confidence that you must have learned a great deal and lesson about Windows 11.

I am of opinion that each chapter and section of this user guide must have helped you to learn a lot on how to explore Windows 11 and navigate around it to make the best result out if, that is my desire, and am glad you did.

Do not forget many customers are outside there looking for a friendly user guide that can help them master the use of Windows 11. Your review will help them a lot and will as well promote us to reach every great mind that is outside there.

Thanks for recommending this user guide to friends and family.

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