New Horizons®

Microsoft Windows 11: Using Windows 11

Summary

Length: 8 hours Level: Experienced

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using Windows 11 by familiarizing you with the Windows 11 user interface and its basic capabilities. In this course, you will explore Windows 11 and learn how to work with locally installed apps and cloud-based apps, browse the Internet, and manage basic Windows 11 settings.

Learning Objectives

In this course, you will perform basic work-related tasks on a PC running the Windows 11 operating system. You will:
Access Windows 11.
Access locally installed apps.
Access cloud-based apps and content.
Manage files and folders.
Configure the Windows 11 environment.
Secure your Windows 11 computer.
Use backup and recovery tools.

Course Outline

1. **Accessing Windows 11**

   Topic A: Log In to Windows 11
   Topic B: Navigate the Windows 11 Desktop
   Topic C: Use the Start Menu

2. **Accessing Locally Installed Apps**

   Topic A: Use Apps
   Topic B: Multitask with Open Apps
   Topic C: Install Apps

3. **Accessing Cloud-Based Apps and Content**

   Topic A: Browse the Web
   Topic B: Use Cloud-Based Apps

4. **Managing Files and Folders**

   Topic A: Manage Files and Folders with File Explorer
   Topic B: Find Files, Folders, and Apps
   Topic C: Store and Share Files with OneDrive
   Topic D: Manage Removable Storage Devices

5. **Configuring Windows 11**

   Topic A: Configure Settings
   Topic B: Use Windows System Commands
   Topic C: Manage Printers and Other Devices
   Topic D: Use Accessibility Features
   Topic E: Use Windows Tools

6.   Securing Your Computer

   Topic A: Manage Passwords and Sign-In Options
   Topic B: Manage Windows Security
   Topic C: Manage Windows Updates
   Topic D: Use Other Security Features

7.   Using Backup and Recovery Tools

   Topic A: Create Backups
   Topic B: Troubleshoot and Repair Your System

Audience

This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 11 operating system.

Prerequisites

To ensure your success in this course, you should have some experience using a personal computer, desktop apps, and the Internet.