WINDOWS 11 FOR SENIORS 2022

COMPLETE STEP-BY-STEP WINDOWS 11 MASTERY GUIDE FOR BEGINNERS, INTERMEDIATE AND ADVANCED USERS

WINDOWS 11 SIMPLIFIED

JOE WEBINAR

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INTRODUCTION

Windows has been a life changer in the computing world. There is no day someone is not on their PC using a Microsoft window in their home or office. These days nothing can be done on the computer without Windows.

Windows are designed with uniqueness, that's why they occupy a central role in our lives. Windows have a domineering name in the world of computers and it has become the backbone of the world's global businesses. It is now a household name, an innovative technology with a distinctive class that we all need in our various works, both at the home, office, and schools. Without Windows, the web can't survive. This is a place where all of us wrote our first emails, played our first computer games, and of course, wrote our first line of code. It is a place where people go to create, connect to friends and family, learn and create a platform for over five billion people to hang out and rely on.

Microsoft is a renowned company that designs for billions of people with pride in their product uniqueness and distinctiveness and outclass to any other product in the world of PC.

There has been a change for the past 18 months on how we use our PC, brought by Microsoft. What a wonderful experience!!

Windows 11 is a simplified version of Windows and it was created to empower you, improve your productivity, give you this wonderful experience with a powerful sense of today's touch in PC/Computing.

You will feel the test of innovation from the first touch of a button, the taskbar and the sound from touching the soundbar, the font, the icon, etc. they all have their uniqueness and were designed to put you in control of your work. This recent design (Windows 11) is different from other Windows in terms of **start button positioning**. They positioned the start button at the centre of the screen for a much easier search. The **Start** uses the power of the cloud and Microsoft 365 technology for easy location of files, no matter which PC or platform you are using. It was also designed to be used also with

an android iOS system

CHAPTER 1
INTRODUCING WINDOW 11

Windows 11 was designed in a simplified version, it is a modern outlook to empower your productivity and helps build your work with a fresh innovation that is created with an easy start button, taskbar, font and icon. The new Microsoft 11 was built on a cloud and Microsoft 365 technology, this was made to enable you to find your files easily, it doesn't matter the kind of device you are using, your files can easily be seen when you need them.

The Flexibility of Using Multiple Windows

Windows 11 gives you the flexibility of using multiple Windows and also the opportunity to arrange your apps side by side. Windows 11 introduced Snap layout, Snap Groups, and Desktops that give you a more powerful way to do a lot of things almost at the same time. These new features can help you design your Windows and help you make use of your screen's real estate so well that you can get what you want, the way you want it, in a virtual layout. This new technology enables you to create a separate Desktop for yourself and you can customize them to suit your taste.

The Simplicity of Windows 11

This product gives you the simplicity of using your Windows with ease. I can assure you, Windows 11 will enable you to connect to people easily, especially your loved ones. Windows 11 helps you to interact person to person and this has helped in remote works/businesses. People are now brought much closer to themselves, the environment is no longer a barrier because of this simplicity through Windows 11. Let's quickly flip through some of the amazing features of Windows 11.

Microsoft team chat/ text, chat, and video

Windows 11 comes with a **Microsoft Team Chat** that is located in your taskbar which makes it easy to locate text, chat, voice, or video. You can chat with friends and family in any part of the world. The device they are using is not a barrier across all Windows, be it Android or iOS. It doesn't necessarily mean that the person you are connecting to must have a **Microsoft Teams app** for them to be connected to you through chat. The device enables two-way SMS.

This innovative technology of window 11 enables you to connect naturally to your friends and family through **Team Chat and SMS**, it also enables you to instantly **mute or un-mute** your taskbar.

Built For Gamers/Directx 12 Ultimate Game With Auto HDR

Windows 11 is carefully made bearing gamers in mind. Gamers are fundamentally important to Microsoft and gamers are always interested in what Windows are doing. It is important to note that hundreds of millions of gamers around the world play games on Windows and find it enjoyable connecting with friends and families through Microsoft gameplays. **Windows 11** is very good to the extent that it unlocks the potentiality of the system's hardware by bringing the innovative and stylistic gaming technology that works for you. They have the **DirectX 12** ultimate that has **breathtaking**, **immersive graphics with a high frame.** It has **direct storage for faster loading time and a detailed game world's added with Auto HDR for a better and wider view with a range of colours for a captivating viewer visual experience**. Microsoft changed nothing in their commitment to

hardware compatibility, hence **Windows 11** did not change to this commitment and it gives support to your **PC gaming accessories** and **its peripherals**. It has an **X box Game Pass for PC** and it is the ultimate. With this innovation, **Windows 11 development gamers can get access to over 100 high-quality PC games with the introduction of an added all-time game.** Most importantly, it was made such that it is easier to find people to **play games with**, **even if they are playing on a PC or console.**

Faster Way to Get News and Information from Widget

Windows 11 gives you a faster way to find what you are looking for by bringing you closer to the news and the information you are searching for. You can get the information on **Widget**. **Widget is a new personalized feed that is powered by AI**. **AI is the best and in-class browser performance from Microsoft Edge.** You and I know that we need a break sometimes to check with the outside world or give our brain a refresher. But today, most people cannot do without phones, we oftentimes, **check the news, weather, or notifications**. **With Windows 11, you can view this directly from your PC or Desktop.** This is done in a way that when you open your **personalized feed,** it slides across your screen like you are viewing a sheet of glass and it does not stop you from what you are doing.

Windows 11is Excellent for Creators and Publishers

Window 11 is excellent for creators and publishers. **The Widget** introduced in Windows 11 opens your personalized content. **The inspiration for this creation was for a vibrant link for global brands and local creators in such a manner that creators can benefit each other.**

The New Microsoft Store

The new Microsoft window 11 created a space for a new Microsoft store and your favourite apps and entertainment comes together with it.

In Windows 11, you get to make use of the new Microsoft store in your single and trusted location for apps and content. You can watch, create, play, work, and learn new things on daily basis. This has been rebuilt for speed and

with the introduction of new designs, you can easily buy from the store with just a single step from your Windows 11. Windows 11 has more apps, games, shows than any other version of Windows. Microsoft has introduced new **apps like Microsoft teams, visual studio, Disney+, Adobe Creative Cloud, Zoom, and Canva to the Microsoft store**.

Opportunity To Download Apps

Microsoft window 11 stores allow you to download the app from the store with an assurance of security and family safety.

Windows 11 is bringing the Android app to Windows for the first time. Microsoft Windows 11 was introduced on **October 5TH 2021**. With this development, you will be able to discover **Android app in the Microsoft store and you can download them through the Amazon App store.** You can record and post videos from TikTok or you can use Khan Academy Kids for virtual learning from your PC**.**

Microsoft had taken steps to further open the Microsoft store to give more economic opportunities for developers and creators. They enabled independent software developers and vendors (ISVs) to have the opportunities to bring their apps, whether they built it as **Win32, progressive Web app (PWA) or Universal window app (UWP),** or any other app medium, therefore it was created to reach and engage more people. On October 5th, 2021 they announced that their revenue share policy has changed, **app developers are now allowed to bring their commerce into their stores and not only bring their app to their store, they now have the opportunity to keep their revenue up to 100%. This is to say that Microsoft takes nothing out of its revenues.** This opportunity gives the **app developers** a **competitive revenue share of 85/15**. Microsoft believes that creating a **more ecosystem** will benefit their customers thereby giving them secure and smooth access to apps, games, movies, shows, and web content they want or need.

More Security And Familiarity With It

The new Windows 11 gives you more security and familiarity with IT. With IT in mind, Windows 11 was built on **consistent compatibility and the**

familiarity of Windows 10 that you already know about. With the new Windows 11, you can plan and deploy Windows 11 just like you do today with Windows 10. The upgrading system to Windows 11 is like taking a Windows 10 update. Windows 11 gives you the familiarity you need in the management of Microsoft endpoint manager, cloud configuration, Windows update for business, and Autopilot when you integrate Windows 11 into your Estate.

Windows 11 is committed to **app compatibility which is typically engineered with core design for Windows 11 with App Assure. The App Assure** is a service that helps with a single dial of the number 150. This is to make users fix their app issues without any additional charges.

Windows 11 is designed and engineered with built-in security technology that puts security from the chip to the cloud, hence enabling productivity and a beautiful experience.

Windows 11 gives you a Zero Trust – a ready-to-use operating system that **protects your data and grants you access across other devices.** Microsoft announced that they worked closely with OEM and Silicon partners to bring a security baseline that will meet the needs of the evolving threat landscape and the new world of hybrid.

Microsoft has worked closely with their **Hardware and Silicon partners for seamless integration across Softwares and Hardware.** They boasted about AMD and the incredible graphics they brought from the processor to the incredible performance of Intel's 11th gen and Evo processors to Qualcomm's AI prowess, 5G, and Arm support. These partners brought the best of Windows 11 and made it the highest Hardware ecosystem in the world.

Products like Dell, HP, Lenovo, Samsung, Surface, and other companies had contributed to this success and they made sure most PCs you buy in the stores or market are ready for Windows 11 across a variety of price points.

The Experience of Touch

Windows 11 was created for you to have the experience of the touch when you use it on your PC or a tablet. They created more space between the icons and the taskbar for the easier touch. **This will give you bigger touch targets**

and a subtle visual cue. With this resizing and moving, Windows will be a lot easier as well as the added gestures. It was designed such that it will enable you to use your pen, therefore making it **more engaging and immersive**. This will make it more for you **to hear and feel the vibration, when you click through or when editing or sketching.** Windows 11 innovation made certain enhancements in voice typing. This Window recognizes what you say and it punctures your voice in words for you. It also came with a voice command.

Windows 11 Available Through Upgrade

Windows 11 is available through the upgrade from Windows 10 PCs and also on new PCs.

If you want to know if your Windows 10 is freely eligible for Windows 11, you have to visit Windows.com to download the PC Health Check app. This will be discussed comprehensively in proceeding chapter.

Windows: History And Versions

Microsoft Windows is also called Windows and Windows OS computer operating system (computer operating system) that is developed by Microsoft Cooperation, a company that deals and manufactures personal computer systems (PCs). It featured the first graphical user interface (GU) for IBM – compatible PCs, in no time, the Windows OS dominated the world of the PC market. About 90% of PCs run some versions of Windows.

Microsoft introduced its first version of Windows in **1985**. It was just a simple **GUI** which she offered as an extension of their existing **disk operating system or MS-DOS**. This is based on a partnership with **Apple Incorporation** which used **its Macintosh System Software**. The magic trick was that the Windows for the first time gave the **DOS** users to navigate to a virtual Desktop and thereby opened a graphical "Windows" that displayed contents of electronic folders with files for just a click of the mouse button, instead of typing commands and directory paths at text prompt.

Their subsequent versions introduced greater functionality, which included the native file Windows File Manager programs and the dynamic interface. Microsoft went ahead and **developed specialized Window packages which included networkable Windows for workgroups and their high-powered Windows NT.**

In 1995 there was a consumer release of Windows which integrated fully Windows and DOS and offered built an internet support system that included World Wide Web browser and the Internet Explorer.

The 2001 release of Window XP saw Microsoft united in its Window packages with a single banner and gave consumers, businesses, multimedia developers, and others multiple editions of its product uniqueness. It introduced **Windows XP** and abandoned its long used **Windows 95 kernel (core software code)** for a more sophisticated code-based computer system, which gave them the opportunity for a more practical interface and a well-improved application that has good memory management. The highly sophisticated and successful XP was succeeded in late 2006 by its newest product, "Windows Vista". The Windows XP had trouble selling in the

market and was met with marketplace resistance. It was quickly critiqued for being too large, too slow for a resourceful consuming system. In regards to the unsuccessful consumer-related sales, Microsoft introduced in 2009 Windows 7, which its operating system (OS) has a similar interface with Microsoft Vista, but with a consumer noticed an improvement in speed and its modest system.

2008 was another release date for Windows 8. Windows 8 offered a start screen with the applications appearing as tiles on a grid that can synchronize settings, enabling users to log on to another Windows 8 machine and were able to make use of their preferred settings. While the end-users were yet talking about the successful modifications and improvement of Windows 8, another window by Microsoft was introduced in **2015.** 2015 saw the release of Windows 10. This Window came with Cortana which is a digital personal assistant like Apple's **Siri and a web browser Microsoft Edge** it replaced Internet Explorer. Microsoft after releasing Windows 10 announced it will be the last version of Windows. This meant that users will receive regular updates on its OS and there won't be a larger version made in the future.

Surprisingly, Microsoft came with a big one this year 2021 with the introduction of **Windows 11 which has greater and bigger functionality compared to all it ever produced in the past**. Though produced in its **simplicity, the modern outlooks empower your productivity and inspire creativity. It's modern, fresh, and clean and an innovation that created an easy stat button, a taskbar to each sound, font, icon done purposely to give you control of your PC with a good sense of calm and ease.** Microsoft 11 was designed such that your start button was located at the centre of your screen for easy location and use. The new Microsoft 11 makes use of the cloud and Microsoft 365 technology to enable you to see your files easily no matter the kind of platform device you are using. It can be used on iOS and or Android devices.

We have described many of its functionality already at the beginning of the chapter so we will take a look at its hardware requirement.

Windows Hardware Requirement

Since October 5[th,] 2021, sequel to the release of Windows 11, a lot of people have been asking what you need to be stored in it? News from Microsoft says all you need to run in it is a **64-bit CPU or (SoC), 4GB of RAM, and 64GB of storage**, then **specs that are slightly higher than Windows 10's current requirements. T**his means the end of support for older **32-bit hardware platforms**, though they will continue to run **32-bit software.** This is the best and the fastest way to upgrade is if your system can handle Windows 11. All you need to do is **to download their Microsoft PC Health App. The Microsoft Health app will tell you your specs and setting is ready for their new OS.**

If the **Microsoft 11 upgrade checker** shows that your **PC isn't supported**, you then have to check you're **BIOS which means you need a TPM 2.0 chip and a BOOT enabled in BIOS**.

The System Requirement For Microsoft 11

- **Processor: 1gigahertz (GHz).** It is faster 2x or more cores on a **compatible 64-bit Processor or System on a Chip (SoC).**
- **RAM:** 4 gigabytes (GB).
- **Storage:** 64 GB or a larger storage device.
- **System firmware:** UEFI, Secure Boot Capable
- **TPM**: Trusted Platform Module (TPM) Version 2.0
- **Graphics Card**: This is compatible with **DirectX 12 or with the WDDM 2.0 driver**
- **Display:** High definition (**720p**) display that is greater than 9-inches diagonally and has 8 bits per colour channel.

Internet Connection And Microsoft Account

Windows 11 home edition needs internet connectivity and a Microsoft account to be able to complete setup on its first use.

Windows 11 requires **a switch device out of Window 11 Home in S mode to switch to internet connectivity**. All Windows 11 editions require internet access to perform updates and to download or take advantage of other features. It also requires a Microsoft account in some features.

The New Windows 11 Features

The new Windows 11 has seven distinguished features that make it different from other Windows. These features are listed and discussed below:

1. A **new Interface**: Windows 11 has a clean design with a kind of rounded corners, pastel shades and a centred **Start menu**, and a **Taskbar**.
2. **Integrated Android Apps**: Windows 11 came with android apps through Amazon Appstore which is accessible through the updated Microsoft Store.
3. **Widgets:** This has been around for a while since the introduction of desktop gadgets on Windows Vista, including the Windows 10 update. **The difference in Windows 11 is that you can access Widgets directly from the Taskbar** and also get to personalize them to view whatever you like.
4. **Microsoft Team integration:** This recently got a face-lift and it is pinned on Windows 11 Taskbar. This hence makes it easier to access. It is a bit similar to Apple's Facetime. Microsoft Team integration can access through Windows 11, Mac, Android, or iOS
5. **Xbox tech for better gaming:** Windows 11 has certain features seen in the Xbox console. This includes Auto HDR and DirectStorage that is meant to improve games on Windows PC.
6. **Better Virtual desktop support:** Windows 11 enables you to set up a Virtual desktop in a similar way to macOS. With Windows 11, you can have multiple desktops for personal stuff, work, school, and game. It allows you to change your wallpaper on each of the Virtual desktops.
7. **The transition from monitor to the laptop and better Multitasking.** The new operating system has features such as Snap Group and Snap Layouts. You can use the collection of these apps at once in the Taskbar. You can minimize them at the same time. This is good for easy switching of apps. You will be able to plug and unplug from a monitor more easily without losing the location of your Windows.

How to Install Windows 11 Insider Preview

We all know that Windows 11 is now out in the market so it's good to join the Windows insider program so that you will have access to upcoming features before any other one.

The Windows insider program is where you see new features first. Microsoft frequently releases upcoming builds to the Insider program. This enables them to allow customers to test out their new features and let them give their feedback.

Microsoft has released their first public Beta known as Insider Preview to their members on Windows Insider Program. The testing period allows Microsoft to get feedback on Windows 11 functionality which it already has, since it's been rolled out since October **5th, 2021.**

The insider program is opened for everyone with a **Windows PC** and a **Microsoft account**.

Check if your Pc meets the Hardware Requirement

It is very important to check your PC requirements before you try to upgrade to Windows 11. There is no need to follow all the steps written here if your PC is not qualified for Windows 11 requirements for the upgrade. This is because there is an upgrade requirement for Windows 11 as Microsoft has upgraded the requirements needed for an upgrade to Windows 11. Notable changes include a **TPM 2.0** enabled processor and alongside **4GB RAM** and **64GB** of on-device storage.

This requirement has counted the old hardware out, including the Surface PCs from 2008 or the earlier ones.

How To Get The Windows 11 Beta / Join The Windows Insider Program.

The Windows 11 insider program is the only way to access the current Windows 11 build. If you have a Microsoft account signing in, it is very simple

1. On your old Windows, go to **Settings**.
2. Go to update and security and choose **'Windows insider program'** from your left pane.
3. If you are not signed up already, click the '**Get Started'** button.
4. From the pop-up, click LINK an account.
5. You will choose from an account that is already logged in or you log in with new account details.
6. Check your **next screen**, choose either the '**Dev Channel or Beta Channel'**
7. You will need to Hit **'Confirm'** on the screen to agree to the terms and conditions
8. You need to r**estart** your PC to confirm and complete the signup.

How to Install the Windows 11 Beta/ Download the Update.

Once you are a member of the insider program, downloading is much easier.

1. Go to **Setting > Update & Security**
2. Then update the tab from the Windows, choose **'Check for Updates**.
3. Just in a few seconds, the update name '**Windows 11 insider Preview'** will begin to download Windows 11 beta automatically.
4. On finishing, you will be prompted to restart your PC. Click **'Restart now'**

Once the update is installed on your PC, the Windows 11 beta is now ready to use.

How to Switch from the Dev Channel to Beta Channel

1. **Open Settings** from any Windows 11 build
2. At the top–the right of the Windows, choose '**Windows Update'**
3. You will see 'More options, Click " **Windows insider program'** Windows 11 switch insider channel.
4. You will see the **'Choose your insider Settings'** option. All you need to do is to click on it and then select the '**Beta Channel'**(Recommended) Windows 11 switch Insider Channel. After this, your Windows 11 will switch to Beta Channel.

CHAPTER 2
INSTALLING WINDOWS

All versions of Microsoft Windows have the same type of installing process steps. The following step is used to install Windows. Note that if you are replacing the hard drive on your computer, you will need to reinstall Windows again. Similarly, if you are replacing the motherboard in your computer, you will have to purchase a new licensed copy of Windows and then install it. This is because Microsoft designed the current version of Windows tied to the motherboard in the computer when Windows are being installed. Therefore if you change the motherboard the existing license or the product key is no longer valid.

When upgrading to a newer version of Windows on your computer, the step written in this book will help you upgrade successfully. The installation process in your computer will be able to recognize it if you have an older version of Windows and ask you if you will want to upgrade or perform a fresh installation. The process of upgrading will install new **Window OP system** files over the old ones and still preserve your files.

The steps below are for all versions of Windows installation which includes Windows **98, Windows ME**, **Windows 2000**, **Windows XP, Windows Vista, Windows 7, Windows** 8, **Windows 10, and Windows 11**. The step below can even work for an earlier version like **Windows 95** as far as you use the disk version. The **old floppy diskette** can do the same but it takes longer time and additional steps.

The guideline for Windows server has additional steps based on the type of server and the Windows you are using.

Check your Hardware Compatibility

The first process when you want to install a new Window or you want to upgrade Windows on your computer is to check the **hardware** if it is compatible with that version of Windows. Microsoft has published a compatible product list for you to check if the hardware in your computer is compatible with your chosen version of Windows.

When you discover that one or more pieces of hardware in your computer are not compatible with your chosen version of Windows, then you are recommended to replace that hardware with the one that is compatible with it. When you install on compatible hardware, the installation and the upgrade is much faster and successful.

Use A Genuine CD; DVD, and or USB Thumb Drive.

The first step when upgrading or installing a new Window is that you must have a genuine copy of the Microsoft Window operating system **installation CD, DVD, or USB thumb drive**. Microsoft included the genuine Microsoft Window product key in the installation disc. The Window product key is often at the back or side if you are using an OEM computer.

When you are using an OEM computer like **Acer, Dell, HP, and many more, the computer may not have a genuine CD, DVD, and USB thumb drive**, that's why you need to reinstall the Windows and all the software using a **hidden partition or use sets of restore disk**. The system methodology mentioned in this book will work but you still need a copy of the Windows. You can borrow a disc from a friend, provided it's the same version of the window that came with the computer and it must have a product key.

Please note that with the early version of Windows, it's not possible to download a copy of the Windows and you must purchase a copy of Windows. Also note that if you are installing Windows 10, **you must download Windows 10 creation tool so that you can create a bootable disc or a USB thumb drive**.

Note that Windows can only be downloaded from the official Microsoft website. Any other place will be fake and can only offer pirated software that can contain things like spyware or malware, be careful.

Installing and Upgrading Windows

The installation and the upgrading of Windows need you to configure your computer to boot from a CD or DVD before it boots on a hard drive. When you change the booting process, what it does is that it forces the computer to look for the Windows installation Disc before trying to boot from the hard drive.

- **Open the CMOS set up:** It shows you how to **open the BIOS or CMOS set**
- You have to change the computer boot order, then set **the CD, DVD, or the disc drive** as your first booting device, assuming you are trying to boot from a disc. Alternatively, you can set the boot device to your USB drive that is if you are trying to boot from a USB thumb drive. Check well if the drive is shown but if the drive is not shown let the disc be inserted and then reboot the computer. With the disc in the drive **BIOS** will recognize it and get it included in the list.
- Once the **BIOS** has been included in the list, **save the setting** and **exit BIOS**.

The moment you have updated the boot order, start the Windows installation.

- Then place the **Windows disc in the CD/ DVD drive or the USB thumb drive** back into the the computer.
- **Turn on or restart the computer**. The moment the computer **starts up,** it will detect the **installation disc or drive** and display a message similar to pressing any key to boot from the CD. Then press any key to allow the computer to boot from the Windows disc or drive.
- When the Window is being installed, you have to answer the prompt questions. Then select "**yes" or the right answer according to the setup need**.

Please note that you must select the full installation option and not the upgrade or repair option.

- You are going to be asked **which partition to install Windows to**? Select the **main partition** which they usually show **as C: drive** or the one labelled as **" unallocated partition ".** If you are upgrading

Windows, then select the existing installation of Windows on your hard drive.

- Your computer may ask if you want t to erase all content on the hard drive, all you have to do is **to install Windows**. You are advised to choose this option for its formats. The hard drive enables the Windows operating system to be installed.
- The computer will have to restart several times during the Windows installation process. Press **the yes prompt** because the restart is normal.
- Nearly after the installation process, the Windows configuration options screen is shown. On the screen, you will be asked to select your **time zone, your preferred language, and the account name you want to use to access Windows.** You are advised to select the appropriate option and then enter the right information on each configuration screen.

The Windows installation is shown to be completed when you are asked to log in or when it is loaded onto Windows.

The Final Stage Of The Windows And Computer Configuration.

When you have successfully installed Windows on your computer, you need to install drivers and all the related software for the hardware on your computer. You can make use of the **installation disc** that came with the hardware in your computer. Alternatively, you can download the drivers from the manufactures website.

ADVICE

If you weren't able to download drivers because your network card was not working when you have finished downloading Windows, you are advised to **download the drivers** from **another computer**. After downloading the drivers from another computer, you can then copy them to the **USB thumb drive** and then move them over to your computer.

It is advisable and it is highly recommended that you install the latest drivers for all the hardware on your computer

The next thing to do is to find out which of the hardware drivers need to be installed. You have to check **Device Manager** and look up the **exclamation mark "!"** This is next to the hardware device. The meaning of the exclamation mark is that drivers are needed for the device.

When you have finished installing the hardware device drivers, you can now install any software that you want to use.

Finally, you can download and install any available Windows update.

Clean Installation Vs Upgrade Installation

It is very important to obey the following instructions if you are installing the latest version of Windows or upgrading your Linux distribution. Most computer experts believe that it is better to perform a clean installation rather than trying your luck with an upgrade.

The new versions of computers want to ease the pain of upgrading by offering to bring your **old files, settings, and programs with you through your upgrade.** This can sometimes bring problems which makes it easier to use a clean installation rather than upgrading.

If you're less experienced, an upgrade seems a lot better than a clean installation. For instance, if you want to install Windows 8 on your computer while you have Windows 7 on it when you perform, an upgrade installation, your programs, settings, and your files will still be retained on it. Many people don't like the idea of having to reinstall their program all over again because of the fear of changing their computer system and having to copy their files again after they have finished installing.

Theoretically, an upgrade will save you time mostly because a new setup will be avoided after the upgrade. Practically, when you weigh it on a scaling, upgrading comes with a lot of problems. Performing a clean installation will give you a clean copy of Windows without any problems. Upgrading Windows brings your programs and, settings with you. This means you will end up not getting fresh Windows. What it means is that you will get the latest version of Windows with your old programs and setting copied over to it. Old programs and settings such as long uninstalled programs and all other junks will remain on your new copy of Windows. To worsen the situation, some of your applications might not be compatible and could be uninstalled during the upgrade process. It may or may no longer work again in your system. This will make you try to install things afresh again.

Experts have discovered that upgrade installations perform more slowly than clean installations. These benchmarks had discovered that the majority of the upgrade installations have old bloatware and startup programs that run in the background.

I won't encourage you to run a registry cleaner. If you buy a new operating system, it is advisable to start things in a new way with a fresh operating system.

How Do I Clean Install Windows?

If you want to clean install Windows it's quite advisable not to choose the upgrade option. You should select the **Custom**: Install Windows only **(advanced)** option, then select **the hard drive** you want to install Windows on. It is possible to perform a clean installation with an **upgrade license.** The upgrade license requires that your computer must have a previous license of Windows and does not require you to perform an upgrade installation.

You must have backup copies of all your important files before you perform a clean installation. This is because a clean installation will wipe out your system partition.

Windows Update

One thing about Windows 11 is that you will be the person that will decide on how to get the latest update to keep your computer running and securely. To manage your option just check the available updates. Select **check for Windows update** or you select**, Start > Settings > Windows update.**

Here are some of the things you might be looking for

- If there is an error while updating see **Fix Windows update issues**
- When trying to activate Windows 11 **see Active Windows for more information**.
- If you encounter problems updating see **Troubleshoot problems updating Windows**
- For frequently asked questions and answers' see **Windows Update: FAQ.**
- If you want to get the latest major update of Windows see; **Get the Windows update**. You mustn't shut down your computer or allow the battery to run out during the update process. If you do that it will corrupt your computer or laptop which will be fixed by reformatting.

Customizing The Start Menu

Customizing the **start menu for Windows 11** can be somewhat difficult because it is new to people. This new Windows 11 has many fans but a lot of people have given it thumbs down also.

Windows 11 is not customizable like Widows 10 but there are ways you can make it work for you. You may consider going into Windows 11 **start menu** alternatively like Start 11, **StartAllBack** to restore a more traditional menu, then set the **look, layouts, colours, and other elements.**

The Start Menu Of Windows 11

Before going into the **Windows 11 start menu**, it will be proper to take a look at what the **default Windows 11 start menu** looks like. The top of the menu is a search field that allows you to search for apps, files, and settings. It has a pinned section that shows apps that have been pinned. You just have to scroll up and down to see them all. If you want to see all the installed app, then click on the **All Apps** button.

There is a recommended section that displays recently added apps and recently opened files. Below this section is your **profile icon**. The **profile icon** is where you can change your account setting, look at the PC, and sign out. The power button is positioned to the right which allows you to put your Windows to sleep and shut down your PC or restart it.

Whenever you want to change anything, just go to **Settings > Personalization > Start.** This is where you can tell Windows to stop showing recently installed apps, frequently used apps, recently opened items that are in the Start menu, App list, and anything else. There is a need for you to experiment with these three options to know which one to turn on or turn off. If you decide to turn all those off the recommended section, the start menu will become empty.

To add folders at the bottom of the **Start Menu**, you will use **Settings > Personalization > Start > Folders**. You can turn on the switch next to any folder you want to see next to the power icon. This is the way you can get easy access to settings, file explorer, Documents, Downloads, or more.

How to Add and Remove Pinned App

The menu can be tweaked by removing, pinning, and moving any specific app under the pinned section. You have to right-click an icon for an app and then click **Un-pin from Start.** This will automatically remove the app from the **Start Menu.** You will discover that the app will remain in the App List.

When you want to add the app to the **Start menu**, click **All Apps** for you to view all your installed app. Then right-click on the items that are not already in the Start menu and select **Pin to Start.**

Those apps added to Pinned section can be moved to wherever you like. If you are in the habit of using some more frequently than others, you have to move the top of the pinned section for much easier access. You can do this by right-clicking the icon and selecting **Move to Top.** You can also drag icons to the place.

Realign The Start Button

The Start button is located at the centre of the taskbar in Windows 11. This is different from where it used to be which was the left corner of the screen. I prefer the way it used to be, you can move the entire taskbar to that place.

Open **Settings > Personalization > Taskbar.** The next thing to do is to select the **Taskbar behaviours** options. Make use of Taskbar alignment and drop down to change the icon from centre to left. The Start button and the other icons on the Taskbar will reposition to the bottom left.

How to Add Folders in The Start Menu in Windows 11

Microsoft allows you to customize the start menu in Windows 11. Windows 11 allows you to choose which folders shortcut to add or remove from the start menu. You will decide what folder icon appears or disappear at the lower right corner of the Start menu.

Steps to Adding Folders to Windows 11 Start Menu

1. Click on the **start** button in the taskbar which is at the bottom of the desktop for you to open the **Start menu**
2. Select **settings** from the list
3. Look for the **personalization option** from the left and click on it
4. Search **and go to the right pane** and scroll down to find the **Start option** from the list.
5. From the **Start pane**, scroll down and click **Folders. (**The Folder is next to the power button.)
6. There is a list of folder shortcuts that can be added to the **Start menu**. **Settings, File Explorer, Documents, Downloads, Music, Pictures, Videos, Network, and Personal Folders.**
7. Put the **switch on** after the folders you will like to add to your **Windows 11 Start Menu**.
8. After this then right-click on the blank area of your desktop > Select Personalize from the menu.

How to Organize Pinned Applications

Organizing your pinned application in Windows 11 is a personal thing. How you want your apps to be organized depends virtually on you.

You can drag in the pinned section in such a way that you can easily reach them on your screen. You can right-click on the app and select **Move to Top** to bring it in full view every time you visit the pinned list.

Organize Recommended Apps In The Start Menu

This is one of the features of Windows 11. It is the feature of the start menu, all you have to do is go through the list of recommended apps. Right-click on it to either remove it from the list or go to the location of the file.

Pin Apps To Windows 11 Start Menu And Rearrange Icons

1. Pinning your apps to the **Start menu** is the best way to find your favourite app on any Window. This can be done in **Windows 11** too. You will simply click on **All App** which is at the top right and then scroll and go to the App you want to pin to the start menu.
2. Right-click on it and then select **' Pin to Start'** this can be done on a desktop or any other location. You can also pin folders to the start menu.
3. The app will appear in the **'Pinned' section** front and centre.
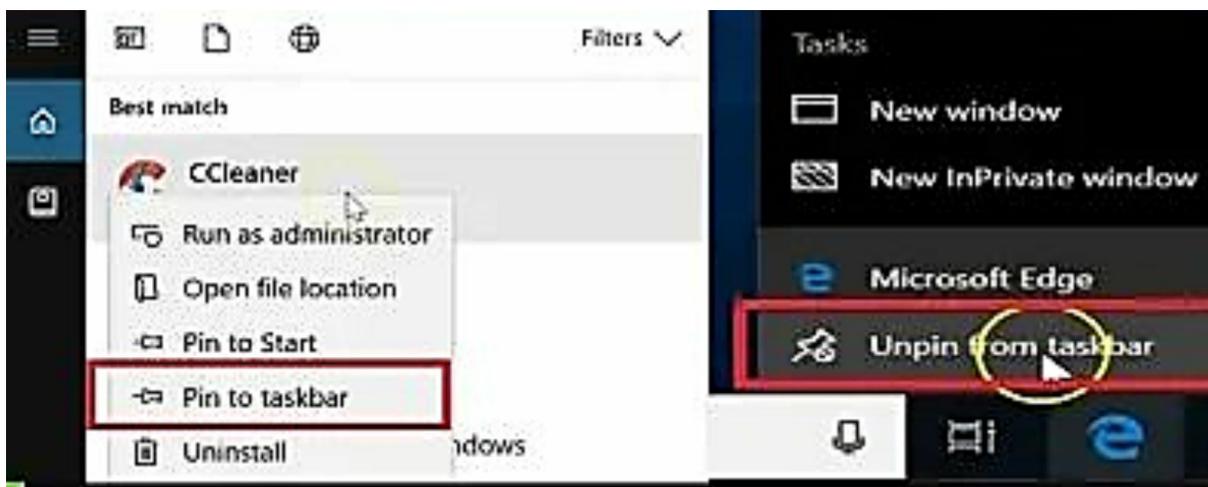
Manage Pinned Apps In Windows 11 Start Menu.

1. You can drag your apps to any position in the "**Pinned"** apps list of your choice.
2. When you pin more than 18 apps to the "**start menu"**, then Windows 11 adds a second page. This enables you to move between different pages of pinned apps.
3. You can search apps in alphabetical order in Windows 11. Open "**All Apps" a**nd click on "**any alphabet"**.

View Storage Usage Of Drive In A File Explorer

1. Open your PC in **File Explorer (Win + E).**
2. **Right-click or press** and hold on to any local drive and then click/**tap on properties.**
3. In the General, tab, click on the "**storage**" button
4. Go to step 4 in option 2.

Option 2

How To View Storage Usage Of Drive-In Settings

a) Open **Settings (Win + 1)**
b) Click on **the system** on the left side also click on the storage on the right side.
c) Then click on "**advanced storage settings**" on your right side and expand it and click on "**Storage used**" on the other drives.
d) Click on the drive you need to see the storage usage
e) You will see how storage is used on a specific drive.

When you finish, you can close the setting

Changing The Label Of Your Device.

You may want to rename a drive or change the volume label in Windows 11 to differentiate your file options in File Explorer and other apps. You should notice that anytime you format the drive without a name, Windows automatically assigns a default local disk name. An example of this is "Local disk (D:)." You can rename a volume by using one of the several methods in Windows 11.

Rename A Drive In Windows 11

You can use up to 32 alphanumerical characters for the NTFS drives and up to 11 alphanumerical characters for FAT drives. You can also use spaces, dashes, underscores, and other symbols.

The Use Of Settings

1. Open Windows Settings using **the Win+1 keyboard** shortcut
2. Go to **System > Storage**
3. Click on "**advanced Storage Settings**"
4. Select "**Disk and Volumes**"
5. Click the arrow down button next to the drive. This contains the partition you want to rename in Windows 11.
6. The other thing you do is to select the **needed volume**, then **Click Properties**
7. Click **Change Label.**
8. After changing the labels, enter a new name, and then click to save the changes.

To Change A Volume Label In Windows 11 Using Disk Management

1. Press **Win + X** or you can right-click the **Start Menu** button. Then select the disk management. You can also press **the Win+ R** buttons and the **disk mgmt.MSC Command**.
2. In this new window, select the volume you want to rename and right-click on it and select **Properties**
3. Using the general tab, click the next input field at the top of your Windows. That's where you put a name for the partition or your volume.
4. Enter your name after then click **OK**.

CHAPTER 3

HOW TO UNPIN APPLICATION IN THE START MENU

This is how to Pin or unpin in the Start menu. Please make sure you follow the following instructions.

When you want to pin and unpin applications or icons in the Start Menu, this is how you do it. You can pin any app to the Taskbar and Start Menu without third-party Software. It doesn't matter if it is a Library folder app, app, or drive, you can still pin all of them to the **Start Menu** or **Taskbar**.

You might need a particular app on the Taskbar you always open. The **Start Menu** of Windows 11 comes with a section called **Pinned.** As the name is, you can pin your most-used apps in a section that allows you to open the most frequently.

How To Pin Or Unpin Icons To The Taskbar

The following are the steps you can use,

1. **From the Start Menu**
    When the app is visible in the Start Menu, you can just pin it to the Taskbar. It doesn't matter if it is a pre-installed app, you can pin it immediately.
    - Click on the Start Menu.
    - Look for the app you want to pin to the Taskbar.
    - Then right-click on it and select **Pin to Taskbar**. You will notice that the app will be pinned immediately.
2. One thing with Windows 11, some apps give you an option to pin to the Taskbar. This does not appear in the new context menu. For this reason, you will need to open the next context menu by clicking or selecting the **Show more options** then you will find **Pin to the Taskbar** option. If you have an app shortcut on your desktop or other location you can pin it to the Taskbar by using the above-explained steps or process. If you don't want an app to appear on a Taskbar, you can unpin it. To do that all you need is to right-click on the app and select the **Unpin from Taskbar option**.

How To Manage Disk Or Drive Storage Setting

Windows 10 lacked proper Disk management tools unlike Windows 11. This gap was closed in Windows 11. Windows 11 has proper Disk management tools built in its setting. This allows you to analyze the storage drive and manage the storage without leaving the Windows Settings.

How To Manage The Disk And Drives In Windows 11

1. Press the **Windows Key + 1** at the same time.
2. At the Setting Windows, click on the "**System"** settings.
3. At the left-hand side click on "**Storage"** Settings
4. Then click on the **"Advanced Storage Settings"**
5. After this, at your right-hand pane, just scroll down and click on the "Disk & Volumes" and analyze the storage device. You will see all the drives including the external media storage on your computer.
6. Click on the drop-down icon on the particular drive you want to explore.
    This opens up the portion of the drive in the file explorer you want to access.

How To Change The Label Of Your Drive.

1. Open the setting
2. Click on the "**Systems"** Setting
3. From the System Settings, click on the "**Storage "** that is at the left-hand pane.
4. Tap the "**Advanced Storage Setting"** on the right pane.
5. Look at your right-hand side and tap on the "**Disk & Volumes"**
6. Then click on the drop-down icon of the drive you want to rename.
7. You will see all the partitions of the drive, tap on the partition to minimize the size.
8. After highlighting the partitions, you then click on the **"Properties".**
9. The next is the **"Volume Data"** section.
10. Then click on the **"Change label"**.
11. After doing that, type the new drive letter for the drive.
12. Press **ok** to save and set the drive letter for the drive.

Increasing And Decreasing The Partition Size Of Your Device.

1. Open the **Setting Windows**.
2. After that open the **' Manage Disks and Volumes'**
3. After doing this, then select the drive you want to increase the size. This will show you the partition of the drive.
4. When you have done this, click on the partition you want to increase and tap on the "**Properties".**
5. Click on the "**Change size"**
6. Then you will see that the size is changing. Then set the new size on MB.

For instance, if the older partition has 30 GB of Storage and you want the new partition to have 60GB of Storage then you will have to enter this,

60*1024 = 61,440 MB. Then the partition will have 60GB.

7. Press **ok**.

To Delete Or Formate The Partition

1. Open the partition
2. Then access the **Manage Disk and Volume Settings**
3. Click on the **Properties** and check it out.
4. Scroll down to the bottom of the setting and tap on **Delete** and delete the partition. This will delete the drive from your PC.
5. When you want to format the drive you have to tap on "**Format"** and it will start formatting.

Follow the same process to complete the formatting. This can be a long process to format if you are learning. Just follow all the instructions listed above you will just be fine.

Searching For Storage Usage
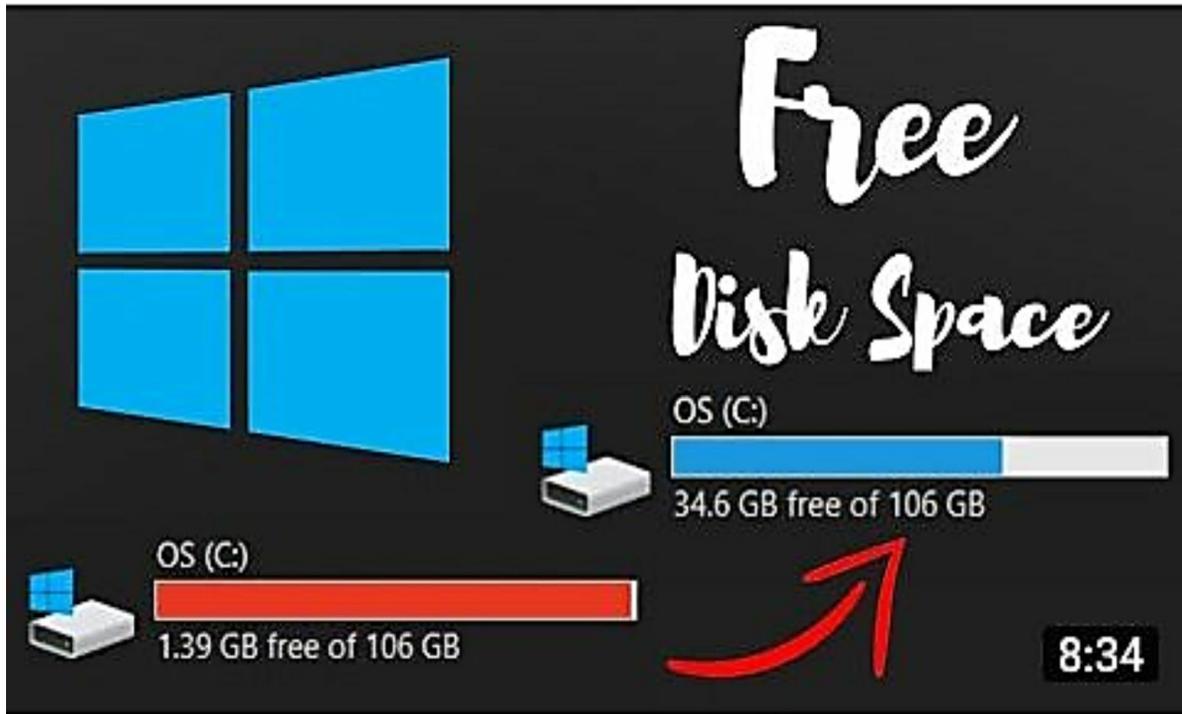
Storage usage allows you to know how much of your storage is used on a drive and how you can free them.

Search For Storage Usage Of Drive In A File Explorer

1) Open your PC in File Explorer **(Win + E).**
2) Then, you right-click or press and hold on to any local drive and then click/tap on properties.
3) In the General tab, click on the storage button
4) Then go to step 4 in option 2.

Option 2

How To View Storage Usage Of Drive-In Settings

1. Open Settings (Win + 1)
2. Click on the system on the left side also click on the storage on the right side.
3. Then click on advanced storage settings on your right side and expand it and click on Storage used on the other drives.
4. This is when you need to click on the drive, you need to see the storage usage
5. You will see how storage is used on a specific drive.

When you finish, you can close the setting

CHAPTER 4

HOW TO USE CLIPBOARD PASTE AS TEXT

Clipboard paste is one of the features which we use daily. This does necessarily mean that we do not have to browse on the web nor does it matter if we are coding or doing something else. Windows 11 enables you to copy a file and you have to right-click on the file and click on the copy the icon for you to paste it somewhere else and you have to right-click again on the paste icon. There are advanced features in Windows 11 that we call clipboard. In this clipboard, you can copy a file and paste it as much as you like and anywhere you like. In this section, you will learn to enable and use the clipboard in Windows 11.

The Types Of Files You Can Store On A Clipboard.

If you are new to Windows 11 you have to know the type of files that you can store on a clipboard the moment you turn it on. The types of files you can store on a clipboard are images, text, scripts, links, documents, and videos. These have to be less than 4MB. It can only support 25 entries. Anything more than 25 entries will be removed from the bottom, one after the other.

How You Can Enable The Clipboard History In Windows 11.

The clipboard history has been around since Windows 10 version 1809 and since then it has been around. Unlike Android, the default is not allowed or enabled. With that, you have to go to Windows to remove it.

Open the Windows and then use the shortcut which is Windows **Key + 1** on the keyboard. The moment the Windows setting is opened, you have to scroll down to the end and choose the clipboard.

When you want to enable the clipboard history, just click it on for you to turn on the clipboard history. As the features are turned on, you can make use of them anywhere on your PC or computer.

View Clipboard History On Your Computer.

Since you have enabled the clipboard history in Windows 11 and have copied multiple files, the next thing you do may be to have access to the clipboard history. Maybe you want to paste a clipboard history file or maybe you want to paste a text somewhere.

It is advisable to hold the **Windows key + V** key on the keyboard and you will see a very small panel on the right side called the clipboard history. This also enables you to move the window anywhere you want.

The Clipboard Settings
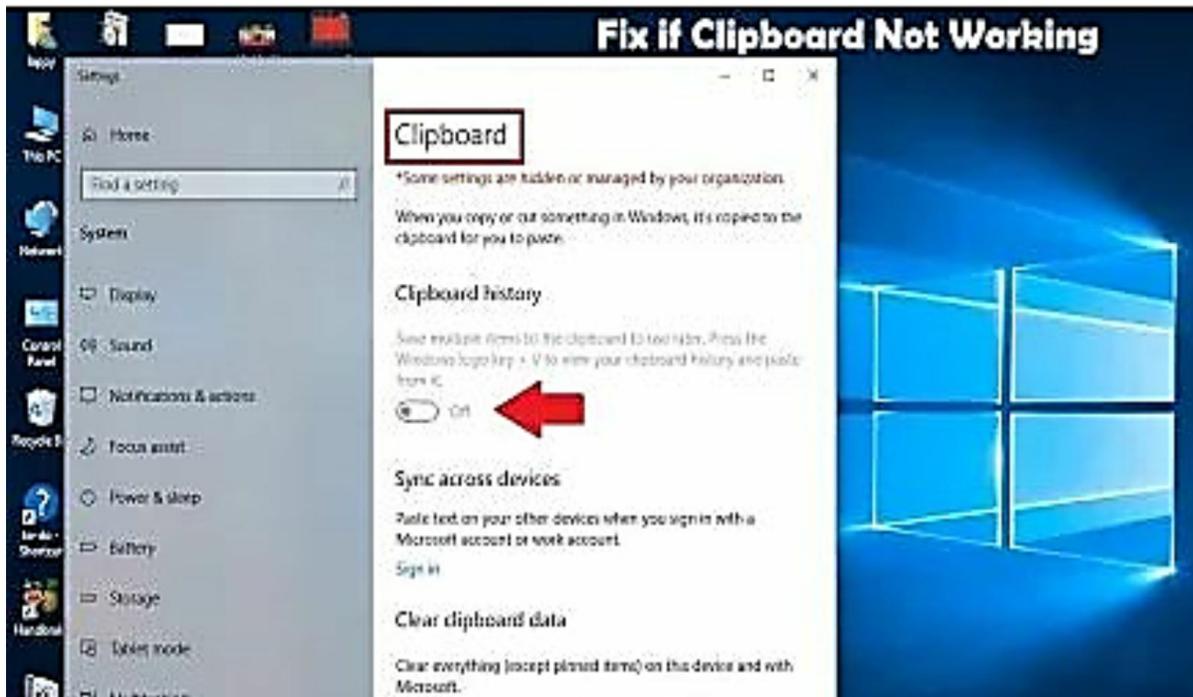
There are still some minor settings that are available to you when you view the clipboard settings.

1. **Delete an item from the clipboard.** When you look under the item, you will see three-dot that is back to back, just click on it and then select delete.
2. You can as well pin the item that you are using over and over again. This you do by clicking on the **Pin** icon underneath these three- dots.
3. You might decide to clear the clipboard history. All you have to do is to click on **clear all**.

Other Small Keynotes on Clipboard

Whenever you want to enable the clipboard history, all you have to do is visit the Windows settings and enable it from there. The other method is to hold the **Windows key + V** on the keyboard and you can view the clipboard history. You will notice that it is not turned on and you can turn it on from there by clicking it on.

There is no opportunity to resize the clipboard history but you can scroll down to the last entry. You can also move the clipboard anyhow and anywhere you want. This will enable you to see the history again anytime you open the same place again. It can open up sometimes in its default location.

You have to know that inside the clipboard there are other functions like emojis, symbols, kaomoji, gifs, and many more. These features can be used as a keyboard. You will also notice there is a clear history button that is available in Windows 11 settings.

How To Use Different Keyboard Layouts

Windows 11 allows you to use different keyboard layouts in Windows 11. Follow the instructions below for your Windows 11 settings

Windows Settings

Windows 11 allows you to configure multiple keyboard layouts when you are setting up your new installations. These windows allow you to add or remove layouts assuming you didn't correctly set them up in your preferred language initially. It gives you the option of adding or removing your keyboard layouts.

Open your settings when you click on the gear icon in your Taskbar or you can simply open your start menu and then search for settings. You have to search for the keyboard and select **edit language and keyboard options.**

Choose Your Language and Keyboard Settings.

In this setting, click on the burger menu of the languages you use. Then select the **Language option**. When you look under your keyboard and click on **Add a keyboard**. This allows you to select a new layout for your computer, you can also switch between your keyboard layouts. Just click on the icon at the bottom right of your Taskbar.

Open / Switch Between Keyboard Layouts In Windows 11

There are a lot of ways you can open and switch between keyboard layouts in Windows 11. You have to add a keyboard layout in the system tray of your taskbar. All you have to do is to click on the name of the keyboard layout you want and then you can switch between keyboard layouts as you want it. Another way to do it is to press **"Windows + Spacebar"** from the keyboard to quickly switch between the keyboard layouts.

How to Add A Keyboard Layout on Windows 11?

Windows 11 allows you to add and remove a lot of things. It also allows you to set up and add a keyboard layout on your computer. It allows you to quickly search, install and add a new keyboard layout in different languages on your computer or PC. The Taskbar allows you to choose different layouts

1. Your step one procedure is to open the "**setting app**."
2. At the opening of the window, select **Time & Languages** from, the **Taskbar**
3. When you've done that, click on the Language & Region option on the Taskbar.
4. Check under the language section and select the "**pre-installed language pack,**" then click on the three-dot menu that is beside it.
5. You then have to select the "**Language option**"
6. The next thing you do is to click on the "**Add a keyboard**" button which is under the keyboard section that is beside the "**Installed keyboard option**"
7. You will notice a pop-up list just select your preferred keyboard layout and then install it.

When you have completed these steps your keyboard will be installed and it will appear under the "**keyboard section**". You can also install different keyboards layouts in Windows 11.

How to Change Keyboard Layout on Windows 11?

The language bar is going to display either on the taskbar or Windows when you select more than one language as the input language in the language bar. You will be shown how to turn off the input indicator or the language bar in Windows 11 in this section of the chapter.

Activate The Input Indicator

If you want to turn off your language bar in Windows 11, you have to follow the under mentioned steps/ procedures;

1. Right-click on the Start button and then select **Settings**.
2. Go to the **Time and Language Option**s tab that is on the list on the left side.
3. When you have done that, in the right pane, select **Typing.**
4. Scroll down and click on **Advanced Key Board Settings.**
5. When you click Advanced KeyBoard Setting, the next thing you will do is to uncheck the box that is associated with the use of the language bar when it is not available
6. Then reboot your system.

How to Get Rid of the Keyboard Layout

When you want to get rid of the keyboard layout, you should use similar steps used in adding up the keyboard layout. The steps are written below;

1. Launch the Windows 11 setting app after which you go to **Time and Languages tab** which is on the left.
2. Click on the **Language / Region option** which is present on the right panel.
3. When you look below the language section, next to it, select the three-dot menu next to the default language.
4. Then click on the **language options** under the keyboard section, you can select the type of keyboard layout you want to get rid of.
5. Next, click on the three-dot menu beside the keyboard you want to remove.
6. Then, click on the Remove button and remove the particular keyboard you want to remove.

How to Use the Ease of Access Centre to Turn on the Screen – Keyboard.

The On-Screen Keyboard is included in Windows 11 type **osk.exe.** to execute it. The following steps are used to turn on the screen keyboard in Windows 11;

1. Open the **Windows 11 Setting**.
2. Then open the **accessibility Settings**
3. Select **Keyboard**
4. You will see the settings to **enable or disable** the On-Screen Keyboard.

CHAPTER 5
HOW TO FORMAT OR DELETE PARTITION IN WINDOWS 11

For you to store your data in a very organized manner, your PC system now comes with the advantage that gives you features that allows you to create a separate partition from the HDD or SSD-based storage system. This is a small and powerful feature supported by Microsoft.

There are times your space partition could be filled up and this will make your operating system not have space for partition and this makes your computer to be slower than expected because of a large chunk of files to occupy space in your small partition. You have to delete other partitions in your system storage space, to allocate more space in your operating system storage partition that now has a small space for storage in the partition because of these chunks of files that are built up in your storage. Thus, you need to recreate your OP partition to remove all the useless chunks of data in it. This means you have to start afresh with a clean and deleted partition that will give you more space in your system storage partition.

In this section, we will be discussing how you can delete your system storage partition in Windows 11

How to Delete a Volume/ Drive Partition in Windows 11

1. **DISK MANAGEMENT**

Go to your **WinX Menu** and open the **Disk Management**, then select the drive you wish to delete, right-click it and then click on **Delete Volume.**

2. **COMMAND PROMPT.**

Press the **WINKEY + X** button and right-click on the **Command Prompt Admin.** At this point, you can also search for **cmd** in the Cortana search box. After that, right-click on the Command Prompt icon and then click on **Run as Administrator**. The next thing you do is to type the following command.

3. **DISKPART**

This is a command-line-based utility like the Command Prompt. This will get you a UAC prompt the moment you bring it. Type diskpart in your search button and click **Yes** for the UAC Prompt. The next thing to do after clicking yes to the UAC Prompt is to type list volume.

The volume will list all the partitions you have created on your PC. This will include both partitions that are visible in the file explorer and the one that was created by default in your Windows 11 to enable you to store the boot files and other important files system. This will bring a list of partitions that you have made to your computer. Then select the partition that you want to delete by their unique identification numbers shown as Volume X. X means unique identification number. Next, type the following command and choose your desired volume. This will automatically delete the volume you selected and then convert them to unallocated space.

4. **THE USE OF WINDOW POWERSHELL**

Start by pressing **the WINKEY + X** button, then right-click on **Windows PowerShell (Admin)**. You can alternatively search for Windows PowerShell in the search Cortana box. Then you have to right-click on the Command Prompt icon and then click on **Run as Administrator.** After doing this, you then have to type the following command so that you can get a list of partitions on your computer. The next thing to do is to select the drive letter

that you want to delete, then write and enter the following to delete the particular partition,

Remove- Partition- Driveletter. After typing this, replace the letter of the partition you want to delete. The operating system will then ask you for confirmation. Click Y and Y stand for Yes or you can Hit A and A stands for Yes for all. This will automatically delete the partition you selected and send it to unallocated space.

Deleting Hard Drive Volumes

You can delete hard drive volumes or format a hard disk by using the Disk Management Panel in Windows 11. You have to make use of the Format option that is available in the context menu. Back up your files or data to another drive.

Removing a Partition on a Hard Drive.

This is done using **Disk Management**, **Command Prompt**, and **Windows PowerShell** to remove a partition on your hard drive. When you use Disk Management Panel, you will have to use the Format option at the context menu when selecting the hard drive. It doesn't matter if it is an HDD or SSD, they both use the same method.

Using the New and Search Emojis
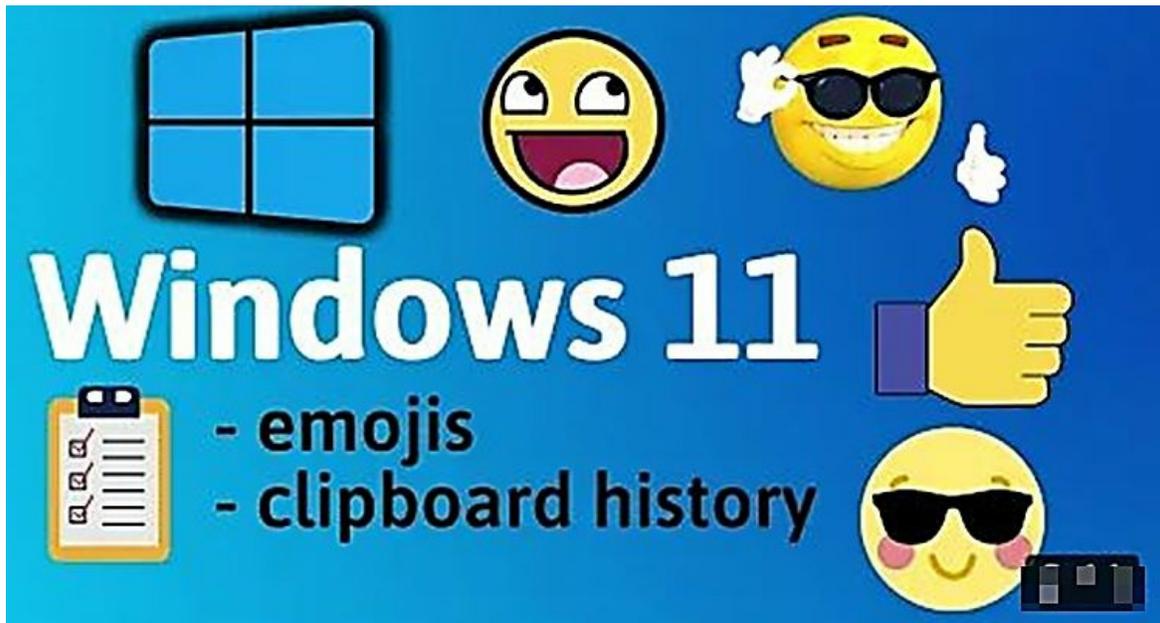
The Windows in your PC is the last place you might think of texting. Surprisingly, Windows is the place you can get proper emojis for a text on your computer. This is because Windows 11 has properly built- Keyboards.

We will be discussing how you can use the emojis keyboard in your Windows 11 operating system. This section also teaches you how you can use several ways to use emojis on your PC. There are ways you can switch to an emojis keyboard from your touch screen keyboard in your Windows 11. Such ways are discussed below.

How To Use Emojis Shortcut On Your Windows 11 Pc

The keyboard shortcut is the best and the fastest way for you to work on your PC. Emojis are not an exception to this development. The only thing you need to do is to use your emojis shortcut from your Windows 11 PC. If you want to open the emojis on your Windows 11 PC, press **Windows Key + . (Period)** on your computer keyboard. Then select the input key by clicking on emojis and it will type it in the input. The search bar can be used to search for emojis just like when you have used the input key.

How you can use Emojis Keyboard from your Windows 11 Touch Screen Board.

When you use a Windows PC tablet or any device, there might not be any physical keyboard you can use on Windows emojis shortcut. The other way to use the Windows emoji keyboard is from your touch screen Keyboard. To do this;

1. Tap on tablet mode with any input field to bring out your emojis touch screen keyboard.
2. The alternate way is by clicking the keyboard icon in the Taskbar to pop up the emojis touch screen keyboard.
3. Having done that, the next thing is to touch the keyboard or by clicking the heart icon at the top left to bring out the Windows 11 emojis keyboard.

The good news is that Microsoft is always adding new features to your Windows. An example is the new Windows 11 with the touch screen keyboard. One of the new features is that you access your clipboard history from the emojis touch screen keyboard even with the symbols. They both require a keyboard shortcut of their own. Recently, most modern chat apps today have built-in emoji selectors. If the chat app you are using doesn't have it with this now, you know Windows can help you.

How to use Transparency Effect

This section looks at how to use the transparency effect on your Windows 11. We all Windows 11 comes with a lot of features. You can reset Windows 11 yet you will not erase your data. You can convert JPG or PNG images on your PDF.

The good news is that Windows 11 allows you to include transparency effects features that enable you to make transparent some of your Windows backgrounds, which includes the taskbar and your menus. Not everybody wants that transparency. Therefore, Microsoft in Windows enables you to have the option of turning it on or off. This gives you the option to disable its translucent interface elements in Windows 11 by just flipping it or toggling the switch. You must know that the features remain turned on by default.

You can use the powerful setting app to enable or disable the transparency effect in Windows 11.

How to Enable or Disable Transparency in Windows 11.

The First Method.

Step 1.

Open the setting app by pressing **Windows + [1] Keys** on your keyboard. You can alternatively click on the start button from the taskbar by pressing the **Windows [Key]** with your keyboard and then clicking on the **setting gear icon**

Step 2

Select **the Accessibility** category in the Settings from the left sidebar, and click on the **Visual effect** tab that is on the right-hand side.

Step 3

From the Visual effect settings, you have to turn it on or off then toggle the switch that is beside the **Transparency effect** for you to enable or disable the features on your Windows 11 computer.

You will notice immediate changes to your features. This means that your toggling on or off will give you an immediate response that will enable you to see the visual changes on your opened app setting.

The second Method.

Step 1

Open the setting app by pressing **Windows + 1 key** on your keyboard.

Step 2.

At the opening of the Windows Settings, select **Personalization** from the category at the left side pane.

Step 3

Click on the **Colours** tab on the right sidebar.

Step 4

This is when you have to turn the toggle switch On/Off. The moment you have turned off the Transparency effect, you will notice the Windows will become opaque. After you have finished making your preferred changes, then you can close the settings.

How you can Turn On/Off the Transparency Effect in Windows 11 Using Registry Editor.

If you want to turn on or off the transparency effect in Windows 11 using registry editor, then you have to follow the following footsteps to do that;

Step 1

Open the **Registry Editor**

Step 2

At the opening of the Registry Editor, navigate to the following path in the pane.

HKEY_ CURRENT_ USER\Software\Microsoft\Windows\Current Version\Themes\Personalize

Step 3

Look for **DWORD to** enable transparency at the right side of the pane. After that, double-click on it to modify it.

- 0 – Disable transparency effect.
- 1 - Enable transparency effect.

Step 4

After you have finished, click on the **OK** button. You will notice that the transparency effect will enable or disable depending on your preferred choice.

CHAPTER 6
HOW TO OPEN FOLDER OPTIONS IN WINDOWS 11

The file explorer is the most important part of file management in all Windows operating systems. The file explorer has a folder option that is dedicated to you. It allows you to customize how your files and folders should be displayed. It also determines how your folders should function. For instance, if you want to show files extension or any hidden system files, you have to go through your file option tools.

The previous Windows before Windows 11 allows you to click on the "option" button at the Ribbon menu in the File Explorer to open the Folder option. The Windows 11 File explorer has gone through significant changes that make a new user confused. In that, the Ribbon menu or the old navigation bar is no longer in existence. In place of the Ribbon, is the simple menu command bar that gives you quick and prompt action. This new command bar can confuse you if you are a new user of Windows 11.

Microsoft has simplified the open folder options as it allows multiple ways to open the folder options. This book guides you on how to open folders options in Windows 11. Therefore pay particular attention to these guidelines as listed below.

How You Can Open Folder Options In File Explorer

1. Use the command bar to open folder options
2. Right-click on Quick Access and then select the Folder options.
3. After doing that, you have to run the Command to open the Folder Option
4. After that, open the Folder Options from the control panel of your PC.

The Use of Command Bar to Open to Open Folder Option.

1. Open the File Explorer
2. Then click the "see more options" (…) icon
3. Select the "Options" from the option.
4. When you have done this, the Folder Options tool will open.

Right-Clicking On Quick Access To Select Folder Options.

This involves opening the File Explorer, then right-click on the Quick Access option on the sidebar, after which you select " Options" from the list of options. This opens the Folder Options Windows immediately.

The Use of Run Command to Open Folder Options.

Open the run dialogue box by pressing the **"Windows Key + R "** Shortcut. The next thing you do is to search for "Run" in the Start menu. Type **"Control Folders"** in the run dialogue box and then press the enter button on your keyboard. The Windows Folders Options will open immediately.

Opening The Folder Option From The Control Panel.

You have to first **open** the **Start menu**. After doing that, search for "**Control Panel**". After searching for the Control Panel, click on it to open. When you have done opening the Control Panel, you can set the **"View by"** to "**Large icons"**. After this, click on the **File Explorer Options**. It will display **folder Options** in the **Control Panel**. The moment you click on **the Folder Options** the **Windows will open**.

Option To Open File Explorer Differently

File explorer is one of the Windows operating systems. When Windows 7 came out newly, it was named Windows explorer and then in Windows 10, it was named File explorer. File explorer is opened for different purposes, some of which are for searching for files and folders and creating new folders. Microsoft made it convenient for people to be able to use this app.

How To Open File Explorer In Windows 11

1. BY USING THE KEYBOARD SHORTCUT.

The Keyboard shortcut is the first way to open File Explorer. All you have to do is to press the" **Win + E** " shortcut key on your keyboard to open the **File Explorer app**

2. USING THE TASKBAR SHORTCUT.

Windows 11 is different from Windows 10 in that it comes with a **centred Taskbar**. This **centred Taskbar** looks like a dock in **MacBook.** If you look at the default in Windows 11, you will be amazed that the **File Explorer is Pinned** at the **Taskbar**. This you can do by simply clicking on the icon for you to launch the app. It also enables you to move around the shortcut to open the previously **File Explorer** in Windows.

3. HOW TO SEARCH AND OPEN THE FILE EXPLORER

When you want to quickly open the search icon on the Taskbar, all you need to do is to type "**file Explorer"** and open it, the Windows will show you the app. It will enable you to see a frequently opened app list so all you have to do is to choose the one you want and open it.

4. YOU CAN ACCESS IT FROM THE POWER USER MENU.

This was introduced in Windows 10. In Windows 11 all you have to do is to press **"Win + X"** which is the **shortcut Key**. You can also right-click on the **Start menu icon** for you to be able to **open** the **power user menu**. The moment the power user menu opens, press the letter **E** to lunch the **File Explorer app**.

5. YOU CAN ACCESS IT FROM THE START MENU.

Press the Windows key on your keyboard to open the **Start menu.** At the pinned **File Explorer,** you can also use it if you have it. If you pined your files, you can easily see them under **the "Pinned "** section. If you didn't pin them, simply click on the" **All Apps"** button on the list of apps on your computer. What you need to do is to scroll down to the letter **F** and then find the **File Explorer app**.

6. OPENING FROM THE COMMAND PROMPT OR THE WINDOWS TERMINAL

Microsoft changed the name in Windows 11 from Windows **PowerShell** to Windows Terminal. When you want to **open File Explorer** in Windows 11, you can open it from the **old Command Prompt or the Windows Terminal app.**

- Click on **the search icon** and then type **"command prompt"**. The moment you do that on the **search icon** that is in the **Taskbar** it will launch the **Command Prompt app** for you.
- When the **Command Prompt** is launched, you then have to type **Explorer** and click the **enter** key.
- Automatically, the **File Explorer app** will **open up** with the default folder. This can generally be opened **with (Quick Access).**

7. YOU CAN USE THE RUN PROMPT.

The same Explorer Comand can be used in **Run Prompt** to open **File Explorer** instead of **Command Prompt**.

- Press the **"Win + R"** keys for you to be able to open the **Run Prompt.**
- Type "**explorer**" and then hit **the enter key** or you can press the **"OK"** button.

8. YOU CAN CREATE A DESKTOP SHORTCUT FROM THE TARGET FILE EXPLORER APP.

Windows 11 has a **target executable** file because File Explorer is one of the apps in Windows. You can get the **explorer.exe file** under th**e C:\ Windows**. Simply **right-click** the file and then select "**Show more options"**, this will expand the context menu and click the "**Create Shortcut"** option. You can also select the files and press "**Shift +F10"**. It will open the expanded context menu in Windows 11. There will be a prompted message saying **"Windows can't create a shortcut here"**, do you want the shortcut to be placed on the **Desktop instead**? Click "**Yes"** to be able to create a **Desktop shortcut** for the **File Explorer app**. It will

pop up the name "**explorer Shortcut"**. You can then rename it if you want. Anytime you want to open it, just double click the **Desktop shortcut** and the **File Explorer** will open.

9. CREATE A CUSTOM DESKTOP SHORTCUT.

Here, you don't have to be searching in the **explorer.exe file,** instead, you can alternatively create a desktop shortcut from the desktop. Right-click on your desktop and then select the" **New > Shortcut"** option. The next screen will appear, and then you have to type the file explorer app location as **C:\Windows\explorer.exe**. After this, click "**Next**". Enter the name of your shortcut in the next screen as **"File Explorer"** and click the **"Finish"** button. You will see the shortcut below your desktop.

10. YOU CAN CREATE A NEW TASK FROM THE TASK MANAGER.

This method is very long. You can only use this method if all the above methods are not available or do not work for you.

- Right-click on the **Start menu first** and then select the **"Task Manager**" in the option available to you on the list.
- From the **Task Manager,** go to "**File > Run new task"**.
- "**Create task"** from the pop-up dialogue box. Then you will press enter "**explorer**" and finally, you will have to press the "**OK**" button.
- The next thing you see is that the File Explorer will open and you can look up your files and folders in the app.

Having gone through this lesson, you can see that there are a lot of ways to open file explorer   Windows 11. The Shortcut Key and the Taskbar Shortcut are the easiest ways for your File explorer to open.

How To Use Ribbon In The File Explorer

Microsoft has done great work in updating the use of Ribbon File Explorer in Windows 11. They introduced an updated version that changes the classic Ribbon menu with a very simplified one with fewer commands. This new experience in Windows 11 matches their new design concept of Windows 11. Although, some people prefer the classic ones and in Windows 11, it is still possible to bring it back. This you have to do by modifying the Registry through the (Toms Hardware). Please note this can only work in the early version of Windows 11.

How To Enable The Classic File Explorer Ribbon Menu In Windows 11.

STEPS:

1. Open the "**Start"** in Windows 11
2. Search for **regedit** and, click the top result to open the **Registry Editor**.
3. When you have done that, browse using the following path, **HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\Cu Extensions\Blocked**.
4. Right-click at the **Blocked key** and select the **New** submenu after which you will choose the **String Value** option.
5. You will then use this name for the key: {**e2bf9676-5f8f-435c-97eb-11607a5bedf7** to enable the Ribbon menu in the File Explorer and then **hit enter**.
6. After this, restart your computer. Since you have completed the steps the next time your computer restarts, the File Explorer will then have a **classic Ribbon Menu.**

How To Change Administrator On Windows 11.

On Windows 11 most of the application requires the Administrator's permission to be able to run properly. If your computer's account doesn't have an account with administrator access, some of the apps and games in it won't work. For it to work properly, you have to enter the administrator's password in the User Account Control feature (UAC) for you to be able to run those programs as an administrator.

When your family member or a friend wants to use your computer, you have to give them administrator access for them to be able to have full access to your computer. All you have to do is to change their account to an Administrator account in Windows 11. In this section, we will be illustrating how you can change the account type from the **Standard User** to an **Administrator** in Windows 11. This you do by using **Settings, Control Panel, User Accounts, Powershell, and Command Prompt.**

The Types of Account you can have in Windows 11

In Windows 11 you are only allowed to have two types of User Account and they are the **Standard User Accounts and the Administrators Accounts.**

In Windows 11 the **administrator's account** gives you complete control over the Windows 11 system or device. It gives you the right to **install hardware and software**. It gives you a**ccess to all the files**, **changes the computer settings**. You will be able to **execute elevated tasks** and also you can **add or remove new user accounts**. It is always advisable to have two administrator accounts in case you forget your password and get locked out of your computer.

When you want to compare **the Administrator account** and **another account** you can say that **the Administrator account** is **not limited** but **the Standard account is limited**. This is because the **Standard User** can only have access to the existing applications but cannot install or remove applications. The Standard User account is prevented from **making global settings or adding/ deleting the user account on your computer.** It can also perform basic tasks, it's the **only Administrator Account that can make app/setting elevation because only the administrator has the credentials to complete the task.**

How to Change your Account Type to Administrator from the Windows Settings.

We will see how you can use **the Windows 11 Settings utility** to change **your existing Standard account to an Administrator account**. To make this change, log into the **Administrator account** take the following steps;

Open the **Settings first.** To **open Settings**, **right-click the Start** button and then select **Settings**. You can alternatively press **the Win +1 in Windows 11** to proceed. When you have done this, then open the "**Account**" section which is at the left pane and then click on the "**Family & other users"** which is located at the right pane. Check the "**Other users' section"**, there, you will find all **other users' accounts apart from your own**. Then click on **the user account you want to make an Administrator**. When you have done that, you will then have to click on the "**Change account type"** button that is shown.

Go to the " **Change account type**" in the Window, you will notice the account name is typed as shown in the Window. Open the dropdown menu which is under the account type option, then select "**Administrator**" and now click "**OK**" to effect the change. You will notice that the selected **Standard user account** will change automatically to **an Administrator account** and will have all the **Admin rights and privileges**.

When you decide to remove the admin privileges or rights and you want to turn it back to the Standard user account, all you need to do is to select the **" Standard user"** and then click "**OK**" in the change account type in the

Window.

Change Your Administrator On Windows 11 Using The Control Panel.

You will notice that the Control Panel utility is in all versions of Windows. The Control Panel is used to change the account type of the user account.

The first step to using the **Control Panel** to change the account type of the user is to search for the **Control Panel** in **the Windows 11 search button and then open it**. You will check under the **User Account category** and then click on the "Change account type" option that is on the left of the pane. The next thing you do after this is to select the Administrator and then click "**Change Account Type"** You wil**l** notice that the account you selected has turned to Administrator. At this point, you have to restart your computer for you to apply this change. Remember, you can always change the account to "Standard" by using the same procedures explained above.

Change Administrator On Windows 11 By Using User Account.

The account user management utility "**User Account"** can be used to change to **Administrator**.

To open the User account tools, you have to run the **dialogue** through the shortcut key "**Windows + R"** and then type **netplwiz** at the Open field provided. After doing this, press "**Enter"**. Alternatively, you can click **"OK"**

Take a look under the **"User"** tab of the User accounts in Windows 11, you will notice that there is a list of user accounts. Then you will have to select the account you will love to promote and click on the **"Properties"** button.

While at the next Window, switch to the "**Group Membership"** tab, and then you will select the "**Administrator**" option. When you have finished doing that, click on "Apply" and press "**OK**"

If you had selected the "**Other**" option, it can allow you to choose from different user groups and such groups are **Device Owners**, **Guest, Event Log Readers, Remote Management Users, Backup Operators a**nd many others. After all these, you will notice that your selected account is now an **"Administrator".**

Change To Administrator In Windows 11 Using The Command Prompt.

You can use **the Command Prompt** to change to Administrator. Firstly search for "**cmd**" or the Command Prompt in your Windows 11. Search for the bar and then click on **"Run as Administrator"** at the right pane. The user account will ask for permission, just click **"Yes"** to continue. If you prefer to list all the local user accounts on your computer which includes the default accounts, you have to type the below and press **Enter**.

net user. After you have typed this command, you have to type a different command to be able to turn a Standard user account into an Administrator account after which you will press **Enter**.

net localgroup Administrators "Account name"/add.

Then replace the **Account Name** with exactly the user account that you will love to change into an Administrator. You will notice that after this, your standard account will be changed into an **Administrator account**.

Also when you want to turn an Administrator account into a Standard account and deprive it of its Admin rights, just type the following command.

net localgroup Administrators "Account Name"/delete.

Change To Administrator in Windows 11 Using the Powershell.

Powershell can be used to change account type in Windows 11. This is a command-line task-based tool that is mostly used by IT professionals and power users to automate tasks like creating a new user or users, changing passwords, account type change, and lots more.

Start by searching for the "Powershell in Windows 11 search bar, then click "Run as Administrator" which is under the Windows Powershell at the right pane. The Powershell will open in an elevated mode. Then you have to type the following command so that it will list all the local user account. You have to note the local user account you want to change.

Get-local user.

Type the following command below to change the account type to Administrator. This will replace the account name with the one that you want to make an Administrator.

add-LocalGroup- Group "Administrator"- member 'Lavinya'

You can enter the below command if you want to turn or change the Administrator account into a Standard account,

remove-LocalGroup-Group "Administrator"- member " Lavinya"

The moment you do this, it will remove the Administrators right and then change the account into a Standard account.

How To Remove A Setting From Quick-Setting

In this section, you will see how to remove a setting from a quick setting:

1. Press **Win + A** to open the quick setting panel.
2. After pressing **Win + A you** click on Edit quick setting button shown with a pencil icon.
3. When you have done that, click on the **Unpin** button which is next to each of the settings you have preferred to remove.
4. It is possible to re-arrange the buttons after you might have removed them using the drag-n-drop.
5. You can then click on the **Done** button after you have finished removing the settings.

Quick Settings: Adding Or Removing.

The steps to add quick settings are written below:

1. Open Quick Settings using the **Win + A** shortcut.
2. Click on the button that has a pencil icon written **Edit quick settings.**
3. You will see a dialogue then click on **Add** and then select the settings you want to add.
4. Repeat the steps to add more quick settings to the **Win + A** layout**.**
5. When you have finished adding more options, you can then use drag-n-drop and re-arrange the setting right inside the panel.
6. After doing this, all you have to do is to click on **Done** to finish. You will notice that you have added quick settings.

CHAPTER 7
CONNECTING TO A WI-FI NETWORK IN WINDOWS 11
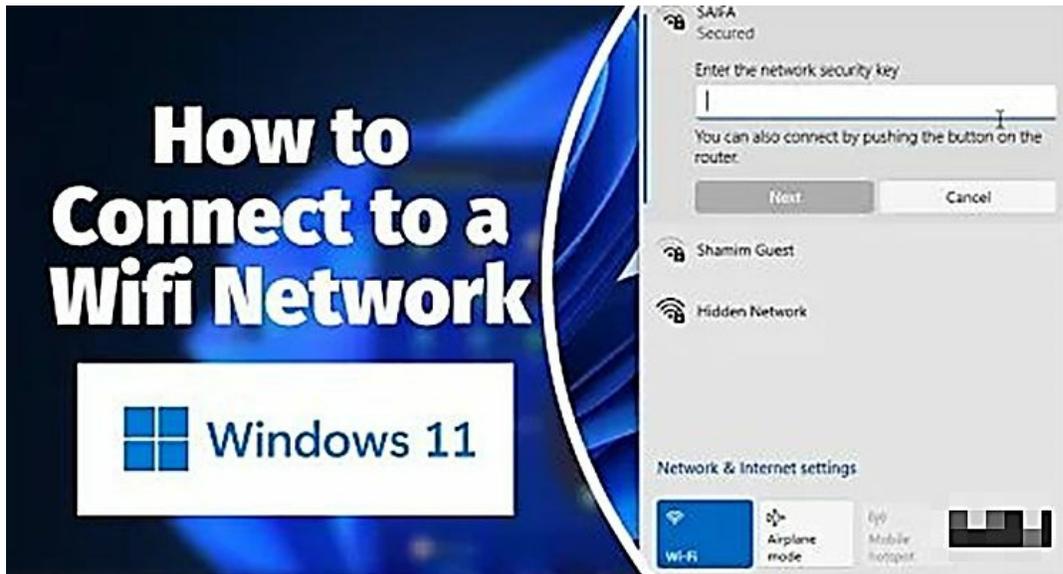
There are various ways you can connect a WI-FI network to Windows 11 on your computer. In this section, we will be looking at the four various ways you can use to connect the WI-FI network in your Windows 11.

Your Windows 11 can be connected to wireless network access, internet, and other local networks in your Laptops, Tablets, and Desktop computers. It's always going to be easy if you know how to connect them, but if you do not know, don't worry this guide below will teach you how to make these connections.

You might want to set up a new connection or try to learn a more efficient way to connect to multiple computers, I can assure you that Windows 11 is packed with many tools to allow you to make that connection without using cables. You will do this by using the taskbar, Settings, Control Panel, and even a Command Prompt.

In this chapter, I will put you through how to do the following,

- Connecting to the WI-FI network through the taskbar.

- Connecting to WI-FI network through the Settings
- Connecting to WI-FI networks through the Control Panel
- Connecting to WI-FI network through the Command Prompt.

Connecting To Wi-Fi Network Through The Taskbar.
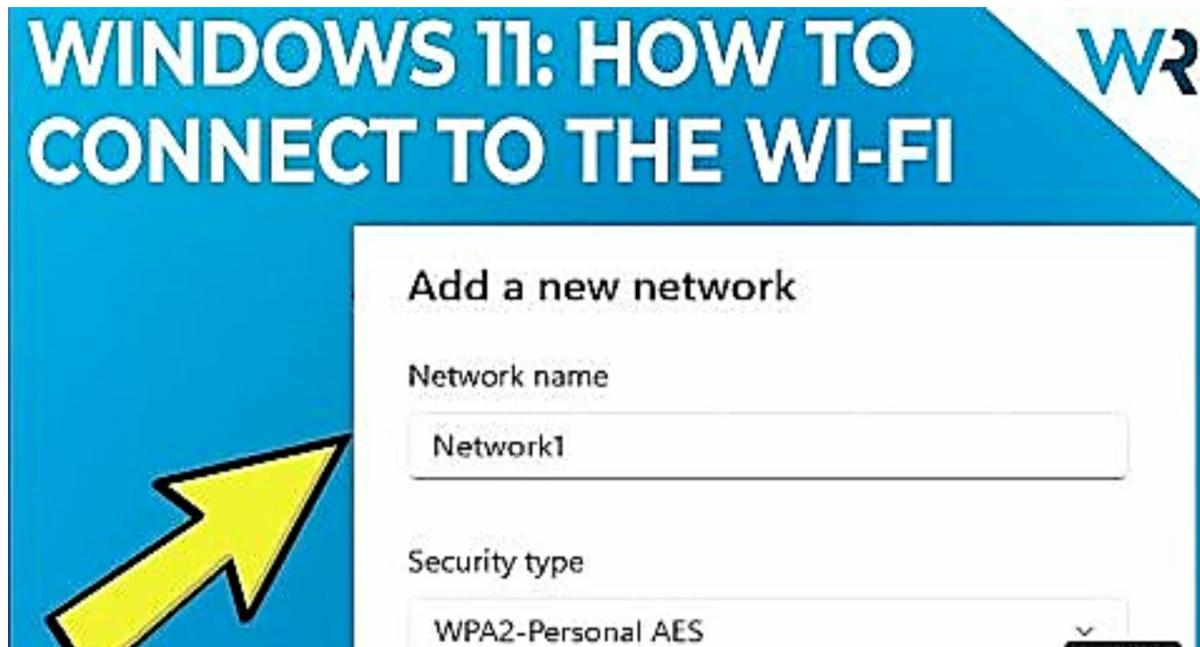
When connecting to a WI-FI network through the taskbar, you should take the following steps:

1. Click on the Network icon which is located at the bottom right corner for you to open the Quick Settings. You can alternatively use the Windows key + A keyboard shortcut to open the settings flyout.
2. Then you have to click on the button that is next to the wireless icon.
3. After doing this, you have to select the wireless connection.
4. You can check the Connect automatically option. This is just optional.
5. When you have done this, the next is to click the connect button.
6. At this stage, you have to confirm the network security key password.
7. This is where you have to click the Next button.
8. You have to confirm whether your network is discoverable on your computer network.

After this step process, your laptop or desktop will connect to the network through wireless.

Connecting To Wi-Fi Using The Control Panel

The following steps should be used when connecting to WI-FI using the Control Panel.

1. Open the **Control Panel**.
2. And click on **Network & Internet**.
3. After doing that, then click on **Network and Sharing Centre**.
4. If you look under the "**Change your networking settings**" section you will click on the **Set up a new connection or network** option.
5. Next, select the "**Manually connect to a wireless network**" option.
6. You then have to click on the **Next** button.
7. This is where you will confirm the network name.
8. You will then use the drop-down menu to select the security type- using WPA2-Personal as an example.
9. When you reach this stage, you have to confirm the network security key password.
10. Then you have to check **the Start this connection automatically option**.
11. This stage is optional. Check the **Connect even if the network is not broadcasting.**
12. Click the **Next** button
13. Click the **close** button.

Once the steps are completed, your computer will automatically connect to the WI-FI network.

Connecting To Wi-Fi Network Using Command Prompt.

This can be done by using the **netsh** command-line tool in Command Prompt to connect to a WI-FI in Windows 11.

The following under listed steps can be used to connect to WI-FI using Command Prompt Windows 11:

1. **Open Start**
2. Search for **Command Prompt,** and right-click the **Run as Administrator** option.
3. Type the following command for you to view the available network profiles after which you press enter **netsh WLAN show profile.**
4. After typing the command to show profile, confirm the wireless profile.
5. Type the following command to be able to connect to the wireless network on Windows 11. When you have done that, press Enter netsh WLAN connect ssid = YOUR-WIFI-SSID name = PROFILE-NAME

Update the name (SSD) of the network and also its profile name with your network information. For example, let us use a command that uses a network drumset, netsh wlan connect ssid = drunet name = drunet

Note that some computers have multiple adapters, meaning that you have to specify the adapter's name in the command. Let us use the following command as an example,

netsh wlan connect ssid =YOUR –WIFI-SSD name = PROFILE- NAME interface = Wi-Fi.

The moment you have completed the steps, your computer will be connected to WI-FI networks.

How To Create A Network Connection

With the knowledge you have acquired through reading this section, I will like to introduce you to a broader knowledge of how to create a network connection. The netsh command tools are designed to allow you to manage WI-FI adapters and networks. The limitation is that you can only manage the existing profile. It doesn't allow you to create new network profiles with its tool.

When you want to connect multiple computers to the same wireless network, you can export the profile that was created automatically during your first connection. It is possible to import it using the netsh to connect and this can be done using the command prompt.

If you want to export WI-FI with commands in Windows 11, you can use the following steps:

1. Go to **Start**
2. Search for **Command Prompt** and right-click at the top result and then make a selection as **Run as administrator** option.
3. Type the following command to be able to view the network profile and then press Enter**, netsh wlan show profile.**
4. To export a profile, type the following command and then press Enter: netsh wlan export profile PROFILE-NAME key = clear folder = PATH\TO\EXPORT\FOLDER.

To demonstrate this I have to use to drunet network as an example. This command example below shows drunet being exported to the "document" folder, netsh wlan export profile drunet key = clear folder C:\Users\m\Documents

The moment the steps are completed, you will be able to import the same XML file to connect to other computers to the wireless network.

How To Import Wi-Fi Profile

Use the following steps to import your WI-FI profile:

1. Go to Start
2. Search for the Command Prompt and right-click on the top result after which you will select the Run as administrator option.
3. Type the following command to determine the name of the network adapter and then tap enter: **netsh wlan show interfaces**
4. Confirm the name of the adapter that will connect to the network.
5. Type the command below to import the wireless profile and then tap Enter .**netsh wlan** add profile file name = **' PATH \PROFILE. XML"**
   Interface = " **YOUR –WIFI-ADAPTER –NAME" user = current**

While writing the command, you must indicate or specify the location of the XML file and the network interface name. Using the example below, the command imports XML file located in the documents to the Wi-Fi adapter netsh wlan add profile file name = "C:\users\m\documents\wi-fi tsunami.xml" interface = "WI-FI" user = current.

6. Type the following command to connect to a wireless network and then tap Enter

netsh wlan connect ssid = YOUR –WIFI-SSID name = Profile – Name. While making the command, specify the SSID and the profile name that correspond to your network. This example here connects to the access point using the "tsunami" SSID and also the "tsunami" profile name. netsh wlan connect ssid = tsunami name =tsunami

When you have completed all the steps, the computer will automatically connect to the wireless network.

Reconnect Automatically In Windows 11

Using The Reconnect Automatically.

Windows 11 gives you the option to reconnect automatically after you have disconnected from the adaptor manually.

If you want to set your adaptor to reconnect automatically, the following steps should be used:

1. Click on the **wireless icon** in your system tray.
2. The next step is to click on the button next to the wireless icon
3. At this stage, use the drop-down menu and then select when you want it to reconnect automatically. The following options are available:
   - Manually
   - In one hour
   - In four hours
   - In one day.

When you are completely done with the setup, bear in mind that Windows 11 will not reconnect until the time you have selected as listed above. The functions in the computer can only connect automatically to your old networks.

Connecting To Wi-Fi Through The Settings.

If you want to add to a wireless network through settings, please follow the under-listed steps:

1. Open Settings
2. Click on Network & internet.
3. Also, click on WI-FI
4. After that, click on the Manage known networks page on the right side of the pane.
5. Click on Add network button after you have done that.
6. Then confirm the name of the network.
7. You will use the drop-down menu to select the Security type. The example is WPA2- Personal AES.
8. Next, confirm the network security key password.
9. This is the time for you to check the **Connect automatically** option.
10. You must check the **Connect even if this network is not a broadcasting** option.
11. When you are done checking the option, the next thing to do I to click the save button.

The computer will connect after you have finished the process. Note, it will connect automatically when the WI-FI network is in range. It doesn't matter if it is hidden or visible.

How to Set Up a VPN In Windows 11.

The best VPN (Virtual Private Network) in Windows 11 will give you an app that will enable you to connect quickly to your private networks. If you don't want to configure through an automatic connection, you can still configure the VPN manually if your app is not working normally.

No matter the kind of problem or choice you are making, Windows 11 will give you the option to configure and manage your VPN connection through the setting app which enables you to connect virtually to any VPN service. This will help you in your online privacy and also gives you access to other restricted services.

In this section, you will learn the following,

- How you can set up your VPN connection in Windows 11
- How you can connect your VPN connection in Windows 11.
- How you can disconnect your VPN connection in Windows 11.
- How you can remove your VPN connection in Windows 11.

How You Can Set Up Your Vpn Connection In Windows 11.

The following steps can be used when you are setting up your VPN connection in Windows11.

1. Go to Settings.
2. Click on Network & internet.
3. Next, click on the VPN page that is on the right side.
4. At the "**VPN connections**" settings, you then have to click on the "**Add VPN**" button.
5. Use the "**VPN provider**" drop-down menu and then select the **Windows (built-in)** option.
6. When you have selected the Windows (built-in) option, in the "connection name" setting, enter a name to identify the connection. For example, you can use a service name like IPVanish, Private internet service, and lots more.
7. Next, go to the "**Server name or address**" setting and then enter the address of the VPN server, for instance, vpnserver.com or 122.122.122.122.
8. After entering the server name, make use of the "**VPN TYPE**" in the drop-down menu and then select the **Automatic** option or you use the protocol required for you to connect to the particular VPN server.
9. This is where you have the "**Type of sign-in info**" drop-down menu and then select the authentication method.
10. Confirm your user name and password that is if you have selected the "**User name and password**" option
11. Finally, click the Save button.

When you have finished, you then have to connect to the VPN service from the Setting app or Taskbar.

How you can Connect your Vpn Connection in Windows 11.

The following steps can be used to connect your VPN connection to Windows 11:

1. Go to **Settings**
2. Click on **Network & internet**
3. After doing that, click on the **VPN page** on the right side.
4. When you are done with this, click the **Connect** button

When you have completed the steps, your computer will connect you to the VPN server.

How you can Connect Through the Taskbar.

For you to make your VPN connection through the taskbar, the following steps should be taken:

1. Click on the network icon on the **Taskbar**.
2. After doing that, click on the **VPN** button.
3. Select the **VPN connection**.
4. Finally, click on the **Connect** button.

The moment you have completed the steps your device will authenticate and connect to the remote network.

How you can Disconnect your Vpn Connection in Windows 11

The following steps can be used to disconnect your VPN connection in Windows 11:

1. The first step is to open the **Settings**
2. Click on **Network &internet**
3. After doing that, click on the **VPN** page that is on the right.
4. Then click on the **Disconnect** button.
5. Finally, click on the **Confirm** button.

When you've followed these steps, your computer will disconnect from the VPN server.

How you can Disconnect from the Taskbar.

1. You first have to click on the network icon in the **Taskbar**.
2. The next thing you do is to click on the **VPN** button.
3. After this, the next step is to select the **VPN connection**.
4. Finally, Click on **the Disconnect** button.

When you have completed the steps to disconnection from the Taskbar, your computer or Laptop will terminate its connection from the remote Virtual private network.

How you can Remove your VPN Connection in Windows 11

The following steps can be used to remove VPN from your Windows 11

1. Open Settings
2. Click on Network & internet.
3. After doing that, click on the VPN page on the right of the pane.
4. Click on the connection to access its settings.
5. The next step is to click on the **Disconnect** button.
6. Finally, click on the **Remove** button.

Once you have completed the steps written above, the VPN connection will be removed from your computer.

CHAPTER 8
INSTALLING FONTS ON WINDOWS11

In this section, we will be talking about how to install fonts on Windows 11. Windows 11 has a lot of fonts but it was simplified in such a way that people who don't like the content of Ariel, Georgia, and Times New Roman will be able to install it on their own. This window is very good for people who work with letters. Graphics designers for example will prefer to use Windows 11 because it gives them the chance and opportunity to choose different kinds of designs for their work. It will also benefit writers who spend a lot of time trying to use characters that will suit their writing format.

The fonts on Windows 11 can be installed through the Microsoft Store, Settings, and File Explorer. The method you chose can have its flaws. You can install a font through the Microsoft Store with a click on your computer or Laptop. The Microsoft Store is quick and prompt but it does not offer the same choice as to when you are on another web. It will require a bit more effort for your Settings and File Explorer on installation but it facilitates downloadable files in the **TrueType, OpenType, or your PostScript file format.**

How you can Install Fonts Through Microsoft Store in Windows 11.

The Microsoft Store is the best place to install the Windows fonts because it gives you a straightforward way to install your fonts without any malicious stuff on your computer. When you install through Microsoft Store, you are sure that what you buy is not fake, dubious, and malicious.

1. LAUNCH THE MICROSOFT STORE

In Windows 11 the Microsoft Store is pinned to the Taskbar and Start menu by default.

2. SEARCHING FOR THE FONT IN THE TOP SEARCH BAR.

When you search for the font in the top bar, you will see a menu. The font is at the top result of this search. It is very easy to locate, this is because it has a nondescript icon. This icon is captioned "Explore new fonts" click on it

3. CLICKING ON THE EXPLORE NEW FONTS BUTTON.

Click on the "Explore new fonts" button. There are a lot of designs here, explore and choose from the curated selection of fonts ad they are all well designed.

4. CHOOSE A FONT.

Some people may prefer to choose "Convection" others might like "Time New Roman", whatever you choose is your preference, it doesn't matter.

5. CLICK ON THE FREE BUTTON

This does not require you to sign in to the Microsoft store, just click on the "Free" button to get in shopping. Although the paid version requires you to sign in to the Microsoft store you have to choose your payment method before the confirmation of your purchase. After the purchase, you can install your fonts.

The moment the free button says "Open" you should be able to use the font you want. You must be aware that clicking the "Open" will not preview the font. What it does is lead you to the **Personalization** section of the Setting

app.

How to Install Fonts through Settings in Windows 11.

To download fonts in Windows 11, it requires you to download TrueType, OpenType, and PostScript files on your computer. There are a lot of sites that offer free fonts or user-created fonts. These are professionally designed fonts that can be found in the market. I will advise you to get Google fonts because they are the best and you need to be careful where you buy. This is because there are a lot of malicious files that can potentially expose your computer. The following way is how you can install fonts through the Setting app:

1. **LOCATE YOUR DOWNLOADED FONT.**

Your browser can automatically save your download files to the Download folder. You can set up a custom destination and then navigate by using the file manager of your preference. You will leave the program open or you can move the file to your Desktop.

As discussed before, installing fonts through the Setting demands you to download a TrueType, OpenType, and a PostScript file. Many sites offer free or often user-created fonts. Google fonts as earlier said is one of the best and it is advised that you buy Google fonts to avoid malicious ones.

2. **LOCATE YOUR DOWNLOADED FONT**

Windows 11 browser automatically saves downloaded files to the Download folder. If you are on a custom destination, all you have to do is navigate using the file manager of your choice. You can leave your program Window open or you can move your file to the desktop.

3. **NAVIGATE TO THE PERSONALIZATION PAGE IN THE SETTING.**

Right-click on the desktop and then choose " Personalize" from the menu. You can also navigate it in the setting app. All you have to do is just click on "Personalization" in your sidebar.

4. **SELECT THE FONTS OPTION.**

This might need you to scroll but there is an option called "Fonts" It is captioned "install manage", click on it. When you click on it, it will show you a page indicating you've installed the fonts

5. **DRAG YOUR FONT TO THE APPROPRIATE BOX IN THE SETTING.**

You need to select multiple files that are within the folder and then drop them in the indicated area.

6. **INDICATE THAT THE FONT WAS INSTALLED.**

Your settings will show automatically that you have installed the new font ad it will be the first item on the list of installed fonts. All you need to do now is to drag and then drop the interface to confirm that it was successfully installed. Your app will show the fonts in the group of multiple faces like Roboto Bold, Roboto italic, etc. This will show under a single font to prevent the clustering of the list.

This means that the fonts you have downloaded have successfully been installed. All you need to do now is to select one out of them for your program. You can always remove the downloaded file from your system at any time. Fonts are stored differently in a separate folder to make sure they are always available for you at any time.

How you can Install Fonts Through your Fie Explorer in Windows 11.
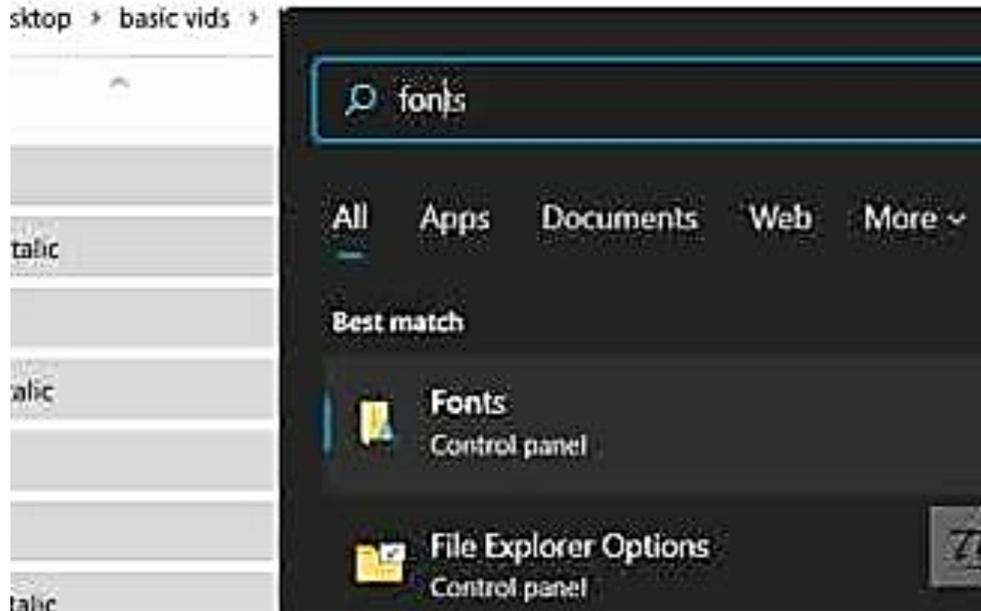
The installation here is the same thing as when you are installing through Settings. In this regard, all that is required is clicking rather than dragging and dropping files across multiple Windows.

1. LOCATE THE DOWNLOADED FONT.

Check your downloaded folder, unless you saved the files somewhere else, then you need to navigate to the appropriate folder in File Explorer. Alternatively, you can use Windows 11 search tools to locate it.

2. DECOMPRESS THE ARCHIVE (OPTIONAL)

You may have downloaded your font as a Zip file if you did, in that case, you can right-click on it, then choose the "Extract all…" at the menu, you should click on the "Extract" in your Windows 11.

3. SELECT THE FILES YOU NEED.

It may interest you that many font ships come with different font faces (bold, italic, etc.) It also comes with different weights like (light, heavy, etc). You can install all of them if you want.

4. **RIGHT-CLICK AND IF THE OPTION COULDN'T APPEAR YOU HAVE TO SELECT SHOW MORE**

The new Windows 11 has changed the ability to the right of installing fonts by just right-clicking the appropriate file and then choosing the appropriate option. The new changes allow you to click on " Show more options" or you can do press shift + F10 to be able to access it.

5. **INSTALL FOR USERS FROM THE MENU.**

This can be installed by normal users on their computers for personal use. But I must tell you that the installation of fonts for every account requires administrative privileges. You can alternatively preview and then install. This is needed when you want to skip all the clicking, simply open the font faces that you want and install directly. The moment you do this, it will show you the preview of the font face you want to add. The next thing is to click on the install button and that's all.

How to Change Primary Monitor on Windows 11

To change your primary settings in Windows 11, the first thing you'll do is go to your Settings menu. Then look for the search icon, this icon will allow you to type in "Change primary display" and this leads you straight into the settings page where you do not need to navigate through everything.

After this, click on multiple monitors, the settings might get greyed out when your computer is not able to find the monitor you are trying to change to the new primary use. If your computer is having problems identifying your monitor that means you will need to troubleshoot.

Troubleshooting

The first thing you will do is to find out if you are connected to the right port. It is discovered that most people while trying to set up multiple monitors forget to plug them into the graphic card and the motherboard instead. Your Windows is designed to allow you to run through two different brands GPU at the same time and they are **onboard Intel** and **NVIDIA.**

First, you have to unplug your device from the motherboard and plug them into GPU. You must understand that most GPUs don't have HDMI cables. This means that you must fit it in with a USB-C cable in the slot meant for VR or Display Port cable.

If you are still having problems after you have done the above step. Then you must press Windows Key + P, which will bring your Monitor into quick settings. This will have it showing on one screen at a time, if it is not working, try another cable.

When you have tried all this and it's not working, the next thing you have to do is to try and update your drivers on your graphics card. When you are using the onboard card included with the Intel-based motherboards, and then you have to go to the Device Manager(Search > Device manager).

You will check the top list of your PC and then right-click and then have it scan for any changes. After this, the next thing you will do is to update the drivers. If you are on NVIDIA the best thing to do is to do this through the GeForce Experience. This means that AMD will have its software and manage this for you.

You can also do this through your device manager. With device manager, you can right-click on the device and then press and Update Driver.

When you are in the menu it displays for you two or more monitors. This is with a rough estimate of their size and position as per how you can move your mouse between the two. This enables you to drag your icon around when you move your monitors and also change the primary monitor. Click on your icon to choose which monitor you want your main display to change to, everything will load on the first screen.

CHAPTER 9

FINDING A WINDOWS 11 PRODUCT KEY

Many circumstances might warrant you to look for your Windows product key, it could be that your Windows are running very slow, and you want to clean install Windows 11. It could also be that you want to transfer your license to a new computer. It doesn't matter whatever reason, but I can assure before you finish this section, you will be able to know how to find your Windows 11 product key.

You must purchase your digital product key from a reputable store such as Microsoft Best Buy or Amazon. These are the two shops where you can buy your digital product and you will be sure you have bought the original digital product. I must warn you to avoid fake and unoriginal license shops that might give you fake digital products that can destroy your computer or infect it with a virus. Remember buying from other shops that are not genuine might run you into activation problems.

How to look for your Windows 11 Product Key.

The easiest way to find your product key is to use the Command Prompt. To run the Command Prompt, click the Windows key on the keyboard and then type **cmd**, choose the top result from your search list. Alternatively, you can use the newer Windows PowerShell to find the Windows 1 product key. The next thing you should do is to copy and paste what is written below into the Command prompt and then hit Enter.

Wmic path SoftwarelicensingService get OAxOriginalproductkey

When you have done this, it will bring the original product key that came with your computer.

1. **CHECK YOUR EMAILS AND RECEIPT**

If you buy your digital license from Amazon you are going to see your key in your personal Amazon games and software library.

2. **CHECK THE RETAIL PACKAGE WITH THE DISC.**

Microsoft has not started selling the physical copies of the new OS on a disc as at the time of writing of this guide, but when they start selling you will be able to find the key in the product box. Take Windows 10 for example, its product key was written at the back of a business card in the overall package.

3. **USE A THIRD-PARTY UTILITY.**

The third-party utility is another option you could use. A third-party utility like the ShowKeyPlus can be used to find Windows 11 product keys. You have to run the utility because if you do, it will reveal your product key and other licensing information which includes the following:

- The Product Name
- The Product ID
- The current product key is the one (generic) in Windows 10, this depends on the edition installed.
- The original product key. This can be your Windows 7 or Windows 8 retail or OEM product key before upgrading.
- The OEM key or the Retail. ShowKeyPlus will be what will check the

presence of the OEM marker.

The moment you locate the product key, you will have to make sure you store it in a secure location where you can easily find them. You must be aware that Microsoft provides a one–time transfer right.

4. **YOU HAVE TO FIND THE STICKER ON YOUR COMPUTER CHASSIS**

Some OEMs provide stickers on your computer chassis. This is normally written on the bottom of your computer or Laptop or at the back of your Desktop computer.

You must back up your key by snapping it on a photograph. You can use your phone to take a picture of it. This you need to have in case anything goes wrong and you need to clean install your Windows 11. You must know that with this you can only activate Windows 11 on the Pc that it came with unless you want to transfer the license.

5. **YOU CAN USE THE VOLUME LICENSING SERVICE CENTRE.**

You must note that if you're running Windows 11 in a business area having the volume license for an edition like the Pro or an enterprise, the licensing will work differently. You must the Admin setup Key Management Services. This helps to monitor and manage a large volume of licenses.

What KMS servers do is manage connectivity to the Microsoft license activation. If you are an Admin, you can always log in to the Volume License Service Centre portal, but you must have your business credentials. You then navigate to **License > Key** to find your Product Key.

YOU CAN CREATE A VBS FILE TO FIND A PRODUCT KEY

For you to do this, you must be an advanced user who will be able to create a VBS file and then paste the following underwritten script into your notepad. Even if you are not an advanced user, type the instruction below, you will be able to find your product key. Please you must know that there are quite a lot to copy and paste. You must make sure you get all the codes right.

```
Set WshShell = Creatobject ("WScript.Shell")

MsgBoxconvertTokey(WshShell.RegRead("HKLM\SOFTWARE\microsot\W
NT\CurrentVersion\DigitalProductId))

Function  ConvertTokey(key)

Const Keyoffset = 52

I = 28

Chars = "BCDFGHJKMQRTVWXY2346789

Do

Cur =0

X =14

Do

Cur= Cur * 256

Cur =key( x + keyoffset) + Cur

Key( x +  keyoffset) = ( Cur\ 24) And 255

Cur = Cur Mod  24

x = x -1

Loop While x > = 0

I =I – 1

Keyoutput = " - " & Keyoutput

End  If

Loop While I >= 0

ConvertTokey = keyOutput

End Function.
```

After you have pasted the code in the Notepad file, click on **Save As > All**

Files and you will then name it something like "FindProductKey.VBS", just be sure it is something you can easily remember. It is better to use the VBS format for it to work. You must save it somewhere you can easily locate it, like your Desktop.

When you have saved the file, double click on the VBS file and then your product key will pop up. Here if want to make things a lot easier you can use the **Keyboard shortcut Windows key + C** and copy the key when it pops up to your clipboard.

WHEN YOU CAN'T FIND THE WINDOWS 11 PRODUCT KEY

When you discover that you have lost your Windows 11 product key, you should understand that Microsoft doesn't provide the recourse. This means you will end up buying a new product key to keep your computer running Windows 11 activation again. Remember that when you link or connect your Windows Microsoft account, you will not need to know your key number, what you need to do is to sign in to your Microsoft account and activate your computer or PC again.

If this fails you, you then have to chat with Microsoft Support. They might allow you to activate without your key.

How to hide the Windows 11 taskbar.

There is a lot you can do with Windows 11 Taskbar. You can configure it into auto-hide when it is not on focus. This section will guide you on how to auto-hide the Taskbar but you have to pay more attention to the instructions given below.

The Taskbar is one of the features in Windows 11 that you will make use of daily. This is because it allows you to launch and manage applications quickly. People who use it complain that it takes a major part of the screen of their computers. This is the reason why Microsoft created Windows 11 in such a way that you have an option to hide it if. Though you can hide it automatically it is not enabled by default.

In this section, you are going to learn the easy steps or guide to hide your Taskbar as shown below.

How to Auto-Enable The Taskbar On Your Windows 11

For you to allow Windows 11 to hide your taskbar automatically, firstly go to **Settings** on your Windows 11. When you have successfully done that, the next thing you do is to click on **Personalization**, then click on the Taskbar page which is on the right side of the pane. You must know that you can always right-click on the Taskbar and then select the **Taskbar Settings** option for you to access the settings of the page.

Next, click on the **Taskbar Behavior Settings,** and then check on the **Automatically hide the Taskbar** option. The moment you complete the steps, the Taskbar will hide automatically when you moved the mouse from the element. This will give room to work for other applications.

How You Can Disable The Taskbar Auto-Hide From The Windows 11.

Open the **Settings** and click on P**ersonalization.** Having done this, the next thing to do is to click on the **Taskbar page** on the right pane and then click on the **Taskbar Behavior Settings.** The next step is to clear the **automatically hide the Taskbar** option**.**

After completing the steps, the Taskbar will only show on the Desktop as intended by default.

How To Enter Bios In Windows 11

To enter Bios in your Windows 11, open the **Settings (Win +1**). You can also access it through the System tab or you can tap on the Recovery. On the Recovery bar page, scroll to the Recovery option section. At the Recovery option, look for the Advanced startup option and also look at the right pane, you will see Restart now button, just click it.

Windows 11 will pop up a warning telling you that you are going to Restart your device now. Make sure you have saved up all your works in your open file, then click on Restart now.

When Windows 11 will restart, and you will see the "**Choose an option**" on your screen**.** This will take you to the advanced startup options and the recovery tools. Click on the Troubleshoot (Reset your PC or see advanced options). While you are on Troubleshoot screen, click the **Advanced** options. The advanced options will show you a list and in the list click "**UEFI Firmware Settings.**" Windows 11 will give you information to Restart to change "**UEFI Firmware Settings**," click on **Restart** to continue. Your computer will reboot after this and take you straight to its **UEFI/BIOS.**

How You Can Access The UEFI/BIOS From Windows 11 With Shift + Restart.

The fastest and easiest way is to access UEFI/BIOS on Windows 11 without you signing in to use the Shift + Restart keyboard and the mouse shortcut. When you are on the sign-in or the lock screen, click on the Power button which is at the bottom right corner of the screen, then select **Restart** which is in the menu. You can also in a similar way press shift on your keyboard and then make use of the Restart option from the Start Menu Power options.

When Windows 11 restarts, go to the Advanced Startup, where you will choose an option. Navigate from there to **Troubleshoot** > **Advanced options** > **UEFI Firmware Settings** and then press restart. After doing that, Windows 11 will restart and then enter **UEFI/BIOS** immediately**.**

How you can get the UEFI/BIOS from Windows 11 to run The Windows

Another way to enter **UEFI/BIOS** on Windows 11 on a Laptop is available through the Run Windows. **Open Run (Windows + R)**, then type **shutdown/r/o/f/t 00**. When you have finished doing this, click on **OK** or press enter on your keyboard.

To access the **UEFI/BIOS,** you can run a shorter command **shutdown.exe/r/o.** This is not as fast as the previous command because you have to be notified that your computer has to be shut down after which it will restart. You have to wait for it to restart and take you to **UEFI/BIOS.**

Please note that after restarting your computer, Windows will load the **same "choose an option"** screen. Navigate to Troubleshoot > **Advanced option** > UEFI Firmware Settings, press Restart as shown at the beginning of this section. After this, Windows 11 will restart and your computer enters UEFI/BIOS environment.

Entering UEFI/BIOS from Windows 11 using the Shortcut.

This is the fastest way to access the UEFI/BIOS on Windows 11 computer. Creating a shortcut will always remain the fastest way to UEI/BIOS. You can create a small version anywhere on your Windows 11 computer. You can point its target short down to the **Shutdown/r/o/f/tt 00** command.

The moment you have created the shortcut, double-click it. This will take you to the **"Choose an option"** screen. From there, go to **Troubleshoot > Advanced options > UEFI Firmware Settings** and then **press Restart**. When you do this, your Windows will restart again and then take you **to UEFI/BIOS environment.**

Accessing UEFI/BIOS on Windows 11 using the Command Prompt, PowerShell, or Terminal.

If you are the type that will like to run a command prompt to access the UEFI/BIOS, you can run it following the previous examples in this guide. Without wasting time, open the command app you desired and then type **shutdown/r/o/f/t oo**. Press **Enter** on the keyboard. When you have done that, Windows 11 will restart take you to the **Advanced startup** (Choose an option) screen.

You may want to run the shorter **shutdown.exe/r/o** command. Windows 11 will notify you that your computer is about to shut down and will have to restart in less than a minute.

When the Windows restarts, the next thing you should do is to choose the option **(Advanced startup.)** screen. Go to the **Troubleshoot >Advanced options > UEFI Firmware Settings** and click on Restart as described in the first section of this chapter. Your computer or device will have to reboot again and take you to UEFI/BIOS.

Entering UEFI/BIOS on Windows 11 on a Surface PRO.

The best way you can do this is to shut down your **Surface Pro**, then locate the **Volume Up (+)** button. At the side, press the **ad** then hold down on it while you are still with the **Volume Up (+)** button, click and release the power button. Wait until you see the **Microsoft logo or the Surface pro logo** shows up on the screen. The moment the logo shows, release the **Volume Up (+)** button, you will be taken to the **Surface's UEFI/BIOS.**

Getting into BIOS from a Boot

The basic **input/output system** (BIOS) can be said to be a built-in input system in your computer program to boot your Windows anytime you turn your computer on. This is what manages your data flow between the Operating system and the other device in your computers such as the mouse, keyboard, hard disk, and others.

The other importance of **BIOS** is to change system and hardware settings. This is important and useful in case your computer runs into error or when Windows refuses to boot. Some other changes can be made through BIOS and you must know how to BIOS in Windows 11.

The earlier edition of Windows allows you to enter BIOS at the **Startup** by using the right keys. The new computers boot Windows your Windows in split seconds. Because of this, you are not allowed enough time to pres the BIOS. Those with a computer that boots real quick don't need to worry. You must know that you can enter BIOS through settings as had been explained in the previous section f this book.

Another important thing to note is that some computers have Startup or other keys to press while others do not have it. It all depends on the manufacturer who made your computer. I must say that the concept of this is still the same, the most important thing is to have an idea.

Advanced Startup.

There are a lot of ways you can access the **Advanced Startup** options. These options include **Settings, quick link, Command Prompt, using a USB media, or Automatic Repair. This book will guide you on how to set up an Advanced Startup.**

The **Advanced Startup options"** can be said to be a recovery environment (**WinRAR or Windows RE**) that enables you to troubleshoot, diagnose and get you to fix any problem when your operating system is not running.

Windows 11 have a lot of **ad** features, many of which are the tools to troubleshoot and get your computer fixed. Windows 11 is superb and the version comes with different ways to access these recovery features.

This section is devoted to Advanced Startup and you are going to learn different ways to access the Windows 11 Advanced Startup options.

1. **How you can get Advanced Startup in Windows 11 through Settings.**

Open Settings in Windows 11 and click on the **System**. Next, **click on the Recovery page** which is on the right side of the pane**.** Under the **Recovery** options of the section which is in the **Advanced Startup settings,** click on **the Restart now button.** The moment you complete the action, you will be logged out immediately from the current session so that you will access the **Startup** experience**.**

2. **How you can get to Advanced Startup in Windows 11 Through Quick Link.**

Here you can use the Power Menu in the Startup Menu, Task Manager, and the Lock Screen to access quickly the Advanced Startup options.

The Start Menu

The following steps can be used to access the Advanced Settings on Windows 11. Open the Start menu and click on the Power button. Press and hold the Shift key and click on the Restart button. When you have completed the steps, the computer will allow you to have access to Windows 11

Advanced Startup menu. Alternatively, you can use this method in the power menu which is available in the "Quick Link" Menu (**Windows key + X).**

The Task Manager.

Here you have to use the **Ctrl + Alt + Delete** keyboard shortcut to bring up Windows 11 menu. Then you have to hit or click the power button which is at the bottom right corner. After this, you have to press and hold the Shift key and then click the Restart button. The moment the step is completed the computer will log you out then Windows 11 will open the Advanced Startup options.

The Lock Screen

Here also Open the lock screen by pressing (**Windows Key + L).** Then you have to access the Sign-in screen. After this, click on the **Power button** at the bottom right corner. Press and hold the **shift key** and then click on the **Restart** button.

3. **How you can get to Advanced Startup in Windows 11 through Command Prompt**

The first thing you should do is to **open the start** and search for the **Command Prompt**. Here, right-click on the top result and select the Run as **Administrator option**. You have to type the following command and press Enter. **Shutdown /r/o/f/t 00**. When you have completed the steps, Windows 11 will access the recovery environment.

4. **How you can get to Advanced Startup in Windows 11 Startup through Windows 11 Setup.**

Here you have to set a bootable installation media, after which you will take the following steps:

Start the device with the USB media first. After this, click the **Next** button and press the **Repair your computer option** which is at the bottom left corner.

The moment you see that you have completed the steps, your Windows 11

setup will open the **Advanced Startup** environment

5. **How you can get to Advanced Startup in Windows 11 through Automatic Repair**

Here you have to press **the Power button**. Immediately after the **Power–On Self –Test (POST),** you will spot the **blue Window logo**, ten you have to press the **power button** again to shoot down. Then you have to repeat **steps 1 and 2**. When it reaches the third restart, the Windows 11 will enter into **Recovery Environment (Windows RE**), and while here the computer diagnoses what is wrong and will then try and fix the booting issues or problem.

The next step is to select your **Windows 11 account** and **confirm your password.** Click the **continue button**, and also click on the **Continue button**. After this, the next thing to do is to click on the **Advanced Startup** button and continue.

When you have completed the steps mentioned above, **Windows 11** will open the **Advanced Startup** environment.

6. How you can get Advanced Startup in Windows 11**.**
   a. Open the "**Advanced Startup"** screen.
   b. **Select the Troubleshoot option.**
   c. **Go to the Troubleshoot page and on the "Troubleshoot" page, you will access the Reset this PC feature and reinstall Windows 11 and without losing your files, settings, and apps. You can even clean install the operating system.**
   d. **The next thing is the advanced options and in the advanced options screen, you will be able to access a lot of troubleshooting features which include" System Restore ". This enables you to restore your computer to good condition.**

Here you can also access the "**System Image Recovery"** tool which enables you to recover Windows 11 with its settings and programs from your other system backup. You can also make use of the "**Startup Repair"** to fix problems related to bootloader issues.

As you are in the **Advanced Startup** option you can also open the **Command Prompt** to troubleshoot different problems. It might interest you that the "**Startup**" enables you to boot in "**Safe mode"** to fix or repair the bad drivers or problems associated with specific applications.

There are options to uninstall the qualities or features updates assuming you have installed them and they are causing problems for you. You must know that the **UEFI Firmware** settings option enables you to have access to the **motherboard firmware settings**.

When you use BitLocker, it means that you must disable the feature before you can have access to Advanced Startup options.

UEFI Firmware Settings.

We have all heard that Microsoft has updated its Windows 11 requirement. This move was to reflect that TPM 2.0 and the UEFI secure boot is compulsory for anyone that wants to upgrade to Windows 11. There is a lot of confusion about this. This confusion is more on people who use Microsoft PC health check only to find out that their computer is not eligible for Microsoft 11.

The PC health checker never said that one's computer can't run Windows 11 but there is little information about this issue. But if your PC or computer meets other hardware requirement specifications to run Windows 11, there is a probability that the problem can be from the UEFI secure boot itself.

You have everything you need to know in this guide regarding UEFI secure boot and the reasons why Microsoft had made it**'s (TPM 2.0**) compulsory for users to upgrade to their latest OS.

UEFI SECURE BOOT

This is a unified Extensible firmware interface popularly known as UEFI in its simplified name. It is the replacement of the old aged BIOS Firmware that boots the system, the two terms are used interchangeably. The difference is that the UEFI is the newer version of the old BIOS. The UEFI is more secure than BIOS and Microsoft had made it mandatory for computers to have the UEFI capability to enable installation and the running of Microsoft 11.

Anybody that owns a computer that has all other requirements including enabling the UEFI Secure boot with the inclusion of the TPM 2.0 it will e possible for your computer to become Windows 11 Compatible

WHY WINDOWS 11 REQUIRES SECURE BOOT AND TPM 2.0

You must be aware that UEFI Secure boot and TPM 2.0 is a new technology that will improve overall Windows security according to Microsoft. According to Microsoft, these new technologies will make sure you have a safe installation and boot and it prevents the infestation of malware and gives you access to encryption keys by the third party.

One important thing is Windows 11's minimum requirement documentation which says that computers have secure boot capability. This system is still new and as of now, it has not been confirmed that secure boot capability will be enough or whether it will be a hard requirement to run Windows 11.

Enable secure boot in UEFI

This hard requirement is not going to affect those with new and modern **OEM computers**. This is because most of the new devices that have support for **UEFI Firmware** and **TPM 2.0** can run Windows 11.

The problem with this Windows 11 is that there are many people whose computers have the UEFI capable system but they are not enabled and as a result, they will not be getting confirmation about their computers being capable of running Windows 11.

Let's run through how you can check if your device system is UEFI Secure Boot capable and how you can enable it.

The first thing you should do is to shut down your computer and then turn it back on again. As it is being turned on there is a special key you should press to access the **UEFI Settings**. You must know that this special key differs from one computer to another because of the different manufactures that built it. There will be a message from your computer while it is booting on regarding which key you should press. The **HP computer** for instance will ask you to press **F10**

The moment you get the **UEFI screen,** look for either **"Security"** or "**Boot options"**. You should check under it and then look for a **"Secure Boot** option" and then **enable it**. The moment it is set to **"Enabled"**, you then have to save the changes before you exit it. This now means that the **UEFI secure Boot** is now enabled on your computer.

Can you Install Windows 11 Without UEFI?

Even though Microsoft had made changes to the UEFI and TPM requirement for Windows 11, one can still in practice install Windows 11 without the TPM 2.0 and Secure Boot.

FIND YOUR IP ADDRESS.

Your IP (Internet protocol) address is a unique address or identification that gives an identity for your device on a network. This does not matter if it is local or your business network, the fact is that every device or site has a unique address and this allows things to work together.

HOW TO FIND YOUR IP ADDRESS.

Looking for your IP address, open the Settings menu. This you will do by going to **Start > Settings**. You can also use the keyboard shortcut which is Windows **key+ 1** to open up the Settings page immediately. The moment the settings app opens, click on **Network & internet** on the left pane. While on the screen, you can click on the connection you are making use of, either click on **Ethernet or Wi-Fi.** Let's assume that it is Ethernet that you have just selected, maybe because the device does not have **Wi-Fi.** You can select whichever one you want, depending on the connection you want to use that will enable you to find your IP.

Scroll a bit on the right side, where you will find the IPV4 address of your connection list.
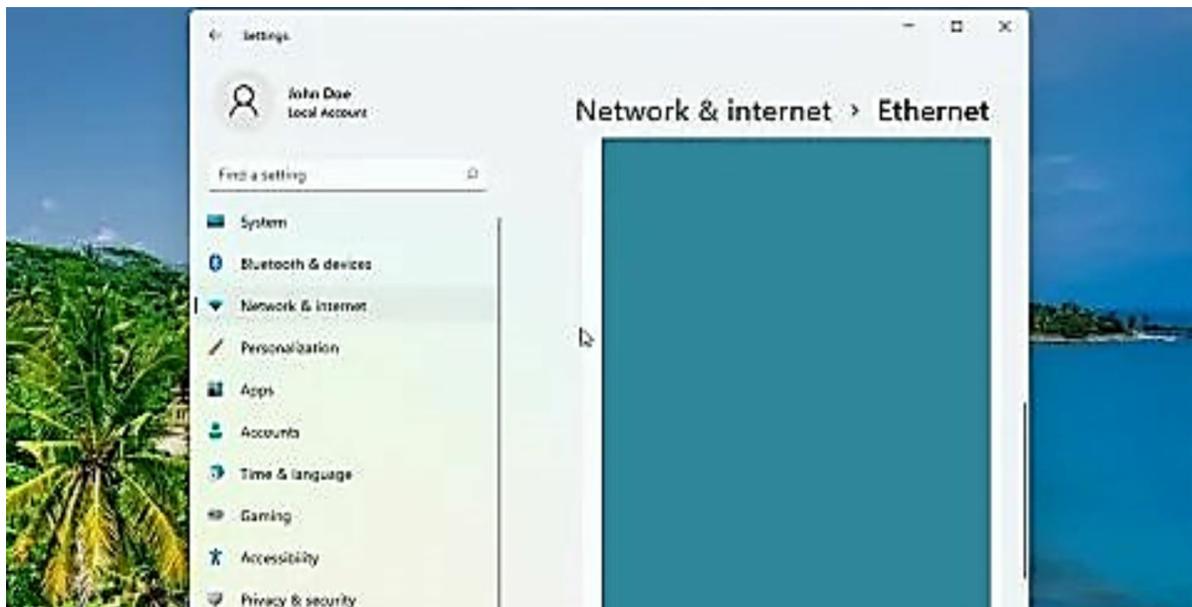
FINDING YOUR IP WITH COMMAND PROMPT

The system to find IP with Command Prompt hasn't changed. All you need to do is to click the Window key and then type cmd and open it. Then you will type the first command prompt: **ipconfig** and then hit enter on the keyboard. This will give you, your IP address, it will also bring up your Wi-Fi assuming if you have connected it too.

FINDING YOUR IP WITH POWERSHELL

You can use the **Powershell** utility to find your IP address. All you need to do is to hit the Windows key and then type **PowerShel**l and open the app. As soon as it comes up, type: i**pconfig** at the first prompt and then hit enter on your keyboard. It will list your IP address.

USING THE TASKBAR.

The Taskbar can be personalized in so many ways, you can change the colour, you can pin your favourite app to it and you can rearrange the Taskbar buttons. This can enable you to check your battery status and it can minimize all programs momentarily to enable you to look at your Desktop.

You can pin or unpin the app to the Taskbar. You can also do it from the tart and Jump List. This also enables you to jump a list of shortcuts to your recently opened files, folders, and website.

If you want to pin an app on the Taskbar, you will look at the search box on your Taskbar. The next thing you do is to type the name of the app you want to pin on the Taskbar. Right-click on the app and then **select Pin to Taskbar**. When you want to unpin, follow the same steps and then select **unpin from Taskbar**.

PIN APP FROM THE APP LIST

Open and locate the app's icon button and the next thing you should do is to swipe up until the app list appears. Let's say you are using a mouse, then you have to locate the app icon button that is on the Taskbar and then right-clicks on the button, and select **Pin to Taskbar.** When you want to unpin from the Taskbar, you have to follow the same steps and then select **unpin from the Taskbar.**

CHANGING YOUR TASKBAR SETTINGS.

If you want to change multiple aspects of the Taskbar at a time, you should use the Taskbar Settings. Press and hold or you can right-click any space on the Taskbar and then select the Taskbar Settings. While at the Taskbar Setting you should scroll to see if there is an option for customizing, sizing, choosing icons, etc.

COLOUR OF YOUR TASKBAR.

To change the colour of your Taskbar, select Start > Settings > Personalization > Colours > Accent colour. Then turn on the **Show accent colour on Start and Taskbar.** With this, the colour of your Taskbar will change.

CHANGING THE LOCATION OF YOUR TASKBAR.

In Windows 11, the Taskbar is at the centre of your desktop. You can move it to the right side of the desktop if you want. All you need to do is to press and hold or you can right-click on any space on the Taskbar, then select **Taskbar Settings > Taskbar behaviours> Taskbar alignment** and select **Centre or Left**.

REARRANGING TASKBAR BUTTONS

This you can do by just dragging the buttons from their current position to another.

USING THE COMMAND PROMPT

Command Prompt can be launched directly from the Windows **Tools folder** and the File Explorer

HOW TO OPEN THE COMMAND PROMPT FROM THE WINDOWS TERMINAL.

1. To open **Command Prompt** from the Windows Terminal, open the **Windows Terminal** using any of your preferred options. Right-click the Start button and then select the Windows Terminal.
2. You then have to press Ctrl + Shift + 2. You can also click the arrow which is next to the new tab button.
3. Select the Command Prompt. This is where the Windows Terminal app will host the Command Prompt session which is usable as a regular cmd.exe application.

YOU CAN USE THE RUN DIALOGUE BOX.

This is one of the quickest ways you can use to open Command Prompt in Windows 11. This can work in any running app and therefore requires you to just press some buttons. You can press Win + R, type cmd and press Enter.

OPENING A COMMAND PROMPT THROUGH THE START MENU

1. The first thing you will do is to click the Start menu button. The start menu is the one with the four blue squares in the Taskbar.

2 The next thing you will do is to click on All apps.

3 You will then have to click on the Windows Tools

4 Then you will open up the Command Prompt in the new Windows.

OPENING UP COMMAND PROMPT IN THE WINDOWS SEARCH

1. Click the search button on the Taskbar or you can use Win + S shortcut. Another option is to open the Start menu and use the search field.
2. Type Command Prompt or you can use a shorter cmd Command. Then launch the Command Prompt from the search result.

RUN THE COMMAND PROMPT FROM FILE EXPLORER

The Command Prompt you must know is a regular Win32 app that stores your files in the system drive. To know where the Windows keeps Command Prompt executable files, go to C:\Windows\system32 and you will find the cmd.exe file.

CHAPTER 10.
INSTALLING WINDOWS 11 BETA TO A VIRTUAL MACHINE.

If you want to install Window 11 Beta to a virtual machine. The steps are written below:

1. Download and install VMware Workstation Player. This is a free download for a noncommercial use
2. You have to create a Windows 11 ISO file assuming you don't have one already. You must note that the VMware Workstation player doesn't support TPM at the moment. This means that you need to use **Aveyo's Universal MediaCreationTool** to create your **ISO.** This is because it automatically disables the TPM detection**.**
3. Select **New Virtual Machine** from the player**-> File menu in the VMW** are Workstation player
4. Next, select the location of your Windows 11 ISO file. Wait till you're prompted and then click **Next**
5. Select Microsoft Windows and be a guest OS and Windows 11. This is because your version number may not be as that of Windows 11. The next thing you have to do is to click **Next** and select OS and version.
6. At this stage, name your virtual machine and then click Next.
7. After this, set the maximum disk size to at least 64GB. When you have done this, the next thing you do is to choose "Store virtual disk to one file. " You will then click Next
8. This is where you have to customize Hardware. Simply click on customize hardware.
9. Increase the RAM to at least 4GB (4096 MB). It is preferable to have 8GB. Click close after increasing the RAM.
10.   You then have to click on Finish to make sure that the power on the virtual machine is checked.
11.   Press any key to boot off the ISO, or you can select Power >

Restart from the menu

12.   Follow the Prompts to install Window 11. Assuming you don't have a product key, click on "I don't have a Product key" your OS will still install but will not be officially activated.

13.   Next, select the version of your Windows 11 when prompted.

14.   You will have to **select Custom Install** when it is prompted and choose between custom and upgrade and select your disk. You are going to wait for a few minutes to enable it to install completely and make sure you use a Microsoft account when prompted.

15.   At this stage, click on **Install Tools** and install the VMware graphics driver from the virtual optical drive.

16.   Finally, click on **Reboot if Prompted.** Here, Windows 11 will adjust its resolution so that it will match the size of the VMware workstation player window**.**

Virtual Machine and How it Works

A virtual machine can be defined as a virtual environment that informs a computer that is within a computer. This machine runs in an isolated partition of its host computer but has its resources of CPU power, its memory, an operating system (for example Windows, Linux, macOS), and other resources. The system allows the end-users to run their applications on VMs and then use them on their workstation.

HOW DOES IT WORK?

The VMs runs through virtualization technology. Virtualization makes use of software to simulate virtual hardware and this virtual hardware allows multiple VMs to run in a single machine. The physical machine it runs on is known as the host and the VMs that run on it are called guests.

The process that takes place is managed by software by the name hypervisor. The hypervisor's responsibility is to manage and provide resources. These resources are memory and storage which runs from the host to the guest. It does other works which include scheduling operations in the VMs. The scheduling operations make sure they don't overrun each other when they are using the resource.

The VMs only work when there is a hypervisor that virtualizes and distributes their host resources.

Types Of Hypervisors.

Two types of hypervisors are used in virtualization and they are:

1. **Type 1 hypervisors:** These are also known as bare-metal hypervisors. They are natively installed on the underlying physical hardware. They interact directly with the host to distribute or allocate hardware resources without the use of extra software layers in between.
The machines that make use of the type 1 hypervisors are used only for virtualization. They are located in server-based environments. The server environment where it is located in the enterprise data centre. The examples of type 1 hypervisors **are Citrix Hypervisor which is previously known as (XenServer). Others include VMware v Sphere and the Microsoft Hyper-V.**
You must understand that a separate management tool is needed in the handling of guest activities. The guest activities are the creation of new virtual machine instances and the management permissions.

2. **Type 2 hypervisors:** This type 2 hypervisor runs on the host computer operating systems. It is hosted by **hypervisors pass VM** on the request of the host operating system. It then makes provision f the appropriate physical resources to each of the guests. The type 2 hypervisors are slower than the type1 hypervisors. This is because all the operations have to go through the host operating system first.

When you want to compare them, unlike the bare**–metal hypervisors** the guest operating system is not tied to the physical hardware. People who are using this system can run **VMs** and at the same time make use of their computer system. This is the reason why the type 2 hypervisors are good for personal users and other small businesses that don't servers that are dedicated to virtualization

Benefits of Virtual Machines

1. Resources and cost-efficiency.

Most business organization makes use of virtualization to host multiple VMs on one server. When organizations want to deploy several applications, they don't invest in extra servers, instead, they will deploy VMs on one server for each of the applications that give the same fraction of cost. This helps them to improve on cost efficiency knowing the fact that the physical hardware is utilized to each maximum use.

2. Scalability

When you want to add VMs it is as simple as cloning copies of existing VMs in the physical machine. This helps organizations to respond better to fluctuations in loads. You must know that it is faster and even more efficient when compared to having to install a different operating system on a physical server.

3. Security.

The VMs are isolated from the host operating system. This helps to boost security so that you are not vulnerable to malware. As a result, this does not impact the underlying hardware. The advantage is that it makes it ideal for testing new applications and software changes before they ever enter production.

You must also know that a compromised VM can easily be converted to older versions. It can also be deleted and be recreated quickly or easily to speed up disaster recovery.

4. Cloud computing.

This (virtualization) moves hand–in–hand with cloud computing. This is very good for organizational use in that it can deploy cloud-native VMs. It can also move them to premises servers and bring them back to the advantages of hybrid clouds.

As a user, you must know that cloud services can be tweaked on time

to meet up the varying usage levels. This advantage improves the scalability for not only the users but also for internal use. For example, it can create ad hoc virtual environments on the system cloud to test their implementation.

This knowledge will make you know that virtualization enables virtual desktop infrastructures (VDI) in any organization. The VDI deployments enable users to access their desktop environment like in Windows and open-source operating systems like LINUX and it is done remotely. You can take it as a virtual office that is always there for you at any time and anywhere. The reason why this is very good also is because the distributed teams will be more productive as team members and they will have access to the company's tools regardless of their work setup.

Installing Windows 11 on your Computers

Windows 11 appears as a free upgrade to your computer and it has been available since October 5th, 2021. You can download Windows 11 the same way you would with any new version of Windows. Follow the following steps below:

You must first go to **Settings > Update and security > Windows Update** and then click **Check for Updates**. When you check and see that it is available, you will then see **Feature Update to Windows 11**, click the **Download and Install.**

Installing and Setting Up Windows 11 on Raspberry Pi 4

The following is what you need to install Windows 11 on Raspberry pi 4:

- **Raspberry pi 4 4GB or 8GB**
- **A 32GB or larger SSD through USB 3 caddy**. You can use **16GB or more microSD card**
- **USB boot** enabled
- **Micro SD card** with the latest **Raspberry Pi OS**
- **Windows 10 PC**
- **USB to Ethernet or WiFi dongle**
- Bluetooth dongle
- **Keyboard, mouse, HDMI and you need power for your Raspberry Pi**

To install and set up Windows 11 on Raspberry, follow the steps below:

1. Boot the Raspberry Pi operating system and then open the Terminal to download the WoR-flasher tool from GitHub
2. Connect the SSD that will contain Windows 11 installation.
3. Run the WoR-flasher GUI tool
4. When you are in GUI, select Windows 11 and then your model of Raspberry Pi and click next. Then choose Pi4/400.
5. Also, select the correct language and then click Next.
6. Make sure you select the drive that you will use to install Windows 11 and then click Next. You can click refresh if none are shown.
7. When you have done that, click Next to install Windows 11 to the drive. The install process will take some time or up to an hour. You don't have to take any action but you will have to continue to monitor the output for any error. This is in case the installation fails. If it does fail, all you have to do is to close the terminal and repeat the process.
8. The moment the installation is complete, you will see the next steps screen. This is what explains to us what to expect when you Boot into Windows 11 for the first time. Then click on the close.
9. You have to power off the Raspberry Pi and then remove the Raspberry Pi OS boot drive/micro SD. Ensure that Windows 11 drive is connected through USB3. When that is done, you can power up

your Raspberry Pi. Be warned, the boot will take some time. Leave the installation to complete, you will be ushered to the Windows 11 Setup screen. Follow this screen to complete the installation

Installing Windows 11 on the Raspberry Pi 4 using your Computer.

If you want to install Windows 11 on the Raspberry Pi 4, you will need to create a viable installation image. The steps are written down below:

1. Search for **"Windows 11 Arm"** on the **DUMP**
2. Select the latest build for **"Arm64"**.
3. At this stage, you have to set your preferred language.
4. You choose the edition of Windows 11 that you will prefer, you can choose Windows Home and Pro for example.
5. The next step is to set the **download method** to enable you to **"Download and convert to ISO"** after which you will click the "Create download package".
6. Next, **Extract the contents** of the download into a folder by the name **"win 11"** and open the folder.
7. Double click on the **uup_Windows cmd file**, a warning will be triggered as a security warning, simply click on more info click on "More info" and then **"Run anyway".** This will finally allow the app to make changes to your device. What the command prompt will do is to fill the text. Remember, this is the output of the command that will download Windows 11 for **the arms image** that will patch and then prepare for **ISO image.** Note that this process takes some time and requires a good internet connection and your PC has to be powered.
8. The next stage is to press 0 to close after the process is completed. At this stage, you now have **an ISO image** that you are going to install to **a micro SD card or SSD.**
9. Now that you have the **micro SD card**, insert the **micro SD/SSD via USB** into your computer. The drive will pop up and be ready for use. You must note that the drive will be formatted through this process and the existing data on the drive will be lost.
10. Download the Windows on the Raspberry imager Tool and then **extract the Zip** to the **"win 11" folder.**
11. After extracting the Zip to win 11 folders, **Open WoR** and allow the application to make changes to your computer. Then **set your preferred language** and click **Next.**

12.   At this stage, the **micro SD/SSD storage device** that you will love to install your Windows 11 to and set your **device type**. For example, you will choose a **Raspberry Pi 4/100** and click on **Next** to continue.

13.   **S**elect the freshly-created Windows 11 ISO image** and then click **Next**.

14.   Here, use the **latest driver packages** which are available from your **remote server**. It is cached locally for future installs.

15.   After this, you will use the **latest UEFI firmware** from the server**. This is also stored for future installs.

16.   Then, click **on Next** to be able to accept the configuration.

17.   This is where you will have to check the **installation overview.** You have to make sure the correct drive is selected. If you have chosen the correct model of Raspberry Pi then click **instal**l. The installation is 10 minutes for an SSD. You must understand that the installation for **microSD** installation is much longer.

18.   Close **WoR** when you've finished and then **eject the micro SD / SSD** and insert it or connect it into your Raspberry Pi 4. You will need to connect your Pi peripherals and then power it on.

How You Can Set Up Windows 11 on Raspberry PI 4.

Since you have the Windows 11 micro SD/SSD inserted and the Raspberry Pi boot, the next thing to do is to set up the Windows 11 install by using the standard post-installation setup sequence. You have to follow these steps to have your Windows 11 Raspberry Pi ready for use:

Note: You still need a couple of tweaks to install especially when you are using Raspberry Pi 4 with 4GB or more RAM.

1. **Reboot/power up the Raspberry Pi** and press ESC when it is prompted.
2. After this, **scroll down the device manager** and then press **Enter.**
3. The next thing you will do is **select the Raspberry Pi configuration.**
4. At this stage, **select Advanced Configuration.**
5. Set **the limit of the RAM to 3GB to < Disabled>** and then press F10 and save. Press Esc to exit.
6. **Select Display Configuration**
7. Set **the resolution,** highlight the option and press **Enter.** After doing that, **press F10 to** save and press **Esc** to exit.
8. Make sure that the **CPU Clock is set to Default in the CPU configuration menu.** Put the correct time or Windows 11 not boot. Press **Esc** until you reach the next menu**.**
9. After completing the above, select **Continue** for you to exit the BIOS and boot Windows 11 with your new settings.

How to Enable Bluetooth in Windows 11.

Bluetooth since its introduction has become a necessity. Both the new phones and the new generation computers have features to enable Bluetooth. Other devices like speakers and headphones also offer features of Bluetooth.

Bluetooth makes devices portable and nullifies the need for messy wires running all around. There are only two ways you can turn on your Bluetooth in Windows and that's the action centre and the Settings.

How to turn on or Enable Bluetooth on Windows Settings

For you to turn on or enable Bluetooth via Settings, simply search for **"Settings"** which is in the "Start menu" after which you will have to click on the relevant search result for you to launch the app. This is where you will find multiple tabs that are listed on the left. From there, select Bluetooth and the devices from the list provided.

The next thing you will do is click on the toggle next to the **"Bluetooth"** for you to enable it. The turning of Bluetooth via settings is very good especially when you want to add a new device since the option is placed there.

How to turn on Bluetooth through Action Centre.

If you want to turn on Bluetooth through **" Action Centre"** click on "**Action Centre"** which is near the bottom–right corner of the Desktop. After this, click on the **"Bluetooth"** icon which is at the top row among all quick actions in the action centre for you to enable it. The moment it is enabled it will give a darker colour shade on your computer.

You must know that Bluetooth action is in the **"Action Centre"** by default. If you removed yours by mistake, the steps provided below will teach you how to add it.

How to Add Bluetooth Option to Action Centre on Windows 11.

To add the Bluetooth option to **"Action Centre"**, you have to launch the **"Action Centre"** after which you will click on the "**Edit quick Settings"** icon. This icon looks like a pencil at the bottom left of the dialogue.

When you have done this, all the tiles will fade and there will be the appearance of two new options**, "Done"** and "**Add"**. Click on "**Add"**. The next step is to select **"Bluetooth"** from the list of available toggle options.

Finally, click on "**Done"** and at the bottom, you have to save the changes. After this you will see the Bluetooth option has been added to the "**Action Centre"** and you will have to enable it as you did to others.

Pairing Bluetooth Device on Windows 11.

To pair a device, you have to first make sure the Bluetooth is both turned on your computer and the other device. You must also make sure that the device your want to pair is being been set on a **"Pairing mode"**. The next thing you have to do is to open Windows Settings and then navigate to the **"Bluetooth & Devices"** settings from the left panel and click on the **"Add device"** option which is at the top. You will notice an **"Add a device"** appearing on the screen with three options. This is where you have to select the type of device that you want to connect.

After you have finished selecting the device category, then your Bluetooth will have to start searching or scanning for the nearby Bluetooth device, select the one you want to pair. The moment the pairing is successful, there will be a confirmation from the Windows as the device is connected.

It will interest you that there are two types of devices. We have the one that connects the right way and the one that requires authentication.

How to Troubleshoot Bluetooth Issues.

There are times you might find issues locating the Bluetooth options, pairing, or maybe using other devices. There are quite a lot of problems that can crop up so what I did was to put a list of possible issues you might experience.

Unable to Turn on your Bluetooth?

This is the most common issue and it is faced by most users. Just follow the troubleshooting steps listed below:

1. **Check if your PC supports Bluetooth:** Then you have to search for the "**Device Manager"** in the " **Start Menu"** and launch the app. The next to do is to locate the **"Bluetooth"** entry in the list. When you have checked whether the **"Bluetooth"** entry is missing, then you have to double-click on the "**Network Adapters"** option and check if Bluetooth is listed there. If you were not able to find **"Bluetooth"** listed in the **"Device Manager",** that means your computer doesn't offer Bluetooth support, as such, you can't use the feature unless you go for a **Bluetooth adapter or PCI card.** If your PC supports Bluetooth, you have to take the following steps to resolve the problem or issues that are preventing you from using your Bluetooth.

2. **Look for a physical key to enable Bluetooth:** There are a lot of computers out there that have a physical key that is meant to enable and disable Bluetooth. When you are not able to turn on your Bluetooth, you have to check if the key is set to a state that enables Bluetooth. Read the manual that came with your computer to check if there is a provision for any **external key to enabling/disable Bluetooth.**

3. When you are not able to turn on the Bluetooth your first approach is to check if the **"Flight mode"** is enabled. That's why you need to click on the "**Action Centre"** option in the Taskbar. The new Windows 11 "**Action Centre"** has the Wi-Fi, speaker, Bluetooth icon on display. You will check in the **"Action Centre"** whether the "**Airplane mode"** is enabled. If any of the features are enabled, it will have a blue title. The ones that are not enabled will have a white colour. When you discover that the **"Airplane mode "is** enabled, just click on the title to disable it.

4. **Running Bluetooth Troubleshooting**: If the Bluetooth is still not enabled, you can run the built-in **Windows 11 Bluetooth Troubleshooter**. To run the Troubleshooter, you have to launch the system "**Settings"** to open the **"System"** Tab on default. Scroll down to the right and then select "Troubleshoot". The next thing you will do is to click on the "**other troubleshooters"** option. Then you have to scroll

down and locate the " **Bluetooth"** troubleshooter after which you will click on the Run option that is next to it. When you have reached this stage, the troubleshooter will start immediately and identify and fix all the known issues that are preventing you from turning on your Bluetooth.

5. **Checking the Bluetooth support service is Running:** Most of the time, the Bluetooth support service system is the problem. You will find out the service is by set by default **"Manual"** and not "**Automatic"** and it does not run automatically. This issue can be fixed by changing the "**Startup Type"** to automatic and then starting the service. For you to start the **"Bluetooth Support Service"** you have to search for services in the " **Start menu"** after which you will click on the relevant result or you launch the app. The next thing to do is to locate the **"Bluetooth Support Service"** option and double-click on it for you to run its properties. While in the Properties Window, click on **"Startup type"** then the drop-down menu and then select **"Automatic"** from the list. You have successfully changed the **"Startup type"** but the services are not yet running. For you to make it work, click on the **"Start"** option under **"Service Status"** and then wait for it to start. When it starts, you just have to click on **"OK"** which is at the bottom, and then save the changes and close the properties Windows. Then check if you can turn on the Bluetooth.

6. **How to update Bluetooth Drivers:** When you have tried all the above and it didn't work, it could be that the Bluetooth driver is at fault. To update Bluetooth Drivers, you will have to search for **"Device Manager"** which is in the **"Start Menu"** and you have to launch it from the search result. Double-click on the **"Bluetooth"** entry and expand it and then view devices under it. The next thing you will do is to right-click on the **"Bluetooth"** device option and select **"Update driver"** from the context menu. When you have done this, the **"Update Driver"** will then launch. The system will give you two options. The first option is whether you will allow the Windows to search the system for the best available driver and install it, or whether you want to install drivers manually. You should accept the first option and follow on-screen instructions to complete the installation process.

WHEN YOU ARE NOT ABLE TO CONNECT TO BLUETOOTH DEVICE

This is a general issue and it normally happens when you are trying to connect to another device with Bluetooth, and it can be fixed with the following instructions:

1. **Check if Bluetooth is enabled on the Device:** When you are unable to connect to another device, you have to check if Bluetooth is turned on. People make the mistake of not checking first, try to connect to the device it will work.
2. **Check if the device is in Range:** Every Bluetooth has a range. If you want to check the range of your Bluetooth, you have to check the manual it came with. For you to fix the problem, you have to bring the Bluetooth within its range and then try connecting again.
3. **Toggling Bluetooth On/Off:** Re-enable the Bluetooth, this can fix the problem. To re-enable Bluetooth, launch **"Settings"** and select the "**Bluetooth & Devices"** option on the left. Click on the toggle next to Bluetooth and turn it off. When it is turned off, wait for a few minutes and click on the toggle to re-enable it.
4. **Rebooting the computer:** Most of the errors or faults can be fixed by rebooting the computer. When you reboot the OS, it is reloaded and in the process can fix a lot of glitches or other errors you might be experiencing. When you do a reboot on your computer, check if the error has been fixed. If it has been fixed, connect your Bluetooth.
5. **Re-pairing your Device:** When all the above troubleshooting has failed, the next thing you should do is to try to repair your Device. To repair your device, navigate to the **"Bluetooth & Devices"** settings. This is where you find some of the paired Bluetooth devices on the top, then click on the ellipsis at the top right corner of the device tile that you are not able to connect with. Select the" **Remove device"** option and click on **"Yes"** in the confirmation box. When you have unpaired, you have to follow the steps described in this section to pair a Bluetooth device. You will be able to connect the device to your computer.

How to Screenshot on Windows 11.

The new technology of using computers to screenshot like using phones and tablets is a welcome development. One must understand that this technology is not entirely new because it has been available since Microsoft introduced it to our computers. Since its inception, Microsoft has introduced it to most of the versions of Windows but what makes Windows 11 different is that many people have not yet understood how to take a screenshot on Windows 11.

Well in this section, I will show you how you can screenshot your Windows 11.

Using the Print Screen Key and Paste.

1. Tap on **PrtSC** to enable you to copy the full desktop image to the clipboard.
2. Paste the image to any app that accepts pasted images. Such apps are Paint, Paint 3D, or Adobe Photoshop.
3. To capture the currently active application Window, add the Alt key, **Alt- PrtSC.** Using this key combo saves the current window to the clipboard. When you are there you can paste it to the imaging application.

Using The Print Screen Key With Onedrive.

You can make use of **PrtSC** in combination with **OneDrive**. If you want to set it up automatically, you have to create an image file of your screenshot in **OneDrive**. The following are steps that you can use to set it up:

1. Go to the **OneDrive's** settings from the Cloud icon which is at the right side of the Taskbar.
2. Choose the backup tab of the **OneDrive** utility settings dialogue and check **t**he **automatically Save Screenshot.** The check you made simply changed everything **PrtSC**. This means you are no longer going to open an image app or paste from the clipboard but instead, an image file is automatically created in your **OneDrive** choice folder. This can be accessed anywhere you can access **OneDrive.**

Using the Windows Key Print Screen Keyboard Shortcut

Here, if you want to take a screenshot and automatically paste them somewhere other than the **OneDrive,** you have to get used to clicking the key together with the **PrtSc key**. This dims the screen briefly and places the image file in the **Pictures > Screenshots folder by default**. You can also see the screenshot in Windows photo apps.

Using the Snipping Tool

Windows 11 clears the confusion of the screenshot tool that is seen in the previous version of the Windows screenshot. This is corrected by combining the earlier Snipping tool with Windows 10's terrific Snip & Sketch tool. Windows 11 adopted the name Snipping Tool in Windows 11 screen–shooter. The quickest way to get to the Snipping Tool is by pressing **Windows Key-Shift-S.** The keyboard shortcut also gives you a choice to take a screenshot using a rectangular selection, freehand selection, full window, or full–screen capture**.**

In the first two options, you should draw with the cursor and then select the area that you want to screenshot. Choose the second choice and click, the moment you release the cursor, a notification will appear at the lower right-hand corner with a thumbnail image. Click on the small image for you to be able to open the Snipping Tool interface. You can mark up the screenshot with a pen or a highlighter. You can also be able to crop it. You can make use of rulers to draw straight lines. The finger button can also let you draw on a touch screen.

The most important thing is that you can always save your screenshot and you can edit it by using the 3.5-inch floppy disk icon. There is a share button and this share button allows you to send images using Windows 11 standard share panel. You will be able to print an image or open it in another app from the menu options.

Use the Window Key Game Bar

The Windows key game bar opens the game bar. From there, go to Capture Window and you will see a camera icon, tap on that and you will save your screenshot to the **Videos / Captures folder** is under the main user folder. It is possible to change it in the main Windows **Setting app**. You can alternatively tap on **the Windows key – Alt-PrtScn** short cut then bypasses opening the game.

Using Volume Up – Power On The Surface Tablet.

There is a difference between taking a screenshot on a Surface tablet and doing it on a computer unless there is an attached keyboard. You must know that the on-screen touch keyboard has no **PrtSc key**. Those who use Surface Pro 8 press the Volume Up and Power buttons at once to take a screenshot. You have to be careful so that you do not switch off your computer.

CHAPTER 11

HOW TO FACTORY RESET WINDOWS.

This section of the chapter will be discussing how you can factory reset your Windows, in Windows 11. There are reasons why you might want to factory reset your Windows 11. It is either that you have been using the same setup for a long time and perhaps wants to factory reset your Windows or that you have been having problems or issue with your operating system. Whatever reason it may be, your computer can use the "**Reset this PC**" features to revert the system to the factory default system to resolve the problems and improve performance.

The **"Reset this PC"** didn't start with Windows 11, it started with Windows 10. In Windows 11 it allows you to reinstall Windows with multiple options. In Windows 11 it gives you the option to reset your factory settings with the option of keeping your settings with your files and also another option to help you keep your factory setting by removing everything to help you resolve the problems by starting up and shutting down, excessive memory usage, performing running apps, battery draining quickly and getting rid of a tough malware.

The features in Windows 11 enables you to use the original image instead of the custom manufacturer recovery image that could contain things like bloatware and configurations.

In this section, we will take you through how you can reset your computers to their original factory settings without losing your files or erasing anything from your files.

How you can Factory Reset your Windows 11 and Preserve your Files.

If you are trying to factory reset your computers without erasing anything, take the following steps:

1. Open **Settings**
2. Click on **Systems**
3. Next, click on the Recovery page which is on the right side
4. Under the Recovery option, click on the Reset PC button for the "**Reset this PC**" feature.
5. Click on the **Keep my files** options
6. Select the option to reset Windows 11. The next thing you will have to do is to cloud download and reinstall. Clouds will download a fresh copy of the installation from the cloud and then reinstall Windows. You must know that this option will not restore tools, apps, and configurations that came with the original image provided by the manufacture. You then have to install locally. This means that it uses the first files that are available already to reset your PC. Remember if this is a branded device, the process will restore the factory drivers, the settings, and the tools.
7. Review the app and then reinstall it after the factory settings.
8. When you have done this, the next step is to click on the button
9. Click on the Reset button.

The moment the steps are now completed, your computer will reset to factory settings and at the same time preserve your files.

When you are done with factory settings, you have to check for updates to make sure that Windows 11 is not missing any security, patches, or drivers and finally reinstall any of your previous applications.

To check for updates:

1. Open **settings**
2. Click on **Windows updates**
3. Click on "**Check for updates**"

The moment you complete the steps, Windows Update will download the latest patches and drivers update.

Next, check for the missing drivers after the "**Reset this PC"** and:

1. Open **Start**
2. Search for the drivers and click the top result to open the app.
3. Confirm that there are no other branches called "**Other devices"**

When you have one or more devices with missing drivers, you have to check the computer manufacturer support website and then download and install all the latest drivers available.

The last thing left for you to do is to reinstall any app previously installed on your computer.

How to Factory Reset Windows 11 by Using the Remove Everything option.

The first thing for you have to do is to take the following steps:

1. Open **settings**
2. Click on **System**
3. Click on the Recovery page on the right side.
4. Check under the **"Recovery options"** section and click the **Reset PC** button for the "**Reset this PC"** features.
5. Click on the "**Remove everything**" option
6. Select the cloud download or the Local reinstall. This only depends on how you want to reset your system.
7. This is optional (click on the **Change Settings option**)
8. Click on the data erasure toggle switch
9. You will also turn on the data driver's toggle switch and erase Windows 11 installation drive and any other storage drive that is connected to your computer.
10. Click the confirm button.
11. Review apps and then reinstall after the reset factory settings.
12. After the reset factory settings, you will click on the Next button.
13. And finally, click on the Reset button.

When you have completed this step, the system will erase the drivers and you have to install a clean copy of Windows 11.

To check and install updates on Windows 11, the following steps should be taken,

1. Open **settings**
2. Click on **Windows update**
3. You will have to click on the check for **Updates button**.

The moment you have completed these steps, the Windows Update will download and install any missing updates/drivers

The next step is to check for the missing drivers by taking the following

steps:

1. Open **Start**
2. Search for the **device manager** and click on the top result.
3. Then you have to confirm that there is no branch named "**Other devices** "

To restore files and back up:

1. Open **File Explorer**
2. Click on "**This PC"** from the left pane.
3. Under the "**Devices and drives"** section, double-click the storage with the file backup.
4. You will select the **files and folders**
5. And then click the **Copy button**.
6. At this stage, you have to the **destination folder**
7. After this, click on the **Paste button.**

After completing the above steps, if there is any missing application, then install them again.

Upgrading Windows 10 to Windows 11.

Windows 11 started rolling out their new Windows 11 on October 5th, 2021 and until now many are not yet well informed about this new Windows 11. This new rollout of the Windows 11 means that Windows 10 is on its way out. Microsoft announced that its Windows 10 support will expire in 2025 meaning that you still have a few years to stop getting security patches.

This guide will inform you about how long you can safely wait to switch to Windows 11 before you start updating.

Microsoft to End Support for Windows 10 and Why

The support for Windows 10 will end on October 14th, 2025. What this means is that Microsoft will no longer provide security patches and features updates for the Home, Pro, Enterprise, Pro Education, and the Pro for workstations editions. This will affect all Windows 10 users.

This is not a surprise as Microsoft has a Fixed Lifestyle Policy for its entire product. You must be aware that all of its Operation Systems has a minimum of 10 years of support. Windows 10 was released in July 2015 and will complete its 10 years in October 2025.

Question: Will I have to Switch to Windows 11? Can my Windows Computer Work When Microsoft Pulls Support?

The answer is that you will still be using Windows just like other people that have been using Windows 7 and Windows 8. Microsoft pulls its support system for these Windows but people are still using them. The only thing is that when supports end, you won't be able to get security updates ad this can leave your computer vulnerable to many forms of malware that target Windows devices.

Can my Computer run Windows 11?

The answer to this question depends on when you bought your computer. If your computer was bought recently, it means that the computer should be able to run Windows 11. If you want to know if your Windows 10 is eligible for a free upgrade to Windows 11, go to Microsoft websites, you will see a list of requirements.

The easiest way to do that is to download the **PC Health Check app**, to check if your operating system is compatible or not. You can alternatively use another open-source pp by the name WhyNotWin11 to also see if your device is compatible or not.

How Can I Upgrade From Windows 10 To Windows 11?

If you know that you are already a Windows 10 user and you have a compatible computer, Windows 11 is a Free Upgrade for your operating system. With Windows 11 you can download it the same way you download other Windows. You have to go to **Settings > Update & Security > Windows Update** and you will then click **Checks for Update.**

How to clone HDD to SDD in Windows 11

When it comes to cloning HDD to SDD in Windows 11, two things will come to your mind and they are,

1. How can I clone my current hard drive to my SDD and then make it Bootable?
2. What tools can I use to clone HDD to SDD in Windows 11?

You must note that as long as the SSD has an equal or bigger storage capacity than the used one place on the original hard drive, it means that you can copy everything in your hard drive to the new SSD.

Follow these steps to clone your HDD to SDD in Windows 11:

1. Download and install hard drive cloning software.
2. Install and then initialize the New SDD.
3. Clone HDD to SDD.

STEP 1: Download and install hard drive Cloning software.

The Tool Used: EaseUS Partition Master

The Duration: 1 minute.

Many hard drives are cloning hardware that can be purchased online but I recommend you to try EaseUS Partition Master. This hard drive is more than a disk cloning software and it is a comprehensive hard drive partition management software.

STEP 2: Install and initialize the New SDD in Windows 11.

If you only want to copy the hard drive to a used SDD, you can skip this part and go to part 3 to start your disk cloning steps. But if you are planning to use a new SDD, then you have to make sure that you properly install it to your PC then initialize by:

Step 1.

You must open the computer case with a screwdriver. If you are using a CPU, please use a No 2 screwdriver but if you are using a Laptop, use No 1 screwdriver.

Step 2

If it is a STATA SSD, plug it into the computer via a power cable and a STATA cable. If it is an M.2/NVMe SSD then insert it into the SDD slot and fasten it.

Step 3.

The moment you finished, close the computer case and then reboot the computer

Step 4

Wait and let the Windows 11 computer boot up and press Windows + R keys and the type **diskmgmt.** MSC then click enter to open Disk Management.

Step 5

Right-click on the new SDD to select **initialize Disk** and select **MBR** or **GPT** as your disk type.

You must note that the disk type on SDD should be the same as your source

hard drive. When the source drive is installed with Windows 11 you then have to set the type as **GPT**

THE NUMBER 3 GUIDE

When you are in guide 3, you should be able to clone the hard drive to SDD in Windows 11.

1. **Clone Hard Drive to SDD**

Step 1.

Right-click the disk you want to copy or clone and select **"Clone"**

Step 2

Select the target disk and choose the wanted HDD/SSD as your destination and click "**Next"** to continue.

Step 3

Click on "Continue" when the program has warned you it will wipe all the data on the disk. Please if you have important data on the target disk, you have to back it up.

Step 4

Select "Autofit the disk", "Clone as the source", or "Edit disk layout" to customize your disk layout. You have to select the last one if you want to leave more space for the C drive. After this, click on "Proceed" to start the cloning process.

2. **Make cloned SSD Bootable in Windows 11**

Step 1. Restart the computer and press the F2/F10/Del key to enter BIOS.

Step2. Go to the Boot menu, while at the boot priority section, set the new SDD as your boot drive.

Step 3. Press F10 to save all the changes and restart the computer.

When you have finished, you will see your new Windows 11 successfully boot up from the new SDD.

Tips to making use of the Old Drive in Windows 11

When you have finished cloning the hard drive to your SDD in Windows 11, the question that will pop up in your mind is how I can make use of the old drive.

The two options available are:

1. Put it up for sale
2. Or make use of it as an old hard drive.

If you want to sell it, wipe and clean everything on the drive, to do that, you have 2 options

Option 1:Wipe Partition.

- Right-click on the partition that you want to erase your data from, and choose "Wipe Data"
- In the new Window, make sure you set the time for which you want to wipe your partition and press "OK"
- Click on the "Executive Operation" button at the top-right corner and then check the changes and click "Apply"

Option 2: Wipe the Disk.

- Select HDD/SSD, right-click and choose "Wipe Data"
- Then you have to set the number of times to wipe data (You can set 10) and then click "OK"
- Check the message then click "OK"
- Then click on " Execute the operation "and then click "Apply"

Cleaning Up and Making Use of the Old Drive.

Step 1. Launch EaseUS Partition Master on your computer.

Step 2. Select to delete partition or you can delete all the partitions on the hard drive.

- **Delete the single partition:** right-click on the partition you want to delete and then choose "Delete" on the hard drive you want to delete.
- **Delete all partitions:** Right-click on the hard drive you want to delete all partitions and select "Delete all"

Make sure that you have backed-up all the important data of yours on the selected partition because it will erase all.

Step 3. Click "OK" to confirm the deletion.

Step 4. Click on " Execute xx operation" which is at the top menu, and click on "Apply" to save your changes.

0:0-0:39 delete single volumes. 0:39 – 1:09 Delete all partition.

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