

WINDOWS 11

FOR BEGINNERS & POWER USERS

The Concise Microsoft Windows 11
A-Z Mastery Guide for All Users



Tech Demystified

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INTRODUCTION

It is easy to be impressed by one thing when you have not seen another that beats it. When Windows 10 was released, many of us were in awe and thought that that was the height of it all, but there was Microsoft in the background giving a smirk and shaking its head thinking; *they do not know what is coming.*

At a period where technology is a central part of human existence and interaction, Windows 11 is designed to make work even better.

And now, with the emergence of Windows 11, it is glaring the improvements and the difference. This guide aims to analyze Windows 11 and paint a transparent picture to the user, enabling them to see the upgrade in its entirety and being able to follow the steps in their use of the upgrade.

CHAPTER ONE

SYSTEM SET-UP NEEDED TO ACCOMMODATE WINDOWS 11

This section aims to examine the required make-up of a system needed for it to use Windows 11 seamlessly. This is to identify the structure of a system that is suited for accommodating Windows 11.

Not all that is good for the goose is good for the gander. The point is, not every computer will be compatible with the newly introduced Windows 11. While this might not necessarily be a cause for concern, especially for those who are unflustered by this new Microsoft release. However, there exists another class of persons who always want to keep pace with technological improvements. If you belong to the latter, this article is for you. And if you belong to the former, hold on, this article is also for you.

I know we are mostly excited. I mean, who does not love new things especially when they are free? But then again, precaution and

having the right information are two important guides one must-have in any venture no matter how minute it may seem.

With that said, it would only be fair to bring to your knowledge the requirements that must be met by a system for it to use Windows 11.

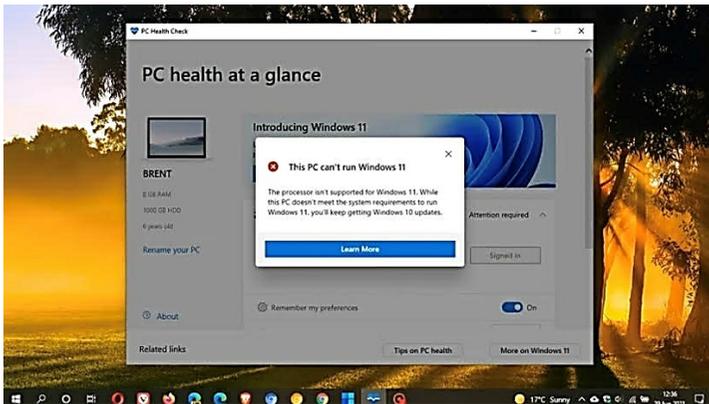
When Microsoft first announced Windows 11 earlier this year, it launched its tool for determining device compatibility- The PC Health Check App which was previously temporarily removed by the company upon various complaints from users. The app is however back and working and it tells users if their system meets the requirement for Windows 11 and provides links to further support.



The above image shows the PC Health app at a glance. To use this app, one must:

- Download and install the PC Health Check
- Once installed and launched, the home page which says PC at a glance appears
- At the top of the page, identify the section that says *Introducing Windows 11* and click the blue box which reads *Check now*.
- At this point, you will be notified by a small dialog box if perhaps your pc does not meet the requirement. The message in the dialog box will

conventionally say: *This PC can't run Windows.*



However, if your machine is compatible, you can download the update for free.

As an alternative to the PC Health app, you can manually check the list of requirements placed on the Microsoft website.

Minimum system requirements

Processor	1 GHz or faster with 2 or more cores on a compatible 64-bit processor or System on a Chip (SoC)	Graphics card	DirectX 12 compatible graphics / WDDM 2.x
Memory	4 GB RAM	Display	>9" with HD Resolution (720p)
Storage	64 GB or larger storage device	Internet connection	Microsoft account and internet connectivity required for setup for Windows 11 Home
System firmware	UEFI, Secure Boot capable		
TPM	Trusted Platform Module (TPM) version 2.0		Certain features require specific hardware, see detailed system requirements .

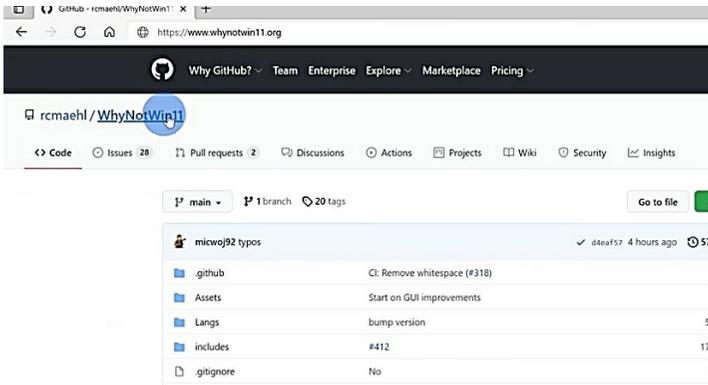
Shop for a Windows 11 compatible PC at these retailers^{4 5}



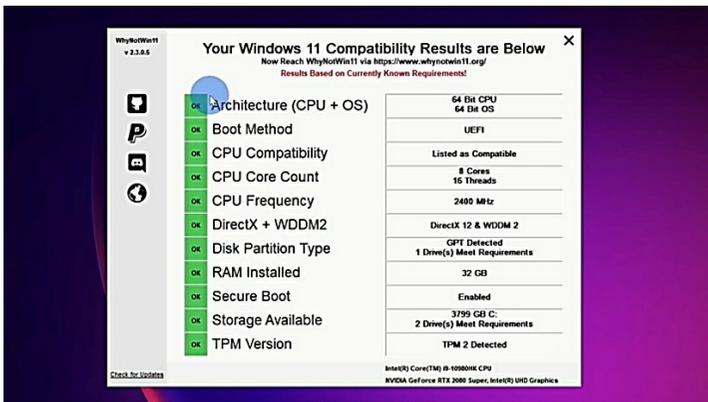
The problem with this method is that it might be a little hard as one may not know where to check for each of these values and so, the WhyNotWin11 app proves to be a better alternative.

The WhyNotWin11 is a free and open-source tool that will tell us whether a computer qualifies. And you can download it at the website- whynotwin11.org.

The website will take us to the Github repository for the tool as seen below;



To download the tool, simply scroll down a little bit more till you see *Download latest stable release*. Click on that button and once you finish downloading, navigate to your download folder and double click on the *WhyNotWin11.exe*. This immediately launches the compatibility results.



This shows how the system compares against the system requirements that Microsoft has published. The indication of color green shows positive compatibility.

These are the ways to check if one's system is compatible with the Windows 11 update.

If your system is not compatible, however, there are things you can do which we would dive into in the latter parts of this chapter.

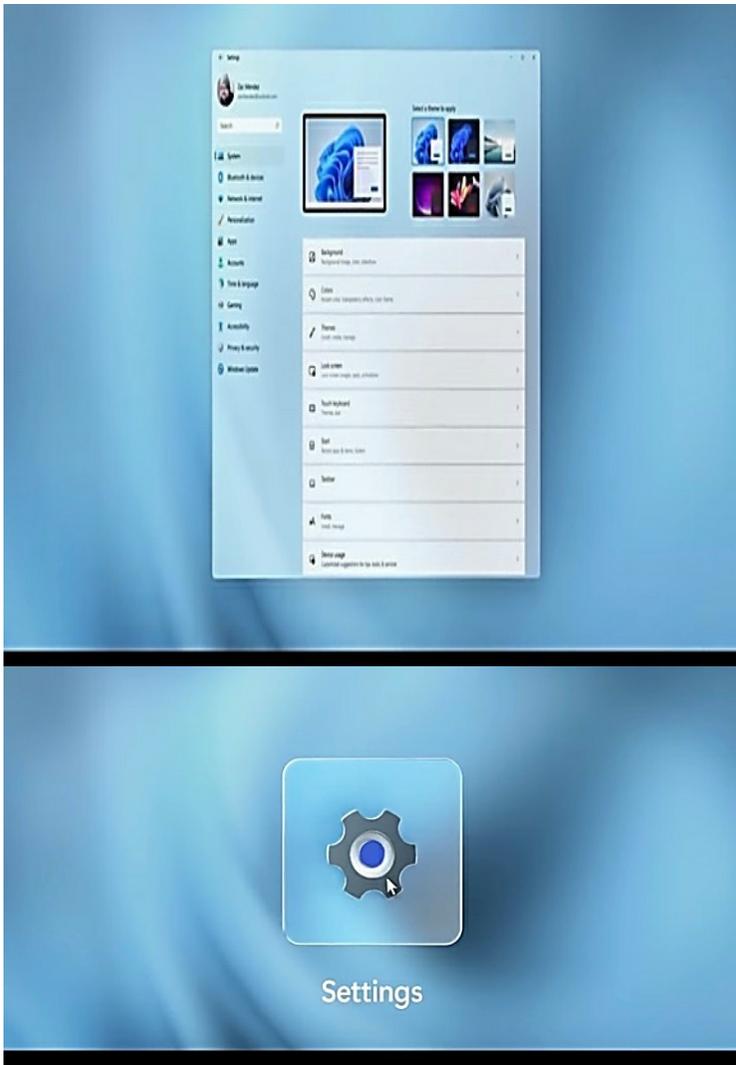
What Makes The Windows 11 Any Special or Different?

Remember how it feels like hearing an old story being retold over and over again? I guess we can all tell the end from the very beginning. I mean, it takes away all the fun elements because we have heard it too many times. Boring right?

With the rise in technological improvements, a lot of us might have given up on the quest to keep up. I guess we are all getting used to being “mind blown” to the point that we no longer are intact, mind blown. We have probably seen it all. Or maybe not.

When Windows 10 was launched, I thought that had to be the peak of it all, but recently, with Microsoft announcing its newest release; The Windows 11, the new features it is endowed with would fascinate even the most uninterested.

Asides from the winsome UI, the new start menu, the rounded corners, the new animations, the widgets, including the new settings app which looks a lot cleaner with a new theme section and other options.



There's also the new action center and a new notification Centre which looks good.

Want to hear something interesting? These are not even the most intriguing elements of Windows 11. The upgrade brings with it some delightful features which we will be talking about shortly.

First of all, let's discuss the new Microsoft store. The first thing that catches your eye is the way the new layout and UI harmonize with the whole new modern Windows 11 design. Take a look at this:



If we put this side by side with the UI of the former store, we can tell that the former looked a bit clustered up in comparison. And this looks way better if we would admit. It is also said to be faster and more responsive and the search mechanism is way better too. But

hey! Check this out;

The new Microsoft store will allow all types of apps, ranging from the modern universal apps, web apps, and very importantly, Windows 32 traditional apps like Adobe or a browser like Chrome. This makes sense because developers can choose to use Microsoft payment systems or their own and they don't have to give any cuts to Microsoft. This means that we will finally have a usable Microsoft store. Wow!

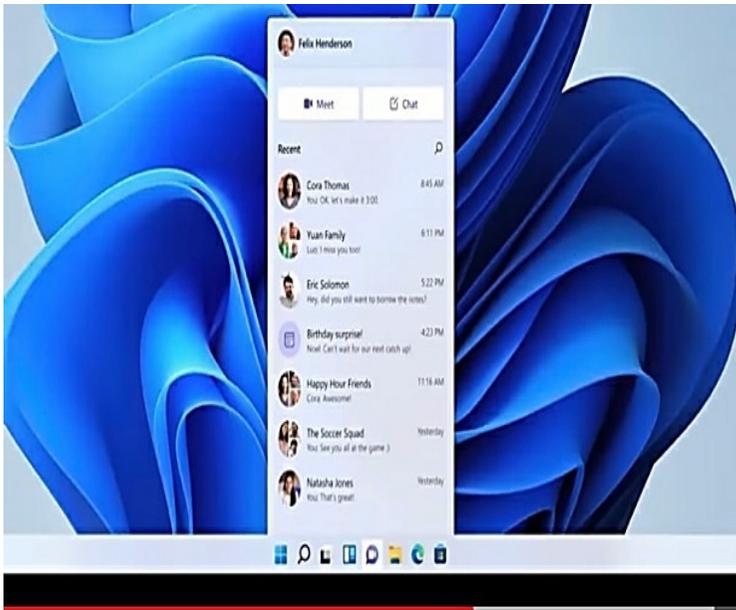
Now this one is for the movie freaks. Just kidding. For everyone who loves a good relaxation. The Microsoft store's entertainment tab will now list movies and shows from different platforms, making it a great one-stop place!



It just gets even more exciting. Windows 11 will now be supporting Android apps. First of all, Android apps will be available from the Microsoft store which is amazing.

This is proof. The picture above shows TikTok working on Windows 11.

One other thing about Windows 11 is that the desktop version is way better. Now, you can personalize them with different apps and different wallpapers to give all of them a very unique look.



I video call or a virtual meeting is now easier to do on Windows with the developed feature called Microsoft Teams. Users can now make calls on the go just by clicking on the Teams

icon and selecting a contact. Yes, it is that easy.

It is a good season for gamers too. With the gaming features integrated, Windows 11 is also a big update for gamers. Starting from the new feature called auto HDR which automatically updates games with better lighting and more vibrant colors, to the direct storage which is basically games loading assets on the GPU, which means games launching speed and loading times are a lot faster.

Lastly, the Xbox app is also deeply integrated with Windows 11 and PCs will also support the Xbox cloud gaming service. So users will be able to stream games directly from the awesome PC.

The Need To Upgrade To A Windows 11

The first reason why it is advisable to get an upgrade is for the ease of usage. Windows 11 with features like easily accessible snap layouts and groups. Windows already supported snapping windows to the sides or

corners of the screen in rudimentary arrangements. Originally "borrowed" from other OSes, the feature was further expanded with [Windows PowerToys'](#) FancyZones feature. Now, a new and improved version in Windows 11 brings the feature to everyone, placing it in a quick menu hovering over the maximize button.

Secondly, the aesthetic is a stand-out. Windows 11's new desktop aesthetics try to mimic the look of glass. As a result, there's a lot of transparency on many desktop elements, from windows to menus. This transparency goes hand-in-hand with related effects like a background blur, drop shadows, and rounded corners. All GPU-accelerated for a buttery-smooth user experience. It should both be more elegant and snappier than Windows 10.

If you are keen on structure and composure, then Windows 11 is best for you. In Windows 11, you can increase your [multitasking and system performance](#) with Snap Layouts that group your windows and save them to the taskbar. Hover over the maximize button and

you can tile windows in various sizes. Windows 10 won't have this. It keeps the traditional "Snap" feature, where you'll need to manually tile your windows with a keyboard combination or by hovering to a certain side of the screen.

CHAPTER TWO

PATHWAY TO HAVING THE WINDOWS 11 (THE WINDOWS INSIDER PREVIEW)

The Windows insider preview is not necessarily a way to get and install Windows 11, rather it is an open-source platform that houses a community of the biggest Windows fans. And the benefit that follows is that these fans get to see what's next, first hand before the world does. Imagine that! Amazing. Right?

The Windows Insider is a testing program that gives users access to Windows 11, Windows 10, and Windows servers and enables such users to register for models of the operating system, even before they are released. These models were previously only

accessible to software programmers

Now, one might be wondering what the essence of the Windows Insider is. The answer is that big companies like Microsoft, make huge investments, and as a result, face huge risks. However, some risks are scalable and losses may be foreseeable if the necessary steps are taken. That is the reason why Microsoft felt the need to assemble a community of developers, enterprise testers, and generally, the “technically able” to test new developer features on pre-released software and builds, not given publicly. This is done to rally feedback which will help in identifying and mitigating errors and generally help to & improve the Windows 10 OS, with the help, support, and guidance of the Insider program Participants, in direct communication with Microsoft Engineers via a proprietary communication & diagnostic channel.

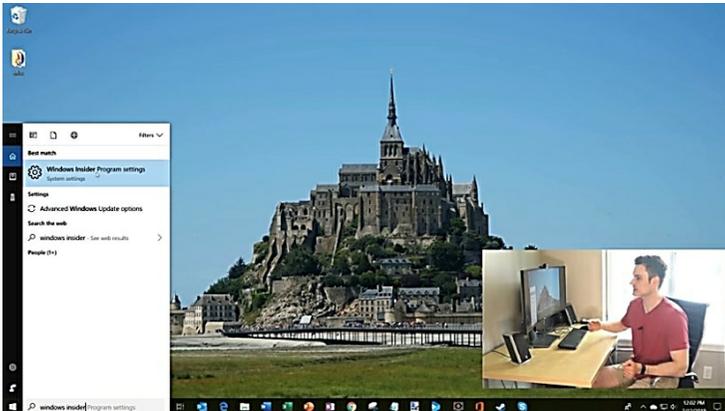
Now, Microsoft Insider has been around for quite some time as it was first announced in 2014 along with the Windows 11 release. And by the time of the official launch of

Windows 10 for PCs, an estimated number of 5 million volunteers were already registered on both Windows 10 and Windows 10 Mobile. By early 2015, previews of the Windows Mobile were tested by Microsoft. And they announced that the Windows Insider would continue beyond the new release of Windows 10, towards new releases and updates.

How To Become a Windows Insider

Being a Windows Insider comes with its benefits which we have discussed earlier on in this chapter. Now how do we join this amazing community? The steps are broken down below:

- ❖ On your Windows desktop screen, click on the search bar (usually on the bottom left corner of the screen) and type in ‘Windows Insider.’
- ❖ You will see that one of the best match options that pop up is the Windows Insider program settings

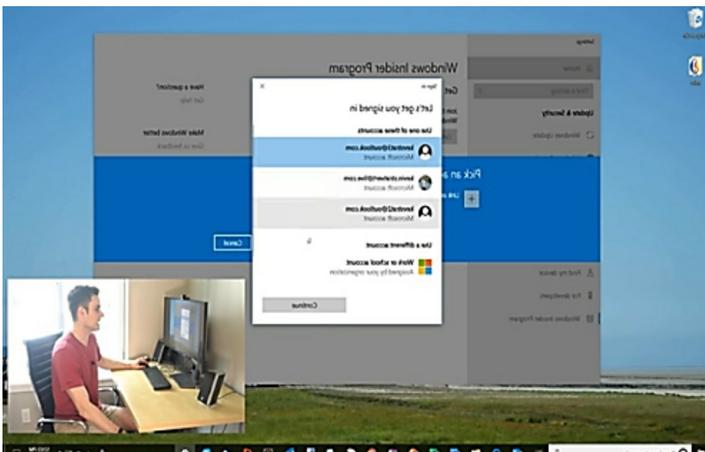
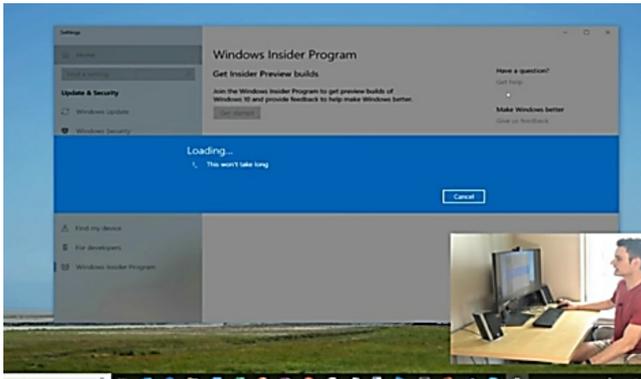


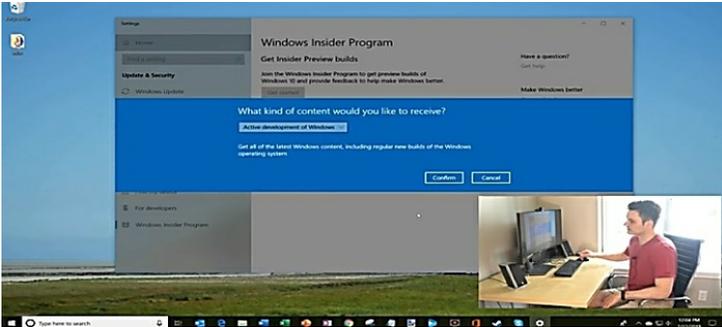
- ❖ Going ahead to click on that, we see an option that says “Get Insider Preview builds”



- ❖ Going further, we tap on the get started option and select an account that we want to use. If you are a returning user(that is you have signed up earlier, you can just go ahead and select an

account to use. However, if your account had not been registered before, you might need to sign up. It typically takes about 24 hours from when you sign up to when you start getting the insider builds

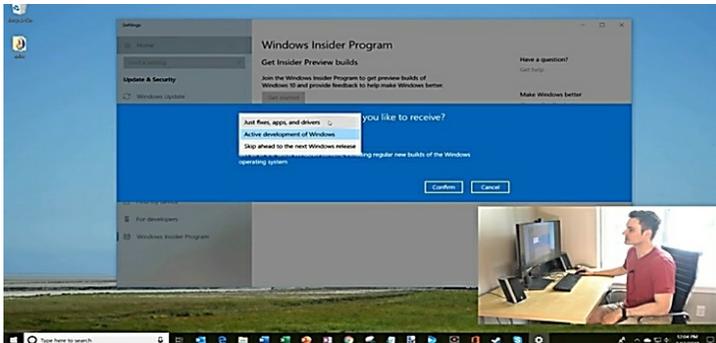




❖ After selecting an account, you see a blue button that says Active development of Windows.

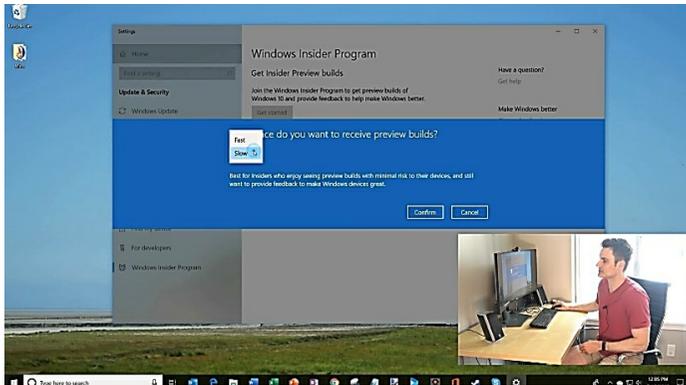
❖ On clicking the blue box, you are presented with a few options about the type of content you will like to receive. One of them is **Just fixes, apps, and drivers**. This implies that you don't get a new version of Windows, you simply get updates and that is a very conservative kind of approach one could take.

The next one is the **active development of Windows**. This is as Microsoft is working on the next version of Windows, you get any updates, new apps, new fixers that are going towards that next release of Windows

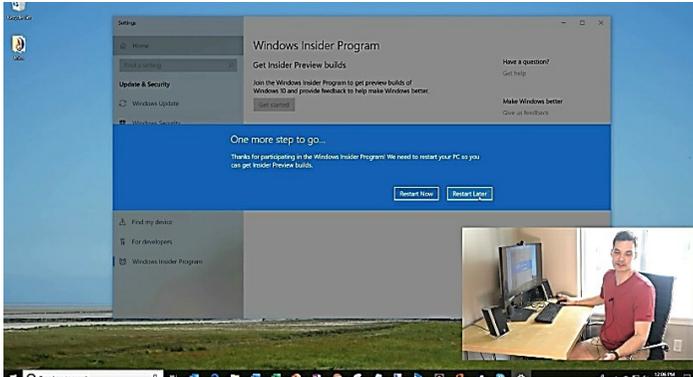


And then the most aggressive version of them all is the last option that says **skip ahead to the next Windows release**. This option according to programmers, is not the safest one, as one might encounter bugs along the way.

- ❖ Going, with the safest, yet an adventurous option, we go with option two. This will take you to a dialogue box asking what pace you would like to receive preview builds. There are two options; fast and slow.



- ❖ Select the pace you would prefer to move with. Slow means you will get it a little later than other people but still ahead of the public. While fast means you will get the preview builds before or at the same time with everyone else.
- ❖ After making your choice pace, you get a little thank you note shown on the screen and a button that says **confirm**.
- ❖ After clicking on the confirm button, you are going to be showing another box across the screen which says “one more step to go” and at the bottom, are two options restart now, and restart later



- ❖ Once you click the restart, your computer will do so, and just like that, you will always be kept posted on the latest from Microsoft.

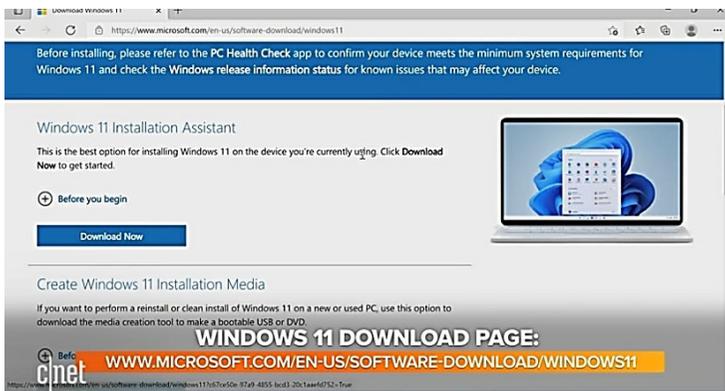
How To Download and Install The Windows 11

There are two major ways to get the Windows 11. This section is going to take you through a step-by-step journey in acquiring Windows 11 using both ways.

The first is the update method. You can get Windows 11 by waiting for Microsoft to release its update which might take months cueing from their recent announcement. However, you can download the update

directly from Microsoft's website.

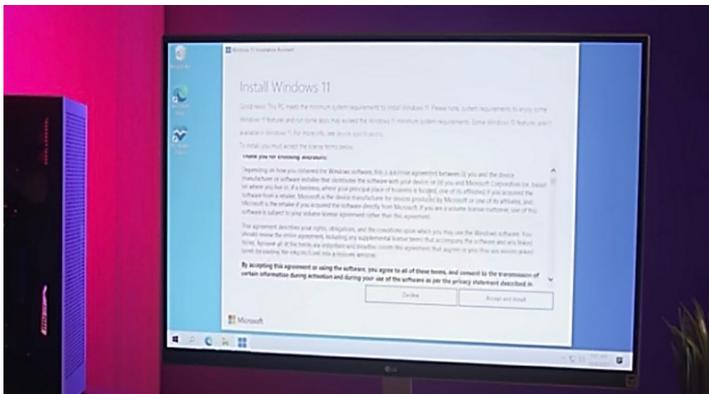
- To update your machine to Windows 11, start by visiting the Windows 11 download page, scroll down to the Windows installation assistant. Below which you will find a blue **download now** button.



- On clicking the button, find the downloaded file and launch it



- To start the install, click the accept and install button.



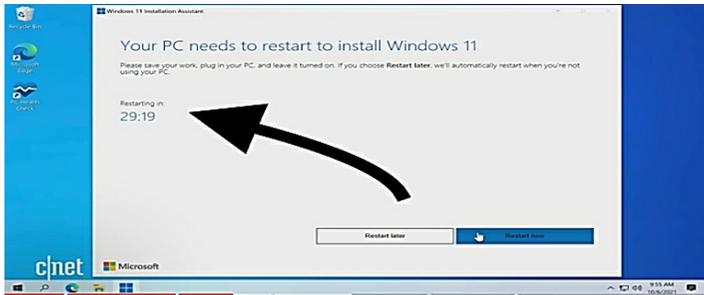
- The installer will do the following three steps on its own without you needing to do anything. It will download, verify the download, and

finally install Windows 11.



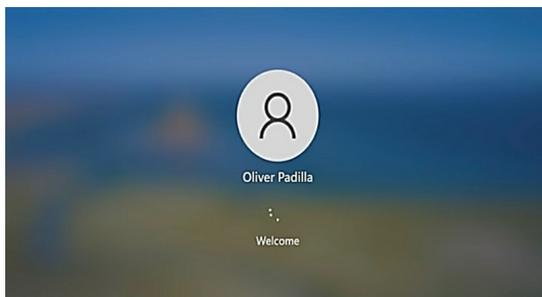
During this time you can make use of your computer simultaneously and let the installer run in the background. This process may take up to 30 minutes or longer depending on your internet speed, and your computer's processing power.

- Once it is done your computer will automatically restart in 30 minutes or better still, click the **restart now** button to advance.



Your computer will update and will restart a few times as it finalizes the Windows 11 installation.

- Next, you'll be greeted with the new Windows 11 login screen. Go ahead and log in back into your machine.



- Windows will do one final setup and once it is complete, it will release you into the new-look Windows 11 desktop. And that right there, is how you download Windows 11.

Another method is by creating a bootable USB. This is a great method to use as it allows you to have a backup copy of the software in case you need to restore or recover the OS in a case where it might be needed.

Having a bootable USB also affords one the flexibility of being able to update as many computers as possible without having to download Windows 11 on every single PC which will be incredibly time-consuming.

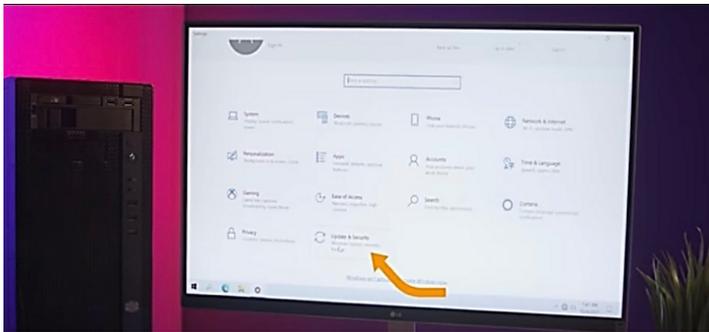
- To create a bootable USB, we will be using Microsoft's Windows 11 media creation tool. We will also need a USB drive larger than 8 gigabytes in size.
- To create a bootable USB with Windows 11 on it, start by going to the Windows 11 download page
- Scroll down to the create Windows 11 installation media section and click on the blue

download now button.

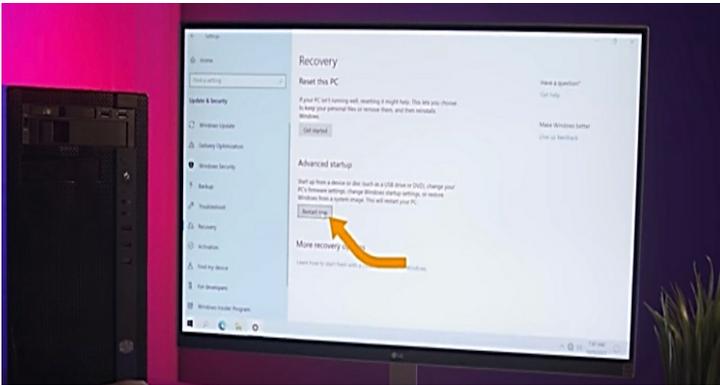
- Navigate to the download *exe* file and launch it
- Windows 11 setup will begin. Click the **accept** button to get started.
- On the next page, you will be asked which edition you will like to create media for. Currently, the only option is Windows 11.
- We can choose our version of Windows 11 later on during installation but for now, click **next**. So we are going to select the USB flash drive and then click next.
- If your USB drive had not already been plugged in, now is a good time to do so.
- Then click refresh drive list. Your USB drive should pop up on the list. Select it and click **next**.
- From here on now, the installer will download Windows 11,

verify the download, and then create the Windows media.

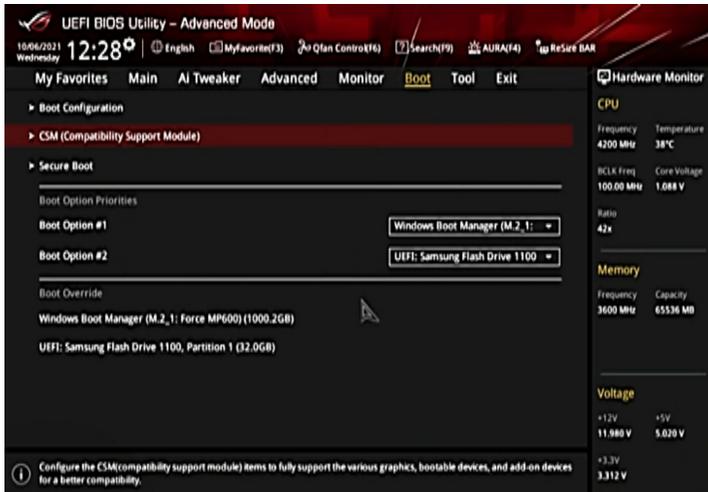
- Once the process is complete, click **finish**.
- From here you can eject the flash and take it to another machine or do a clean installation, you need to get into the bios.
- To do this, navigate to the start menu then click settings, click on update and security.



- On the left menu, click on **recovery**, then under the advanced startup, click **Restart now**.



- The machine will reboot into this blue window click on the **troubleshoot** option
- Next, click on the advanced option
- Look for the UEFI firmware settings, then click **restart**.
- The system will reboot and load into the bios.
- Once in the bios of your computer, navigate to the boot menu. In the boot override section, you will see your internal drive along with the flash drive.



- From there, your Computer will load up the Windows 11 installer
- Select your language and click **next**. Then **install now**.
- If you have your Windows product key handy, you can put it in now or you can activate your Windows later.
- Pick your version of Windows 11, then click **Next**.
- On this next screen, you have two options. One to upgrade and yet keep all your files and

settings, or a custom installation which will erase everything and do a clean installation of Windows

- After making your choice, Windows will restart a few times and after that, you will be guided through setting up Windows 11.

Upgrading Windows 10 To Windows 11

To start the upgrade process manually, we have to get the Windows 11 installation assistant program, and for that, you have to go to another Microsoft webpage.

Once you have downloaded it, run it, you will be presented with this window which will ask you to accept the license agreement

Select **accept and install**

What is The Cost of Upgrading To Windows 11?

As of now, Windows 11 is a free upgrade and

anyone can upgrade for free.

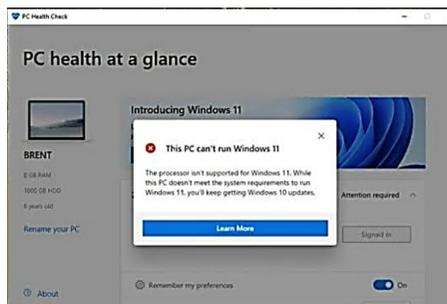
How Compatible Is My Computer To Host Windows 11?

When Microsoft first announced Windows 11 earlier this year, it launched its tool for determining device compatibility- The PC Health Check App which was previously temporarily removed by the company upon various complaints from users. The app is however back and working and it tells users if their system meets the requirement for Windows 11 and provides links to further support.



The above image shows the PC Health app at a glance. To use this app, one must:

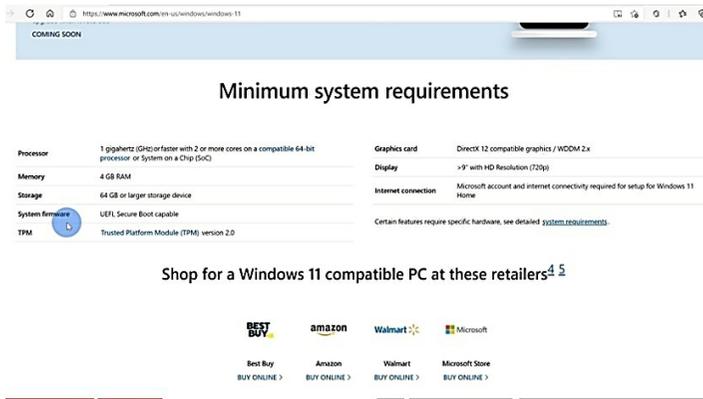
- Download and install the PC Health Check
- Once installed and launched, the home page which says PC at a glance appears
- At the top of the page, identify the section that says *Introducing Windows 11* and click the blue box which reads *Check now*.
- At this point, you will be notified by a small dialog box if perhaps your pc does not meet the requirement. The message in the dialog box will conventionally say: *This PC can't run Windows*.



However, if your machine is compatible, you can download the update for free.

As an alternative to the PC Health app, you

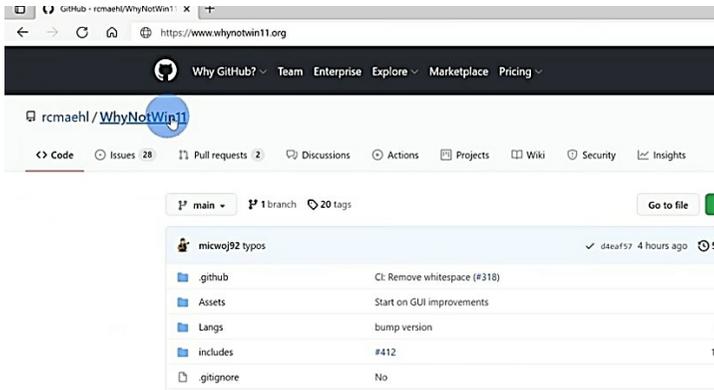
can manually check the list of requirements placed on the Microsoft website.



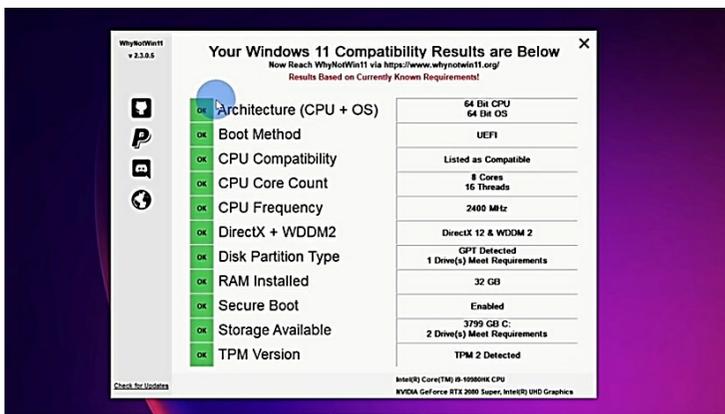
The problem with this method is that it might be a little hard as one may not know where to check for each of these values and so, the WhyNotWin11 app proves to be a better alternative.

The *WhyNotWin11* is a free and open-source tool that will tell us whether a computer qualifies. And you can download it at the website- whynotwin11.org.

The website will take us to the Github repository for the tool as seen below;



To download the tool, simply scroll down a little bit more till you see *Download latest stable release*. Click on that button and once you finish downloading, navigate to your download folder and double click on the *WhynotWin11.exe*. This immediately launches the compatibility results.



This shows how the system compares against the system requirements that Microsoft has published. The indication of color green shows positive compatibility.

These are the ways to check if one's system is compatible with the Windows 11 update.

CHAPTER THREE

EXPLORING DIFFERENT FEATURES OF THE WINDOWS 11 (PART I)

How To Customize The Start Menu

Whether or not you like the Windows 11 start menu, there is a way to change it. This section will walk you through the process of doing so.

You can use Start 11 option. By searching on your search bar. It is not free, it requires a download. You can do so and give it a try.



There are plenty of amazing features on the

Start 11 to customize it to your liking. The application costs about 5 dollars, roughly.

Upon payment, you will be offered a 30-day trial. On launching the application after download, you will see these options on the start menu screen; the Windows 7 style, and the Modern Style.



After choosing which one you would want to go with, you can then customize it to your liking



You can then proceed to have fun with it, changing your theme, visual settings.

How To Add Folders in The Windows 11 Start Menu

- Firstly, click on the start button, then settings.
- After that, look for **personalization** key and go for it
- Within the personalization options, search for **start**



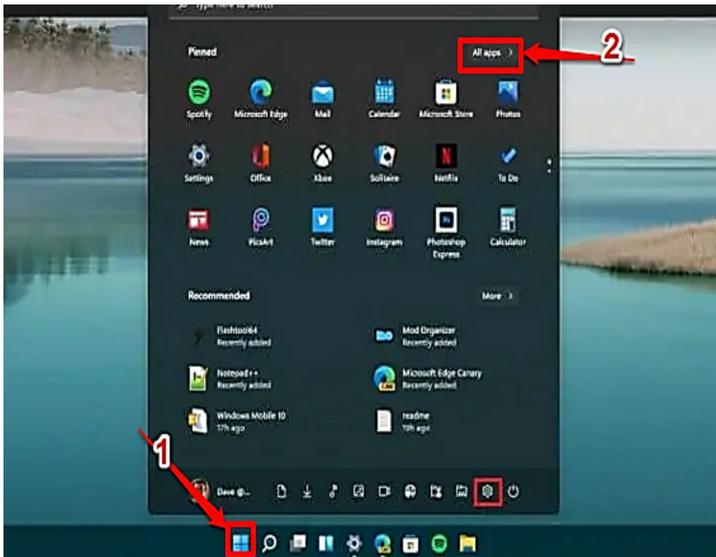
- Go to folders. This gives you access to the most popular stuff you might want to grab. For example, in the image above, we can see that the music folder and the picture folders have been added by switching the button to the right. When it turns blue, it means it has been added.

How To Pin and Unpin Applications From the Start Menu in Windows 11

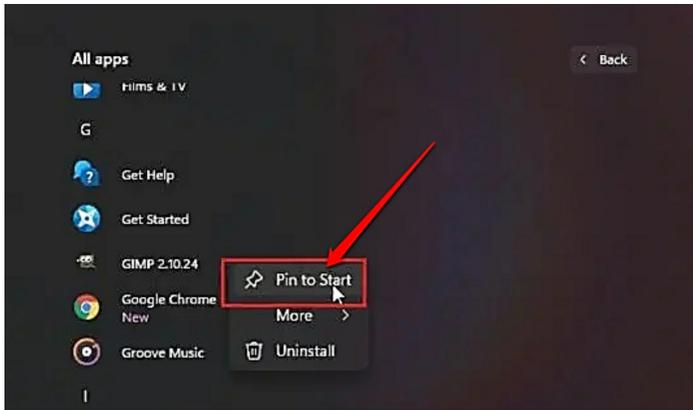
The best way to find your favorite apps on any Windows version is by pinning them to the Start Menu. And well, you can do the same in Windows 11 as well.

To do that follows the steps below:

- From the screen click on your **Start menu**.
- Then simply click on the **All Apps** at the top right, scroll down and go to the app you want to pin to the Start Menu.



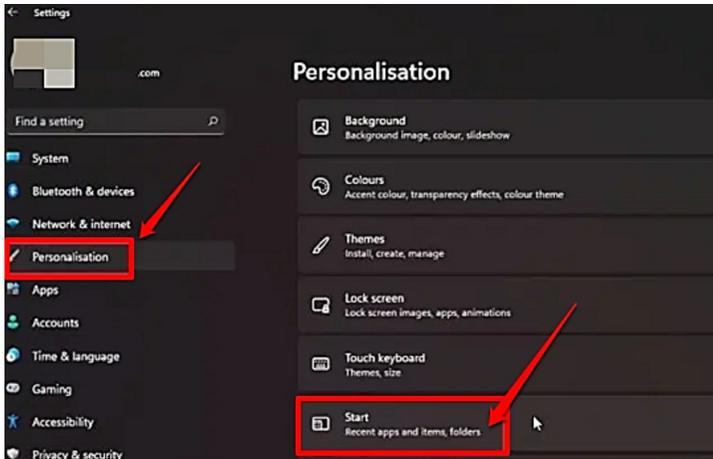
- Right-click on any app and click or select the **Pin to Start** option. This can also be done from the desktop or any other location. And as we have explained, you can also pin folders to the Start Menu.



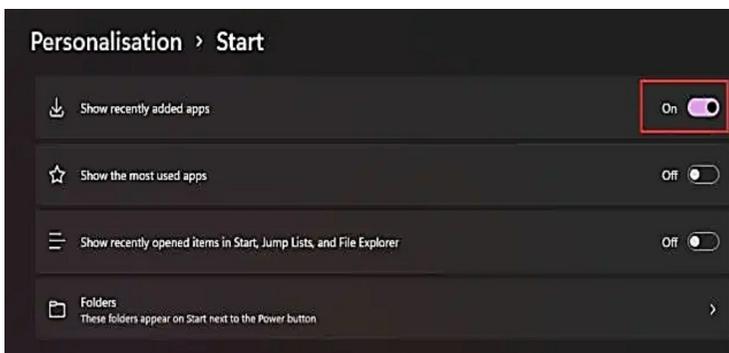
Then the app will appear in the Pinned section front and center.

Tune Recommendations in Windows 11 Start Menu

- First, click on the **Settings** to open and
- Then navigate to **Personalization** from the left pane.
- Next, scroll down and click on **Start** settings.

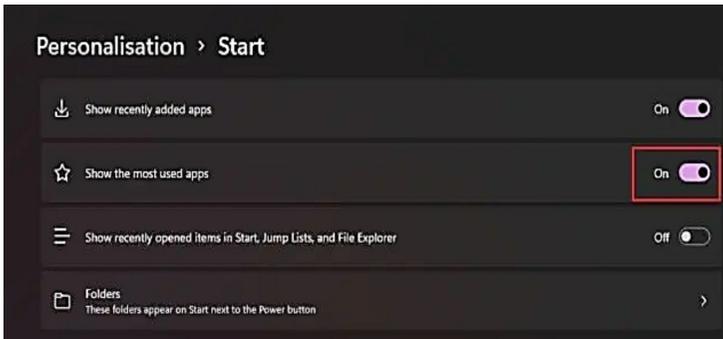


Now, I would suggest clicking to enable this **Show recently added apps** to find the new app or program in the Start Menu immediately after installing it. You'll save time by not scrolling through the entire app list to find a newly installed app.



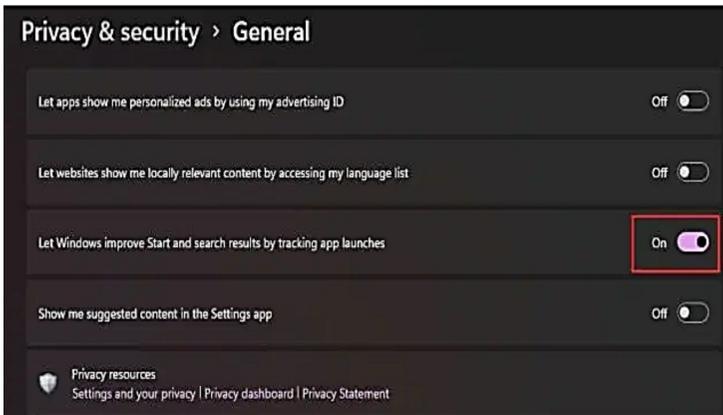
Next, enable **Show the most used apps** to

get recommendations of frequently used apps front and center in the Start Menu.

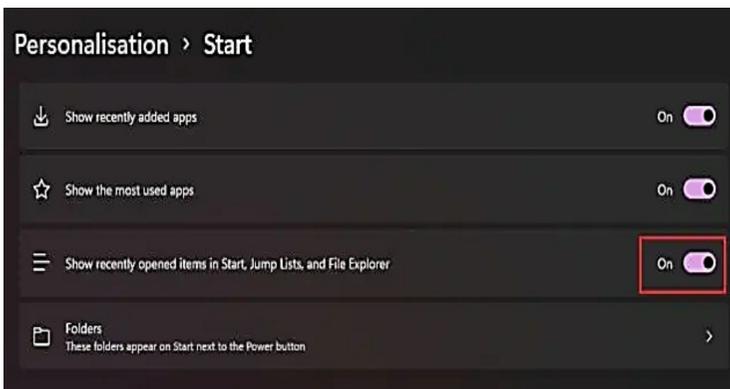


Next, if the **Show the most used apps** toggle is grayed out, you need to enable a privacy setting to make it work. Open Settings and jump to **Privacy & Security** from the left pane. Here, click on **General**.

Then after that, hover to enable **Let Windows improve Start and search results by tracking app launches**. Now, go ahead and open the Personalization page once again. You will now be able to turn on the **Show the most used apps** option.



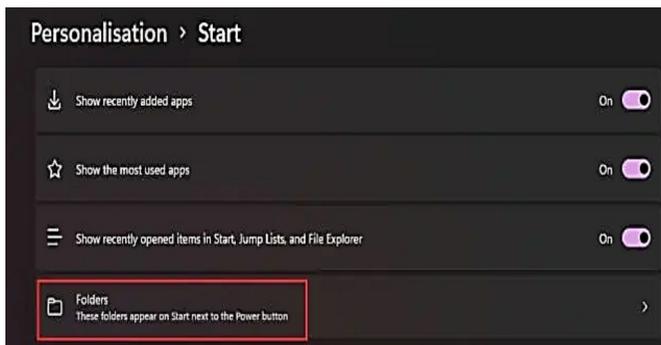
Click on the next option to enable **Show recently opened items in Start, Jump Lists, and File Explorer**. It will offer you quick access to files and programs you accessed across your Windows 11 PC in the Start Menu.



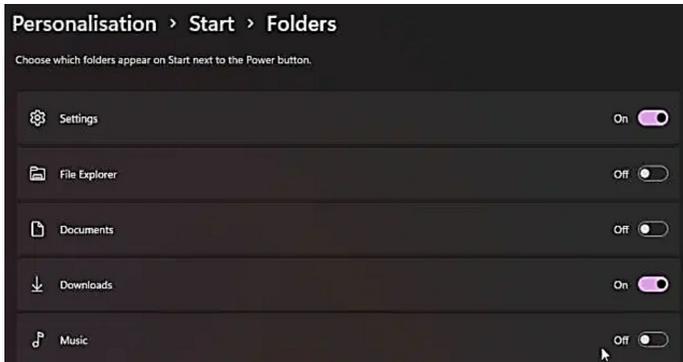
Add Folders to Windows 11

Similar to Windows 10, Windows 11 also allows you to add folders to the Start Menu. To do that, follow the steps below:

- Hover (move) the mouse and click on the **Settings**.
- Click on the **Personalization**.
- Next, click on the **Start** page and
- Then click on the **Folders**.



From this place, you can add folders such as **Downloads, Documents, Pictures**, and **more** to the Start Menu.



The folders will appear to the left of the power menu in the Start Menu. This way, you can quickly access important folders from the Windows 11 Start menu.

Assuming you want to add a custom folder to the Start menu, that's also possible in Windows 11.

- To do this just right-click on that **folder** and
- Click on the **Pin to Start** option. The new OS natively supports pinning folders to the Start Menu, so you don't need to use any third-party apps or tweak the App Data folder.
- The custom folder will appear in the

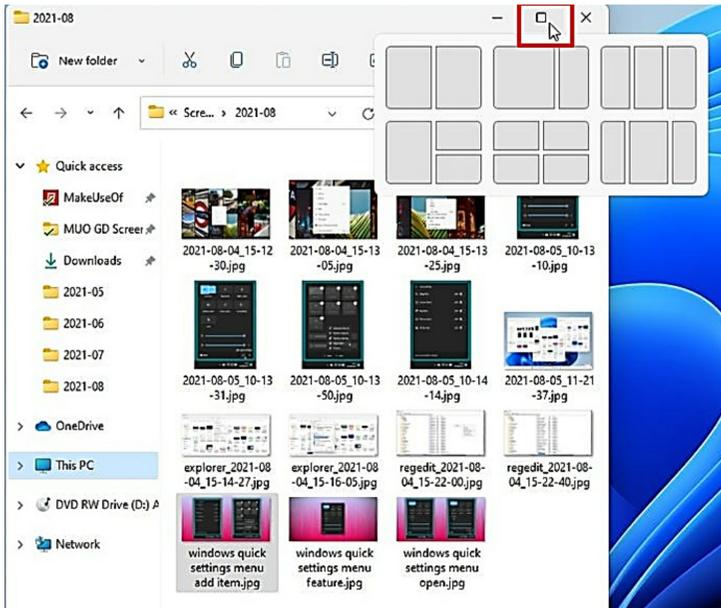
Pinned apps section in the Start Menu. You can use this feature to keep your desktop clean and clutter-free.

What are Windows 11 Snap Layouts?

Snap Layouts are just one of the productivity tools Microsoft delivered in Windows 11. While the ability to snap your active Windows into different layouts with more options doesn't seem that exciting, it's a handy new time-saving option for those who regularly work with multiple windows open.

Windows 11 Snap Layout is a new set of layout options that move your application Windows into different screen positions. Windows 11 may be better known for its centered taskbar and rounded window borders, but you may find that the new Snap Layouts feature (sometimes also called Snap Assist) is a more useful UI innovation. Windows, as its name implies, has long been excellent at managing and rearranging program Windows, but Snap Layouts elevate

the OS to the next level. So, how do the Windows 11 Snap Layouts work?



In 2019, the old Windows favorite Power-Toys was re-launched. As part of the package, Windows users could download the Fancy-Zones utility, drastically increasing the range of Snap options with Snap zones, customizable areas, and much more.

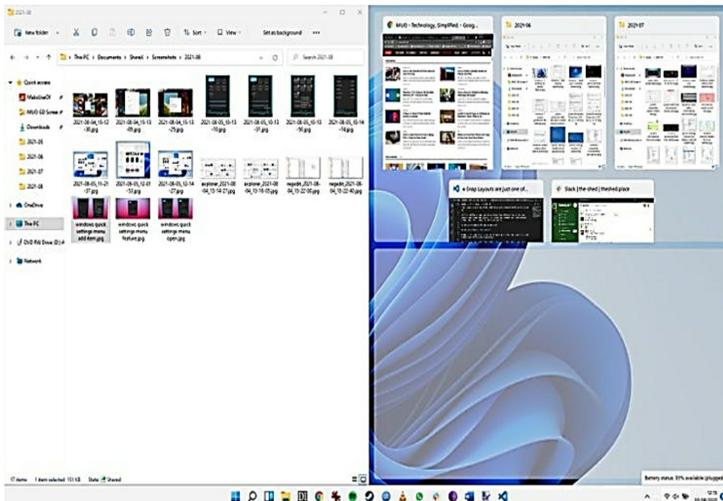
Seeing the popularity of Fancy-Zones, Microsoft took the step to integrate much of its functionality into Windows 11. The result

is Windows 11 Snap Layouts, a series of integrated application window positions you can access from the window's title bar.

How to Use Windows 11 Snap Layouts

Using Snap Layouts in Windows 11 is a very simple process. As the tool is integrated into the Operating System, you don't need to download or configure anything. The Snap Layout options will vary depending on your screen size, but the overall gist of the tool is the same for everyone.

- Click to open a new **File Explorer window**.
- Then hover over the **Maximize window icon** at the top right corner.
- Next on the screen, Snap Layouts will appear. Select a **Snap Layout** that suits your window configuration.



Alternatively, you can use Snap Layouts via your keyboard. In the window you want to Snap, just press **Windows Key + Arrow Key** in the direction you want to position the snap window towards) to move and resize a window in half. If you don't want a half-screen snap, you can use the Windows Key–Arrow combination on the next screen. For example, to get a window to fit exactly in the top right quadrant of the screen, use **Windows Key + Right Arrow** followed by **Windows Key–Up Arrow**. This already works in Windows 10, but in Windows 11 you get the new Snap Layout look and the

feature mentioned next.

Also in Windows 10, you can drag a window title bar to a corner or edge of the display to take up exactly a half or a quarter of the screen, but with Windows 11 you don't need to drag it to the edge or corner: An Acrylic outline of the snap position appears well before you get to an edge or corner. After you move the first window, the Snap dialogue will appear in the space.

Currently, you can choose from six different Snap Layouts below here:

- An equal screen split
- An 80/20 screen split
- Three equal columns
- Three unequal columns
- A 50/25/25 screen split
- A quarter screen split

Customizing Snap Layouts Settings

There are a few Windows 11 Snap Layouts options you customize via the Windows Settings app.

For example, you can switch the Windows 11 Snap Layouts option off entirely or alter how Snap Layouts reacts when two or more Windows are snapped.

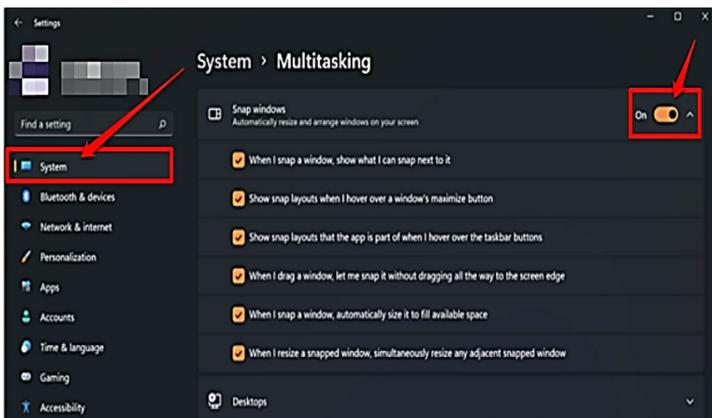
- From the keyboard, press **Windows + I** to open the Settings app.
- Then type **snap** in the Settings **search bar**.
- Next, click or select **Snap Settings**.
- Now, verify or unverified any options you wish to use or remove from the setting.

How Do You Turn Off Snap Layouts?

Assuming you can't stand Snap Layouts, go to settings and navigate inside by:

- Clicking on **Settings**.
- Next, click on **System** from the left panelist.
- Select or click on **Multitasking**. Here, you can configure settings for Snap Layouts, including completely

disabling them and going back to the windowing conventions of Windows 10. Note that you don't get the ability to snap windows to the sides or corners with Windows key keyboard shortcuts.



Windows 11 Widgets

Widgets are essentially a group of small graphical apps, quickly accessible directly from the Windows 11 taskbar and designed to provide at-a-glance information about news, weather, sports results, stocks, etc. The widget's menu can be customized to only show the widgets you want, and include a Bing search bar that will open results in a

new browser window.

What widget does in Windows 11?

While there are no third-party widgets, there is a handful that you can pick and choose to display on your menu. Here are all the widgets currently available in the Windows 11 Insider Preview build:

- **Calendar:** It shows you the current date and lists any upcoming events you've added.
- **Entertainment:** lists films and TV shows that have recently been released on the Microsoft Store.
- **Photos:** cycles through photos and images saved to your Microsoft account.
- **Sports:** displays current sports scores and recent results. You can adjust which leagues and teams are shown.
- **Tips:** provides brief advice for using various Microsoft software, including Windows 11 and Edge.
- **To Do:** This allows you to create a

list of tasks and displays it in the widgets menu. You can mark individual tasks as completed.

- **Traffic:** displays a small map and describes the traffic conditions in your area.
- **Watchlist:** shows stock values. Similar to the Sports widget, you can choose which stocks should appear.
- **Weather:** shows current weather conditions in your area, as well as the forecast for the following three days.

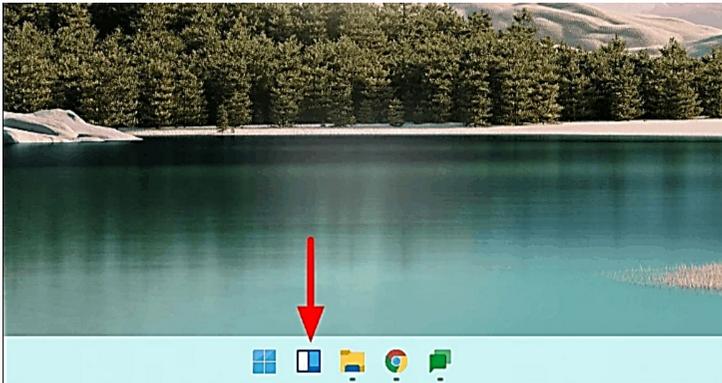
There is also a larger “Top Stories” box towards the bottom of the widgets menu, which pulls headlines from a range of news sources

How to Add or Remove Widgets

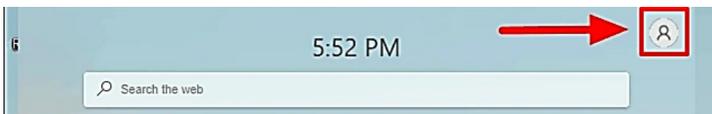
Windows 11 comes with a handful of new Widgets. Here’s how to access, add or remove, customize, resize and rearrange them.

The first thing you need to do is to identify the widgets that you want to add or remove based on your requirement and interest.

- First, click on the **Widgets** icon in the Taskbar or press **Windows + W** to launch the Widgets.



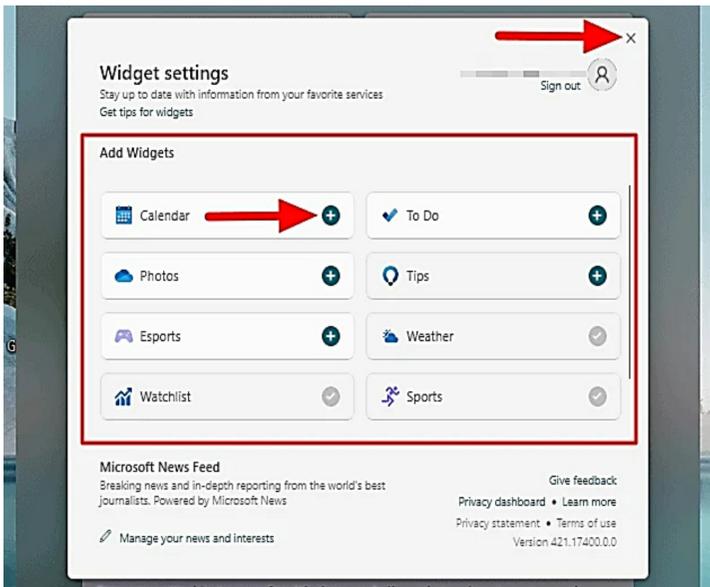
- To add a Widget, click on the **profile** icon at the top-right corner, or click on the **'Add Widgets'** option.





Now, the **Widget settings** window will launch and all the available widgets will be listed. The ones that are already added will have a tick next to them while the remaining will have a plus sign.

- Click on the plus (+) sign next to a widget to add it.



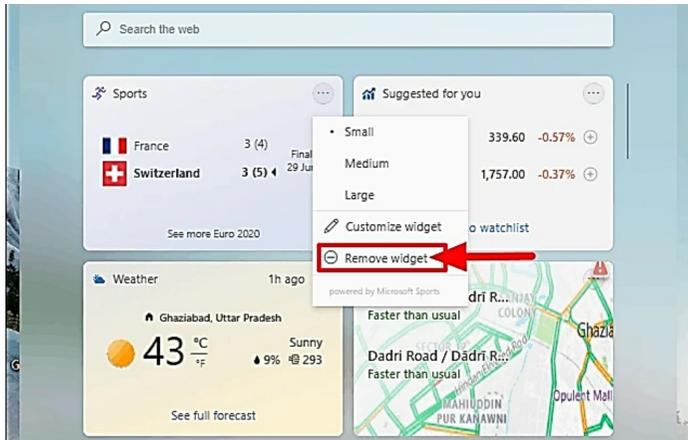
How to Remove a Widget

It is recommended that you keep only the relevant widgets and keep the space clean for clarity. To remove widgets, follow the instructions below

- Click on the ellipses (...) at the top-right corner of the widget that you want to remove.



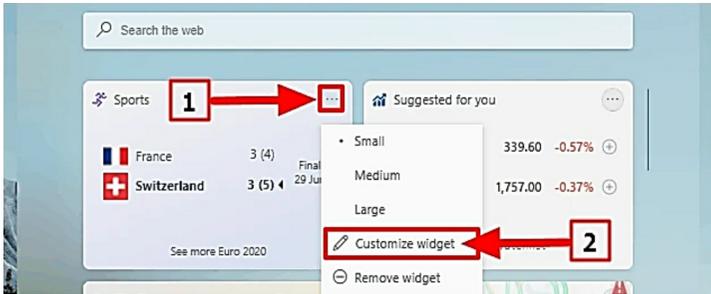
- Next, click or select **Remove widget** from the drop-down menu.



Customizing the Widgets Windows

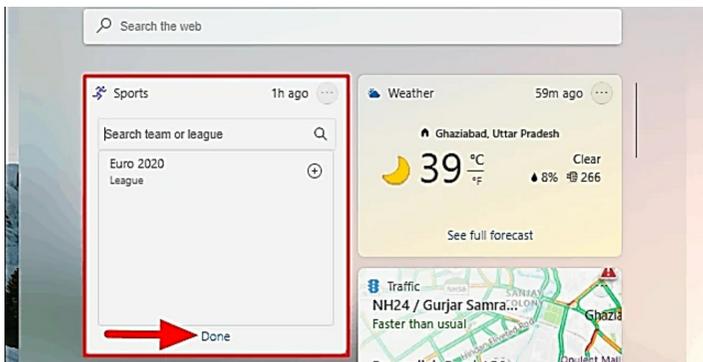
The widgets on Windows 11 can be customized as per your requirements, and show what you want to see. Let's see how you can customize a widget, to do that, you can follow the steps below:

- To customize a widget, click on the ellipsis (...) at the top-right corner.
- Then click or select **Customize Widget** from the drop-down menu.



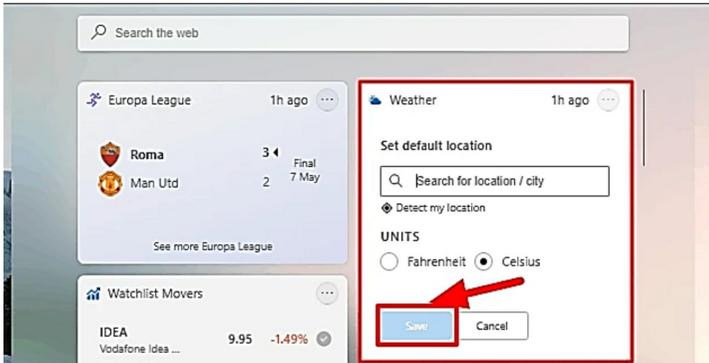
When you customize the sports widget, it will ask you to search for a team or a league to follow up with the score.

- Click on the **Search box** for a team or a league.
- Then click or select it, and
- Click on **Done** at the bottom to save the changes.

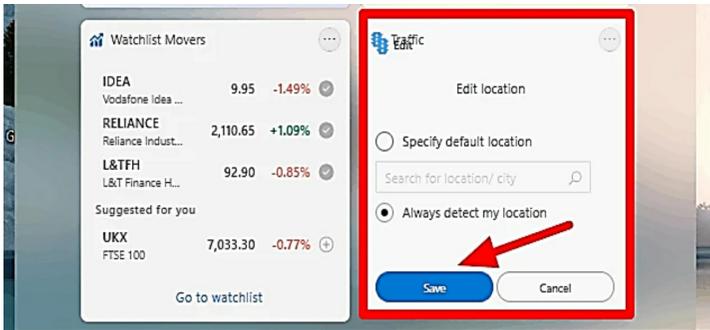


When you customize the Weather widget,

you are also asked to search for a location/city or have Windows auto-detect it, and select the ‘Units’ for temperature. Once done, click on ‘Save’ at the bottom.



- When you customize the Traffic widget, you have the option to either auto-detect your location specify one. If you select the checkbox for ‘Specify default location, search and add one, and click ‘Save’ at the bottom.

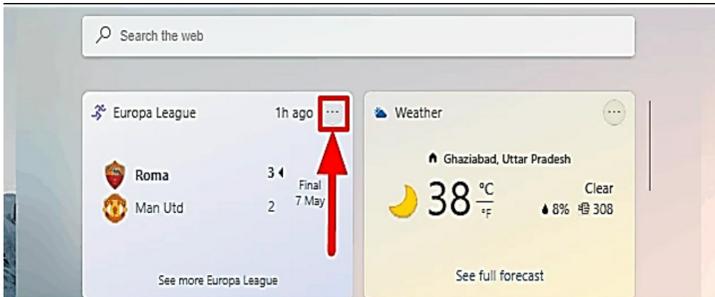


The other widgets too offer customizations that are in line with the name of the widget.

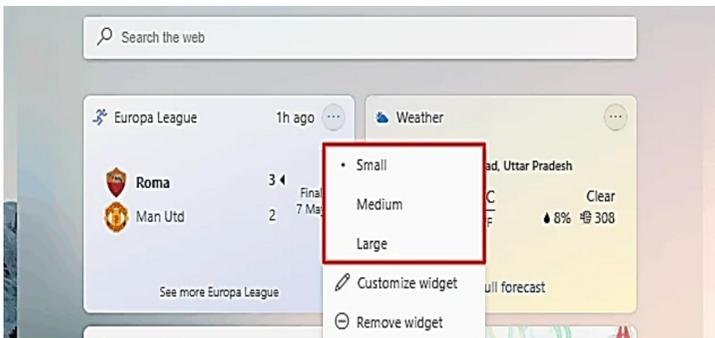
How to Resize Widgets

When it comes to resizing, Windows 11 offers you three size options, Small, Medium, or Large. However, changing the size only affects the length of the widget title and not its width. This can be construed as a drawback by many.

- To resize the widget, first, click on the ellipsis at its top-right corner.



- The first three options on the menu are to customize the size of the widget, select the desired option. The current size will have a dot before.



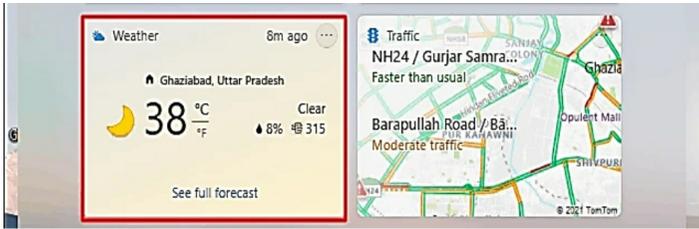
Rearrangement of the Widgets

You can easily rearrange the widgets and place the ones you frequently use at the top or as desired.

- To rearrange the widgets, hover the cursor to the top of any widget and the cursor will change to an open white hand. Now, hold and drag the widget to the required position. While dragging, the cursor will change to a closed white hand.



- After you have moved the widget to the required position, release the mouse button. The other widgets will also be rearranged accordingly.



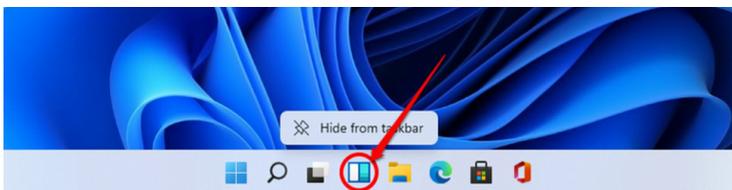
You are now well-versed with the concept of Widgets on Windows 11 and the various available options and customizations. Explore them all and make the most out of the feature. It's surely going to enhance your Windows experience.

How to remove the Widgets icon from Windows 11

If you don't want the Widgets icon to appear on the Windows 11 Taskbar, these are the methods you can use to disable it:

Disable Widgets from Taskbar

Although Microsoft does not provide a way to disable the Widgets engine altogether in the Operating System, it does allow for the ability to remove the icon from the Taskbar, which is the next best thing.



- Hover the mouse to the widget's icon from the screen, just right-click on the **Widgets** icon on the Windows 11 Taskbar, and
- Then click on **Unpin hide from taskbar**.

Disable Widgets in Settings

Microsoft has integrated Widgets shortcut right into the taskbar. If it hinders your workflow unnecessarily, the redesigned Settings app in Windows 11 also has an option to disable the Widgets feature. A handy little toggle switch in the Personalization section will let you do the deed.

- On your keyboard press **Windows + I** to launch Settings.
- From the left panel list, select or

click on **Personalization**.

- On the right side, navigate to the **Taskbar** section by turning the widgets to **Off**.



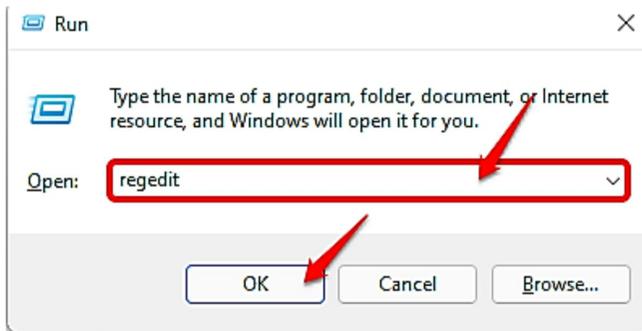
Alternatively, you can also right-click the Taskbar, and choose Taskbar settings to directly go to this panel. Find the toggle and slide it to turn the Widgets feature off.

Disable Widgets via Registry

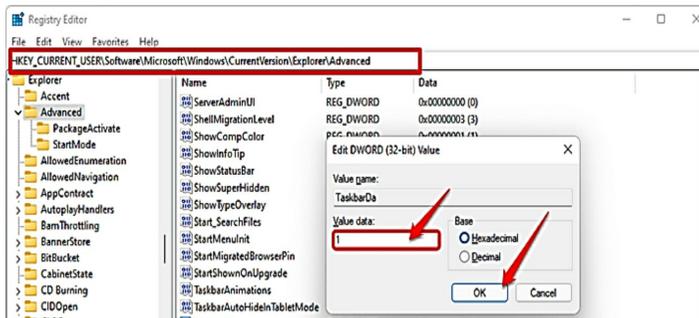
If you are unable to use the two methods mentioned above for some odd reason, or they fail to do the job, then there is another way to remove Widgets in Windows 11 using the Registry Editor. This will not be required

in most cases, but the option to disable the feature this way is there.

- Use the keyboard shortcut and press on **Windows key + R** to open the Run dialogue.



- Inside the box, type **Regedit**, and press **Enter** or click on **ok**.
- Navigate to the following path, or copy and paste its address in the Registry Editor:
HKEY_CURRENT_USER\Softwa
- Then double-click the **Taskbar**.
- Set its value data to **0** to hide the Widgets icon and click on **ok**.



Once the data is being changed to 0, it will disable the Widgets icon in the Taskbar on Windows 11. If you change your mind and want to show the icon again, simply change the value data to 1.

Viewing The Drive Usage

This section will show you how to view the storage usage of local storage drives in Windows 11 in two ways.

- Open **settings** (Win+I).
- Click/tap on **System** on the left side, and click/tap on **Storage** on the right side.
- Click/tap on **Advanced storage settings** on the right side to expand it, and click/tap on **Storage used on other drives**.
- Click/tap on a drive you want to see the storage usage of.
- You will now see how storage is being used on this specific drive. You can click/tap on each usage item for any available options to manage its storage usage to free up space.

Option Two (View Storage Usage of Drive in File Explorer)

- Open This PC in File Explorer(Win+E).

- Right-click or press and hold on to any local drive, and click/tap on Properties.
- In the General tab, click/tap on the Storage usage button
- Click/tap on a drive you want to see the storage usage of

Changing The Label of Your Device

Before you proceed with renaming drives in Windows 11, note that you can use up to 32 alphanumeric characters for NTFS drives and up to 11 alphanumeric characters for FAT drives. You can also use spaces, dashes, underscores, and other symbols.

- Open Windows settings using the Win +I keyboard shortcut.



- Go to System > Storage.
- Click Advanced Storage Settings.
- Select Disk and Volumes.
- Click the arrow-down button next to the drive, which contains the partition you want to rename in Windows 11.
- Next, select the needed volume. Click Properties.
- Click Change Label.
- Enter a new name, then click Apply to save changes.

That is how to change the drive name in Windows 11 using the Settings app.

Unpinning Applications in the Start Menu

- Open the Windows start menu



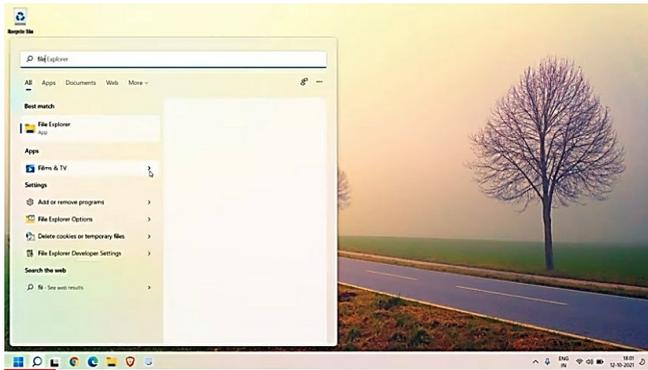
- Amongst the applications displayed at the top, select anyone you want to unpin and right-click on it
- Select the option which says **unpin from start** and that will remove the item from the start menu.



How To Free Up Disk Space in Windows 11

There is a very common problem in Windows, which is the C drive gets full really in a very short time. In this section, we will learn how to free up space from C drive.

- ❖ Going straight to the search bar at the bottom left corner of the screen, launch the search tool and type in **file explorer**.

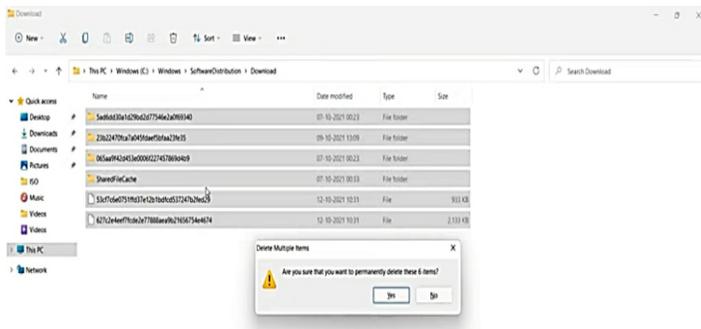


The best option that would pop up, is the file explorer

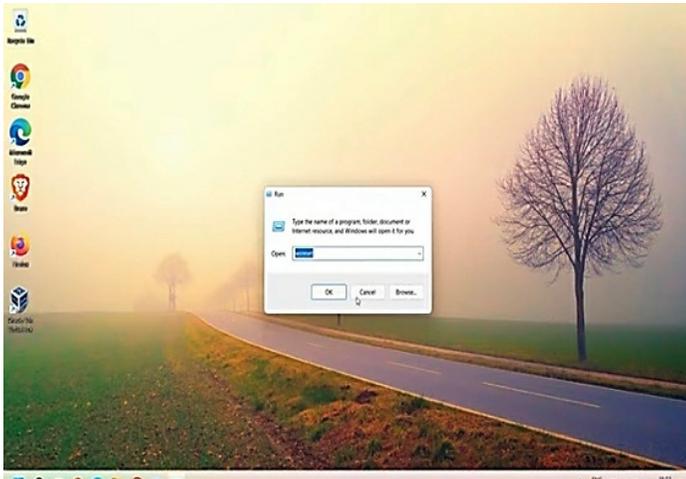
- ❖ Open it, go to **this Pc** at the left side of your screen
- ❖ And then go to **C drive** and locate **Windows** (as pictured above) scroll

down and search for **software distribution**.

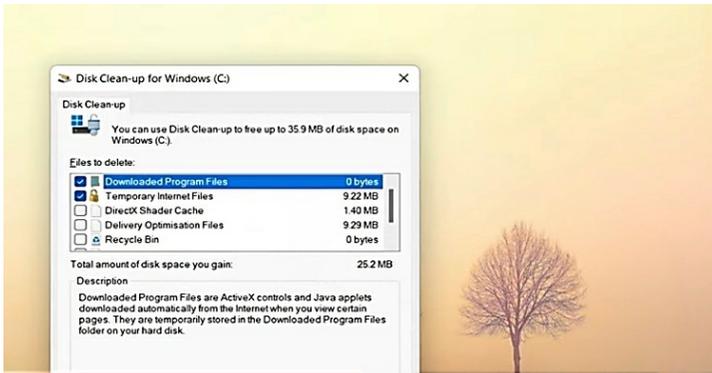
- ❖ Once you open the latter, you will be presented with various folders, amongst which you will have to open the **download** folder. This folder contains older updates of your Windows, so if you have updated your Windows, you won't require these.
- ❖ You just need to select all, using the **ctrl-A** command and then press **shift + delete**



Once that is done, press the **Windows Key + R** key together, or you can simply right-click on the Start icon and click on **run**.

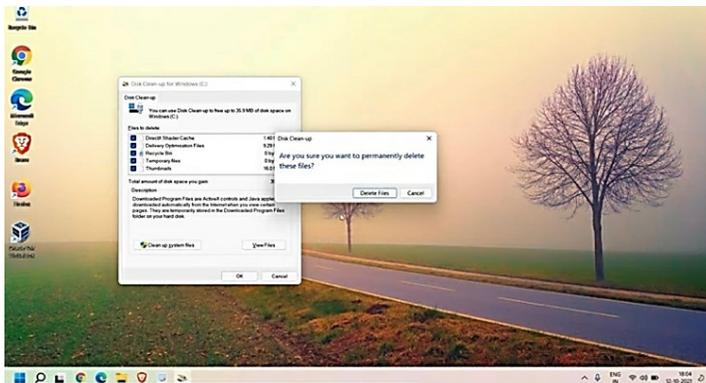


- ❖ In the space provided, type in **wsreset**. Once you type it and hit okay, this will remove all the cache from your Microsoft store. So it might take a few minutes. Once this is done, we can move to the next step.
- ❖ Open the run Windows again. To do this, just do a right-click and go to **run**.
- ❖ Then we need to type **clean mgr** and hit okay



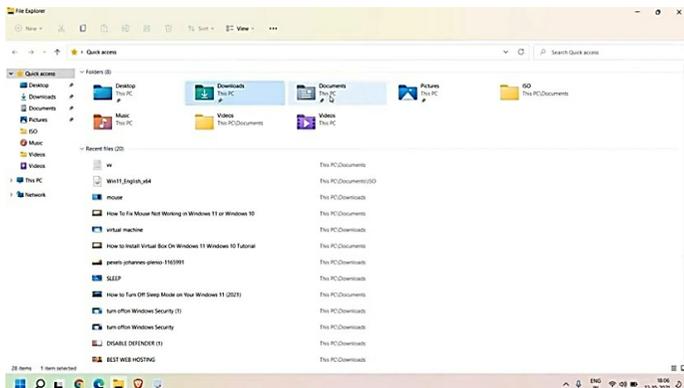
This will open up the disk clean up utility and here you will find all the junk

❖ Select all and press **okay**. Tap on **delete files**



In this manner, you will be getting rid of all the junk in your system and there will be more space for you to work with.

- ❖ Lastly, press **win + r**, in the dialogue box, input **app wiz.cpl**. Once you do that, hit okay and it will open up the program features.
- ❖ Here, you need to uninstall applications that you do not use. Select them and click **uninstall**.
- ❖ Once that is done, we will open up the file explorer again and just type in the search bar **file explorer** and just open and maximize it. Here you will find free folders like downloads, documents, and pictures.



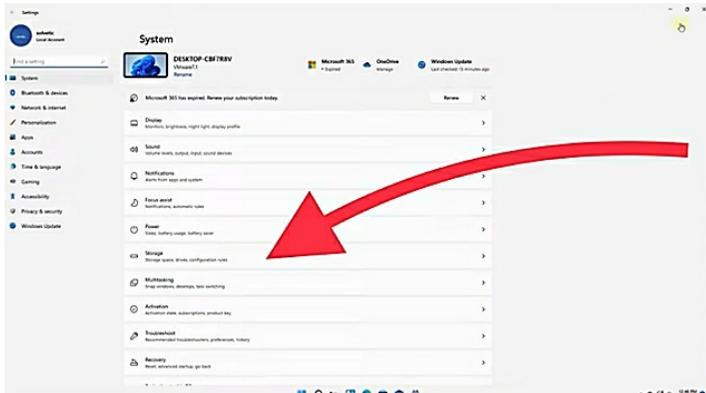
- ❖ You can go to downloads first, select files you do not need, and delete them. By so doing, a lot of space will be freed up in your computer.

Managing Disk and Drive In Windows 11

The past series of Windows builds had one thing in common- the lack of proper disk management. The Windows 11 however, is right on time and has arrived to fix that gap, making provisions for proper disk management with disk management tools built into the settings.

It is now possible to analyze the storage drive and manage the storage without leaving the settings window. To do so, one must follow the step by step guide below:

- ❖ On your keyboard, click on the Windows logo button + I. This will immediately bring you to the settings window.



- ❖ In the settings window, go ahead and click on the **system settings** option.
- ❖ On the left-hand side, tap on the **storage settings**
- ❖ At this point, proceed to click on the **advanced storage settings**
- ❖ On the right-hand side of the screen, you now see, scroll down, and tap **disk and volumes** to analyze the storage devices. Here, you will see all the drives (including the external media storage) on your computer. You can explore from the settings window, the storage devices that are connected to your computer.

- ❖ You are free to click on the drop-down icon of the drive you intend to explore.



- ❖ Then, go ahead and select any drive you want to access by clicking on one of two options- your best bet is the **explore** option.
- ❖ This will open up a particular portion of the drive in the file explorer to access it. You can access the drive as you want.

Overview of The Storage Space and How To Locate Storage Details

In this section, we will trace through the steps that would lead us to the storage details of Windows 11.

- ❖ Tap on the **settings** icon at the bottom of your Home Screen or search for it in the Windows search

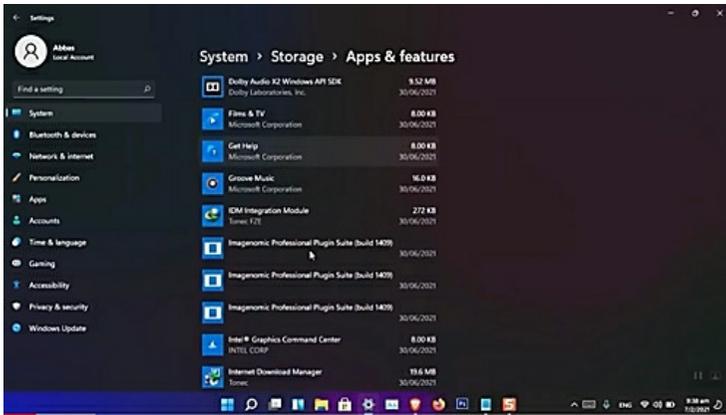
bar.



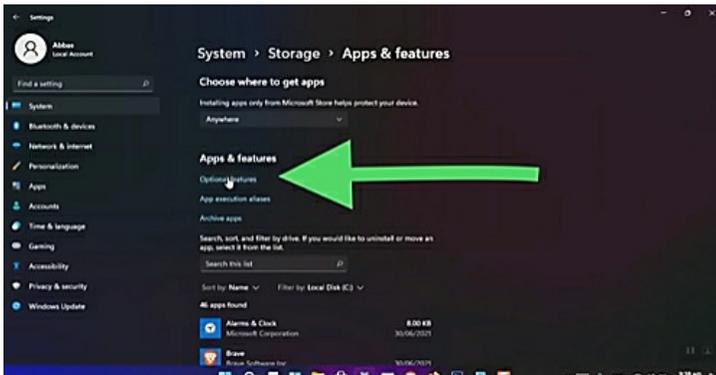
Tap on the **system** option at the left-hand side of the screen.

Microsoft has tried to combine all the control panel settings into one place. For example, if you want to uninstall an application you can go ahead and click **app and features**. From the image above we can notice that the option is just below the head of the arrow on the right side of the screen.

- This will open up various app options amongst which you are free to pick whichever to uninstall.

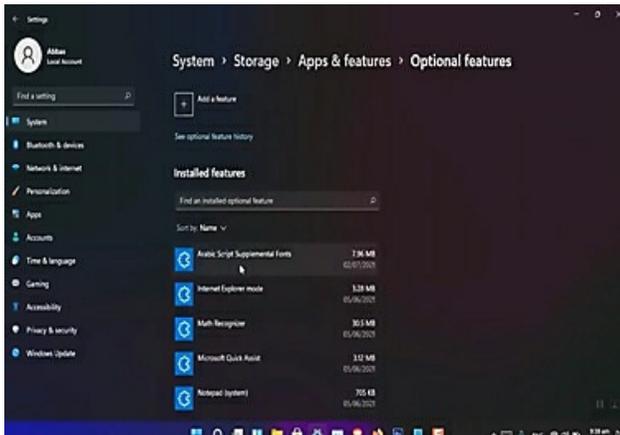


❖ Next, click on **optional features**. Remember we are trying to get an overview of the storage and navigate through it in all possible ways.



❖ This will expose us to some extensions and fonts available of

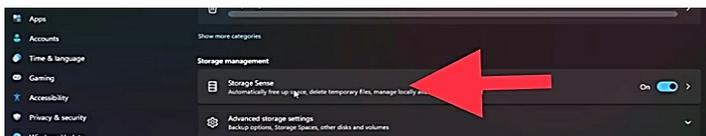
which you can uninstall.



❖ You can also choose the **temporary files** option to delete temporary files on your computer which may be unnecessarily eating up space. The **temporary files** option is located just beneath the **apps and features** option. (Pictured below)



- ❖ There is another cool feature in the storage page- the **storage sense**. When turned on, this instructs the computer to automatically free up space, delete temporary files, manage locally available cloud content.

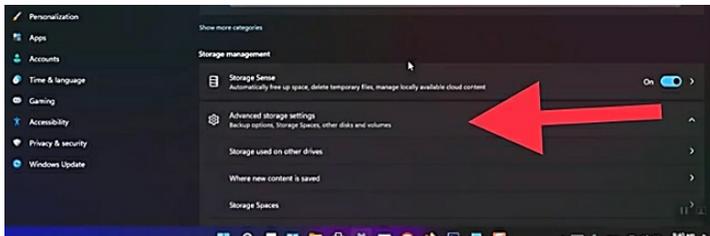


You can configure the clean-up routine by setting the schedule accordingly. You can choose if you want your computer to automatically clean up every day, every week, every month, or only during low free disk space.

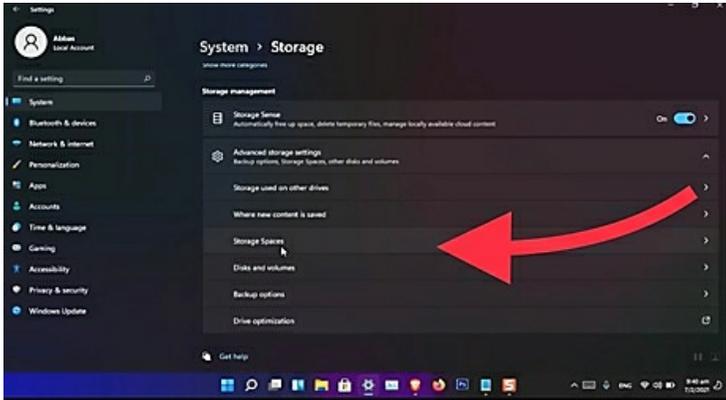
You can also set an automatic clean-up schedule for the recycle bin. That is, the computer will automatically delete files in recycle bin if they have been there for over: 1 day, 14 days, 30 days, 60 days according to your settings.

Another interesting thing you can do with the **storage sense** is that you can configure the settings for unopened files in the Downloads folder. You can set a time frame that once exceeded, and a file has not been opened, the computer will be free to delete such a file.

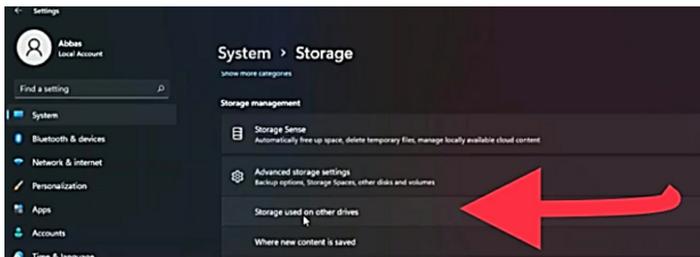
- ❖ As amazing as these features are, the very big change is in the advanced settings. The **advanced settings** are right beneath the **storage sense**(pictured below).



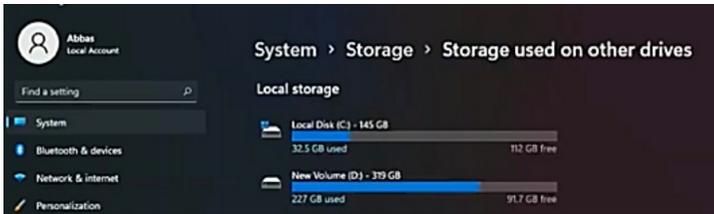
- ❖ Microsoft has tried to bring the control panel settings here. But amongst them is the **storage spaces**



- ❖ Now let us go through the **storage used on other devices**.



- ❖ If you click on it, it will show you the storage used on the local storage



❖ Clicking on the **local disk (C)** as pictured above, is going to show us the full detail of how much storage is used, which program is using it, and to what extent it is being used.



What we have just examined is the overview of the storage, and how to search for the storage details.

Increasing And Decreasing The Partition Size of Your Drive in

Windows 11

Have you ever wondered why disk space on hard drives is always running out? That's mainly because they do not have enough storage space. In such a case, what we need to do is to resize or move the partitions to create more space on your computer hard drive.

Increasing The Partition Size

Before one attempts to expand partition size, you need to make sure you have enough free space to expand to. The space must be marked as “unallocated”

- ❖ Firstly, press the **Windows logo** key + the **r** key to open the CMD and type **diskmgmt.msc**. Press **Enter** to run the command.
- ❖ Go to the unallocated partition or any partition disk you want to extend and right-click on it.
- ❖ Next, click on the **extend volume** option.
- ❖ Click the **next** button.
- ❖ Under **select disk Windows**,

select the disks you want to extend and keep the default value in “select the amount of space in MB”

- ❖ Click on **next**, then **finish** to extend the disk partition.

Reducing The Partition Size

- ❖ Press the **Windows logo key + R** key to open the Windows 11 command box.
- ❖ Type **diskmgmt.msc** and click **ok**
- ❖ Once you are in disk management on Windows 11, select the partition you want to resize and right-click it choosing **shrink volume**.
- ❖ A new shrink dialogue box will open up. The minimum amount of space to shrink to is specified in MB or GB. You also have the option to specify a maximum value for how much space you can take away.
- ❖ If there is unallocated space available adjacent to your partition,

you can enter the amount of space you want to shrink in MB (change the shrinking size) and click on the **shrink** button.

- ❖ Disk management will then shrink the partition, effectively allocating that unallocated space for other uses. Once you have unallocated space on your hard drive, you can allocate it to another partition of your choice.

CHAPTER FOUR

HOW TO USE CLIPBOARD IN WINDOWS 11 (EXPLORING

FEATURES OF THE WINDOWS 11- PART II)

In this section, we will discuss how to enable and use the clipboard feature in Windows 11. The clipboard was first introduced in Windows 10, version 1809, and since then, it has been quite a handy feature if you want to paste a single file, text, or picture in multiple places.

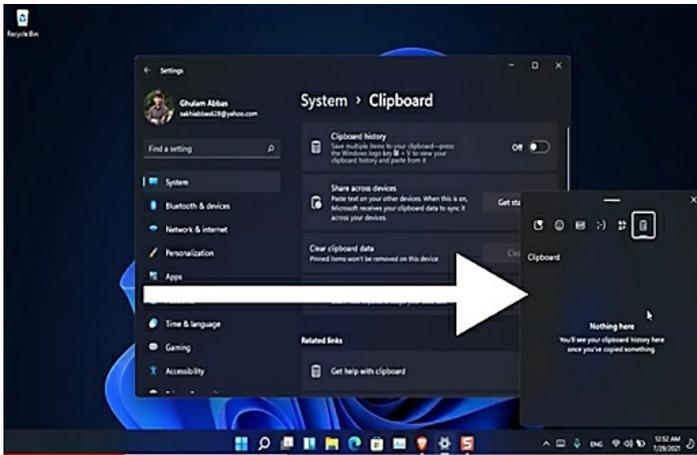
- The first thing to do is to open the Windows settings at the bottom left of the screen, tap/click on **system** at the left side of the screen and scroll down to the end and choose **clipboard**



- From there, simply turn on the **clipboard history** by switching the button till it turns blue.



- At the bottom right of the Home Screen, you will find the clipboard icon. Right-click on it and you will be presented with a small screen that shows your clipboard history. It shows you how many files have been copied and the maximum of which is 25 entries.



How To Use Keyboard Paste As Text

When you use the **paste as plain text** option on any text-based item in your clipboard history, it pastes the text content of the clipboard without its original formatting (font, color, size) allowing it to match the formatting of the destination document.

This guide will show you how to paste as plain text from any text-based entry in your clipboard history in Windows 11.

- Place the cursor on the area you want to paste the plain text.

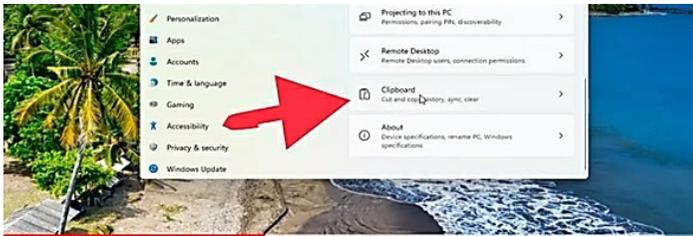
- Press **Windows logo** key + **v** key to open clipboard history next to the cursor location
- Tap on the three dots menu button on the text-based item in your keyboard history you want to paste.
- Click the **Paste as text** button
- The selected text in your clipboard history will now be pasted as plain text without any formatting at the location of the cursor, and clipboard history will automatically close

Enabling The Clipboard history in Windows 11

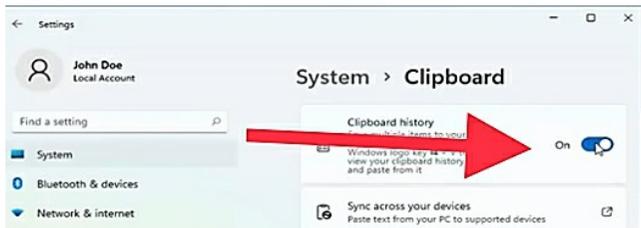
This section will take you to step by step through the process of enabling history in your clipboard in Windows 11. This will allow you to have multiple items saved to your clipboard at once.

- Firstly, right-click on the start button and select **settings**

- Select **System** on the left side of the screen if it does not automatically take you there(as seen in the image below).
- And then, on the right side of the screen, scroll down and locate the **clipboard**. Go ahead and left-click on it.

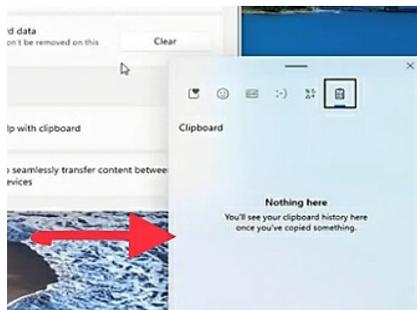


- Next, underneath the **clipboard history**, you'll find a little switch at the side. Go ahead and toggle it on(as seen in the picture below)



- Now, to access the

keyboard history, tap on the **Windows logo** key and the **V** key at the same time to launch the clipboard history whenever you might need it. It would appear at the bottom right corner of the screen as seen in the image below.



Changing the Keyboard Layout

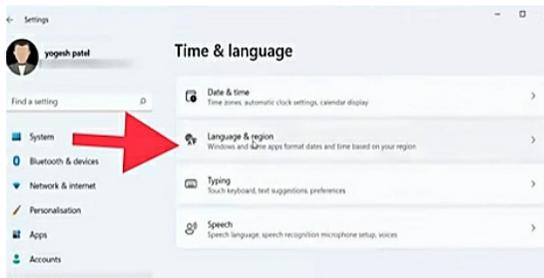
- Firstly, you can right-click on your Windows icon, and click on the **settings**



This will open up the settings window and at the left side of the screen, tap on **time and**

language.

- When **time and language** open up, next, click on the **language and region** section as seen in the image below.



- The next window that will show will display languages that are supported by your Windows 11 computer OS. As seen in the image below, there is only one language set as the default language which is English (UK).



- To change the keyboard language layout, you can select from the array of available languages, but first, they must be added to the layout for them to function.

Adding A Keyboard Layout

To add a language, follow step by step the instructions in the subtopic above(**Changing the keyboard layout**).

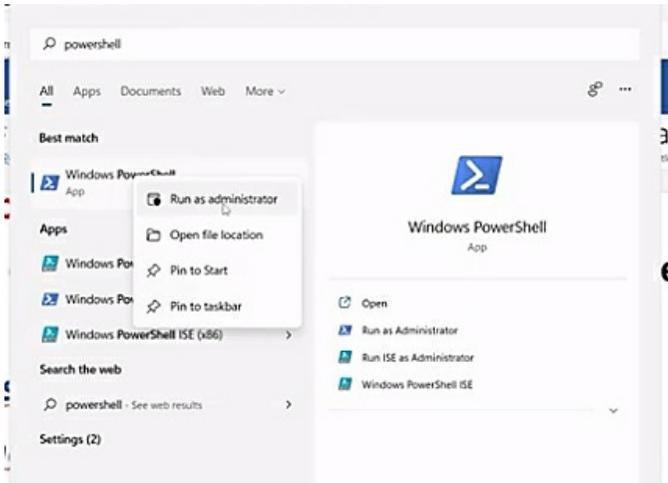


Next, click on the **add language** button.

Removing A Keyboard Layout

- The first step is to run this command- **\$1=New-WinUserLanguageList en-US**

- Then, type in **power shell** in the windows search box and make a right-click on windows power cell and then click on **run as an administrator**.



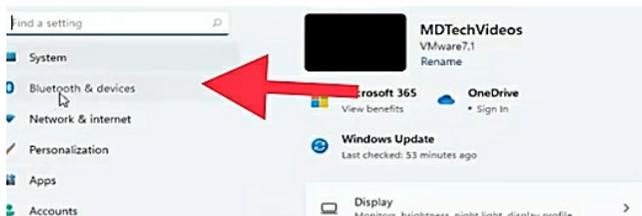
Select power shell as an administrator and click on yes.

- Paste the command in step one
- Then, hit the **enter** key
- When that is done, go ahead and run this command- **Set-WinUserLanguageList \$1**
- Paste it and hit the enter key

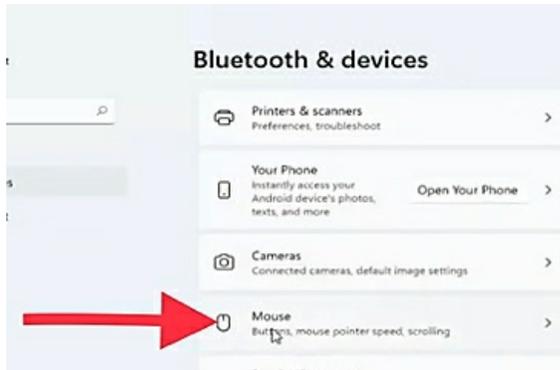
- Once you back to **settings**
>**language and region**, you will find that all the other languages are gone except the default language.

How To Activate Input Indicator

- Right-click on the start button
- Select **settings**
- Select **Bluetooth and devices** on the left side of the screen



- Then on the right side, locate the **mouse** and left-click on that.



On the mouse menu, go all the way down and locate the **mouse pointer**

- Scroll down again and select **text cursor**
- In that menu, you will find a **text cursor indicator**. Toggle it on

How To Turn on Onscreen Keyboard Using Ease of Access Centre

- Open control panel. To do this, press the **Windows logo** key + **R** key on your keyboard and type **control**.
- Hit the **enter** key
- In the control panel, navigate to **Ease of Access > Ease of Access Centre**
- Click on **start on-screen keyboard**

inside the **quick access to common tools** section

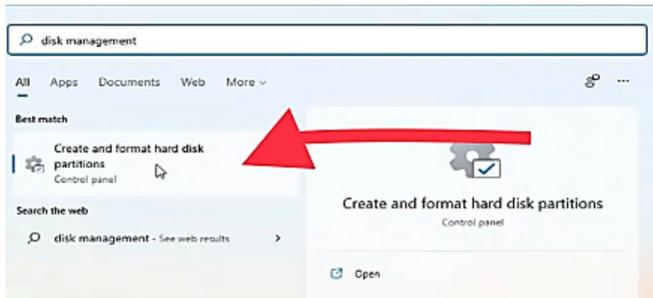
- The on-screen keyboard will launch immediately

CHAPTER FIVE

EXPLORING FEATURES IN WINDOWS 11 (PART III)

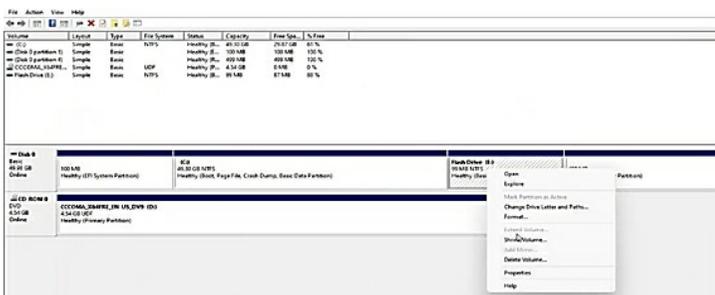
How To Format Or Delete The Partition

- Open up the search bar and type in **disk management**



Best result for the search should be **create and format hard disk partitions**.

- Click on that
- Next, you would see a display of the drives on your computer. Click on any drive partition you want to remove.



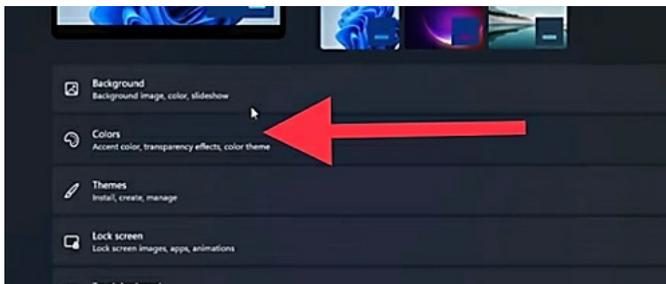
- Select **delete volume**

- Deleting the volume will erase all data on it that is why it is advisable to backup all data you want to keep before deleting

Enabling Transparency Effect on Windows 11

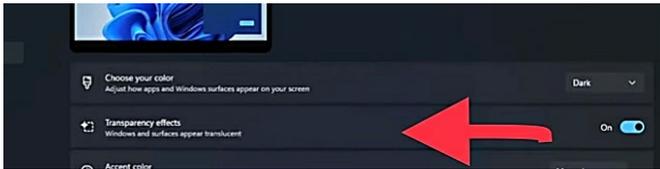
Enabling transparency effect on Windows 11 means to enable the fluent design on the Windows 11 taskbar.

- Go to the settings menu
- In the settings menu, tap on **personalization** at the left corner of the screen.
- In the **personalization** menu, click on **colors**



- In the **color** menu, there you will

find the **transparency effect**



- Toggle the button **on**.

Disabling Transparency Effect in Windows 11

Windows 11 comes with a new transparency effect in its UI. If you do not like it, you can turn it off easily. This section will walk you through two ways by which you can disable the transparency effect.

Option One

- Click on the Windows taskbar, click on settings
- Select **personalization**
- In the personalization menu, click on **colors**
- Look for transparency effect and turn it off

Option Two

- In the settings menu, select **accessibility** from the left side of the screen.
- Go to **visual effects**
- Next, look for the **transparency effect** and turn the switch off

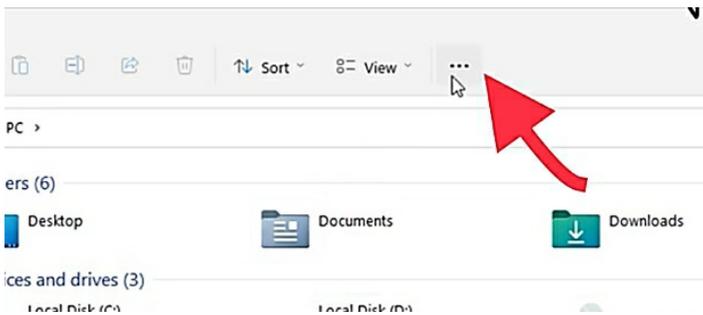
CHAPTER SIX

EXPLORING FEATURES IN WINDOWS 11 (PART IV)

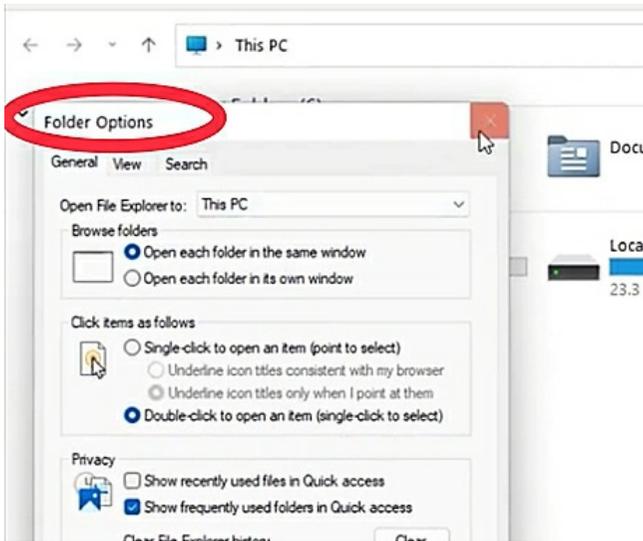
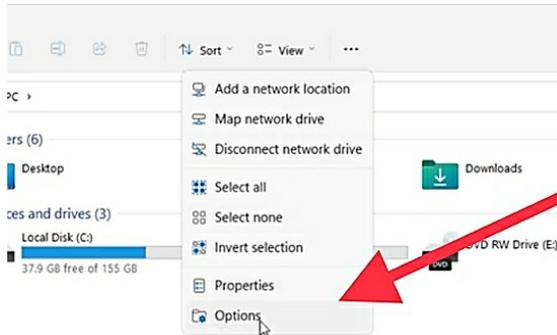
Opening Folder Option

To open the folder option in Windows 11, one must follow the steps below.

- ❖ Right-click on the start button
- ❖ Click on **file explorer**
- ❖ In the file explorer menu, click on the three dots at the top right side of the screen (as pictured below)



- ❖ Next, select **option** (refer to the image below)

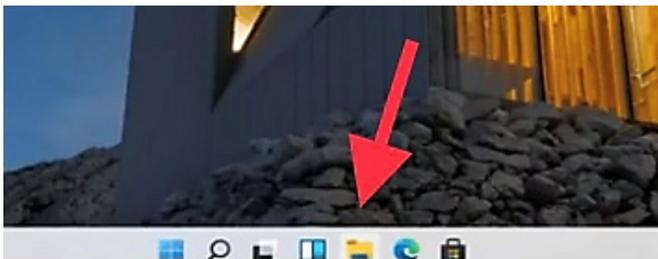


❖ And then, folder options will open as shown below.

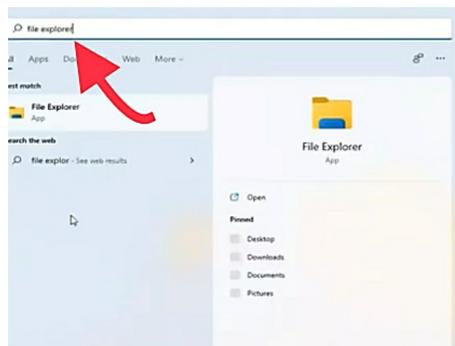
Different Ways to Open File Explorer in Windows 11

This section will walk us through the different ways we can open file explorer in Windows 11.

- ❖ The first method is clicking on the **file explorer** icon right on the desktop screen.



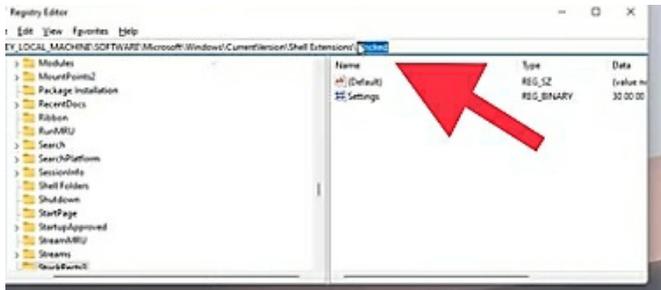
Another method is by clicking on the search icon and typing in **file explorer**, then select **file explorer** from the shown list.



Using Ribbon Menu in File Explorer

To use the ribbon menu in file explorer, one must first enable it. This section will walk you through the process of enabling the classic ribbon menu in Windows 11.

- ❖ Firstly, tap on the search icon, and type in **registry** to search for the registry.
- ❖ Secondly, tap on the **block key** at the top sidebar of the registry menu(as seen below).



- ❖ Then, inside of the **block key**, right-click on it, go to **new**, and select the **stream value option**
- ❖ For the name, use the highlighted text below



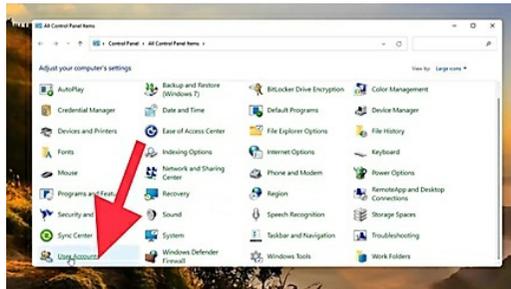
- ❖ Next, close the registry and restart the computer and when you are back on the desktop, it should now appear with the classic ribbon menu.

Changing Between Administrator and Standard Account on Windows 11(Using the Control Panel)

This section is going to show you how to change between a standard account and an administrator account on Windows 11. There must be at least one administrator account on your computer. If you are going to create a standard account, it means you must have at least two accounts in total. The process below will take you through a step-by-step procedure on changing between the two.

- ❖ Firstly, tap on the search icon
- ❖ Type in **control panel** and open it up
- ❖ Next, on the left side of the screen,

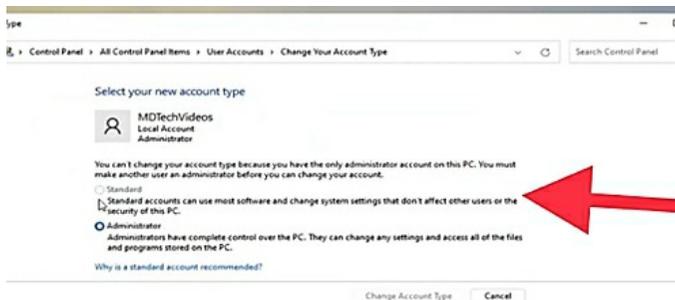
select **user account** (as shown below).



❖ Next, select **Change your account type**



❖ You can then switch between administrator account and standard account



Changing Between Administrator and Standard Account on Windows 11(Using the Command Prompt)

- ❖ Start Windows terminal by pressing **windows key + X** key
- ❖ Choose the **Windows Terminal (Admin)** from the list
- ❖ Click the down arrow and select **command prompt**
- ❖ When the command prompt window opens, run this command: **net localgroup Administrators "WR_Test" /add.**

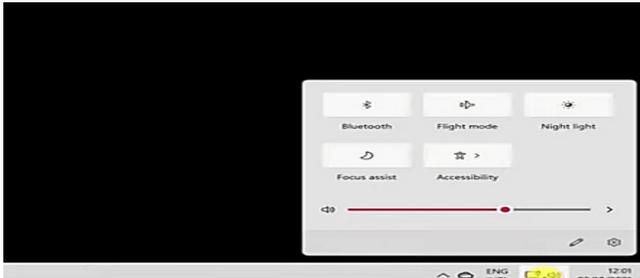
Using and Exploring the Quick Settings

Windows 11 quick settings allow you to change frequently used settings without having to change menus or remember complex keyboard shortcuts. For example, one can use the Windows 11 quick settings panel to adjust the volume and brightness of your laptop, change your WiFi network, and turn on nightlights and airplane mode. In addition, you can take advantage of playback controls when playing music in apps like Microsoft edge and Spotify.

The Windows 11 quick settings had replaced the Quick actions from Windows 10 action center, so you can use the same keyboard shortcuts to open them

- ❖ To access the Windows 11 quick settings panel on your computer, click the network, volume, or battery icon in the system tray next to the clock in the lower right corner of the screen.
- ❖ If you are using a desktop computer and a wired connection for internet access, you will see a volume icon next to your computer icon.
- ❖ Click one to open Windows 11 Quick

Settings



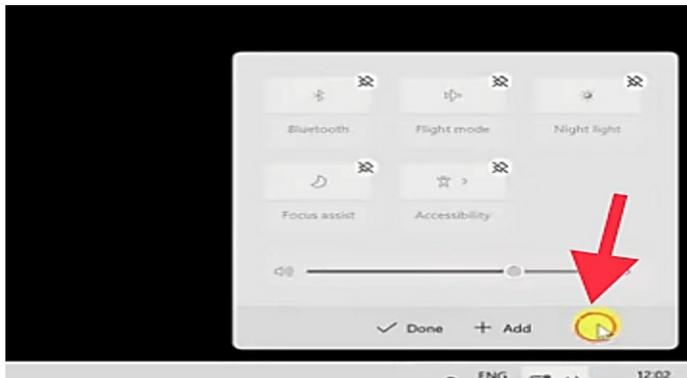
The number of settings you can use in Windows 11 depends on your device and determines what you see on your dashboard for easy access. However, before we examine how to add and remove quick settings, let us go through some of its features

- **Accessibility** -opens a menu where you can quickly enable the Windows 11 accessibility features.
- **Airplane Mode** -Turns the airplane mode on or off
- **Bluetooth** -Turns the Bluetooth chip on your device on or off
- **Focus Assist** -Toggles through the different modes of focus assist, which turns off Windows 11 notifications.

How to Add and Remove Quick Settings

You decide which quick settings are displayed in the quick settings panel. The easiest way to do this is:

- ❖ To click or tap the **edit quick settings** pencil button in the bottom-right corner

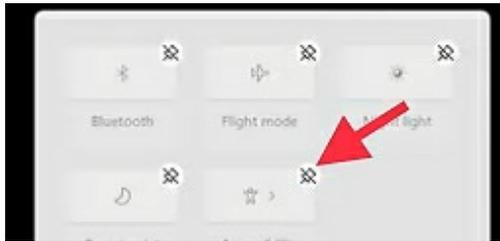


Alternatively, you can also right-click or press and hold a button or a free space inside the quick settings panel and then click or tap on **edit quick settings**.

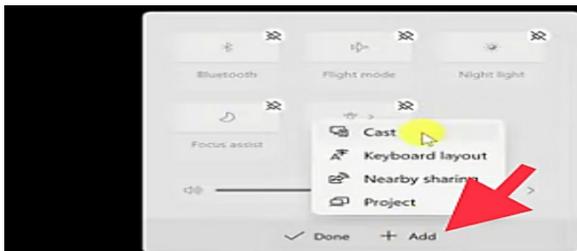
- ❖ This opens the editing mode, where you can customize the quick settings panel depending on your preferences and

needs.

- ❖ To remove an existing setting, click or tap on the **unpin** icon showing in the upper right corner on each of the displayed quick settings buttons.



- ❖ To add a new setting, click or tap on the **add button** at the bottom of the panel



- ❖ This brings up a list of other available Quick Settings. Clicking or tapping on any of the listed Quick Settings, immediately adds it to the panel.

Editing Quick Settings

You can change the order of the displayed Quick Settings. While in edit mode, drag and drop the available buttons to arrange them in a way that makes sense to you. The quick settings panel is a fast way to adjust and enable the options you use the most in Windows 11.

CHAPTER SEVEN

BASIC SETTINGS IN WINDOWS

11

How to change your background in Windows 11

The desktop background is often one of the first things users change in Windows. Microsoft already offers plenty of new wallpapers in Windows 11, and the web is jam-packed with countless more.

Furthermore, the updated Settings app in the new OS offers a bunch of options that allow you to start with a fresh background for your system. Wallpapers go a long way back on the Windows Operating System and remain one of the most important ways to truly make

your PC uniquely your own.

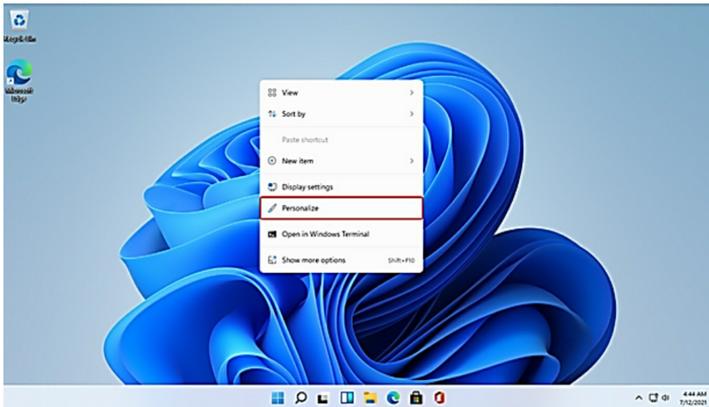
Change the background of Windows 11

There are two ways to go about this, the first one takes you directly to the panel from the desktop, and the other one requires starting up the Settings app.

First method

Changing it from the desktop:

1. From your Windows desktop, right-click anywhere on the screen. A small menu will pop up.



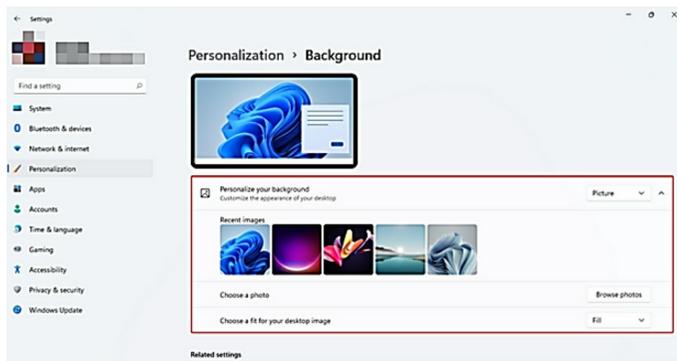
1. Scroll down and click on **Personalize**.

2. Select the **Background** option to be taken to the menu.

Second Method

The route involves going to the Settings app first and then selecting the required option.

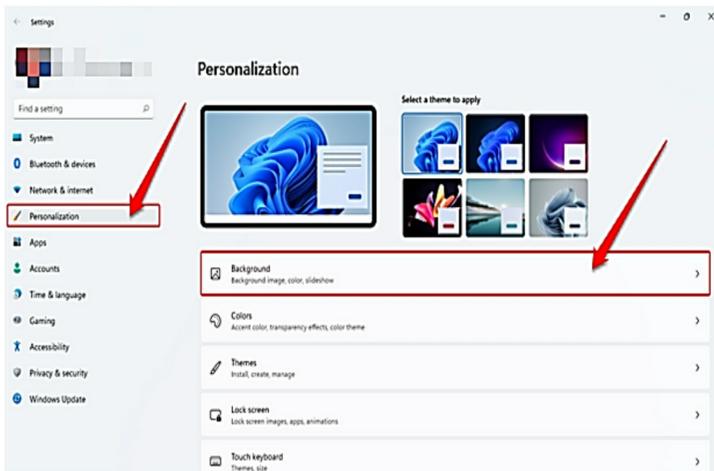
1. From the keyboard, press **Windows + I**. It will open up the **Settings** menu



2. Then click on **Personalization** from the left pane.
3. Next thing, click on the **Background**.

Changing Wallpaper in the Background Panel

You can change the look and feel of your desktop from this panel. Plenty of options are included here that allow you to change your wallpaper, as well as customize how your chosen background picture fits on the screen.



1. You have multiple options here to customize the appearance of your background from using a picture, to a slideshow of images, and solid colors that you can craft.
2. A list of your recent images will be shown below, you can change back to a wallpaper that you've previously used.
3. You can also choose an album on

your computer, which can essentially serve as your wallpaper folder where you can add your images.

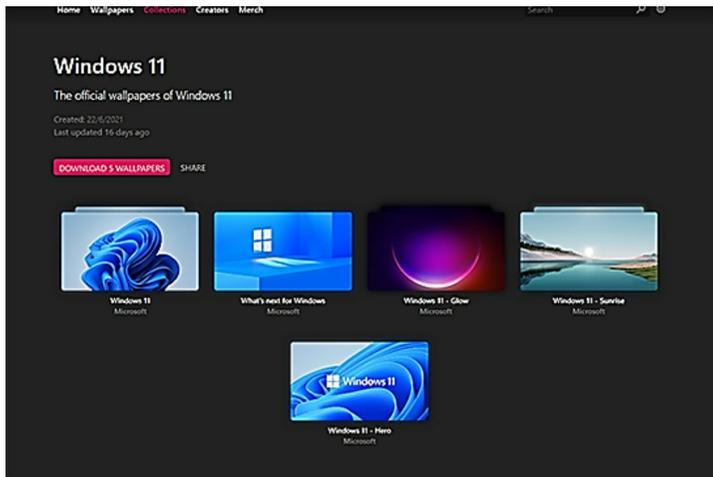
4. For the slideshow, you have options to change your background at set intervals. These range from every minute, every hour, or every day, as well as increments of 10 minutes, 30 minutes, and 6 hours.
5. The order of the pictures can also be shuffled from here.
6. And finally, you get control over how your wallpaper image will be fit on your desktop. Options include fill, fit, stretch, tile, center, and span.

Make your choices here, and you will have new wallpaper ready to go on your desktop.

Find New Windows 11 wallpapers

As is custom for almost every new version of the OS, Microsoft already has stylish new backgrounds in Windows 11. However, if you want to, you can download new wallpapers on the web according to your taste

and use them.



Changing Themes in Windows 11

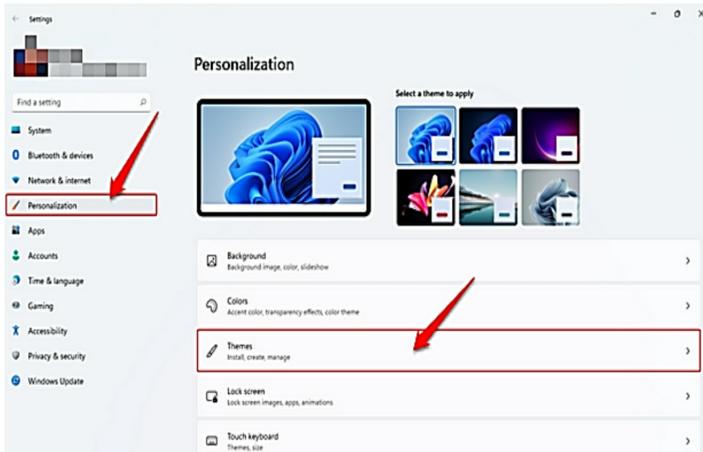
Changing your theme in Windows 11 is an effortlessly easy process. You can further personalize your chosen theme. All this is built into the theming engine in the Operating System that allows you to mix and match the design to your liking.

Here are the steps to follow to change your theme in Windows 11:

1. On the screen, click on the **start menu**, and
2. Click on the **setting** to open the Settings app. Or from the keyboard

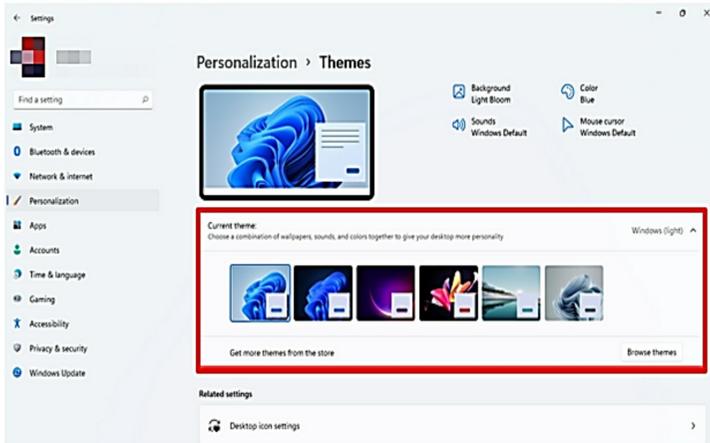
press **Windows + I** to open the Settings app.

3. Move to **Personalization** and click on it.



4. On the right side, select or click on **Themes**.

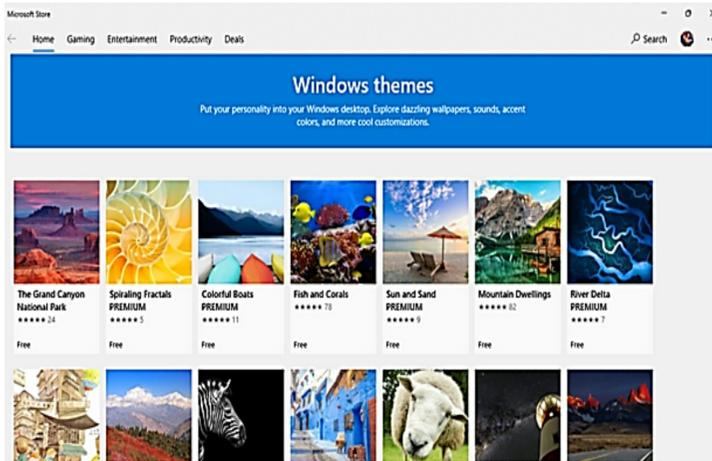
The pop-up panel will allow you to change and customize your theme.



While changing the theme couldn't be simpler, you also have the option of tweaking each element of your theme. We will go over that in another training class, but feel free to take a look around and change things to your liking.

Downloading more Themes in Windows 11

Since the Microsoft Store is now a one-stop shop for all things Windows, there are plenty of themes tucked away in the repository for you to install. You can browse these from within the app by clicking the Browse themes button, which will open the section right in the Microsoft Store application.



As of this writing, there are 303 Windows themes available, with nature, landscapes, and animals being the most abundant. Most are free to download, and just take a minute due to their small and convenient size.

Changing Colors in Windows 11

Colors have always been integral to the Windows experience. Microsoft has always emphasized this, as it moved away from the black and white reality of MS-DOS to its remarkable new Operating System. They are just as important in the modern new OS as they were in the initial releases.

Let's find out how simple it is to change

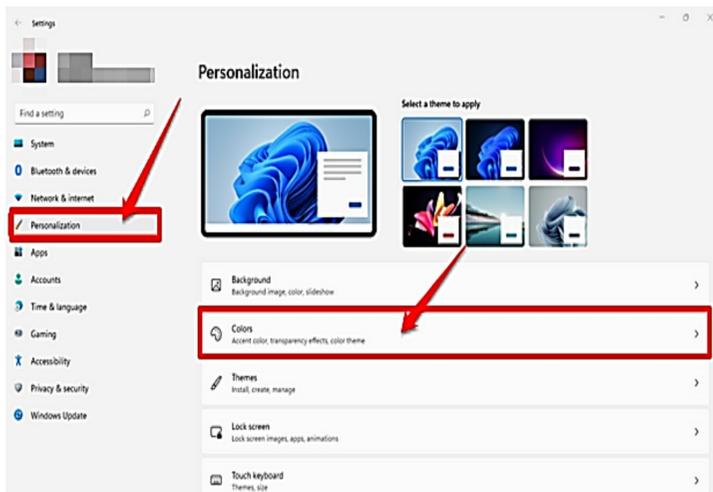
colors in Windows 11. You can do so easily from one panel, and this is a great way to stand out from the crowd and make the new Operating System truly your own when it comes to the visual feel.

How to Change Colors from Windows Setting

If you want to change colors in Windows 11, you can do so from a dedicated section in the Settings panel. Doing so will affect how apps and window surfaces are shown in the OS, as well as the transparency effects and accent color.

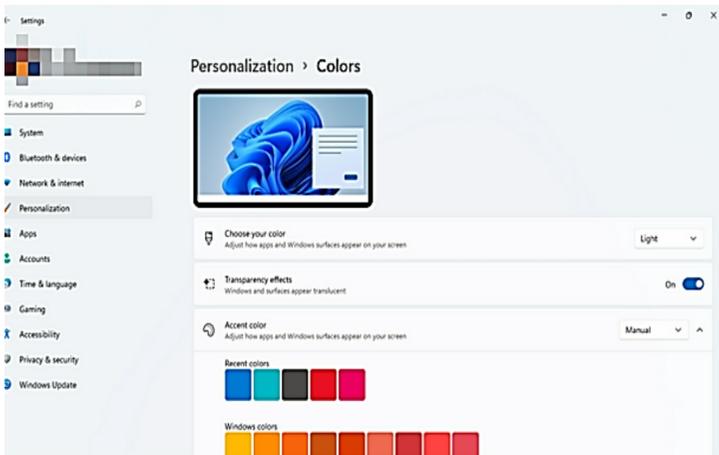
This is how you can change your colors in Windows 11:

1. On the screen, click on **Settings**.
2. Select or click on **Personalization**.



3. Select the **Colours**.

The panel below will open, serving up a wide range of options for you to customize colors to your heart's liking.



Changing the colors scheme in Windows 11 involves making these three main choices.

- **Choose your color option:** This is simply a quick way to adjust the overall look of the Operating System, using either a light or dark mode. A custom option is also available for you to opt between default Windows mode and what color is shown in apps.
- **Transparency effects:** Below is a toggle to turn On or Off.
- **Accent color option:** You can change the accent shades in Windows 11, and plenty of choices are available. These show up on your Start Menu,

and title bars, as well as borders on open Windows.

How to change icons in Windows 11

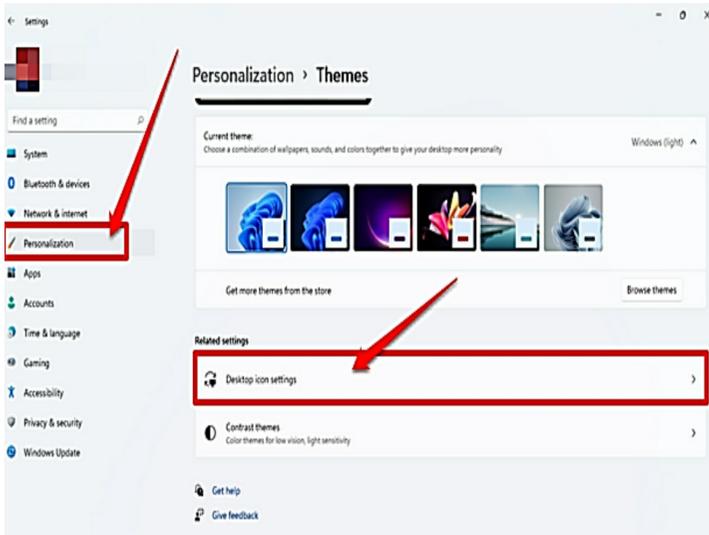
Windows 11 is stirring the pot with a whole bunch of new icons that Microsoft continues to roll out and refine during this early test phase. Unlike its predecessor, there are wholesale changes to the look of these icons. And these are changes that not everyone might be on board with.

Changing icons in Windows 11

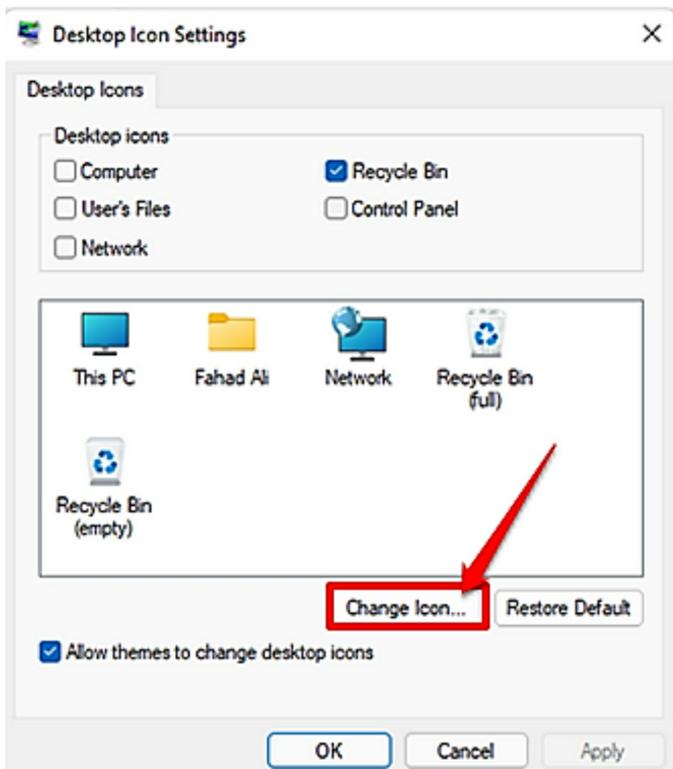
Microsoft has packed in settings to change icons in its OS in a special corner that is tucked away in the Settings app. This panel allows you to quickly refresh the icons on the desktop, and you can gain access to it by following the steps below.

Here's how you can get to this special menu on Windows 11.

1. On the keyboard, press **Windows + I**.
2. From the left panel, click on **Personalization**.
3. Now, click on **Themes**.



4. Scroll to the bottom of this section and click on the **Desktop icon settings** option. Once you click on it, a dialogue box will open up showing the icons in use for the This PC, Recycle Bin, User Files, Control Panel, and Network.



Click on the **Change Icon** button to revise these icons using your icon pack.



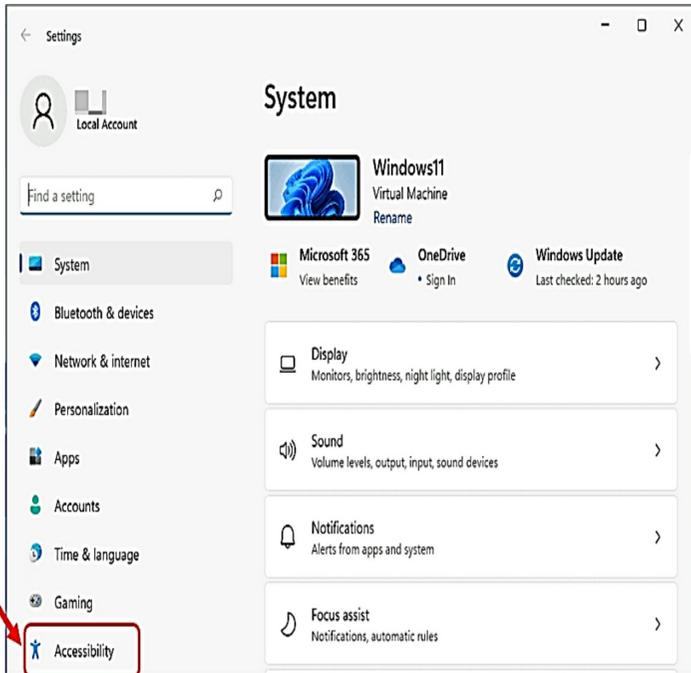
Settings up Windows 11 Accessibility

Follow the steps below to explore Accessibility Features:

1. Click on the **Start menu** button, and
2. Then click or select **Settings**. Or Press the **Windows + I** keyboard shortcut to directly open Windows

Settings.

3. Select or click on **Accessibility** on the left side.



Under Accessibility, you will see all the lists of available settings categorized. In the Vision section, it allows you to perform the following actions

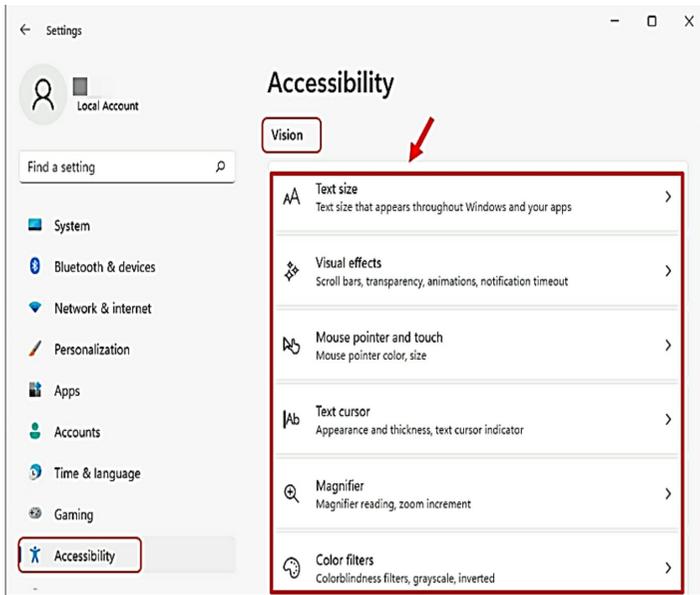


Resize icons, adjust text size and

color, customize the mouse cursor, more display and vision settings make it easy to personalize your viewing experience.



The screen-reading app, **Narrator**, offers simplified navigation and intelligent image description, making it easy to explore a page without missing a thing on the screen.



Windows 11 offers various accessibility settings for the deaf which are as follows:

1. Mono Audio
2. Flash screen during audio notifications
3. Closed captions

In the hearing section, it allows you to perform the following actions:



Mono Audio

This gives close captioning if you have difficulty hearing your computer. This option helps users with hearing disabilities in one ear to make their system combine left and right audio channels into one. Now, in case the audio is louder with one side as it happens with movies and games, the user will hear it the same ear through both sides of the speakers or headphones. Windows 11 has a variety of settings and features that can help.



Flash screen during audio

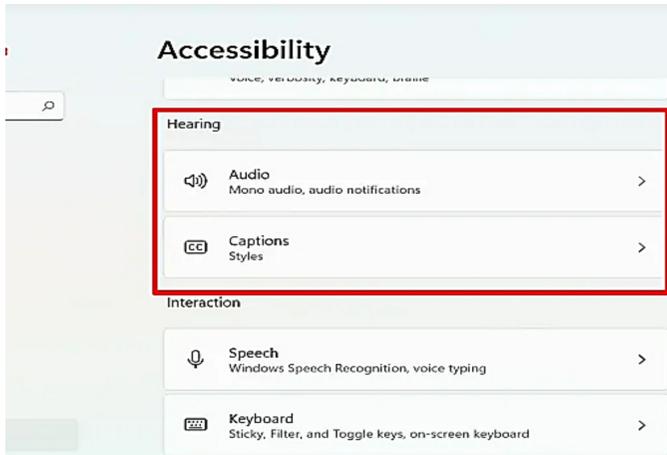
notifications

Users with hearing disabilities will find it very useful if the screen blinks or flashes whenever an audio notification they cannot hear is sounded.



Closed caption

This gives the clue to read the words that are spoken in movies and television shows. Closed captions or subtitles are the best things created for users with hearing disabilities and they also allow them to read the audio on their screen. It is also helpful when the audio is in a different language. And with Windows 11, you can adjust the color, size, and background transparency to fit your specific needs.



The interaction section also allows you to perform the following actions:

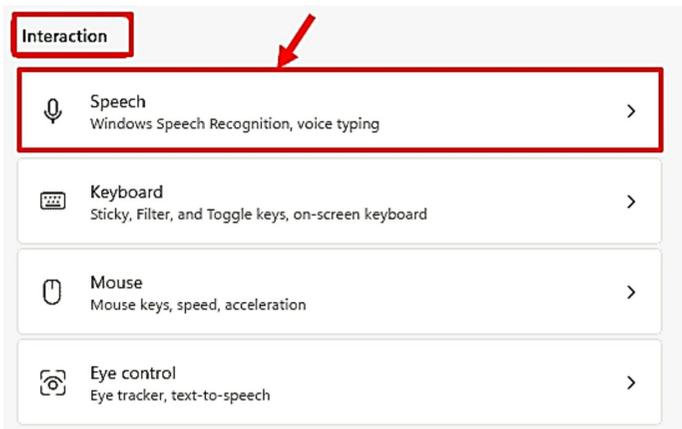


Whether you are composing a document, an email, or surfing the web, dictation will convert your speech to text so you can produce words without a keyboard. And with Windows Speech Recognition you can control your PC by voice alone.



The On-Screen Keyboard (OSK) allows you to type with a pointing device, such as a mouse, trackball,

or joystick. And for those with mobility limitations, learning disabilities, or cognitive impairment, the word completion and word prediction tools can be helpful.



Windows 11 offers various accessibility settings for the blind which are as follows:

1. **Text size:** A lot of people suffer from a vision disability known as hypermetropia because of which they have difficulty in reading text which is nearby. In this case, increasing the text size could be very helpful.

2. **Visual effects:** Visual effects like transparency, animation, and scroll bars help understand the visuals better for those with vision difficulties.
3. **Mouse and pointer settings:** The pointer for Windows 11 is white with a black outline and disappears if left idle for a while. However, in this case, many users with poor vision could face difficulty. Thus, Windows 11 allows users better options like a black or colored pointer. Further, you can use a Touch indicator which creates a circle on the screen where you touch it.
4. **Text cursor indicator:** The text indicator is a blinking line on the screen which could be invisible to those with vision disabilities. However, you could add colored ends and increase the thickness of the cursor.
5. **Magnifier:** A Magnifier is an amazing tool for those who are

unable to read smaller texts on the system. You can change the zoom which is set to 200% by default.

6. **Colour filters:** A lot of people suffer from a unique condition called color blindness. This reduces their ability to differentiate between colors. For this, Windows 11 brings Color filters that can create contrasts such that colors are easily distinguishable.
7. **Colour contrast:** The Color contrast options are useful in making text clearer concerning the background.
8. **Narrator:** The Windows 11 Narrator is an excellent tool that helps in reading text on the screen aloud for people to hear. As compared to Windows 10, there are way more options for Windows 11.

How to Restore old File Explorer

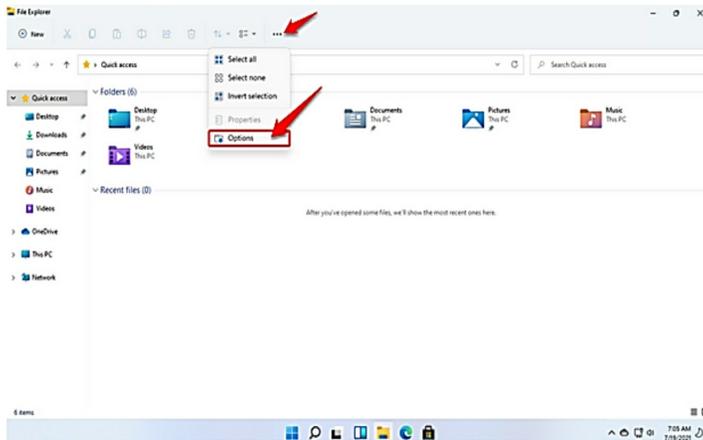
The good news is that if you don't like the new File Explorer in Windows 11, you can

restore the old familiar one. There are two simple ways to go about this, after which the modern implementation of the File Explorer will be replaced with the current one.

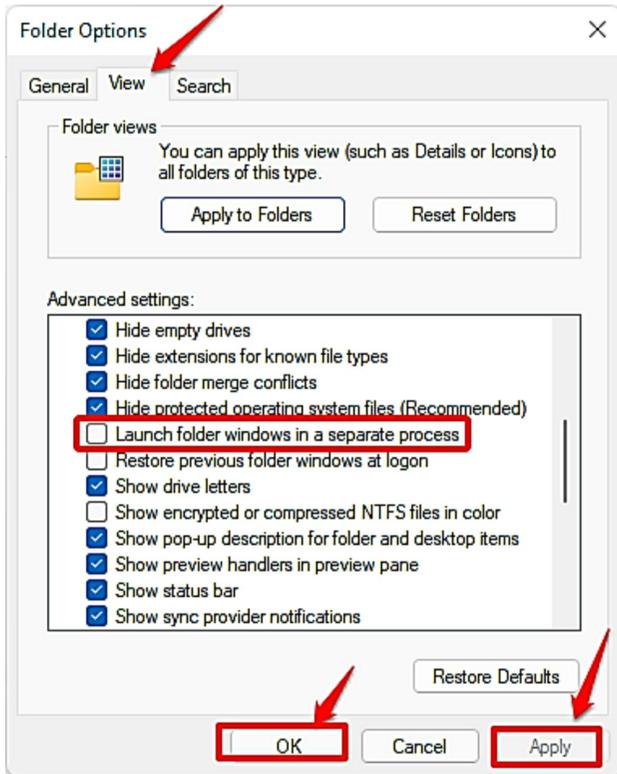
Restore old File Explorer via Folder Options

This is the simplest way to get back the Windows 10 File Explorer in Windows 11 no registry trickery is required. You just check a box, and your trusty old File Explorer is back in action after a quick and automatic re-launch.

1. Click to open **File Explorer**.
2. From the top at your right hand click on the **three-dot menu**, and
3. Select or click on **Options**.



4. After the Folder Options panel opens up, click on the **View** tab.
5. Under the Advanced settings section, scroll down to find the **Launch folder windows in a separate process** option, and then click to mark its box.



6. Click on **Apply** and
7. Then select or click on **OK** to save your change.

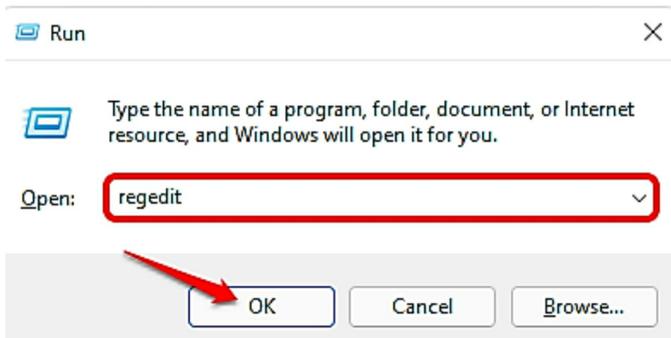
Once File Explorer is applied it will automatically re-launch, with the classic Windows 10 implementation of the app.

Switch to old File Explorer via

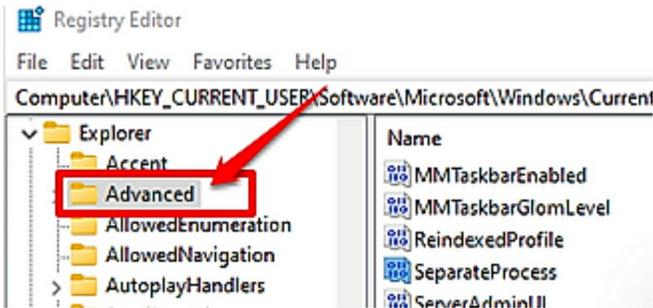
Registry

A change or two in the Windows Registry will also bring back the classic File Explorer from Windows 10 in Windows 11. This is an easy enough process, though it is always a good idea to back up your registry first.

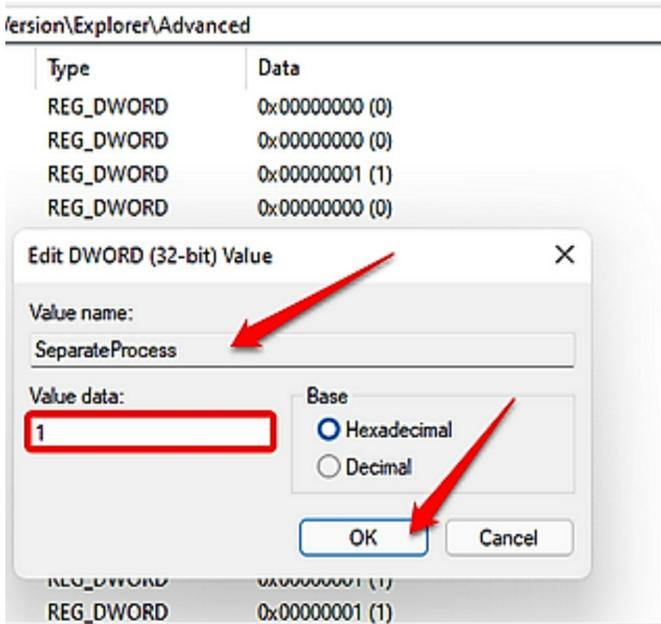
1. From the keyboard press **Window logo + R** to get the Run window.
2. Inside the box, type **Regedit** and
3. Next click on **ok**.



4. Navigate into the following section:
HKEY_CURRENT_USER\Software
Microsoft\Windows\current
version\Explorer\Advanced
5. Then right-click on the **Advanced**, and click on **New**.



6. Select **DWORD (32-bit) Value**.
7. Type **Separate Process** to name it.
8. Double-click the new key and set its value data to **1**.



9. Finally, click on **OK**, and restart your computer.

After the restart, you will find that Windows 11 has enabled the old Windows 10 File Explorer. The classic interface is switched back, with its full set of bells and whistles.

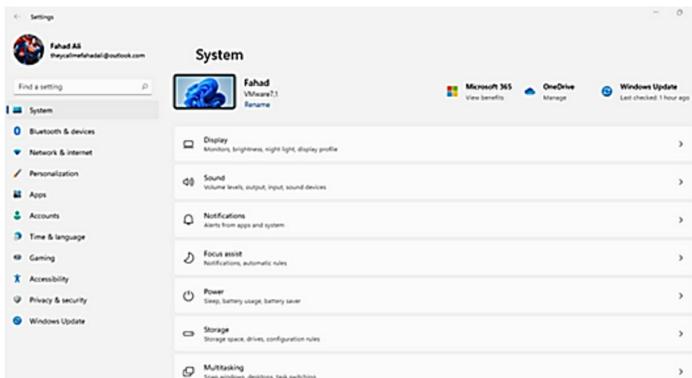
These hacks and tricks only work in the first preview build of the Operating System that Microsoft released for Windows Insiders. As of Windows 11 build 22000.71, there is no way to get the old File Explorer back in the Operating System.

Navigating the Settings App in Windows 11

The new Settings app in Windows 11 allows you to configure the OS to your liking, and make it work the way you want it to. First introduced in Windows 8, this component has constantly evolved over the years.

With hundreds of options under one huge umbrella, Settings is where you set up your devices, manage user accounts, control privacy, and get Windows updates. It also

enables you to troubleshoot and recover from problems.



How to Open the Settings app

In Windows 11, the app has been completely refreshed with a new UI and improved organization. It is, in a way, a whole new experience with new icons and streamlined navigation. And yet, Microsoft continues to add new options here for you to customize the way Windows looks and works.

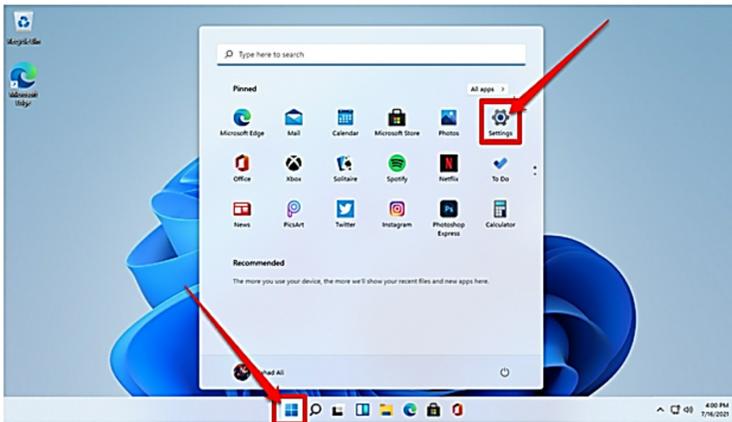
There are four different ways to get to Settings in Windows 11:

➤ Start Menu

The easiest way is via the new Start Menu. An icon for Settings is pinned at the top-right corner. Simply click and press on the

icon to open the application.

1. On the screen, click on the **Start menu** to open the apps.
2. From the top right corner, click on the **Settings** app in the Pinned section.

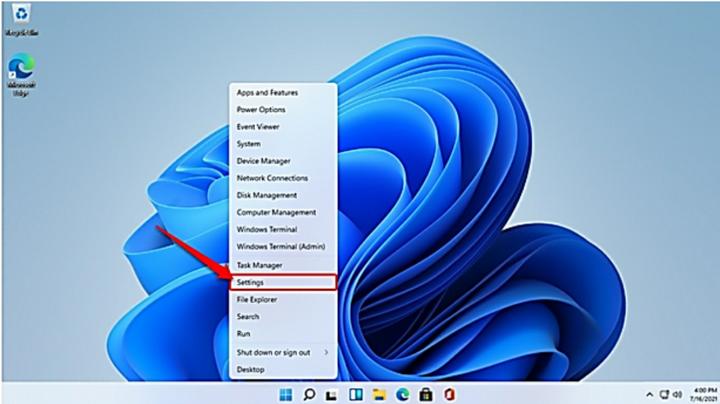


➤ Using the **Power Menu**

Another straightforward option is via the Power Menu in Windows 11. This can even be quicker than the Start Menu, depending on where your mouse cursor is.

1. On the **Start button** right-click to open the Power Menu. Or
2. From your keyboard, press the **window logo + X** to open the menu

to access settings.

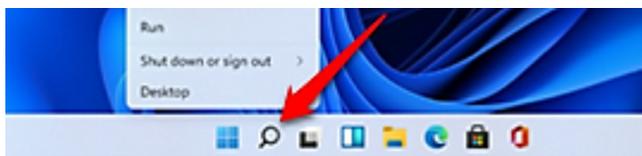


3. Then scroll down and click on the **Settings** option.

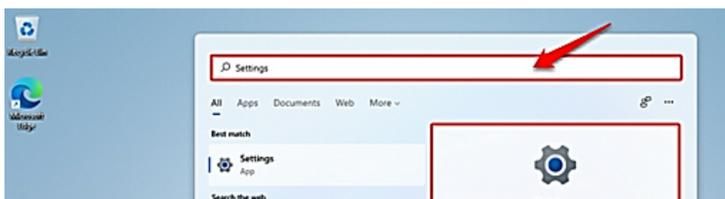
➤ **Searching**

If for some reason you want to search for the Settings app, then this can be arranged too. This method has a couple of extra steps involved. But on the flip side, you get a few extra options here that may be of interest, like the ability to pin or unpin the application.

1. From the screen click on **Search** in the Taskbar.



2. Then inside the box type **Settings**.



3. Click on the **setting** app icon when detected.

Below you will find a few different management options that you might want to take a look at, like unpinning it from Start and pinning the app to the Taskbar.

➤ **Via keyboard shortcut**

This is the quickest way to access the Settings app. That's because with a simple press of two keys you can open the application from anywhere, no matter what you are doing.

3. On your keyboard press **Window logo + I**. The Settings app will open

immediately.

How to navigate the Control Panel in Windows 11

The Control Panel is the engine of Windows 11. Although Microsoft may be all about the new and redesigned Settings app in the new OS, the classic Control Panel is the same way. There's a reason why it is still part of the Operating System. And that reason is that Microsoft has not yet been able to transition away from all the features and options that are available here. The Control Panel still contains a lot of advanced settings hardware troubleshooting, backup and restore, internet and power options, sound, color management, and more.

Opening of Control Panel

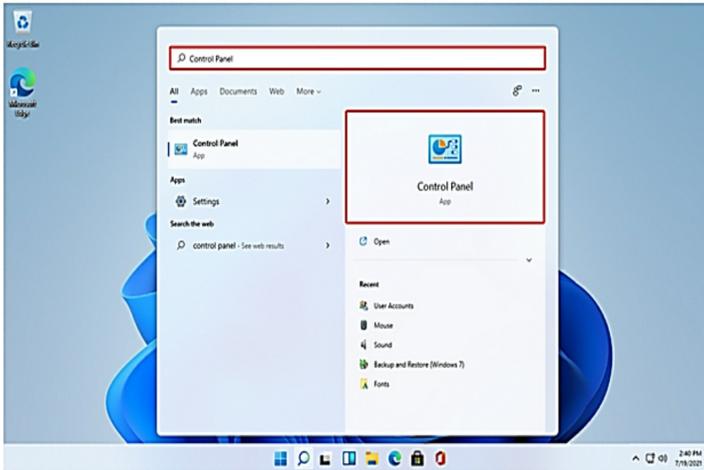
There is more than one way to launch Control Panel in Windows 11, and also more than one way to use it. The Settings app contains direct links to certain Control Panel applets scattered throughout, signifying the

importance of the classic Control Panel.

Although you will find personalization and customization options in both Settings and Control Panel, the latter now mostly contains legacy options. The migration of this is yet to be complete in Windows 11, meaning the classic Control Panel will remain in the OS for the foreseeable future.

Open Control Panel from the Start Menu

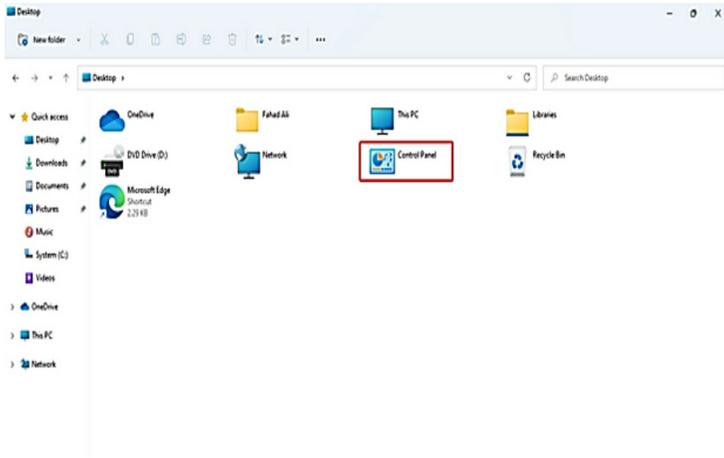
A simple search in the Start Menu will display the option to launch this panel. Not only can you open it from here, but the recent applets you opened there can also be launched directly.



- Click on **Search** from the screen and inside the box type **Control Panel**.
- Then either you hit the Enter key or click the icon.

Open Control Panel from File Explorer

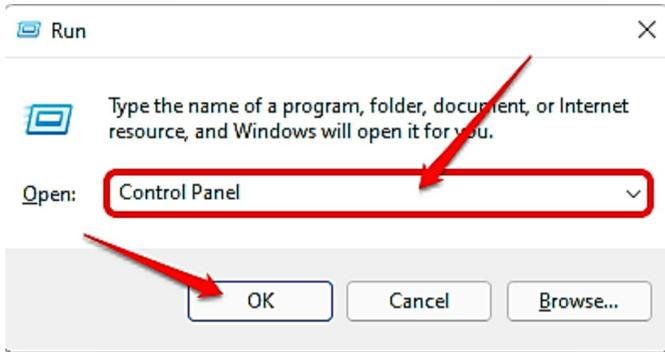
A shortcut to the Control Panel lies in the File Explorer, though not where you might expect it. Once you are on the Desktop, you will find an icon for the Control Panel next there.



- Click to open **File Explorer**, hover the mouse, and click on the **Desktop**,
- Double-click on the **Control Panel** icon.

Open Control Panel from the Run panel

This is a straightforward way to quickly launch Control Panel. Simply open the Run panel and then type the name in the empty box.



From your keyboard press **Window logo + R** to open the Run dialogue, enter the **control panel**, and hit **Enter** or click **OK**.

Open Control Panel via Windows Terminal

The new Windows Terminal is where the action is. And just like the Command Prompt above, it is possible to launch the Control Panel via this window. Opening Terminal is a much swifter process, as you'll find below.

A screenshot of a Windows PowerShell terminal window. The title bar says 'Windows PowerShell'. The terminal content shows: 'Windows PowerShell', 'Copyright (c) Microsoft Corporation. All rights reserved.', 'Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows', and the prompt 'PS C:\Users\Fahad> control panel'.

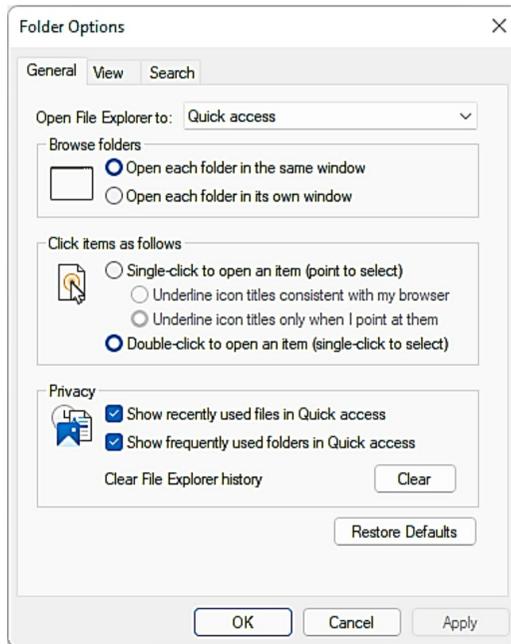
Use the keyboard shortcut by pressing the

Window logo + X or right-click the **Start** button to bring up the Power Menu, then choose Windows Terminal from the menu that pops up. Then type the control panel and hit Enter.

How to Open Folder in Windows 11

Folder Options is one of those reliable dialogue boxes in Windows that enables you to change preferences for the native file manager in the Operating System, which is File Explorer. It has been a mainstay of the OS for many versions now, and it is still found in Windows 11.

The three tabs available in this panel are, **General**, **View**, and **Search** it contains all you need to make related changes to either all folders on your system or only the currently opened one. Do you want to show hidden files, this is the panel you need. Do you need to display file icons on thumbnails? It's all here.

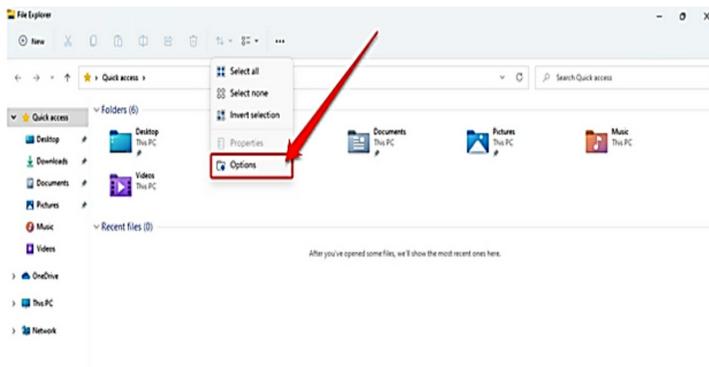


Navigation of Folder Options in Windows 11

There are some ways to get to Folder Options in Windows 11, and we will take a look at all available methods in this training class. A few of these methods are simpler than others, and at least one will require you to get the old File Explorer back in the new OS.

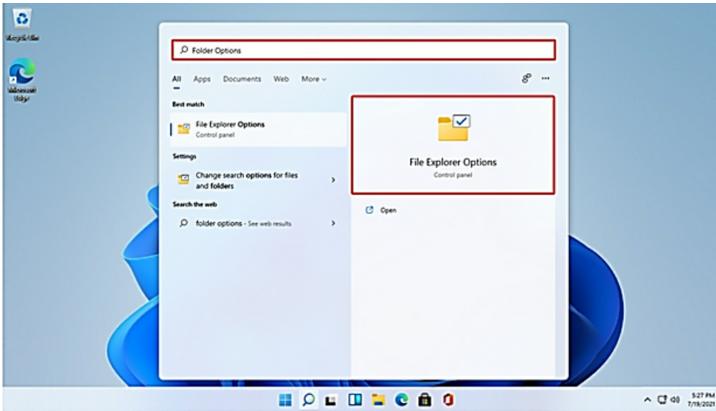
Opening Folder Options via File Explorer

If you are using the new modern new File Explorer in Windows 11, then the Folder Options panel is right within reach. Press **Window key + E** to open File Explorer, then click on the three-dot menu in File Explorer and select Options the Folder Options interface will pop up.



Open Folder Options using Search

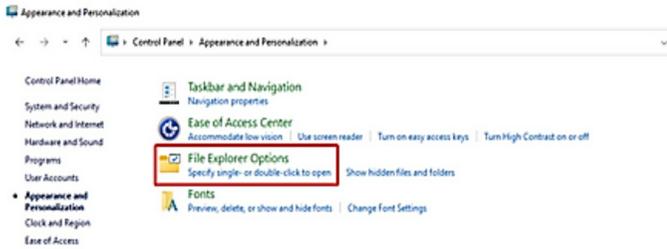
You can also directly get to the Folder Options panel by searching for it in Windows Search. At the bottom of the screen click the **Search** icon on the Taskbar, and then type **Folder Options** into the search box.



Opening Folder Options from the Control Panel

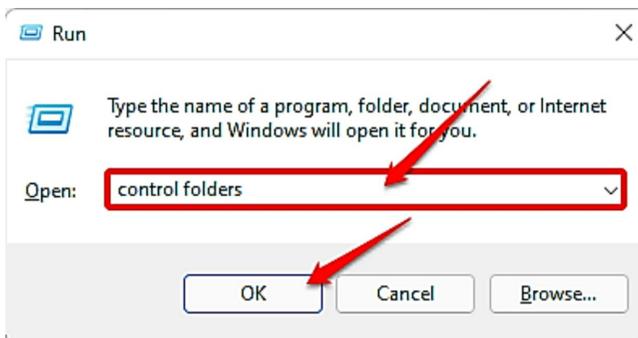
The Control Panel also contains a link to the Folder Options panel, though getting to it involves a lengthier route.

- First, click on the **Control Panel**,
- Then hover the mouse and click on **Appearance** and
- Click on **Personalization**. You will see the **File Explorer Options** entry here, it's just Folder Options.



Opening Folder Options via Run

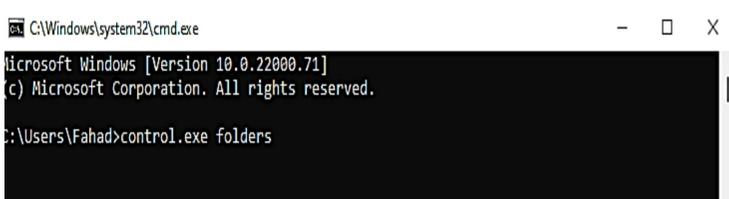
The Run dialogue box is another quick way to get to the Folder Options panel in Windows 11. This can be invoked by pressing the **Window logo + R**, inside the box type **control folders** and then clicking on **ok** or pressing **Enter**. Doing so will take you directly to the Folder Options panel.



Using Command Prompt to open

Folder Options

Open Command Prompt by searching for **cmd** in Windows Search, and selecting the first result. Type **control.exe folders** and press **Enter** to open the File Explorer Options window.



```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 10.0.22000.71]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Fahad>control.exe folders
```

Using the old Ribbon in File Explorer to open Folder Options

This is probably the method most of you are familiar with. It is possible to get the old File Explorer in Windows 11. And once you do that, you can simply open Folder Options using the old Ribbon section of the File Explorer.

With the restored File Explorer open, click on File in the top-left corner. Click Options to open the Folder Options panel in Windows 11.

You can also get to this via the View section

in the Ribbon interface. Switch to it, and then click Options. Alternatively, it is also possible to click the little arrow, and then choose the Change folders and search the options that become available, and Windows will get you to the Folder Options panel.

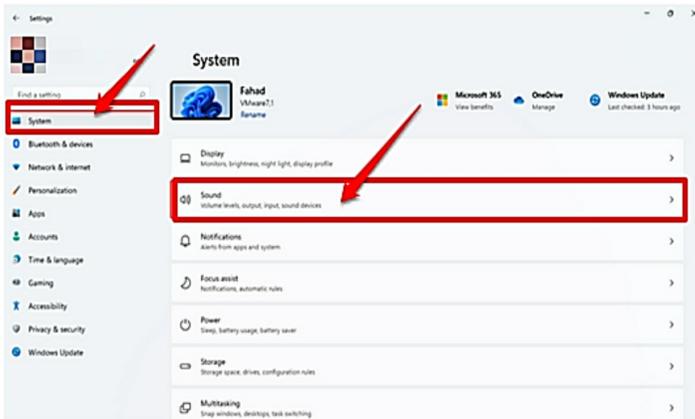
Customize Sounds in Windows 11

Windows offers a handy little tool that allows you to control and customize the sounds you hear throughout the Operating System. It allows you to turn sounds on or off for certain events, or replace the default sounds with the ones you have downloaded from the internet.

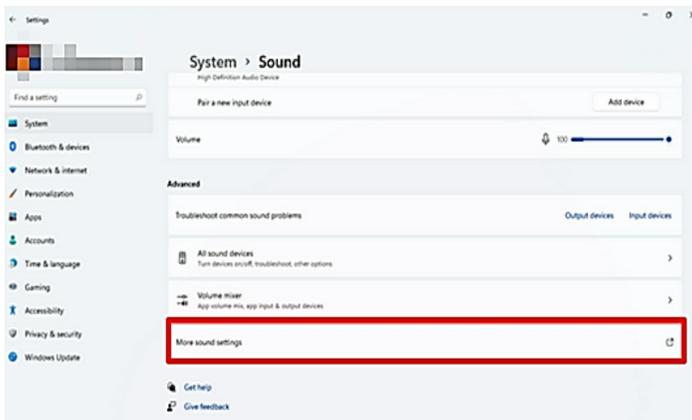
And although this Sound tool has not changed much from how it first arrived on the scene, it suffices when it comes to managing your Windows sounds.

To customize the sound, it can be accessed by following these steps:

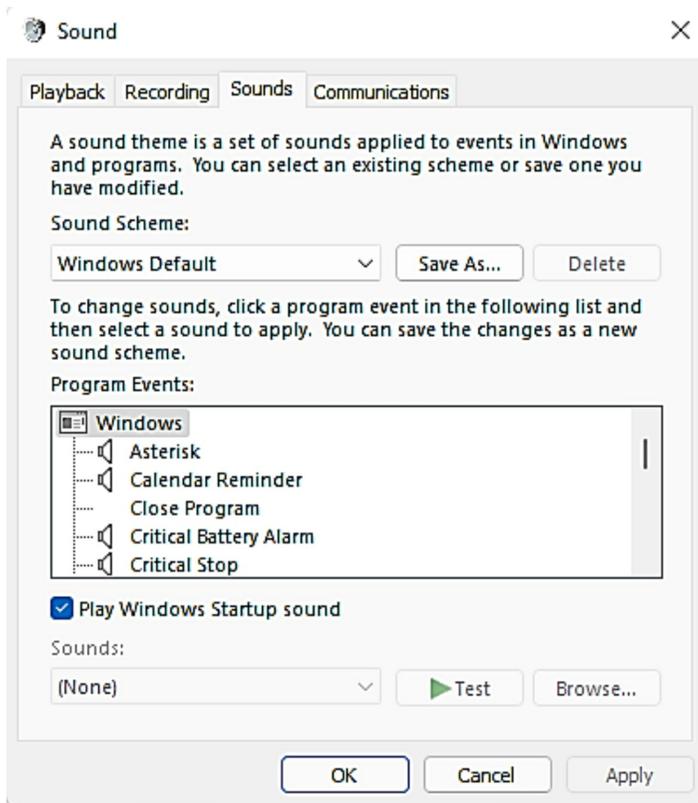
1. On the screen, click on **setting** to open up the settings.
2. Click or select the **system**.



3. From the right side, click on the **Sound**.



4. Next, scroll down and click on **More sound setting**, The Sound applet will open up.



You can also get to this panel via the Control Panel route by

- Clicking on **Control Panel**.
- Click on **Hardware** and
- Then click on **Sound**.
- Click on **More Sound Settings**.
And
- Select **sound**. While the initial

method works on Windows 11, this way is universal and works in every version of Windows.

Changing of sounds option

With the panel now opened, go to the Sounds tab to change the various sounds that play when certain events occur in Windows and installed programs. These events are usually actions that you perform or an alert that is performed automatically.

- **Use a sound scheme:** These are available via the dropdown menu, with two primary options being no sounds and Windows default. Any new scheme you customize can be saved and accessed here.
- **Change sounds:** This can be done in the Program Events list. Simply click the event that you want to assign a new sound for, and then choose the sound you want to associate with it. You can also click on Browse and locate your custom sound file.
- **Test sounds:** To get a sense of

what your chosen sound is like, you can click Test to hear the various sounds in your scheme.

Once you are done click on **Apply**, and then the **OK** button.

CHAPTER EIGHT

CONNECTING TO A WIFI NETWORK IN WINDOWS 11

Windows 11 makes it easy to connect laptops, tablets, and desktop computers to a wireless network to access the internet and other local network resources. However, it is only easy as long as you know the tools and processes to make the connection.

To connect to a WiFi network through the Windows 11 taskbar, use these steps:

- Click the **network** icon on the bottom right corner to open **quick settings**
- Click the button next to the wireless icon
- Select the wireless connection
- Click the **connect** button
- Confirm the network security key (password)
- Click the **next** button
- Confirm whether the device should be discoverable in the network

- Once you have completed these steps, the computer will connect to the network using the wireless connection.

How To Reconnect WiFi Automatically in Windows 11

Windows 11 also offers an option to reconnect the device automatically after disconnecting the adapter manually. To set the WiFi adapter to reconnect automatically on Windows 11, use the following steps:

- Click the **wireless** icon in the system tray
- Click the button next to the wireless icon
- Use the drop-down menu and select when to reconnect automatically; **manually, in one hour, in four hours, in one day.**

Connecting To A WiFi Network Using Settings

- Open **settings**
- Click on **network and internet**
- Click on **WiFi**
- Click on the **manage known networks** page on the right side
- Click the **add network** button
- Confirm the name of the network
- Use the drop-down menu to select the **security type**
- Confirm the network security key (password)
- Check the **connect automatically** option
- Check the **connect even if this network is not broadcasting** option
- Click the **save button**

Setting Up A VPN

This section is goon to show you how to connect to a VPN server from a Windows 11.

- Right-click on the little network icon on the bottom right corner of the screen



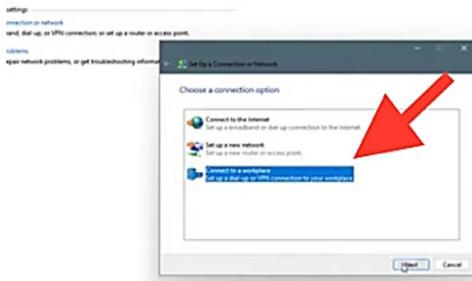
- Next, select **network and sharing center** and click on that.



- On the subsequent page, select **set up a new connection or network**



- A little box appears in the middle of the screen scroll down and select the **VPN** option

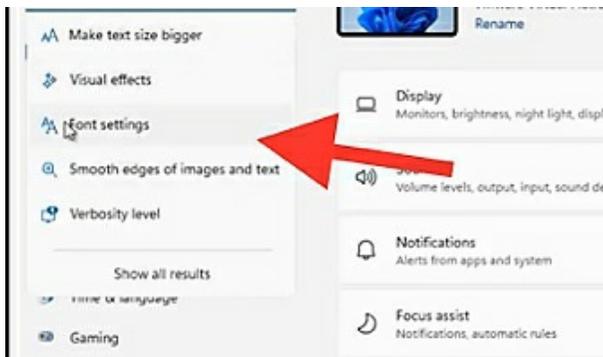


- Click **next>Use my internet connection (VPN)**
- Give it an Internet address. You can either put in an IP address or a name
- Click **create**

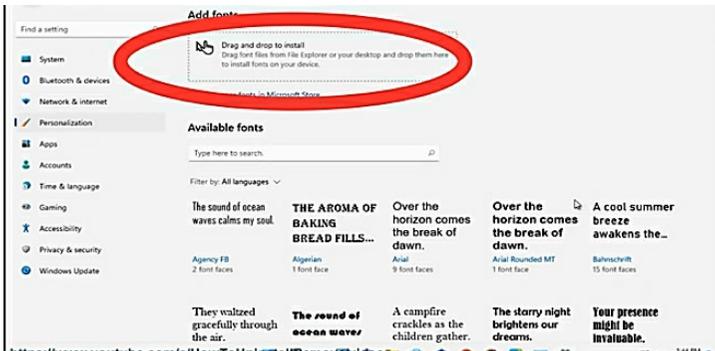
CHAPTER NINE

HOW TO INSTALL FONTS ON WINDOWS 11

- ❖ Click on **settings**
- ❖ In the search bar, type in **fonts**.
- ❖ Select **font settings**



- ❖ A plethora of fonts will open on the screen with the instruction; **drag and drop to install.**

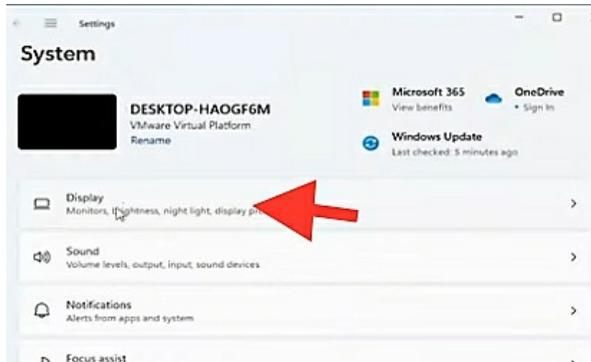


- ❖ Select any font you want.

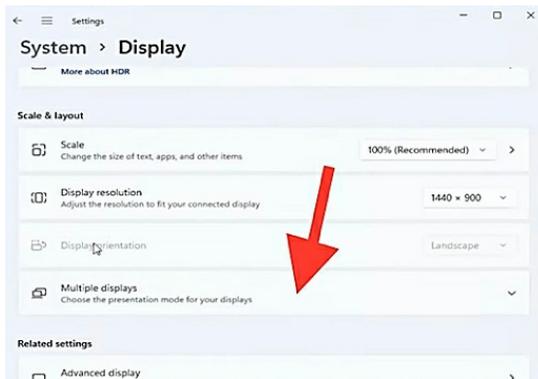
Changing The Primary Monitor in Windows 11

One can have a dual monitor setup. And when this is the case, an occasion may arise demanding that you swap your two monitors around. This section aims to break down the steps to be taken in changing the primary monitor in Windows 11.

- ❖ Firstly, we will click on the **search** icon
- ❖ Locate **settings** and click on it.
- ❖ Select the **display** option by left-clicking on it



- ❖ In the display menu, scroll down to locate the **multiple display** option.



- ❖ There would be a button here that would indicate one and two. Each monitor that is currently selected is the one you are currently working with. You can drag them left or right to swap them.

CHAPTER TEN

HOW TO FIND A WINDOWS 11 PRODUCT KEY

Checking Receipts or Emails

One way to find a product key on Windows 11 is to check the receipts for when you purchased your version of the Windows. If you purchased through Microsoft or Best Buy, you can find the product key in the **orders** or **purchases** section of the online version of the store.

If you purchased through Amazon, check the **Your Games and Software Library** part of Amazon.

You also might want to check your email, as it might have directions on how you can find the product key. Best still, the email might have the product key listed itself.

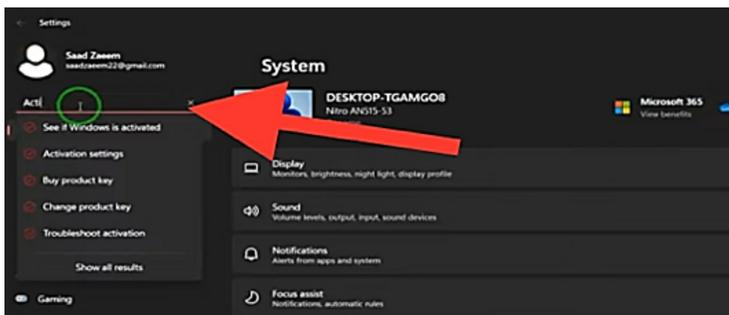
Checking Physical Stickers On Your Computer

Also, you can look for physical stickers on

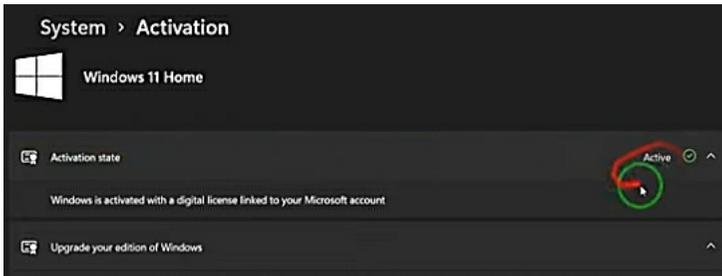
your computer with the product key listed. These stickers usually have a version of Windows listed and a product key. Note that you will only be able to use that listed key for that respective version of Windows. This means that. If the sticker has a key for Windows 10 home, you will only be able to activate it for Windows 10 home. If the sticker has a key for Windows 11Pro, you will only be able to activate it for Windows 11Pro.

Using Command Prompt

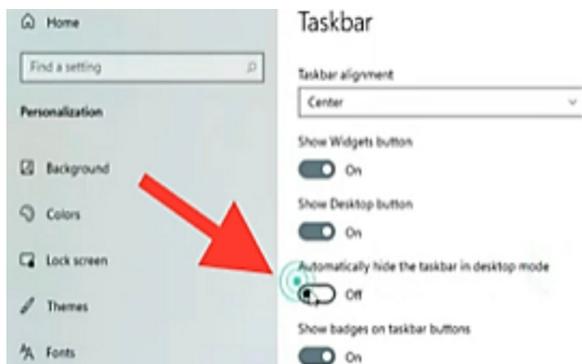
- Firstly, go to the search icon and locate **settings** using the search bar.
- Open settings
- Go to the search bar in the settings menu and type in **activation**



- Your best option would be **activation settings**. Select that.
- From here you will be able to see the **activation status** (the image below shows it is active)



- If your activation status is active you can go ahead to find your product key.
- To find your product key, go to the search bar and type in **cmd**, and click **enter** on your keyboard.
- Next, type in this code; **wmic path SoftwareLicensingService get OA3xOriginalProductKey** into the CMD and click **enter**
- Now you will be able to see your product key



How To Enter BIOS In Windows 11

Before you enter the BIOS on your PC, you have to confirm the bios it has in it. There are two types of bios; The Legacy and The UEFI bios.

For this tutorial, we are going to use the UEFI bios.

- The first thing to do is to go to the **power** button and then go to **restart**
- However, do not just click on **restart**, rather hold down the **shift** key and click on **restart**.
- Next, click on **troubleshoot**



➤ Next, click on **advanced option**



➤ Next, click on **UEFI firmware settings**



- Next click on the **restart** button and that will take you to the bios.

How To Enter BIOS From A Boot

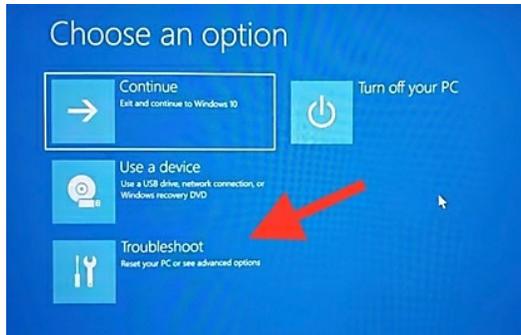
You have to be real quick with your response when entering BIOS at startup since Windows boot-up real fast in recent models. Once in bios, take all the time you need to explore the various options and settings.

- To enter bios at startup, power on the computer and press the **ESC** key as soon as the screen lights up to enter the Startup menu.
- In the startup menu, you will find the various options, with the specific key for each option mentioned next to it. To enter the BIOS, press **F10**.
- You will now enter the bios on your

Windows 11 PC. Navigate through it and make the necessary changes.

How To Enter BIOS From Windows Settings

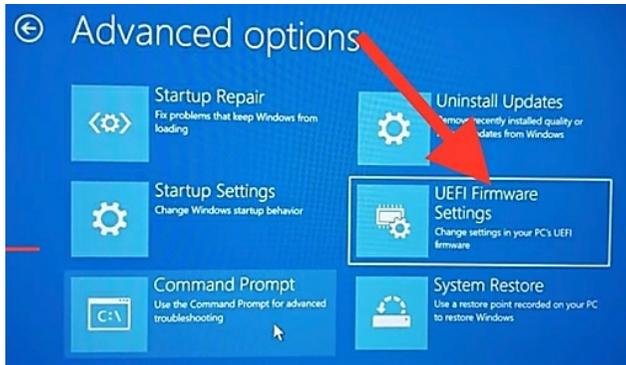
- To enter BIOS through settings, right-click on the **start** icon in the taskbar or press **Windows + X** to launch the **quick access menu** and select **settings** from the list of options. Alternatively, you can press **Windows + I** to launch settings directly.
- In the system tab of **settings**, select **Recovery** on the right
- Next, click on **restart now** next to the **advanced startup** under **recovery options** to restart your computer in the Windows RE.
- Click on **restart now** in the Window that appears and wait for the system to restart
- Amongst the three options that you will be presented with, select **troubleshoot**



➤ Click on **advanced options**



➤ Next, click on **UEFI firmware settings**



- Next click on the **restart** button and that will take you to the bios.

How To Go To The Advanced Startup Option

- Go ahead to shut down your computer
- Once the screen lights up, indicating the computer has come on, hold down the power button to shut it down.
- Do this three times
- At the third time, you will see the **automatic repair** option

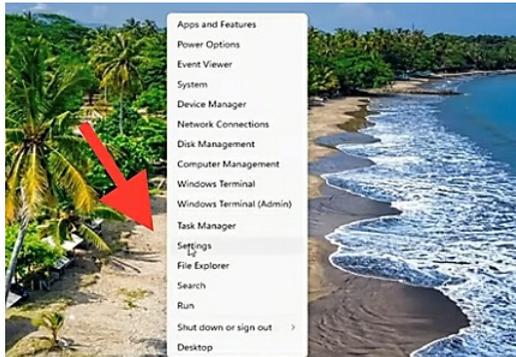


- On the right side of the screen, you will see the advanced options. Go ahead to select that.
- This will take you to the recovery mode

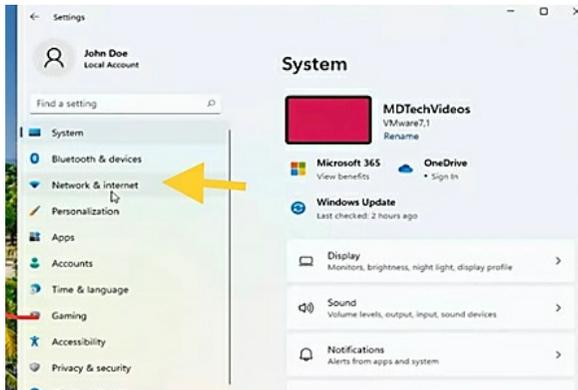


How To Find Your IP Address In Windows 11

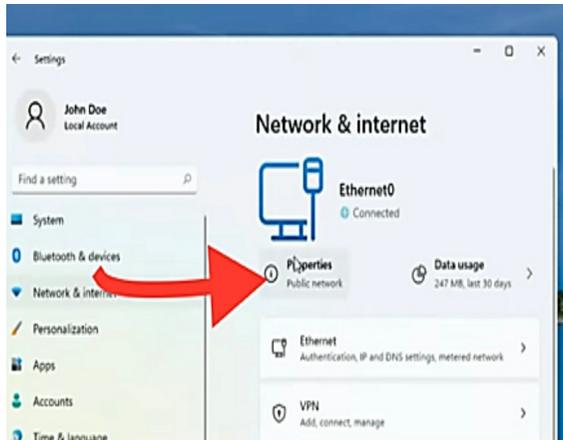
- Right-click on the Windows start button and select **settings**



- Select **network and internet**



- Under the **network and internet** option, select **properties**



- If you scroll down, underneath the **IPV4** address, it should have your IP address listed.

How To Find IP Address In Windows 11 Using Command Prompt

- Click on **search** and type in **CMD**
- Next, type in **ipconfig**
- Your IP address will be displayed

```
Microsoft Windows [Version 10.0.21996.1]
(c) Microsoft Corporation. All rights reserved.

C:\Users\x>ipconfig

Windows IP Configuration

Ethernet adapter Ethernet:

    Connection-specific DNS Suffix  . : 
    Link-local IPv6 Address . . . . . : fe80::f1aa:51ce:5c0f:9129%13
    IPv4 Address. . . . . : 192.168.21.102
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.21.1

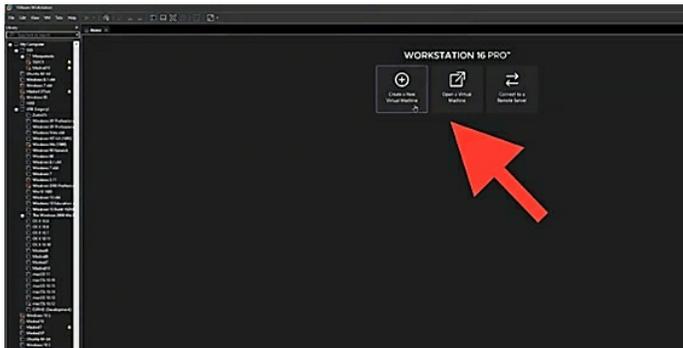
C:\Users\x>_
```

CHAPTER ELEVEN

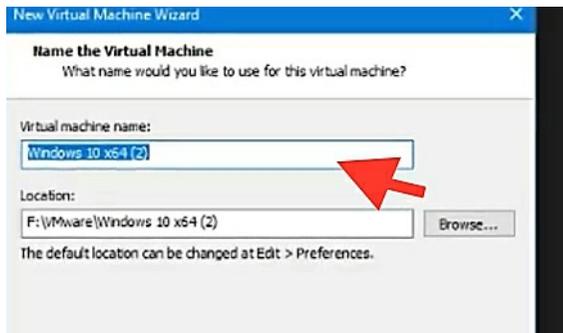
HOW TO INSTALL WINDOWS 11 BETA TO A VIRTUAL MACHINE

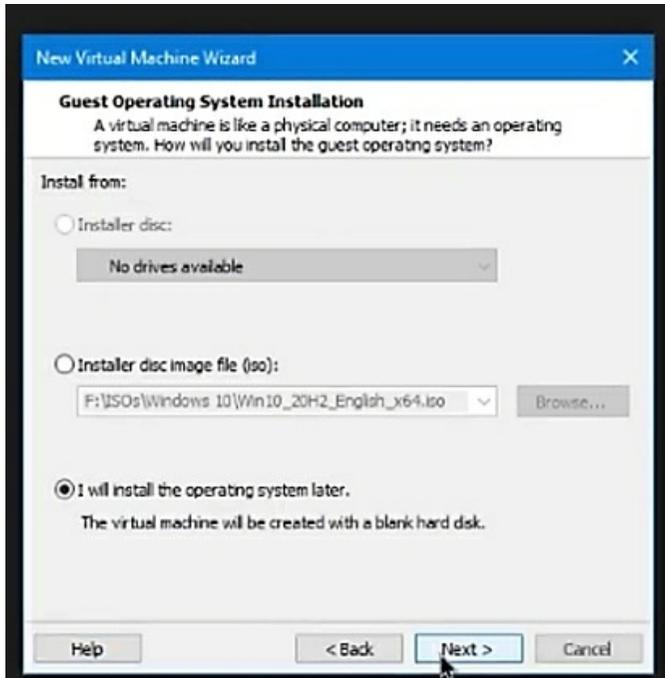
- ❖ First, open VMware and create a new

virtual machine

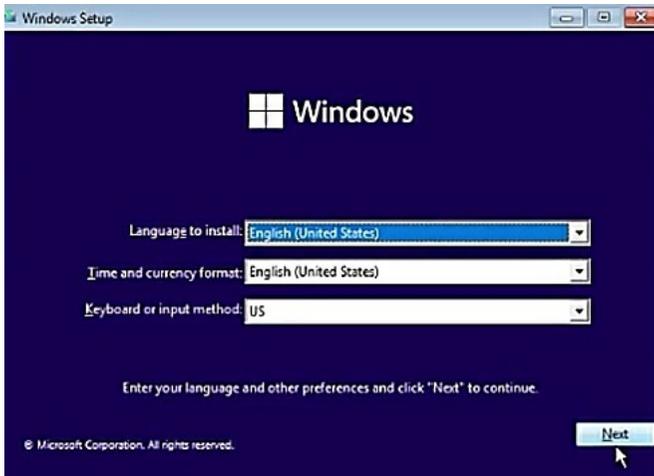


- ❖ Set the VM up as if it were a Windows 10 machine





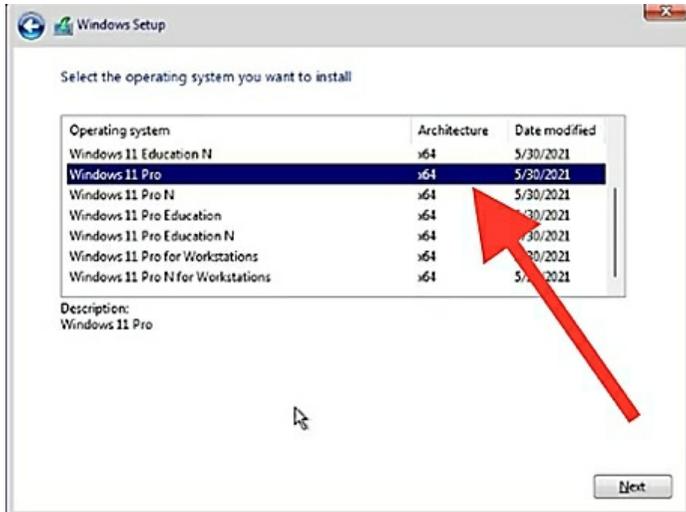
- ❖ Once set up, power it on
- ❖ When prompted, boot from the virtual CD/DVD
- ❖ Go through Windows PE setup as normal



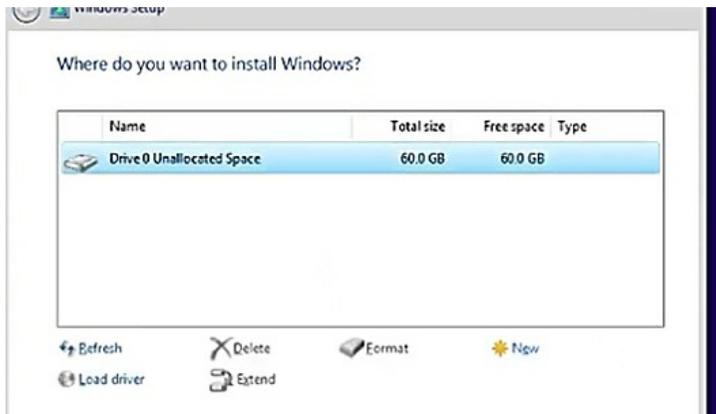
- ❖ Wait for setup to start
- ❖ In the next window, you can enter a Windows 10 key if you have one or leave it blank



- ❖ Select a Windows 11 edition to install



- ❖ Choose the unallocated space to install Windows



Examining A Virtual Machine and How It Works

A virtual machine provides an isolated environment for running its OS and applications independently from the underlying host system or from other VMs on that host. The VMs OS is commonly referred to as the guest OS or the other VMs. In this way, a single computer can host multiple VMs, all running different OSes and applications, without affecting or interfering with each other. The VM is still dependent on the host's physical resources, but those resources are virtualized and distributed across the VMs and can be reassigned as necessary, making it possible to run different environments simultaneously, as well as accommodate fluctuating workloads.

From the user's perspective, the VM operates much like a bare-metal machine. In most cases, users connecting to a VM would not be able to tell that it is a virtual environment. The guest OS and its applications can be configured and updated as necessary and new applications installed or removed, without affecting the host or other VMs.

Resources such as the CPUs, memory, and

storage appear much as they do on physical computers. Although users might run into occasional glitches, such as not being able to run an application in a virtual environment, these type of issues tends to be minimal.

A computer that hosts VMs requires specialized software called a **hypervisor**. The hypervisor emulates the computer's CPU, Memory, and hard disk, network, and other hardware resources, creating a pool of resources that can be allocated to the individual VMs according to their specific requirements. The hypervisor can support multiple virtual hardware platforms that are isolated from each other, enabling VMs to run Linux and Windows server OSes on the same physical host.

Installing and Setting Up Windows 11 On Raspberry Pi 4

One caveat we do have to state is that the Windows 11 build used for the Pi install is not an official product of Microsoft due to the image creation process to get it working on the system. This means that installing the OS

is at your own risk so proceed with caution.

- ❖ First, we are going to download the WOR (windows on Raspberry) pi. This is an application that easily allows you to install windows to your drive for your raspberry pi.



- ❖ We are going to download the latest version. In this case, it is version 2.1.2

www.projectml.com/downloads

Home Downloads Guides ▾ FAQ

Before you proceed to download the software below, read the installation guide.

Chances are that you're coming from an outdated tutorial, so it's recommended to follow the guide for the latest installation.

Warning! The "NTLite debloat scripts" from the Discord server are **optional** and **will reformat the drive** (like the Recovery Environment). There's also a slight chance that the procedure will corrupt the drive (we've seen cases of this happening). **Use them at your own risk!**

Windows on Raspberry imager

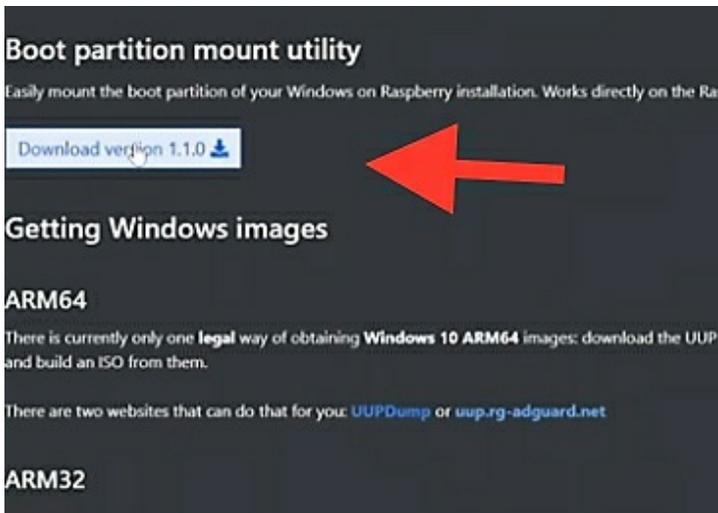
[Download version 2,1,2](#)  [See the changelog](#)

Requirements:

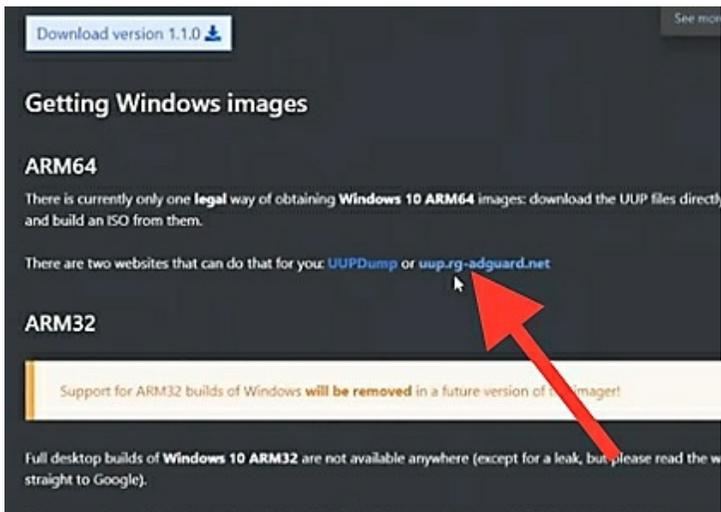
- a computer with **Windows 10 version 1703 or later**. (Wine is not supported)
- a **Raspberry Pi 2 rev 1.2, 3 or 4**. (minimum RAM requirement is 1 GB, but it will generally work with 512 MB)



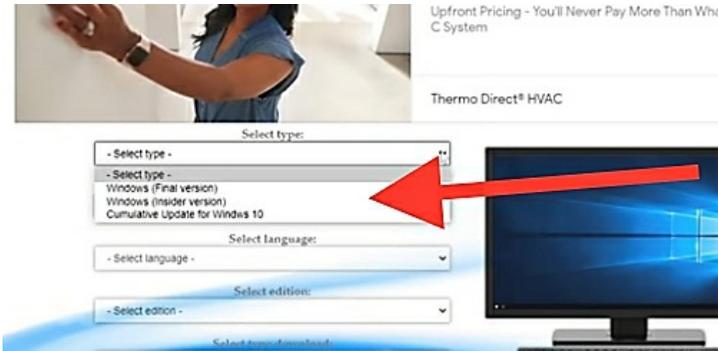
- ❖ We are also going to download the **boot partition mount utility**



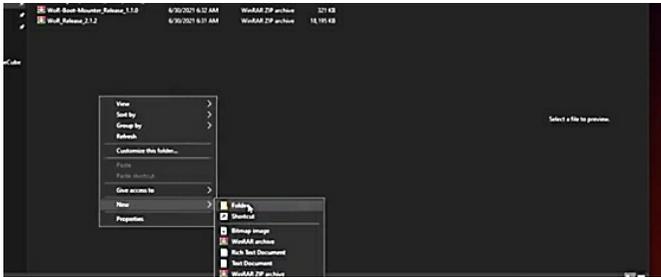
- ❖ And one more thing we need is our Windows 11 image. Go to the website- **uup.org**



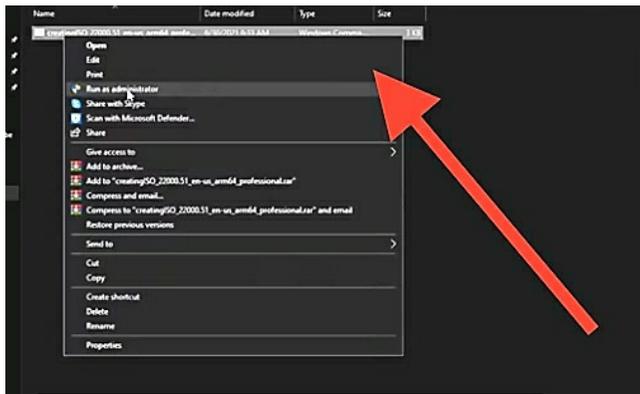
- ❖ Next, we need to get the version of Windows 11 that will run on raspberry pi. So from **select type**, we will select **Windows insider**.



- ❖ Select version- **windows 11 insider preview**. Choose the latest one but you need the **arm 64 version**.
- ❖ Fill in the rest of the form and select **download**.
- ❖ Next, after downloading, head on to the downloads folder
- ❖ Create an ISO. You can choose to create a new folder



- ❖ Place the downloaded IOS file in the new folder
- ❖ Right-click on it, and run as administrator

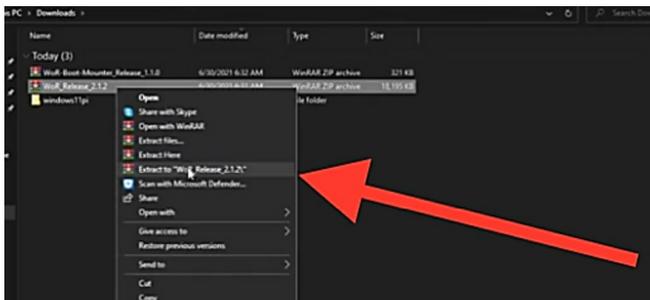


- ❖ You will need to be connected to the internet for this to work but it is automatically going to create an ISO for us that we are going to flash with that WOR application that we downloaded.

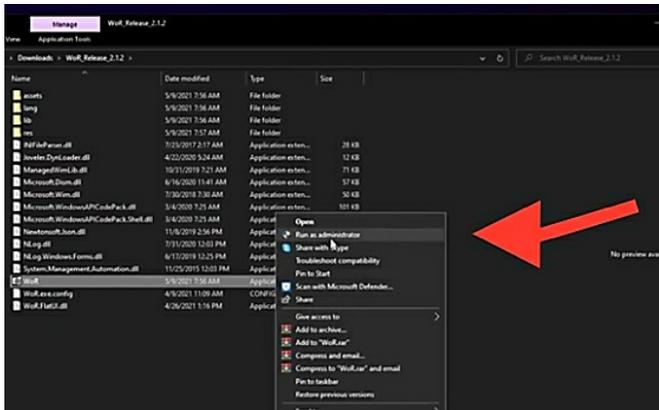
```
Administrator: Download convert.Me...
PLAY: '[0E642DED-C851-484F-A775-648432BA3884]' TYPE: DOWNLOAD STATE: TRANSFERRED
PRIORITY: FOREGROUND FILES: 1 / 1 BYTES: 7129214 / 7129214 (100%)
Transfer complete.

08:00:40:43 [NOTICE] Downloading 1 item(s)
#8744 00/00 CN:1 DL:100%
```

- ❖ This might take about 10 minutes and above, depending on the network.
- ❖ Once it is done, it will ask us to press any key to exit and we will do that.
- ❖ Inside that folder, we have a disk image file. This is what we are going to be using as a flash to our SD, USB, or SSD. And to do that, we need the WOR, the release we downloaded
- ❖ We will extract that.



- ❖ We will open up the folder and locate the application- WOR
- ❖ Right-click, and run as administrator



- ❖ Next, plug your drive in(the one you will be flashing to)
- ❖ Read through everything in WOR
- ❖ Choose next,
- ❖ Choose storage device
- ❖ Choose **raspberry pi4**
- ❖ Choose **okay** and **next**



- ❖ Select image. The disk image file. When scanned, we can see that it is the windows 11 we downloaded.
- ❖ Choose **next** and select drivers, choose **accept**, and **next**.



- ❖ Select the UEFI firmware and click **next**
- ❖ On the **configuration** windows, choose **next**
- ❖ On the **installation overview** window choose **install**



- ❖ WOR will handle the rest

How To Enable Bluetooth On Windows 11 (Using Settings)

- ❖ Open up starts menu and search for settings
- ❖ In the settings bar, type in Bluetooth
- ❖ Your best option would be Bluetooth and devices
- ❖ Select that
- ❖ At the right side of the screen lies the Bluetooth button
- ❖ Toggle it **on**



How To Enable Bluetooth On Windows 11(Using Quick Settings)

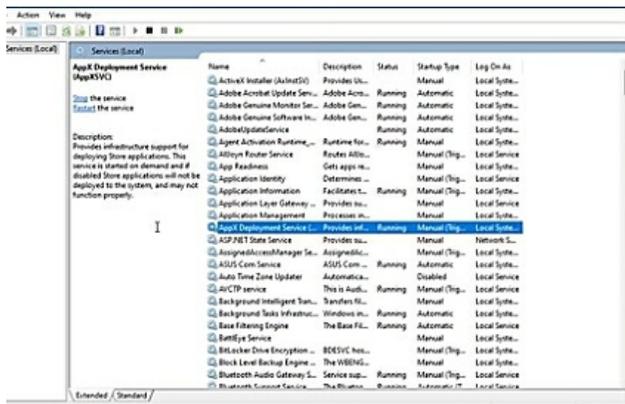
- ❖ The fastest way to turn on Bluetooth in windows 11 is by using the quick settings menu. To access it, click the set of indicator icons located just to the left of the date and time on your taskbar.
- ❖ After clicking the hidden button, the quick settings menu will appear.
- ❖ Click the Bluetooth icon
- ❖ If you do not see the Bluetooth icon, then click add and select Bluetooth from the list
- ❖ After clicking, the button will change color and Bluetooth will be turned on

How To Turn On Bluetooth When It

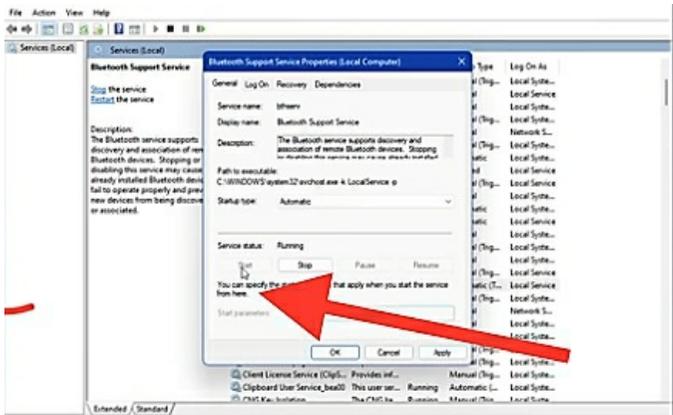
Will Not Turn On

In case you are unable to connect Bluetooth on Windows 11, follow these steps;

- ❖ Open up the start menu and search for **services** and open up the **services manager**



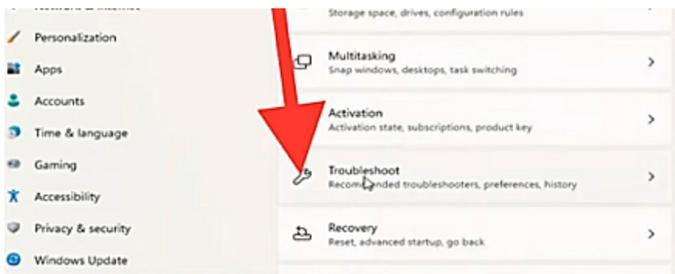
- ❖ On this window, find the **Bluetooth support service** name and click on it.
- ❖ Set the startup type to **automatic**
- ❖ And in case the service status is set to **stop**, make sure to start it from here.



- ❖ Apply changes when you are done.

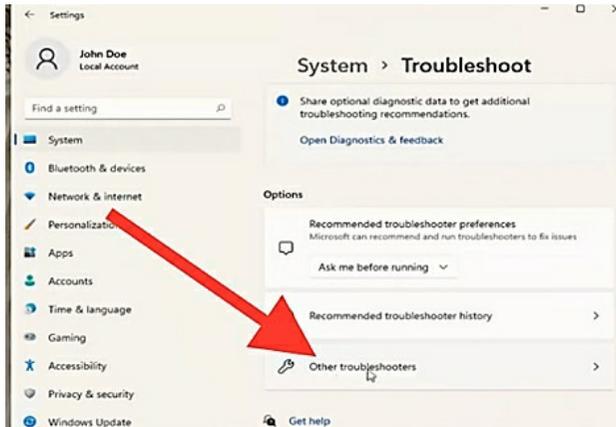
How To Fix Bluetooth Using Troubleshooter

- ❖ Click on the **start** button
- ❖ Locate **settings**
- ❖ Select **System** on the left side
- ❖ Go down on the right and select **troubleshoot**



- ❖ Underneath **troubleshoot**, select

other troubleshooters

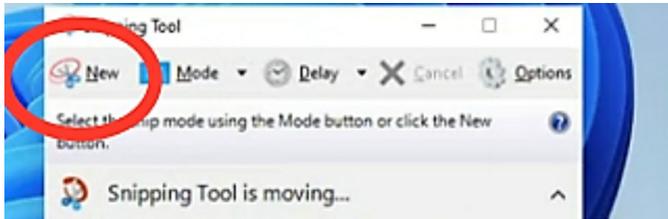


❖ Select **Bluetooth>Run**

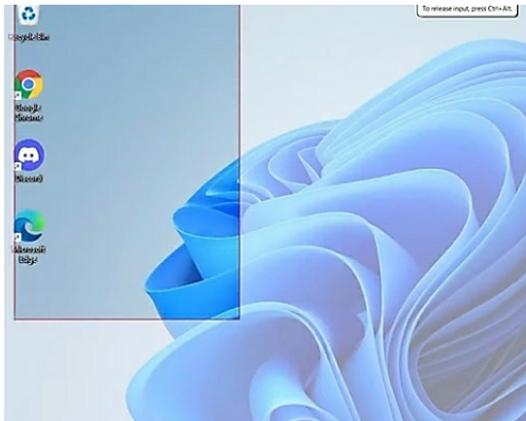


How To Screenshot In Windows 11

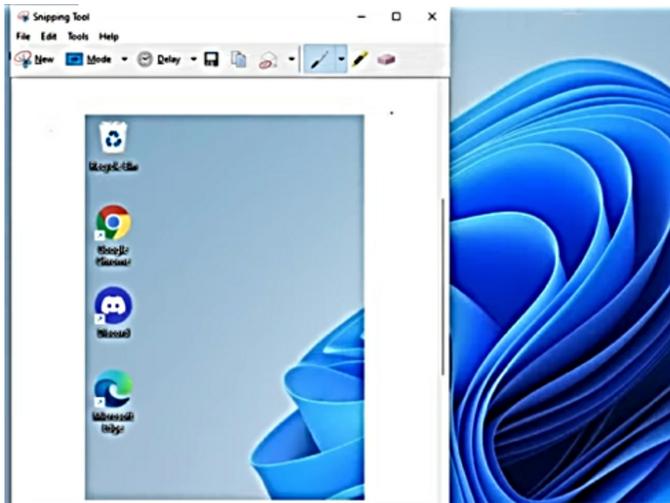
- ❖ Click on the search icon and type **snipping tool** and click on it
- ❖ Click **new** at the top of the windows screen



- ❖ You can then select any area you want to take a screenshot of.



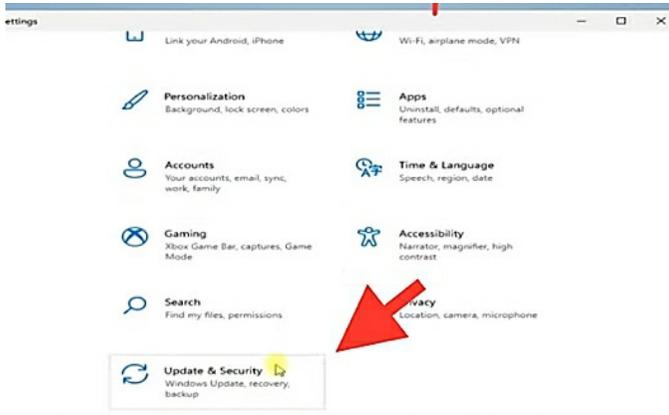
- ❖ You can also save the screenshot



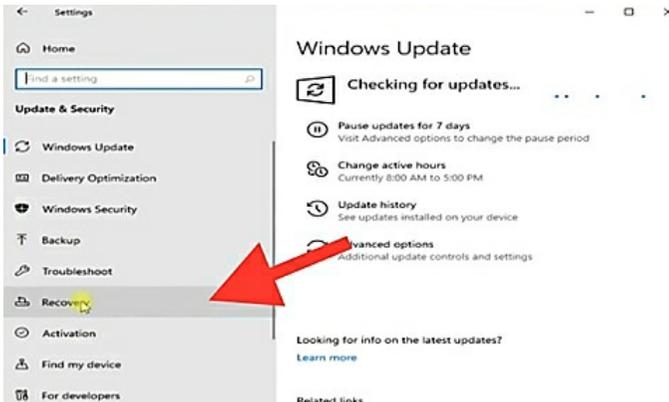
CHAPTER TWELVE

HOW TO FACTORY RESET IN WINDOWS 11

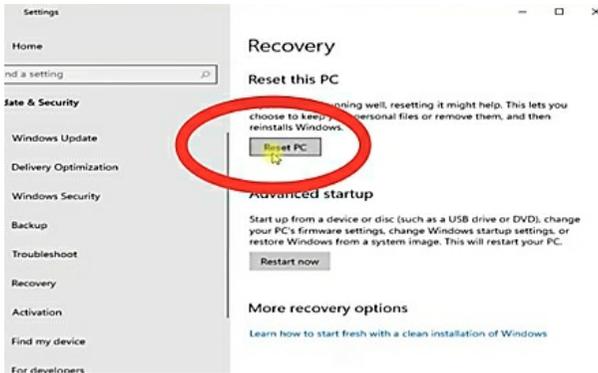
- Click on **search**, then type **settings**
- Click open
- Scroll down and locate **updates and security**



➤ On that window, go to the **recovery** tab



➤ Next, click on **reset pc**



- It will give you two options;
keep my files, remove everything.
- Make a choice and go for it
- The system will reset accordingly

How To Clone HDD to SSD in Windows 11

- Firstly, download and install a disk cloning software
- Install and open the software
- In the left sidebar click on **migrate OS to SSD** option. An about window that gives an introduction to the process will open. Read it and click **next**.
- Now select the unallocated space

on your SSD as the target disk or destination disk. Check the confirmation box and click **next**.

- You can resize the system disk partition and change drives on the window. Click finish in the pop-up that appears then.
- Now confirm all the operations and here the E drive is the cloned Windows 11 OS. Click on **apply** and then proceed to copy windows 11 to SSD. A system reboot will be needed to apply the changes.
- Once the migration of Windows 11 to SSD completes, disconnect the cloned SSD and shut down your computer
- Now replace the HDD with the newly cloned SSD disk. Extra care should be taken.

How To Clone Hard Drive to SSD in Windows 11

- You need to prepare a new hard drive or preferable SSD with more capacity to clone hard drive windows 11

- A SATA-to-USB connection cable is used to connect your hard drive with your PC if your PC has only one disk slot
- Initialize new hard drive or SSD
- Download disk cloning software

CHAPTER THIRTEEN

WINDOWS 11 MULTIPLE DESKTOPS

The ability to create and access multiple desktops simultaneously is a great utility for Windows 11 users. You can easily create multiple desktops from Task View, the icon is located in the Taskbar by default. While the previous version of Windows had the Task View feature and allowed the creation of multiple desktops, the options were limited. Windows 11, on the other hand, offers a lot more customizations, and they are discussed in the following sections.

Before we move to steps involved in creating multiple desktops and the various customizations, you must first understand the idea and use of multiple desktops.

Why do you need Multiple Desktops?

- Firstly, if you access multiple Windows at once, categorizing and separating helps you simplify your OS. For instance, you can have

work-related Windows on one virtual desktop and entertainment apps and tabs on the other. This helps to sort out your apps, thus making it easier for you to focus. You can create different categories as you please and have them on any number of virtual desktops.

- Secondly, moving Windows from one virtual desktop to the other is quite simple, just drag and drop. This makes working on virtual desktops straightforward. While many may say it complicates things, virtual desktops on Windows 11 make tasks a lot easier.
- You can also have separate backgrounds for each virtual desktop on Windows 11. Many users prefer setting backgrounds depending on their mood or the kind of work they are currently engaged in. Now, you won't have to change the desktop wallpaper each time, just sort the apps on different desktops and set the desired

wallpaper.

Creating Multiple Virtual Desktops

To create a virtual desktop, just follow the steps below carefully:

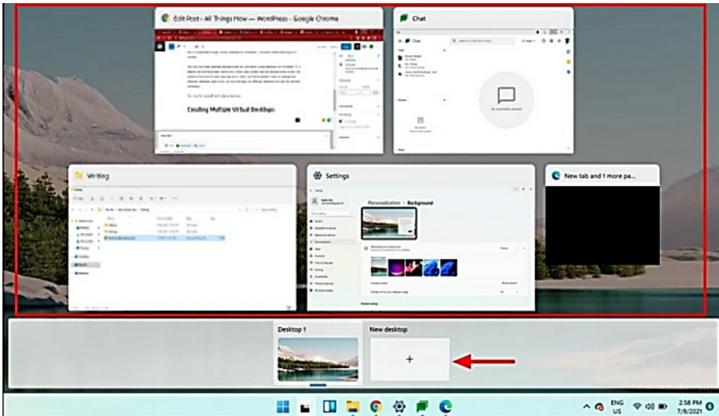
1. Hover the cursor over the **Task View icon** in the Taskbar and you will find the currently active desktop mentioned as **Desktop 1** unless you have renamed it.
2. Next, click on the **New desktop** to create a new virtual desktop.



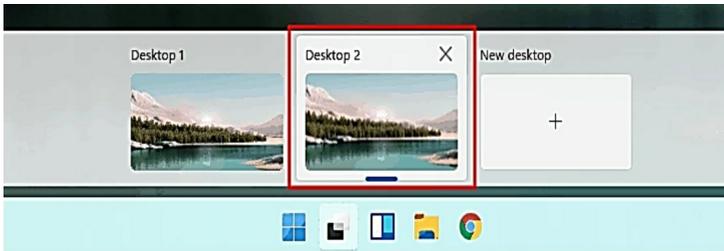
3. Then move the mouse cursor over the Task View button only displays the various active virtual desktops.

However, if you click on the button or you press the **Windows logo + Tab** keyboard shortcut, it will display all the active Windows on the current desktop displayed at the top and the virtual desktops at the bottom.

4. To create a virtual desktop, click on the **New desktop** option, as you did earlier.



5. When the virtual desktop is created, it will be displayed alongside the current desktop in **Task View**.



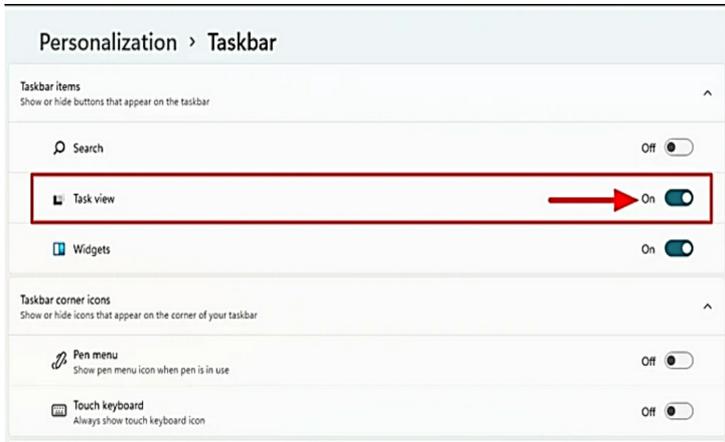
Let's assume you can't find the Task View Button, maybe it's Probably Hidden.

Although the Task View button is added to the Taskbar by default, you may have hidden it from the Taskbar settings earlier. To retrieve it, you need to enable the Task View button by following the steps below:

1. Right-click anywhere on the empty portion of the Taskbar and
2. Then click or select the **Taskbar Settings**.



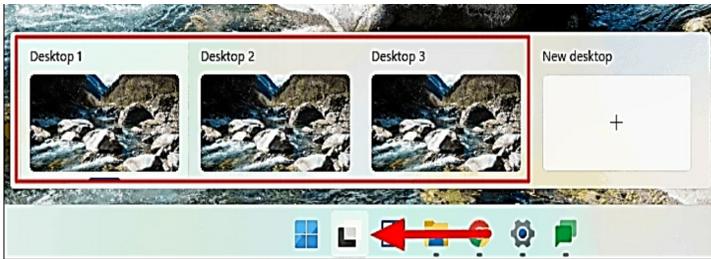
3. Click on the toggle next to **Task view** to enable it to **On**. In case the 'Task View' button is disabled, click on the toggle to enable it.



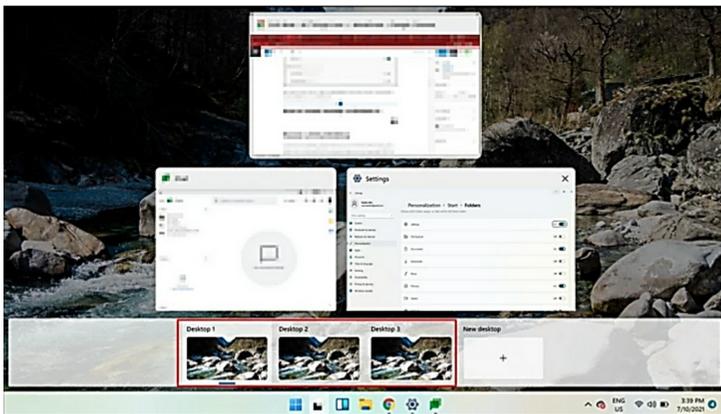
Switching Between Desktops

After you have set up multiple virtual desktops, it's time you know how to switch between them. This can be done either through Task View or using the keyboard shortcut for the same. To do that, follow the steps below:

1. To switch desktops, hover (move) the cursor over the **Task View** button in the Taskbar, and click on the **virtual desktop** that you want to access. You will then be redirected to it.



2. From the keyboard, you can also press **Windows + Tab** to launch full Task View, and
3. Then click or select the required **virtual desktop** from the bottom.

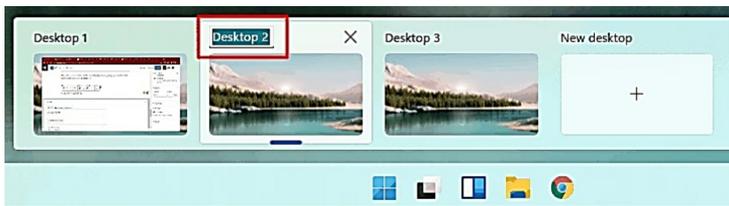


Using keyboard shortcuts for a quick switch between desktops, you can press **Windows + Ctrl + Right arrow** key to switch to the virtual desktop on the right, or **Windows + Ctrl + Left** to switch to the one on the left.

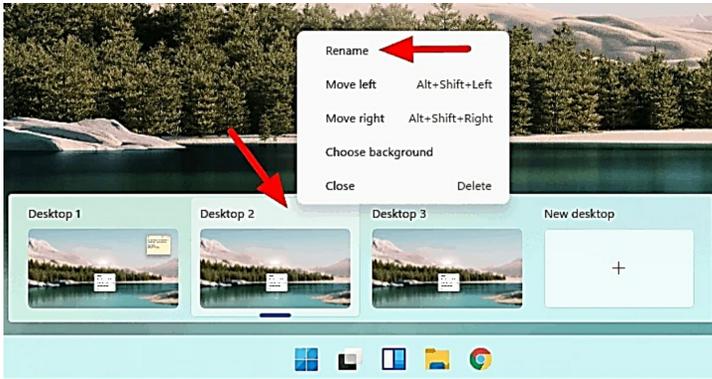
The keyboard shortcuts work great if you have just a couple of virtual desktops open. However, if you have set up multiple virtual desktops, switching through Task View makes more sense.

Renaming a Virtual Desktop

1. To rename a virtual desktop, simply hover the cursor over the 'Task View' button in the Taskbar.
2. Then click on the name of the **virtual desktop**, type a new name, and press Enter to save the changes.



- You can also rename a virtual desktop by right-clicking on the thumbnail in the Task View and
- Then click or select the **Rename** option from the context menu.



- Press Enter after the new name for the virtual desktop has been typed.



Rearranging Virtual Desktops

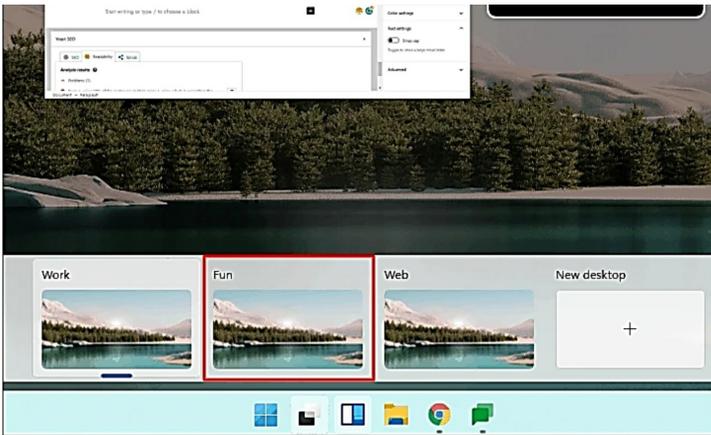
Rearranging virtual desktops is just as easy. You can either rearrange them by dragging and dropping or using the keyboard shortcuts.

By Dragging and Dropping

1. When you need to rearrange virtual desktops, you can either click on the **Task View** button or press

Windows + Tab.

2. Then click and hold on to the virtual desktop that you want to move, and
3. Drag it to the desired position. When you hold and drag a virtual desktop, the others will appear dull.



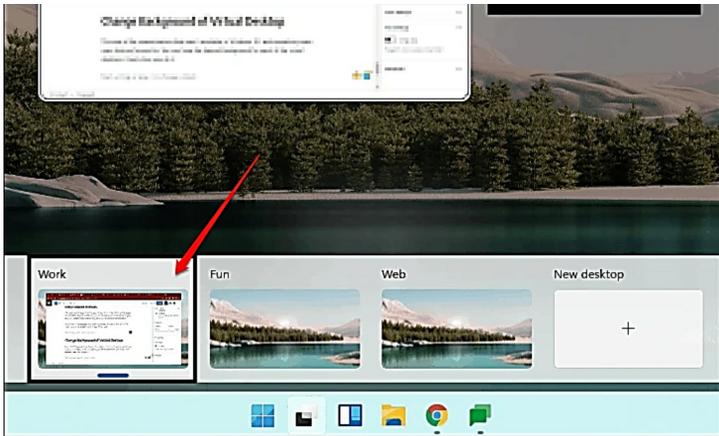
4. After you move it to the desired position, release the click. The other virtual desktops will rearrange accordingly.

Using Keyboard Shortcuts

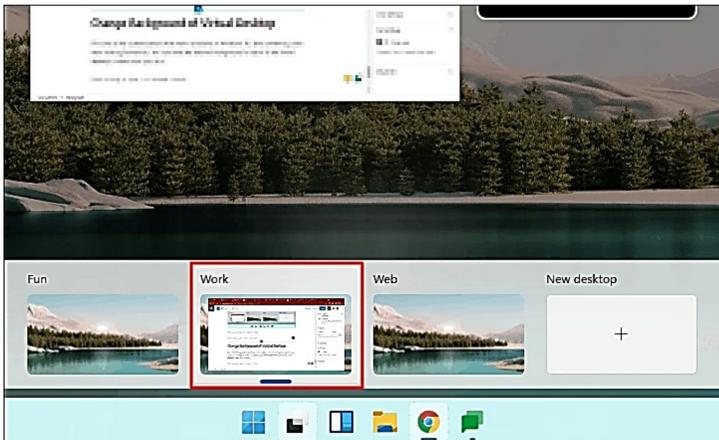
Assuming you have multiple virtual desktops opened and you want to rearrange, dragging and dropping would be convenient here.

However, if there are just a few, the keyboard shortcuts are just as good. Let us take a look at how to do it below:

1. To rearrange virtual desktops using keyboard shortcuts you can either click on the **Task View icon** or press **Windows + Tab** to launch Task View.
2. To select a virtual desktop, press the **Tab** key. You will now find a black outline along with the current virtual desktop.
3. Then press **Alt + Shift + Right** to move the virtual desktop to the right and **Alt + Shift + Left** to move it to the left.



The selected virtual desktop will now be moved along the chosen direction.



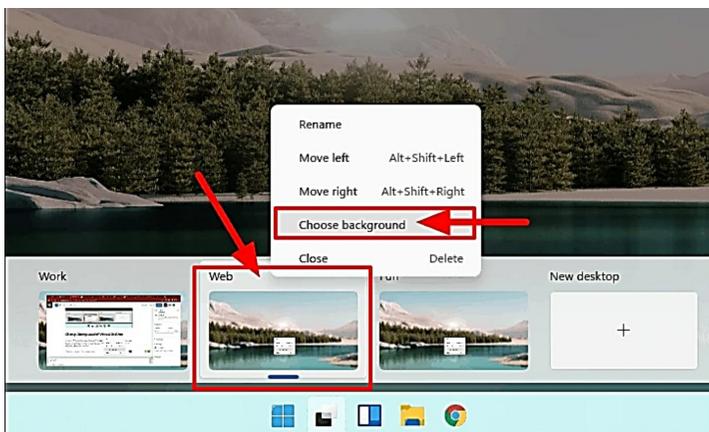
Changing Background of Virtual Desktop

This is one of the customizations that weren't

available in Windows 10, and it's something users were looking forward to. You can have the desired background for each of the virtual desktops.

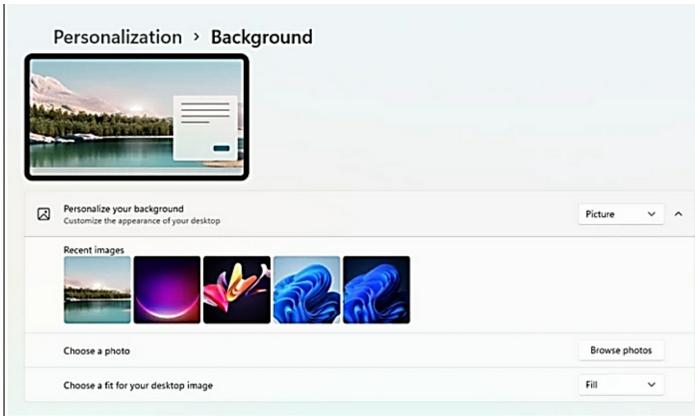
To change the background of a virtual desktop follows the steps below:

1. It can be done either by clicking on the **Task View** button in the Taskbar or by pressing the **Window + Tab** from the keyboard.
2. Right-click on the **virtual desktop** for which you want to change the background and
3. Then click or select **Choose background** from the context menu.

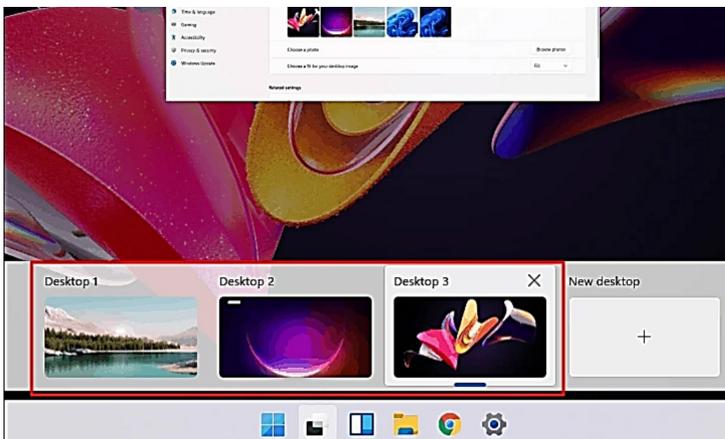


Now, the background personalization settings window will open in the selected virtual desktop.

4. Next, select or click on your desired **background or theme**, as you generally do. It will then be applied just to the current virtual desktop while the others remain unaffected.



Now, we have set different backgrounds for each of the individual virtual desktops, to give you an idea of how it works.



Unable to Change Virtual Desktop Background

Many users have reported being unable to

change the background for the selected virtual desktop. This is because if you open 'Settings' in one virtual desktop, and try to launch it in another, Windows will automatically redirect you to the first virtual desktop, without any notification or prompt.

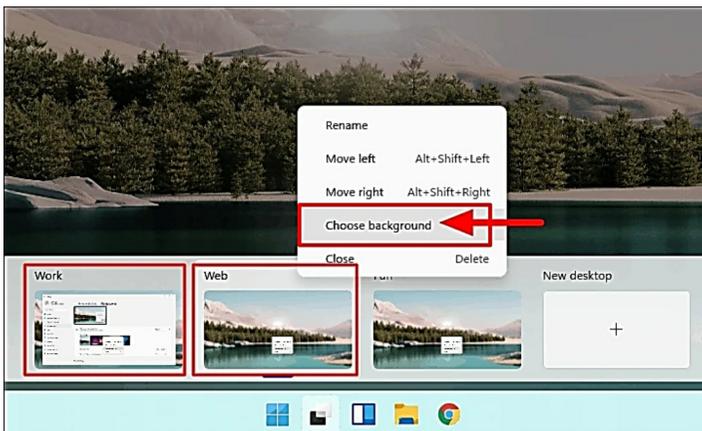
The same goes for trying to change the virtual desktop background. If you try to change the background for a virtual desktop, with the 'Settings' app open in another, you will be redirected without even realizing, and end up changing the background of the wrong virtual desktop.

For you to have a clear understanding or clue, let's take an example. Suppose you want to change the background of the Web virtual desktop.

1. Right-click on the **web virtual desktop**, a small menu will pop up.
2. Then click or select **Choose background** from the context menu.

As you can see, the Settings app is already opened on the **Work virtual desktop**. Hence

when you select the **Choose background** option, it will redirect you to the **‘Work’ virtual desktop** and any changes made to the background would be applied there i.e. **work virtual desktop**, instead of **Web virtual desktop**.



How do we fix this issue? All you have to do is ensure that the ‘Settings’ app is not opened on any virtual desktop while you make the changes. Just check all the virtual desktops and close the ‘Settings’ app, if it is opened on any.

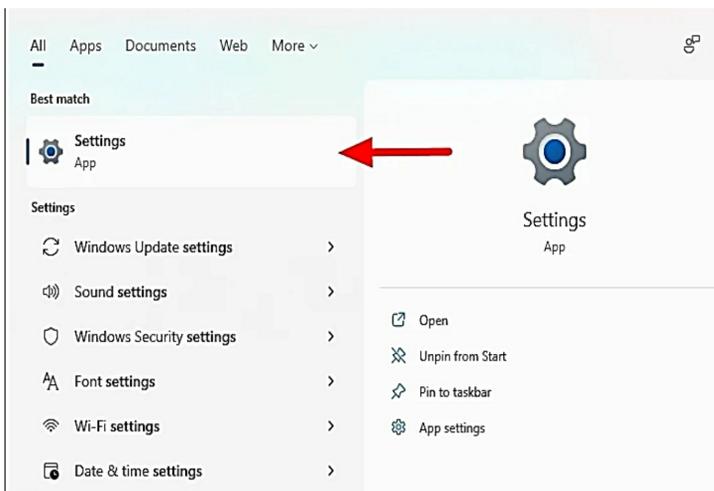
Change Virtual Desktop Settings

Windows 11 offers you the option to set what

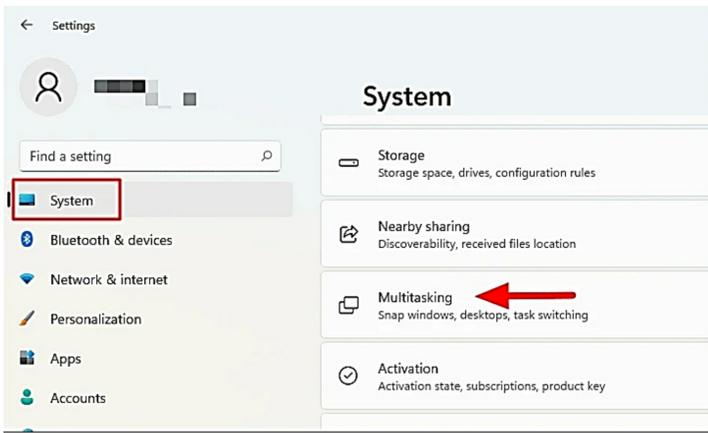
is to be displayed in the Taskbar or the **Alt + Tab** Task Switcher. You can either have all the open Windows across virtual desktops displayed or just the ones on the current virtual desktop.

To change the Virtual Desktop settings observe the following steps:

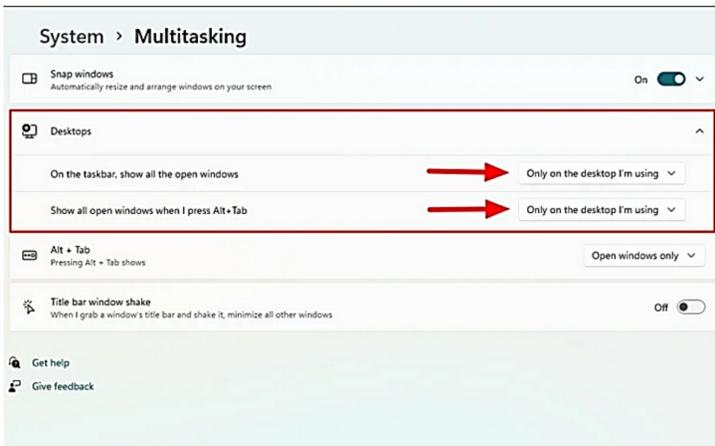
1. Click on the **search** box from the Start menu and type **Settings** to search for settings. The setting will be displayed
2. Next, click on the **setting** to launch the app.



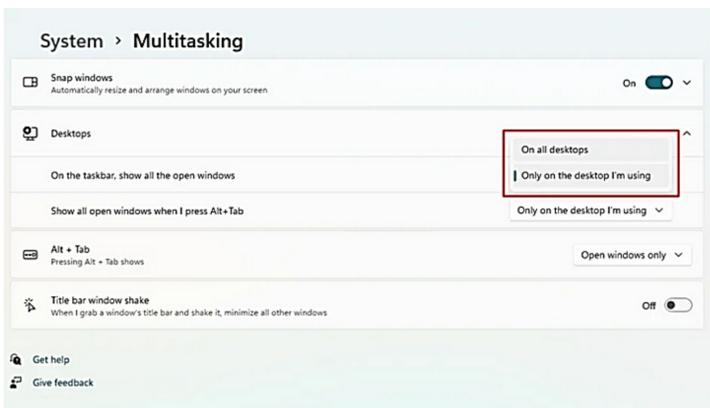
3. Click on **System** and it will open the default, scroll down on the right and click or select **Multitasking**.



4. When you click on **Desktop**, there are two options listed under it, each with a menu next to it.
 - Then click on the menu next to each to make the appropriate selection.



If you select the menu next to either of the options, you will find the same two choices listed. The choice **On all desktops** will list all the Windows opened across virtual desktops, while **Only on the desktop I'm using** will show only the Windows on the current virtual desktop.

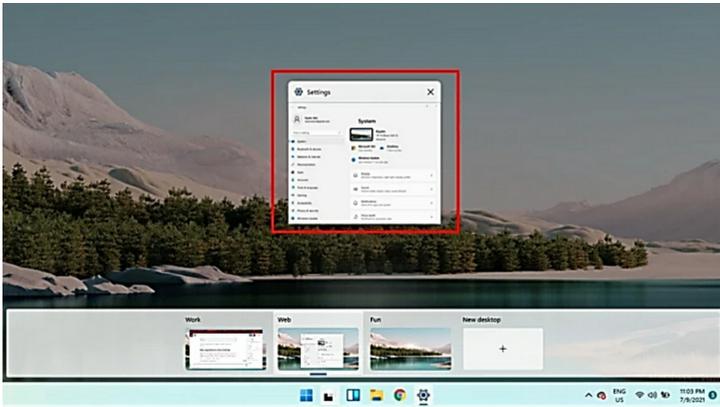


5. Click or select the appropriate choice for each option to enhance your virtual desktop experience.

Moving Apps between Virtual Desktops

Another feature that is bound to make your Windows 11 virtual desktop experience finer is the ability to move apps between virtual desktops. For instance, you are working on an app that you believe rather fits on another virtual desktop. You can simply move it from one virtual desktop to the other.

1. To move apps between virtual desktops, navigate to the virtual desktop where the app is opened and press **Window + Tab** to launch the Task View. You will now find the app thumbnail on the screen.



2. Click on the **virtual desktop** and drag the app to the desired virtual desktop at the bottom and release the mouse button.



You can now access the app from the virtual desktop it has been moved to.

That's all there is to Virtual Desktops on Windows 11. Explore the various options and customizations and you will get a hang of it within a few minutes.