WINDOWS 11 USERS GUIDE

A Quick Reference Guide to the New Windows 11 Operating System

Christopher Brewer

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Users Guide

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CHAPTER ONE

HOW DO WE BEGIN?

At one of her events on June 21st 2021, the Microsoft Company announced support for Windows 11 Operating system which is expected to be available by fall this year, 2021. Many Windows enthusiasts have thought that Windows 10 was probably the end of Windows, but it turns out not to be so. If you have been using Windows 10, not to worry as Microsoft has made a promise to make the new Windows 11 available to all **legitimate** users of Windows 10 free of charge. Windows 11 has come with a whole lot of improvements and new features over the last edition of Windows. If you are sceptical about upgrading to Windows 11, it is okay as you can still be using Windows 10 until 2025 when Microsoft will eventually cease support for Windows 10.
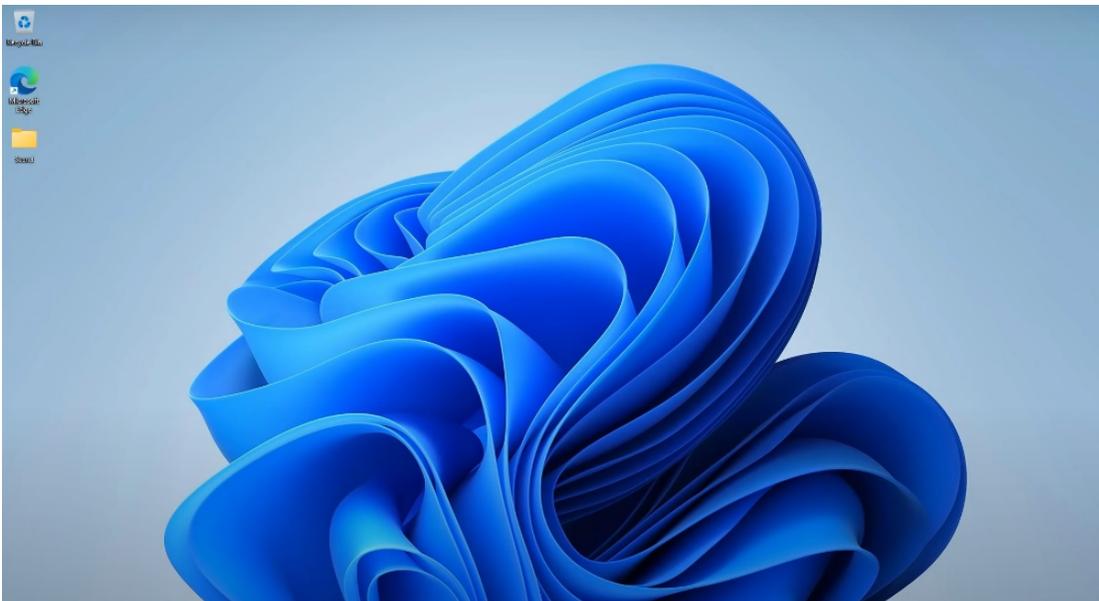
System Requirements for Windows 11

To use the new Windows 11, the system specification in the screenshot below must be met;

- A modern 1Ghz 64-bit dual-core processor
- 4GB RAM
- 64GB drive
- 9-inch display

- 1366x768 resolution
- UEFI, Secure Boot & TPM 2.0 compatible
- DirectX 12 compatible graphics / WWDM 2.x

There are cons to these system specifications as most people have one or two reservations concerning these system requirements;

One of the most significant disadvantages to the Windows community is that the Windows 11 operating system will only be available on computers with 64-bit architecture. There is no 32-bit version of the Windows 11 operating system. Do not be nervous. If you have apps that are 32 bits, they will still work nicely on the new OS.

- In addition, Microsoft is not ready to release the official Windows 11 to users older than the Intel 8th generation. What this means is that if your computer has a CPU that is older than the Intel 8th generation, you will not be able to launch Windows 11 operating system comfortably. Microsoft, however, made an exception of the Intel 7th-generation and the AMD Ryzen 1000 series CPUs, adding that they can run the Windows 11 operating system with ease.

- The new Windows 11 also needs a display size of at least 9-inches. What this means is that your mini 8-inch tablets or phones will not be able to run Windows 11 due to limiting screen size. In addition, Microsoft has increased the minimum drive storage to about

64GB, up from the former 16GB with Windows 10. RAM was not left out, as it has been raised from 2GB to 4GB.

Windows 11: What is in it for me?

The new Windows 11 is here with some big new changes and features that differentiate it from the old Windows 10. To start with, the new Windows 11 has a redesigned user interface (UI) design, where Microsoft has prioritized simplicity. The user interface has been modified to have a fluid, clean space for your work and play.

Microsoft hints that the new User Interface will help users to stay productive in their creative flow, as the operating system does its best to give you a distraction less experience. There are several features that will help improve your productivity and keep you in your workflow. Features such as; - A new functionality called the "Snap Navigator" menu will allow you to snap any app to a set of grid layouts without having to drag the window to the edge of the display. The "Snap Navigator" is available from the app's window maximize button.

- A new Chat app has been made available for you in the Taskbar. This chat app will allow users to share texts, files and video with colleagues, family and friends via the Microsoft Teams for consumers. The Microsoft Team in Windows 11 has come with a new package as you can now share an app window inside a Teams call right from your Taskbar, and you can mute the microphone from your System Tray area.
- Microsoft has designed a new Taskbar experience and Start menu, which are now centered by default. Live tiles are nowhere to be found, and now you have a grid of app icons entirely replacing the live tile. Running apps and pinned apps are centered, and now you can

see some little animations anytime you move things around on your machine. The Action Center and the System Tray have been modified to match this, with the Quick Actions and Notifications now split into two (2) different menus.

- Quick Actions have been renamed as Quick Settings and they now appear when you tap on the System icons just on the far right of your Taskbar. From this place, you can use your Wi-Fi, configure the focus mode, allow night light, enable the Bluetooth and lots more. Tapping on the date and time will launch your notifications and calendar view.

- There is also a new out of box experience, modern File Explorer User Interface and lock screen. Microsoft will also be introducing a new "Widgets" panel that will house some features such as Photos, Calendar, To Do and MSN news. Generally, Windows 11 seems to be a much more open system when you compared it with Windows 10 and all of its predecessors.

- Finally, Microsoft hinted about how Windows 11 has been designed for gamers using some features such as Direct Storage, Auto HDR and the DirectX 12 Ultimate.

- **A new experience with touch:** The hitboxes around the app window now get bigger in size so that it becomes easier to resize them with touch. In addition, you now have some animations when you are manipulating your window. This is an effort from Microsoft to get the touch thing to feel more native and fluid to the OS.

  Users can now deploy three or four finger gestures to swipe the app away and access the Task View. Microsoft has equally added a new Touch Keyboard with SwiftKey-like theming support, and a beautiful emoji panel with full support for stuff like gifs. For

users of pen, the Pen Workspace comes with an update of a new User Interface, and you can now pin your app to the Pen quick-launch bar.

In addition, you will be able to choose what a single click, double tap, and the tap and hold will do on the surface pen. You can assign it to launch any app of your choice.
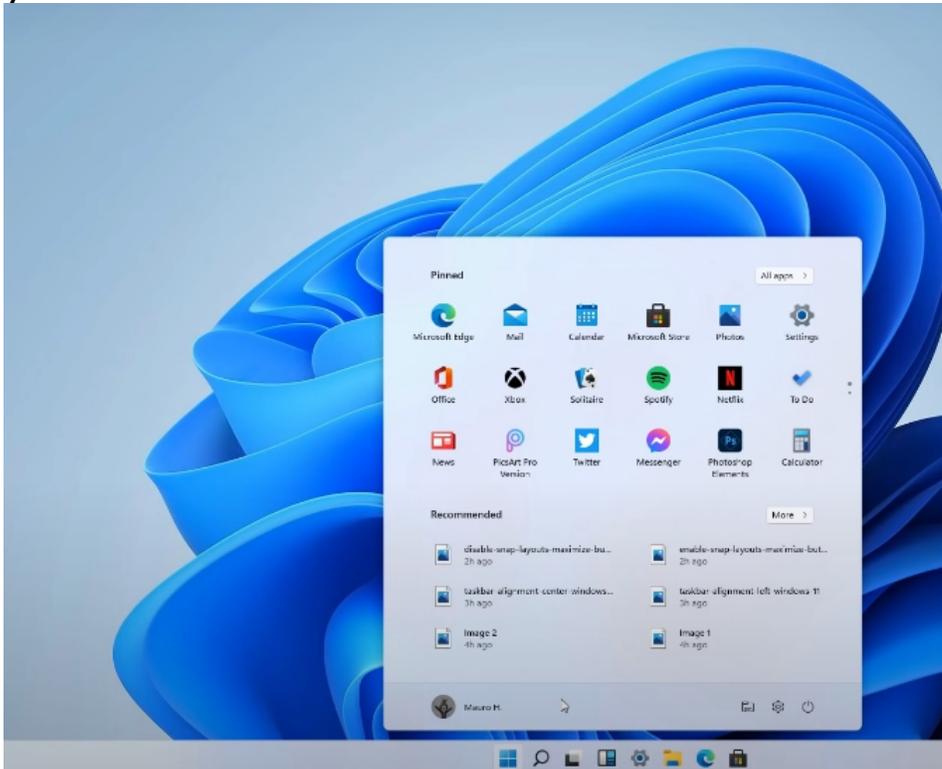
Windows has been unboxed with a new Microsoft Store One very important announcement that came with the Windows 11 was that the company is developing a brand new app store. The new Microsoft Store app has a new fluid User Interface that complies with the rest of Windows 11. In addition, the company is modifying some of its policies that govern what kinds of applications are actually allowed in the storefront.

Developers of various apps can now submit unpackaged Win32 apps in .MSI form or .exe form with the new Microsoft Store. App developers can equally use their own

commerce platform and their own content delivery networks, and Microsoft will not demand a dime from the revenue. This development will open the door to just about any app on the Windows platform to be hosted and found in the Store by the consumers.

Microsoft says it is going to be adding its own native apps, like the Microsoft Teams, Visual Studio and Microsoft Office to the new Microsoft Store to let the world know that the company is ready to take communication to a completely new level.

Microsoft has also hinted that Android applications like TikTok will be supported on the new Windows 11 and on the new Microsoft Store.

Windows now has only one major update per year During the announcement in June, Microsoft has hinted that Windows 11 will see the return of Windows update to only one update per year. What this means is that you will not be disturbed with unnecessary requests to update your Windows to the latest version. When Windows 10 was released, Microsoft was only able to ship two (2) major updates to the operating system, but this didn't come without bugs which often cause issues for end-users.

By going back to a single update per year, Microsoft will align Windows 11 with the rest of the serious competition, and this will offer the company enough time to churn out improved features for each yearly release. The world is waiting for Windows 11 to be shipped this fall, and a new feature update is expected to be released every year.

You can upgrade to Windows 11 for free As previously discussed, Windows 11 will enter the market later this year, and Windows 10 users will be able to upgrade for free. For users that still want their Windows 10, there is no time limit to upgrade to Windows 11 as you can still be using Windows 10 until you have the need to upgrade to the latest version of Windows.

However, OEMs will still need to buy a Windows 11 license. It is not free, but if you are upgrading from Windows 10, you will be able to retain your license and hence remain activated. You can remember this was the same plan with the upgrade from Windows 7 and Windows 8 to Windows 10. It is also expected that Windows 11 will be available for standalone purchase to interested customers.

CHAPTER TWO

How to download and install Windows 11 Insider Preview The various requirements that your computer has to meet before you are able to install the Windows 11 preview has been discussed in the previous chapter. This section will focus on how you can get the Windows 11 beta version.

The thing is that what you can only get for now is just the first preview build of Windows 11 that can allow you to test the operating system before it is eventually released later this year. Windows 11 is still an unfinished operating system, and downloading it will mean you are taking a peep into the future. Microsoft released the beta version in the Windows Insider Program, and that is the only legitimate source to get this update for now.

Follow the steps highlighted below; - Check out your system specification to see if your computer has the required specifications - Endeavor to backup your computer to an external server as you cannot afford to lose all of your personal data if anything goes wrong with the beta build you are about to install.

Now, follow these steps to obtain the Windows 11

Join the Windows Insider Program: to get **Windows 11** by joining the Windows Insider Program from your computer running **Windows 10**, follow these steps;
From the Windows start icon on the bottom left, click on **Settings,** select **Update & Security** and then choose the **Windows Insider Program** from your Windows device. You will need to be a Windows admin on your computer to access this setting.

Accounts
Your accounts, email, sync, work, family

Time & Language
Speech, region, date

Ease of Access
Narrator, magnifier, high contrast

Search
Find my files, permissions

Update & Security
Windows Update, recovery, backup

⌂ Home

Find a setting

Update & Security

🔄 Windows Update

📥 Delivery Optimization

🛡 Windows Security

↑ Backup

🔧 Troubleshoot

🔄 Recovery

✓ Activation

🖈 Find my device

🎛 For developers

🐱 Windows Insider Program

- Click on the **Get Started** icon. Under the **Pick an account to get started**, tap the **+** icon to connect your registered Microsoft account and then continue.
- Proceed with the directions that will be shown on your screen to select the experience and the channel that you plan to get Insider Preview through.
- Go through the Privacy Statement and program terms, confirm, and click **Restart Now** or **Restart Later** to complete setting up your computer.
- Once your computer restarts, ensure that you set the settings for your data to the right level, so that you will be able to get the preview build.
- Once your data settings has been checked, navigate to **Settings,** click **Windows & Security,** select **Windows Update** and click on the **Check for updates** button to download the latest Insider Preview build according to the settings you selected. Your computer will then update just as it normally would with any random Windows update.

CHAPTER THREE

How to customize the Start Menu in Windows 11

There is a little difference between the Start menu in Windows 10 and the one in Window 11. The new Start menu seems to be less bulky and fluid when compared with the one in Windows 10.

How to pin apps in start Follow the steps below to have your apps pinned on the very first page of Start; - Click on the Windows key or tap on the Windows icon from the Taskbar.

- You will be shown the 'Pinned Apps' page. Click on the "All apps>" at the top-left corner.
- Now, move down and find the app that you wish to pin.
- Once you see the app, simply right-click on the app and click "**Pin to Start**". Doing this will pin that app to your Computer's Start menu and you can always access the file right there.

How to unpin apps in the start When you noticed that there are now too many apps on the Start menu, you can unpin some of them; - Launch the Start menu.

- You will see all the apps that you have pinned in the 'Pinned' sections.
- If you wish to unpin any app, simply right-click on the app and click "Unpin from Start".

How to organize the pinned apps The new 'Pinned' section will be at the front page of your Start Menu. However, pinning your app might have taken the app to the second page, and you will only have to move down once you open your pinned apps. Nevertheless, you can arrange these pinned apps by using the steps below; - Launch the Start menu.

- Then, move up or down through your pinned apps to locate the particular app that you wish to move - Right-click on the app, and choose "Move to top".
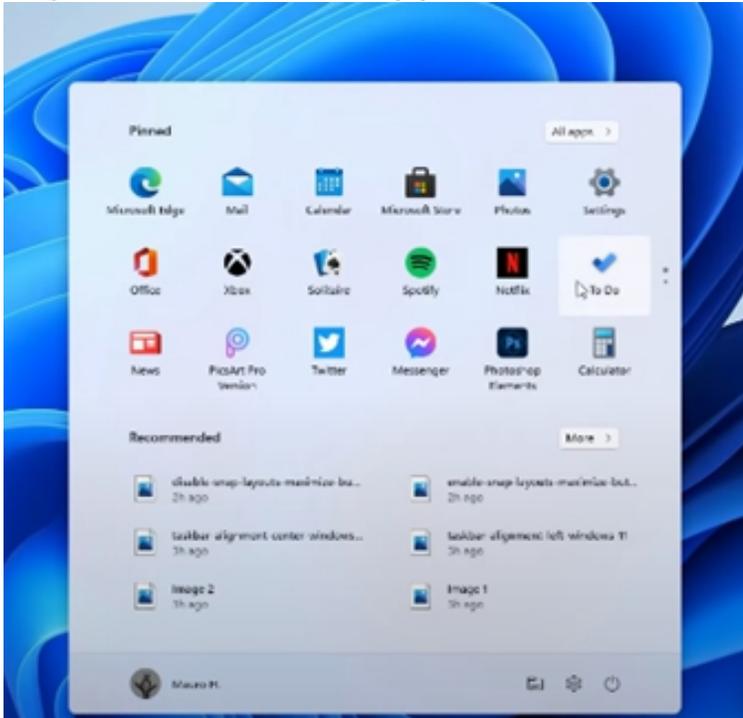
How to show the recent files, folders in the start Another very important change in the Windows 11 Start menu is that you get to see your recent files from the Start. However, this setting needs to be enabled for you to enjoy it; - Click on the Windows key+ I keys at the same time.

- Tap on the "Personalization" settings.
- Click on the "Start" settings from the right-hand side.
- Then, from that same page, proceed to toggle "On" settings for the "**Show recently opened items in Start, Jump Lists, and File Explorer**" settings.
- Launch the Start menu by clicking on the Windows key just once. Moreover, you can see the recent files in the 'Recommended' section.
- Now, move down and tap on the "**Folders**"

- Next, tap the **"ON"** button beside the specific items that you want in the Start menu.
- In the same vein, toggle 'Off' the folders that you do not plan to see on the Start menu.
- Dismiss the Settings panel.

How to remove your important document in recommended The Start menu in the new Windows 11 displays the file folders in the recommended settings that you have recently opened. However, you can remove some private tabs from the Start menu by following the instructions below; - Click on the Windows Start icon or click on the Windows icon from your Taskbar.

- Then, proceed to click on the "More>" from the "Recommended" tab on your left-hand side.
- Here, you will have access to a list of your documents from the local files and OneDrive on your computer.
- Now, simply right-click on the specific file and tap on the "**Remove from list**" to dismiss the item from the list.

Doing this will remove this specific file from your Start menu.

Managing Disk and Drive storage settings in Windows 11

One specific setting lacking in the old Windows 10 is the absence of an efficient disk management tool in the Windows settings. Windows 11 is here now to fill this gap with an efficient disk management tool incorporated into the Windows settings. Now, you will be able to analyze how much storage you have left, and manage the drive without having to leave the storage window.

Follow the steps below to manage the disk and drive storage settings in Windows 11; EXPLORING THE STORAGE

DEVICES
- Click on the **Windows key+ I** keys at the same time to launch the Settings page.
- From the Settings page, select "**System**" settings.
- From your left-hand side, click on the "**Storage**" settings.
- Then, tap on the "**Advanced storage setting**s".
- Now, from your right-hand pane, move down and tap on the "**Disk & volumes**" to analyze your storage devices.
- You will then see all the available drives on your computer.
- Click on the drop down symbol of the specific drive that you wish to explore.
- Then choose the drive that you wish to access.
- Select **Explore.**

How to change the label of your drive Use the steps below to change the drive name for a particular drive; – Navigate to Settings – Then, click on the "System" settings.
- From the System Settings, tap on the "**Storage**" on your left-hand pane.
- Then, click on the "**Advanced storage settings**" from your right pane.
- On your right-hand side, simply click on the "**Disk & volumes**"
- Then, tap the drop-down icon of the specific drive that you wish to rename.
- You will see all the different partitions of your drives. Click on the partition that has the maximum size.
- Once the partition has been highlighted, tap on the "**Properties**"
- Next, the "Data Volume" section will be displayed.
- Tap on "**Change label**"

- Input a new letter for the drive inside the space.
- Then, tap on "**OK**" to use the drive letter for the drive.

Note: You will have to enter a unique letter for the drive that no other drive is using that letter currently. If you still want to confirm which letter is available, you can take a peep; - Click on the **Windows key+ E** keys at the same time. This will take you to the File section where you can see which name has been used for a drive before so that you can avoid using this name or letter.

- Now, tap on "**This PC**".

You will see all of the drives that have been connected to your PC here.

How to increase/decrease the partition size The partition size of your disk can be increased or reduce with similar settings as below; ✔ 1. Navigate to the Settings page.

- ✔ Then, click on the "Manage disks and Volumes settings," by using the same steps highlighted above.
- ✔ Now, choose the drive that you wish to increase the size. You will be able to see the drive's partition.
- ✔ Again, select the partition that you wish to increase and click on "Properties".
- ✔ Then, click "**Change size**".
- ✔ The 'Change size' window will be prompted. You can then set the new disk size in megabytes.
- ✔ Assuming that the older partition has just about 30 GB storage. If you wish that the new partition has 60 GB of storage, you will need to enter 60*1024 = 61,440 MB. The partition will then have 60 gigabyte.
- ✔ Then, click "**OK**".

Viewing the usage of the drive How much of the drive space you have utilized can be accessed so that you can know which folder has more space. To access the usage of your drive, follow the steps below; ✔ Navigate to the Settings page.

- ✔ Then, click on the "Manage disks and Volumes settings," by using the same steps highlighted above.
- ✔ Again, tap on the "**Properties**" to see what is there.
- ✔ Then, move down the settings page, and tap on "**View usage**".
- ✔ Now, the list of all of the folders in the drive will be accessible, together with the amount of storage your folders are using currently.
- ✔ Further, you may tap on the specific folders and confirm which file or app are saved in that folder.

How to delete or format the partition Partitions can be deleted or formatted right within the settings. It is important that you backup your files and data before you even think of formatting the disk partition. Follow the steps below to delete or format disk partition; - Navigate to the Settings page.

- Then, go to the 'Manage disks and Volumes' settings, and apply the same steps that were mentioned previously.
- Again, click on "**Properties.**"
- Now, move down to the lower end of the settings, click on "**Delete**" to delete your partition.
- Clicking on delete will begin to delete the drive from your PC. Proceed with the instructions on the screen and finish the delete process.
- However, if you only wish to format the drive, simply click on "Format" to initiate the formatting process.
- The whole process takes a decent amount of time, and that even depends on the partition size that you want

to format.

How to use the new touch keyboard feature in Windows 11

Virtually all the system apps in Windows 11 have been redesigned. The new touch keyboard has an option to use emoji, transparency effect, use animated GIF search bar and lots more.

Enable the touch keyboard from Settings Use the Taskbar to enable the touch keyboard feature.

- Click on the Windows icon and the letter "I" on your keyboard at about the same time.
- The settings page will be displayed where you can click on "**Personalization**" settings.
- From the windows of the Personalization settings, click on "**Taskbar**" settings.
- From the 'Touch corner icons' section, switch the "**Touch keyboard**" settings to "**On**". This will bring the touch keyboard button to the taskbar.
- Simply click on the "**touch keyboard**" button from the Taskbar.

Transparency effect with a new dedicated docking button The touch keyboard in Windows 11 has come with a somewhat transparent effect that has a defined aesthetic look. It is only when your keyboard is in dock view that the transparency effect can work.

There is a complete user interface overhaul with the new touch keyboard that has a dedicated docking icon. Simply tap on the "**undocking button**" from the right-hand edge of your touch keyboard. You will have access to a smaller and simpler version of this keyboard. Doing this will undock the keyboard and you can then start moving around with a simple touch.

Now, if you plan to **dock** your keyboard again, simply click on the same icon on your touch keyboard. Doing this will dock your default keyboard at the lower end of your screen.

Using various keyboard layouts
One of the features that is common between Window 10 and Windows 11 is the keyboard layout feature. The only difference is that the user interface of the touch keyboard in Windows 11 makes the keyboard layout very easy to use. Use the instructions below to use the keyboard layouts;

✔ Click on the touch keyboard button from your keyboard on the taskbar.

✔ From the touch-keyboard screen, tap on the setting icon that looks like gear from the left hand corner.

✔ Then, tap on the "**Keyboard layout>**".

✔ Then you will have access to the various categories of keyboard layouts such as;

○ **Default** – This default keyboard layout covers the completely lower side of the screen that comes up when you open the touch keyboard first.

○ **Small** – This is a small touch keyboard.

○ **Split** – The keyboard will be divided into two half of your screen so that you will be able to type with your two hands.

✔ At the same place, the "*Handwriting Tool*" can also be accessed.

- From the touch-keyboard screen, tap on the setting icon that looks like gear from the left hand corner.

- Then, tap on "**Handwriting**".

✔ With this feature, you will be able to use your handwriting to enter texts and Windows will recognize it, and then convert your handwriting to words.

How to use the search and new emojis
The touch keyboard in Windows 11 has come with a new dedicated emoji and gifs. The keyboard emoji has been available since Windows 10, but it was lacking in the touch keyboards of Windows 10.
- Click on the touchpad icon from the Taskbar.
- As soon as the touchpad shows on your screen, tap the "**emoji icon**" from the left-hand side, just beside the "*gear-shaped*" icon.
- You will have access to an array of emojis and gifs.
- You can search for gifs and emojis from the search bar. All that you need to do is to tap on the search bar from the left-hand side of your keyboard.
- Enter the type of gif that you want inside the search bar, and you will see related gifs together with the emojis. You can then choose the gif that you want to use.
- You can as well make use of the clipboard history from the touch keyboard.
- Once you have clicked on the emoji symbol on your left-hand side, you can then click on the "**clipboard**" icon at the left-hand corner. Doing this will open the clipboard history. Tap the text/image to make use of it.

New quick shortcut for voice typing The new Windows 11 touch keyboard features a new and improved voice typing functionality. You will have to use a new shortcut key to access the voice-typing feature.

- Click on the **Windows key+ H** keys at the same time.
- This shortcut will open a voice-typing window.
- The voice-typing window equally has transparency effects on it and the window is actually much smaller when compared with the one obtained in Windows 10.

Clipboard Paste as text One very important change noticeable in the new Windows 11 is the clipboard. Although, Windows 10 also has a clipboard but it does not come without a problem, and the problem is that you cannot paste the items that you copied as a plain text. This means that you can only paste the copied items in its original form, and then modify it to plain text if you care so much about plain text. With the introduction of Windows 11, you can now paste copied items as plain text. To do this, follow the steps below; - Open any file that is in text format.

- Then, click on the **Windows key+V** keys together on the keypad to launch the history tab of the Clipboard.
- Next, tap on the icon that looks like three-dots just beside the copied text, and click "**Paste as text**".
- Clicking on this option will enable you to paste the text that you have copied as a plain and default-formatted one .

CHAPTER FOUR

How to open Folder options in Window 11

The Windows Folder Options is a dialog box that can allow you to configure various settings and change the preference for the File Explorer on Windows computer. The Windows Folder option was introduced in Windows 8, and it is still very much around until now.

There are three (3) tabs here: **General**, **View**, and the **Search**.
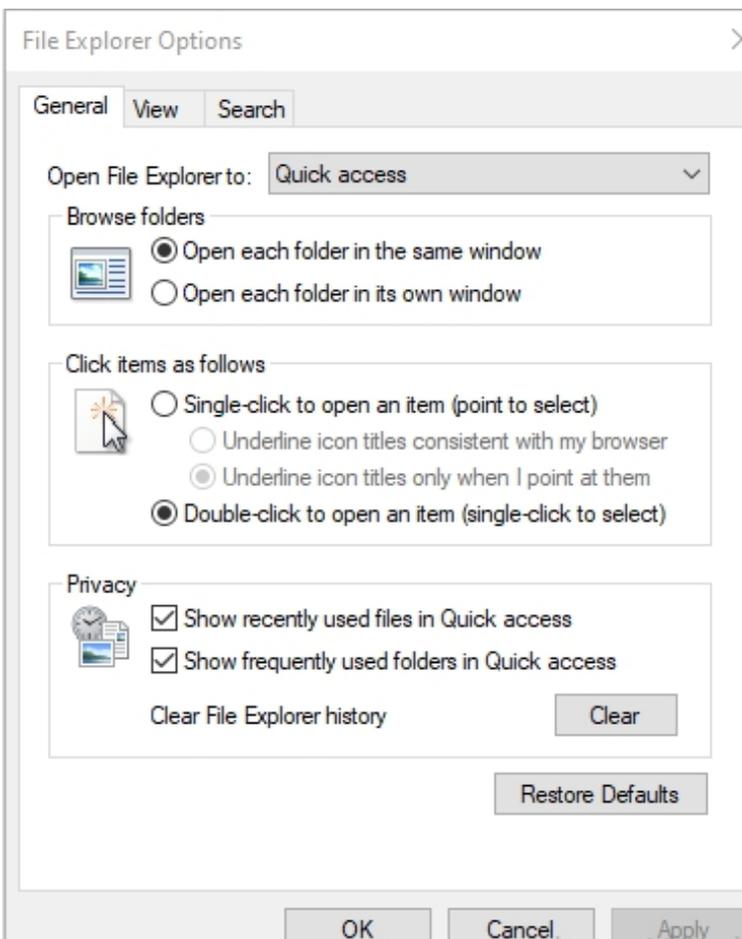
In the Folder Options, you will be able to adjust the related changes to every folder or just to the folders you recently opened.

For instance, let's say, you plan to show all hidden files on your PC, you can navigate to the **Folder Options,** click on **View** to choose **Show hidden files, folder, and drives** under the **Hidden files and folders** .
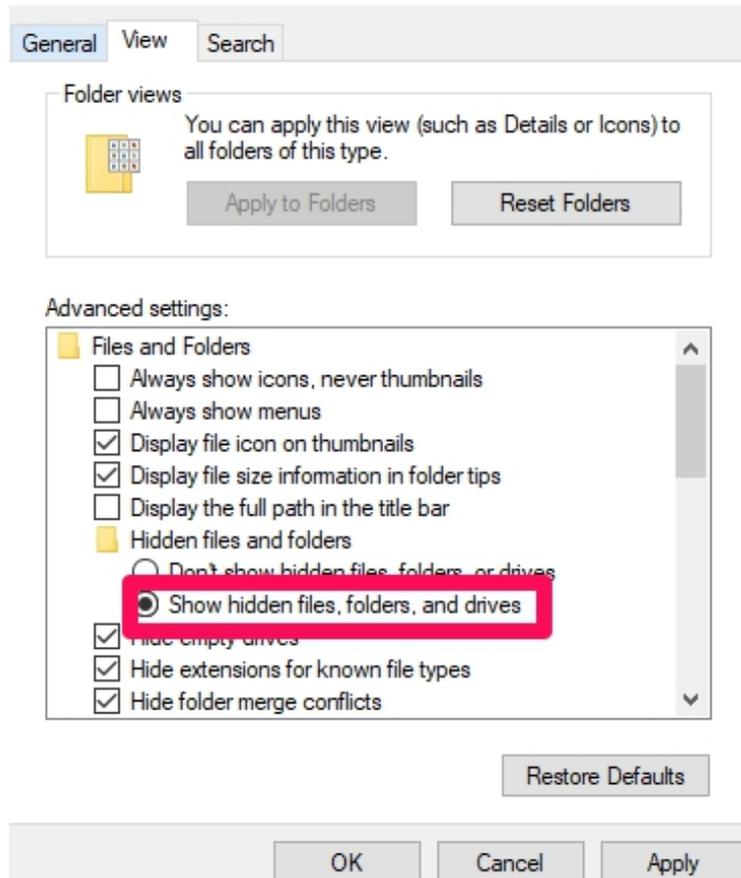
How to open the Folder option in Windows 11

Use the Ribbon in the File Explore - Click on Win+ E key to launch the File Explorer in Windows 11.
- Tap on the 3-dot icon at the top ribbon and choose **Options**.
- The **Folder Options** screen will then be on display.

Use the search icon - From the bottom left side of the screen, click on the search icon - Enter "Folder option" inside the search bar The three tabs in the Windows Folder option can be used for the following;

- In the General tab, you can decide to open the File Explorer to either "This PC" or the "Quick Access," choose the way you want to browse your folders, the way to open item, and also set privacy in the File Explorer. You can as well clear the File Explorer history and restore all the settings to the default.

- Under the View tab, you can carry out some advanced settings. For instance, you can set the File Explorer to show thumbnails of all the files in the File Explorer, reveal or conceal empty drives, reveal or conceal drive letters, show or hide the status bar, and so on. There are many options to try out here.
- In the Search tab, you will be able to change the method your PC uses to search when you are looking for an item using the search menu in the File Explorer.

The Quick Settings in Windows 11

In the new Windows 11, the Microsoft Company has dismissed the **Action Center** from the Windows taskbar. Another section has been added instead, and that is the Quick Settings. This means that the Action Center has been replaced with the Quick Settings. The Quick Settings is just like the control center in Apple computers.

When you plan to redesign some settings on Windows 11 computer, the Quick Settings will offer you quick access to those settings. The Quick Settings is just a set of status icons on your taskbar. For instance, if you have a laptop and you are using a Wi-Fi network, the Quick Settings area is the area of the Wi-Fi icon, the volume icon, and the battery icon located on the right section of the taskbar in Windows 11. If you have a desktop computer together with a cable connection, the Quick Settings is the area of the volume icon and the internet access icon.

How to open the Quick Settings in Windows 11

There are two ways of accessing the Quick Settings in Windows 11: - Click on the set of Status icons from the Taskbar: You can just click on one of the status icons from the taskbar to launch the Quick Settings.

  - Use keyboard shortcut: Press the Windows key together with the letter "A."

How to edit the Quick Settings in Windows 11

By default, the Quick Settings only have few settings. The aim of the Quick Settings is to give you quick access to the settings they need. Thus, the quick settings can be edited according to your need. For instance, you will be able to add or dismiss an option from the Quick Settings.

How to Add or Remove an Option from Quick Settings?

Add a Setting to Quick Settings in Windows 11

  ✔ Click on **Win + A** key to launch the Quick Settings.
  ✔ Click on the **pen icon** at the lower end to continue.
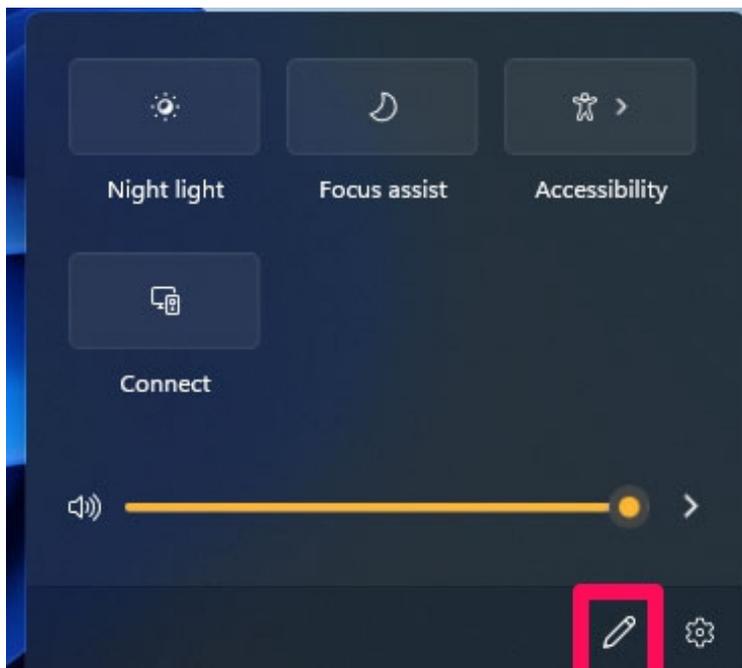
  ✔ Tap **Add**.

✔ Choose the option that you need to add such option to the Quick Settings. If you are using a PC, you can also see more available options such as **Nearby sharing** and **Mobile hotspot** just after you click on "Add."

✔ Tap **Done** to save these changes.

Remove a Setting from Quick Settings in Windows 11

✔ Click on the **Windows** key together with the **A** key to launch the Quick Settings.

✔ Tap the icon that looks like a pen.

✔ The settings here will turn grey and you will see a **unpin icon** at the top-right corner of each setting. Click on the unpin icon to dismiss a setting from the Quick Settings in Windows 11.

✔ Tap **Done** to save these changes.

Starting or Booting Windows 11 in Safe mode ✔ Click on the Start icon from your Taskbar and then select Settings.

✔ From the **System** interface, navigate to the right pane; move down a little bit, and then tap **Recovery.**

✔ From the prompted widow, you will be shown some recovery options. Click on the **Restart now** button just next to the **Advanced startup**.

✔ Tap **Restart now** once gain and your Windows will go into the recovery environment.

✔ Then, navigate to **Troubleshoot,** click on **Advanced options,** select **Startup Settings** and click on **Restart**.

✔ You will see three (3) options to enter the Safe Mode. Just click F4, F5, or F6 according to what you want.

Boot Windows 11 in to Safe Mode using Shift + Restart - Click on the Windows symbol and then tap on the Power button.

- Press and then hold the **Shift** key from your keyboard, and then select **Restart**.
- After some time, Windows 11 will enter the recovery mode.
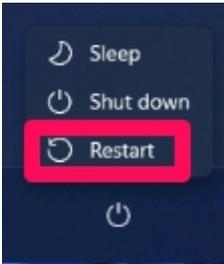
New Keyboard shortcuts in Windows 11

The four newly added keyboard shortcuts in Windows 11 are; - **Windows + A**: Launch the Quick Settings menu in the Windows 11

- **Windows + N**: Access the Notification Center - **Windows + W**: Launch the Widgets panel - **Windows + Z**: Launch the Snap Layouts panel Here is a brief discussion of what each shortcut is doing; - **Windows + A** For Windows 11, the Action Center has been separated from your Notification Center. This means that there are two areas now; the Quick Settings and the Notification Center.

To open the Action Center, you can just click on a set of status areas on your taskbar. You can as well use a keyboard shortcut to open the Action Center (just click on **Windows** and the **A** keys at about the same time to bring the Quick Settings) on your taskbar to access it.

- **Windows + N**

As previously discussed, the Notification Center in Windows 11 is different from the one in Windows 10. For Windows 11, you can click on the **Windows** and the **N** keys at about the same time to launch the Notification Center.

- **Windows + W**

Another great addition to Windows 11 is the Widgets. There is also a Windows shortcut for the Widgets, and that is **Windows + W**. You can click on the **Windows** and the **W** keys about the same time to access the Widgets. **W** is the widget's first letter.

- **Windows + Z**

The Snap Layouts is a new addition to Windows 11. With the Snap Layout, it is very easy to customize where your apps are located on the screen especially if you want to show multiple app interfaces without necessarily overlaying them. There is a new keyboard shortcut to access this feature, and it is called **Windows + Z.** Additionally, you can click on the **Windows** icon together with the **Z** keys about the same time to access the Snap layouts. The next thing is to select the position that you wish to use from the needed layout.

How to change administrator in Windows 11

On your computer, various apps and games will need admin permission to function effectively. To have total control over your computer and to let these apps run well, you will need to have an admin account.

Windows 11 has two (2) types of account –administrator account and standard user account. The former offers complete control over the system while the latter is limited, for example, you can only use existing applications & perform basic tasks, cannot remove/install apps, etc.

Change Account to Administrator through the Windows Settings ✔ Click on the **Win + I** keys on your keyboard to launch the Windows 11 Settings. There are many ways to launch the Settings app in Windows 11. Another method is to use the search bar at the bottom of the screen.

✔ Go to the **Accounts** section and choose **Family & other users.**

✔ You will be able to see all of the user accounts on your windows under the **Other users** section. Click on the account that you want administrator permission for and select **Change account type**.

✔ Click on **Administrator** and select **OK** to save these changes. If you want to change the Administrator account to a Standard User account, select **Standard User**.

Change Administrator on Windows 11 through the User Accounts - Click on the Win + R to open the Run dialog, enter the word netplwiz inside the textbox, and select OK.

- All of the user account on your PC can be accessed from here under the **Users,** Click on the target account and then select **Properties**.

- Navigate to the **Group Membership** tab, select **Administrator** and save these changes by selecting **Apply** and **OK**.
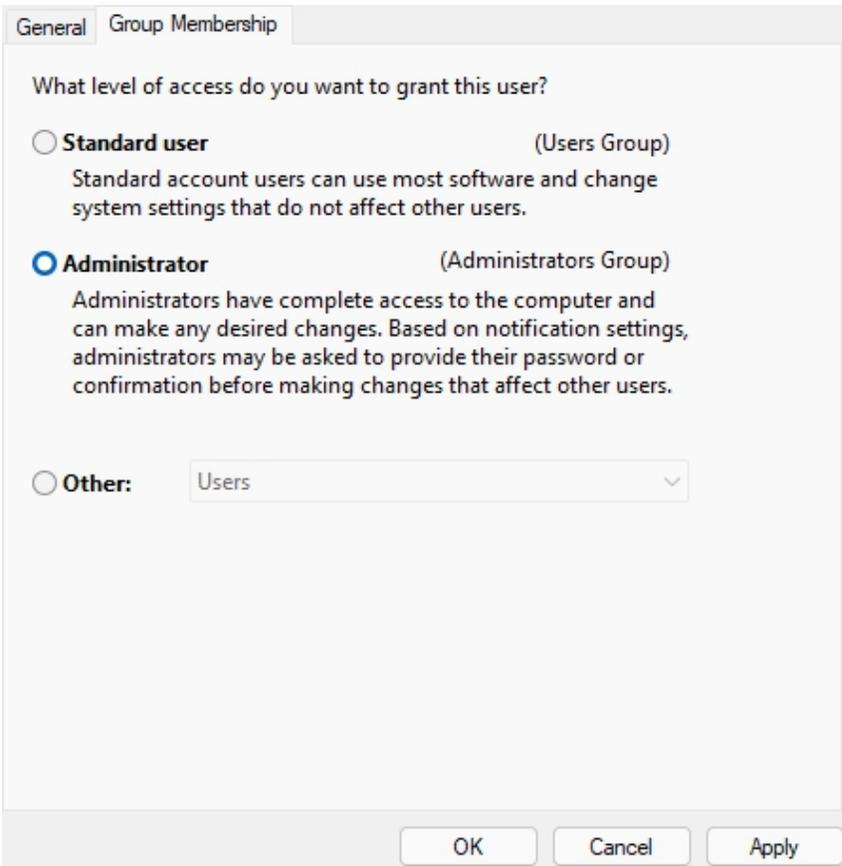
How to change Administrator on Windows 11 using the Control Panel Do you want to use the Control Panel to change users in Windows 11? Then follow the guides below; - Launch the Control Panel to view all of the items by Category. To access the Control Panel, simply type "Control Panel" on the search space at the bottom of the screen.

- Click on the **Change account type** link from the **User Accounts**.

- You will be prompted with a new window where you can click on the particular user account that you wish to change to an administrator, and then tap "**Change the account type.**"

- Check the **Administrator** box and tap **Change Account Type**. The account can also be changed back to **Standard** in this same way.

How to fix the "Desktop keeps crashing issue" in Windows 11

If the RAM you installed and your storage devices conflict with Windows 11, the issue of Windows 11 keeps crashing can occur.

RAM

The function of the RAM on your computer is to save the temporary files of all of the installed programs on your and the various processes running on your PC. If the system refuses to read them, the desktop can crash quite easily. This problem usually happens after the installation of an additional RAM on your computer. Compatibility for Windows 11 cannot be relied on at this moment, so it is advised not to install an additional RAM.

Storage Devices If you recently installed a new SSD but it is damaged, the SSD can be the main cause of your Windows 11 keeps crashing and restarting. Try removing the SSD and check whether this problem persists or not. If the problem persists, then consider using some other alternatives that will be discussed below.

Second solution: Fix computer overheating Computer overheating can cause a lot of issues for your computer. It can damage the hard drive or even crash your system. The Desktop keeps crashing issue in Windows 11 is also a very common challenge.

If your PC doesn't have a RAM and storage device issues but your desktop keeps crashing, try to shut down the system and let the computer rest.

Solution number three: Remove virus and malwares Malware and viruses can equally cause the Windows crashing issue. Windows defender can be used to scan your computer for malwares and viruses. In

addition, you can try anti-virus software from third parties to scan and remove malware and viruses.

Solution number four (4): Update Device driver Another common cause of Windows crashing is an outdated driver. This problem can simply be fixed when you update all devices' drivers. To do this; navigate to the Settings, select Windows Update and choose Check for updates to see whether drivers updates are available. If yes, they can be installed automatically.

Solution number 5: Carry out an SFC scan When your system files are missing or they are corrupted, this can make the Windows 11 explorer.exe to keep crashing and restarting. You can repair them by carrying out an SFC scan. Use the steps below to carry out an SFC scan in Windows 11; ✔ With the search space on the search bar, enter cmd to search.

- ✔ Select **Run as administrator**.
- ✔ You will be prompted with the **User Account Control** interface, select **Yes** to continue.
- ✔ Type **scan /scannow** and click **Enter**. This tool will begin to run to search for corrupted or missing system files. The tool can repair them automatically, and you are expected to wait patiently.
- ✔ Restart your PC when the scanning ends.

Solution number 6: Fix the power issue If it is your laptop you are using for Windows 11, the crashing desktop problem might be a result of power issue. You can solve this problem by disabling Microsoft ACPI-Compliant Control Method Battery. To do this, follow the methods below; - Right-click Start.

- Navigate to the **Device Manager,** click on **Batteries** and then right-click on **Microsoft ACPI-Compliant**

Control Method Battery, and then choose **Disable**.
   - Restart your system.

And lastly: Roll back to Windows 10

If no solutions discussed above work, it looks like the beta version of Windows 11 is not meant for your computer. You can consider going back to Windows 10. The official version of Windows 11 will come on board by October this year, and you can then install a more stable version of Windows 11.

How to fix software keeps crashing in Windows 11

Many users all over the internet have been complaining about software on their PC that keeps crashing after installing Windows 11. Well, the thing is this problem will be solved when Microsoft releases the official version by the end of the year. But for now, this problem can be fixed by following the methods that will be discussed below;

Update driver

Another common cause of Windows crashing is an outdated driver. This problem can simply be fixed when you update your devices' drivers. More often than not, the Realtek audio drivers give rise to issues like this. You can try updating it, and then check if this solves it.

   - Click on **Win+R** to launch Run.
   - Enter **device manager** and then choose the first result to access the Device Manager.
   - Expand the **Sound, video and** the **game controllers**.
   - Right-click on **Realtek(R) Audio** and then choose **Uninstall device**.
   - Tap **Uninstall** from the pop-up interface to complete the process.
   - The driver will then be uninstalled from your computer. After that, you can then restart your computer. Then, the latest driver will be installed automatically on your computer.

Reinstall the software
In case the solution discussed above fails to solve your problem, you can consider reinstalling the software for a start. To do this, follow the prompts below ;

- Right-click on the Start icon and then navigate to **Settings,** click on **Apps,** and then select **Apps & features**.
- Locate the specific program that keeps crashing, and tap the three (3) dots menu beside it.
- Click **Uninstall**.
- Tap the **Uninstall** button from another interface that will be displayed.
- Select **Yes** and proceed with the on-screen instruction to uninstall the software from your PC.

After you have uninstalled the software successfully, you can then proceed to download the setup file and install the software again. Then check whether the problem persists or not.

How to set up VPN on Windows 11
The VPN is an acronym for Virtual Private Network and it delivers a private network across various public networks like the internet. With VPN, many computers will be able to send data and receive data across a public network or shared network.

Most Virtual Private Network services actually have their own application that can allow users to create a virtual private network by themselves. However, if you plan to set up a VPN by yourself, you can follow the steps below; Setting up Windows 11 VPN Setup from Settings ✔ Right-click on the network symbol found at the lower right of the screen on the **taskbar** and then click on Network and

Internet settings. In addition, you will be taken to the Network & Internet tab in the Settings.

- ✔ Select **VPN** from the sections on the right.
- ✔ Click on the **Add VPN** button found right behind the VPN connections.
- ✔ You will be prompted with a popup where you can indicate the settings below;

  - ○ **VPN provider:** Here, set the default selection to Windows (built-in).
  - ○ **Connection name:** This is the name that you will be using to recognize the VPN. You can enter whatever name you desire here.
  - ○ **Server name or address:** The VPN Company provides the name of the server and the address, and there can be multiple locations. You are expected to enter one location here.
  - ○ **VPN type:** If you have an idea of the VPN type, you can indicate it here to have a faster speed. Otherwise, you can just leave it as Automatic, which is the default.
  - ○ **Type of sign-in info:** You may leave the information here as blank if you are using a free connection that has no username or password. If the connection has a username or password, you can enter them inside their appropriate boxes. You can as well use a smart card here.

- ✔ Once the VPN has been added successfully, you will find it listed under the VPN connections. Click on the **Connect** button if you want to connect your PC to this Virtual Private Network.

How to connect to a Wi-Fi network on Windows 11

Use the method below to connect to a Wi-Fi network in Windows 11; - Tap on the **Network icon** from the taskbar side.

- From the pop up box, tap on the **right angle bracket symbol "**>**"** found just beside the icon of the Wi-Fi.
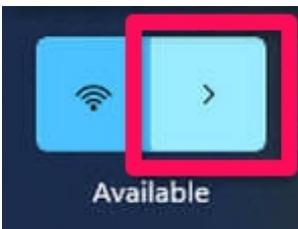
- You will see a list of Wi-Fi nearby to you. Click on the Wi-Fi network that you wish to connect to, and then tap **Connect**.
- When asked for password (**network security key**), input the Wi-Fi network's password and then tap **Next**.

If the password you entered is correct, your computer will establish a connection with the Wi-Fi network. If this connection is successful, you will see a "**Connected, secured**" status under the particular Wi-Fi network that your computer has established a connection with.

Note: As it was with many Windows version in time past, you can access the Network icon through the right corner of your taskbar – also refer to as "Taskbar corner" in the Windows 11.

The network icon shows the active status of your network connection and enables you to manage network connectivity for your computer. For example, Wi-Fi connection, if there is a wireless adapter on your computer.

Another thing worth taking note is that the Network icon in Windows 11 has now been fused together with the Volume icon, and can be accessed as a single clickable setting by default. By clicking on it, you will have access to a simple pop up box that features some settings such as Airplane mode, Mobile hotspot, Night light, volume control bar and Wi-Fi connection. These settings are referred to collectively as the Quick settings.

"Connect automatically" option For easy access to Wi-Fi network, you can allow Windows to connect automatically to the Wi-Fi network anytime the network is in range. Just enable the "connect automatically" option before you click on the Connect button.

"WiFi icon" vs "Right angle bracket symbol"

The **Wi-Fi icon** is the button to tap to turn on/off the Wi-Fi network of your PC. If you have enabled the Wi-Fi, the button will be blue in color.

The symbol that looks like a **right angle bracket** just beside the Wi-Fi icon is what you should tap to show you the list of detected Wi-Fi networks. From here, you can then go ahead and connect to the specific Wi-Fi that you want to connect with.

Many people will confound the Wi-Fi icon with the button meant for connecting to a Wi-Fi network the very first time they attempt to connect to Wi-Fi on Windows 11. If you find yourself in this category, and you have unknowingly clicked the Wi-Fi icon instead, and make the Wi-Fi to be disabled, you can enable the Wi-Fi by clicking on the Wi-Fi icon again to turn it on.

Wi-Fi is off or "No Internet" in Windows 11

If you see that, the Wi-Fi's button is not blue in color or you even receive an error prompt that says that "Wi-Fi is off", it

implies that the Wi-Fi is currently disabled.

To turn on the Wi-Fi, tap on the Wi-Fi icon from the quick settings box. If your Wi-Fi is activated, you will see the Wi-Fi icon and the symbol that looks like a right angle bracket changing to blue.

Disconnect from a Wi-Fi network If you want to disconnect from a previously connected Wi-Fi network in Windows, you can just repeat steps one to step three in "How to connect to Wi-Fi network in Windows 11" that has been discussed above. When you get to the third step, right-click the Wi-Fi network that you want to disconnect from, and then select Disconnect.

Forget a Wi-Fi network To forget a Wi-Fi network you have previously saved, you can just repeat the steps one to step three in "How to connect to Wi-Fi network in Windows 11" that has been discussed above. During step three, right-click on the Wi-Fi network you wish to forget, and then choose Forget.

No Wi-Fi icon in Windows 11 – Install driver for Wi-Fi adapter If you could not find a Wi-Fi icon or an icon that looks like a network connection in the Quick settings section after tapping on the network, it is possible that Windows 11 is unable to detect your wireless adapter, and likely due to its driver not being installed yet.

If this is the issue, you can try installing the driver by using the CD that accompanied the Wi-Fi dongle or the wireless adapter. If you don't have any installation disc that can help you install the driver for your Wi-Fi adapter, you can use the **Windows Update** or the **Device Manager** to automatically update the driver of the device in Windows 11 .

ABOUT AUTHOR

Christopher Brewer is a certified Microsoft Solution Architect with many years of experience testing and using Microsoft products. He has been a member of the Windows Insider Program for many years. Christopher has access to test a lot of Microsoft products even before such a product gets released officially.