

Windows 11 for Beginners

GoSkills online course syllabus

Skill level

Beginner

Lessons

46

Accredited by

CPD

Pre-requisites

No prior experience needed

Versions supported

Windows 11

Video duration

4h 47m

Estimated study time

12h

Instructor

Deborah Ashby

Introduction

1

Course Introduction

An Introduction to the course and Windows 11.

2

Upgrade from Windows 10 to Windows 11

How to upgrade from Windows 10 to Windows 11.

3

What's Different in Windows 11?

Understand the differences between Windows 10 and Windows 11.

Get Started in Windows 11

4

Log in to Windows 11

Understand the different ways to log in to Windows 11.

5

Explore the Windows Interface

Get familiar with the Windows interface, layout and structure.

6

System Settings

Know where to go to access and adjust system settings.

7

Connect Bluetooth Devices

Connect Bluetooth devices such as headphones to Windows 11.

8 **Mouse and Trackpad Options**
Learn how to change how the mouse and trackpad functions.

9 **Quick Settings**
Adjust common functionality using Quick Settings.

10 **Connect to the Internet**
Connect Windows 11 to the Internet and manage your WiFi settings.

11 **Set Up a Printer**
Set Up a Printer on Windows 11.

12 **Update Windows 11**
Install scheduled and manual updates.

File Explorer

13 **Understand the Folder Structure**
Get familiar with File Explorer and understand how files and folders work.

14 **OneDrive in File Explorer**
Learn how to connect, open, and work with OneDrive files in File Explorer.

15 **Folder Shortcuts**
Create shortcuts to frequently used folders.

16 **Customize File Explorer**
Learn how to customize File Explorer so it work for you.

17 **Create, Rename and Delete Folders**
Know how to create new folders, rename existing folders, and delete folders in File Explorer.

18 **Move and Copy Files and Folders**
Move and Copy Files and Folders from one location to another.

- 19** **Extract Zip Files**
Understand what zip files are and how to extract the contents to a folder.

Organize the Desktop

- 20** **Organize Desktop Items**
Organize and arrange items on the desktop.
- 21** **Personalize the Desktop**
Make Windows 11 your own by personalizing the desktop.
- 22** **Personalize the Task Bar**
Personalize the task bar so that you have easy access to the applications and utilities that are important for you.
- 23** **Use Multiple Desktops**
Work more efficiently using multiple workspaces.
- 24** **Snap Windows**
View multiple windows at once using snapping.

Work with Applications

- 25** **Access Microsoft 365 Applications**
Learn how to access Word, Excel, PowerPoint, Outlook, and other Microsoft 365 applications in Windows 11.
- 26** **Organize and Edit Photos**
Use the Photos application in Windows 11 to store, organize, and edit photos.
- 27** **Browse the Web with Microsoft Edge**
Learn how to personalize and browse the web with Microsoft Edge.
- 28** **Send and Receive Messages and Calls**
Use the built-in Teams app to send and receive messages and calls.

29 **Take Screenshots with the Snipping Tool**
Use the Snipping Tool to take screenshots and paste them into other applications.

30 **Use Sticky Notes**
Use the Sticky Notes app to create digital Post-it Notes.

31 **Organize Tasks with Microsoft To Do**
Create and organize to-do items and tasks using the To Do app.

Use Mail, Address Book and Calendars

32 **Link Online Accounts**
Link Windows 11 Mail, Address Book, and Calendars to your online accounts.

33 **Use the Mail App**
Use the Windows 11 Mail App to view and manage emails.

34 **Use the Calendar**
Use the Windows 11 Calendar App to view and manage your calendar appointments, meetings, and events.

35 **Create and Manage Contacts**
Create and Manage Contacts and People.

Install Applications

36 **Install Applications from the Microsoft Store**
Download and install 3rd party applications from the Microsoft Store.

37 **Uninstall Applications**
Uninstall applications from Windows 11.

Notification Settings

38 **Manage Notifications**
Manage how notifications are delivered in Windows 11.

39 **Use Focus Assist**
Know where to go to toggle on Focus Assist so you only receive the most important notifications.

Cortana and Search

40 **Use Windows Search**
Use Windows Search to find files, folders, people, and applications.

41 **Use Voice Commands with Cortana**
Search for items on your PC using your voice and Cortana.

Account Settings

42 **Change Password and Sign In Options**
Learn where to go to change your Windows 11 password and modify your sign-in options.

43 **Manage Multiple Accounts**
Set up multiple local or Microsoft 365 accounts on the same PC.

Back Up Data

44 **Set a Backup**
Understand the importance of backing up data and explore the available methods.

45 **Archive Files to External Devices**
Free-up space on your PC by moving files from your local drives to an external device.

Course Close

46 **Course Close**
Course Close and Instructor Sign Off.

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