



Navigating in Windows 11

Windows 11 is the latest upgrade to Microsoft Windows that has replaced Windows 10.

The biggest change is the new design and interface but there are many other enhancements with windows 11:

- New Design
- Changed Taskbar
- Redesigned Settings App
- Overhauled Start Menu
- New Window Snap Layouts
- Virtual Desktops

New Design

Windows 11 features a new design with a centered Start Menu and Taskbar. It features a clean design with rounded corners and pastel shades.

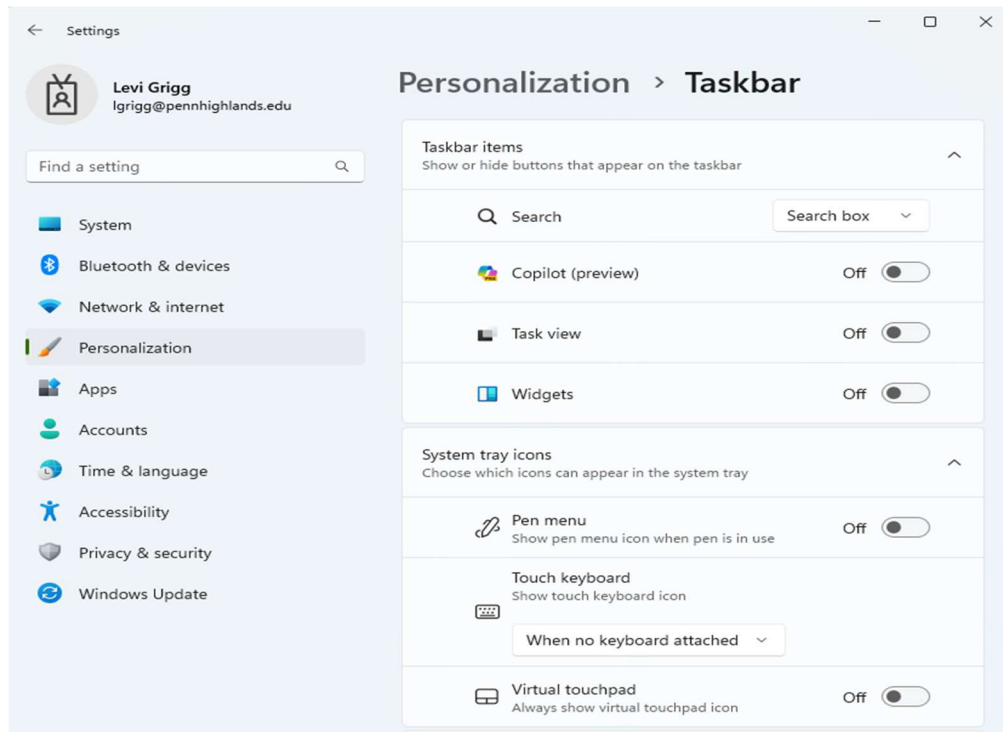


The Taskbar

All the icons are now centered on the taskbar, instead of lined up from left to right. The Start button is now the left most icon on the centered taskbar.

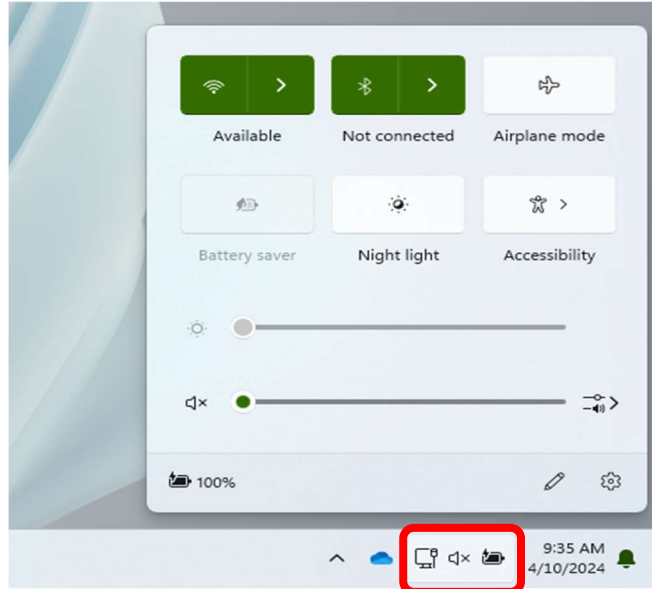


To personalize the Taskbar, right-click on the Taskbar and choose **Taskbar settings**.



System Tray

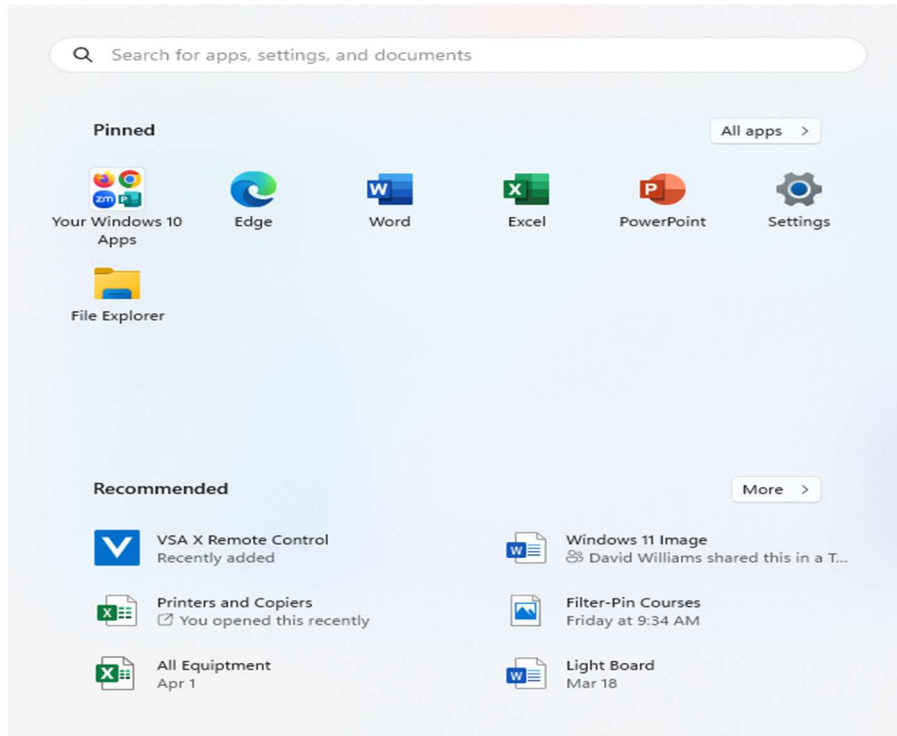
The System Tray has been modified in Windows 11. The Action Center has been split into two separate flyouts: one for notifications and the other for quick settings.



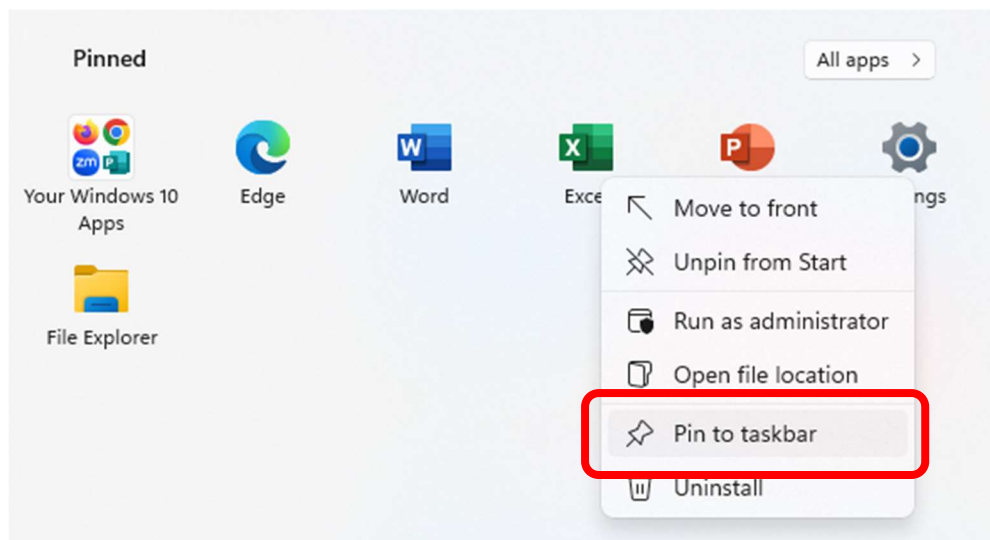
The Start Menu



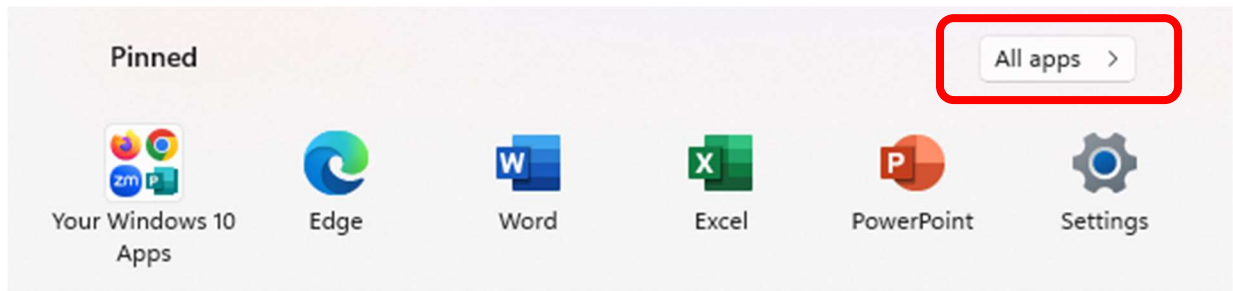
The Start Menu no longer includes live tiles (square icons). Instead, the Start Menu shows icons along its top half (Pinned), with icons for frequently used apps on the bottom half (Recommended).



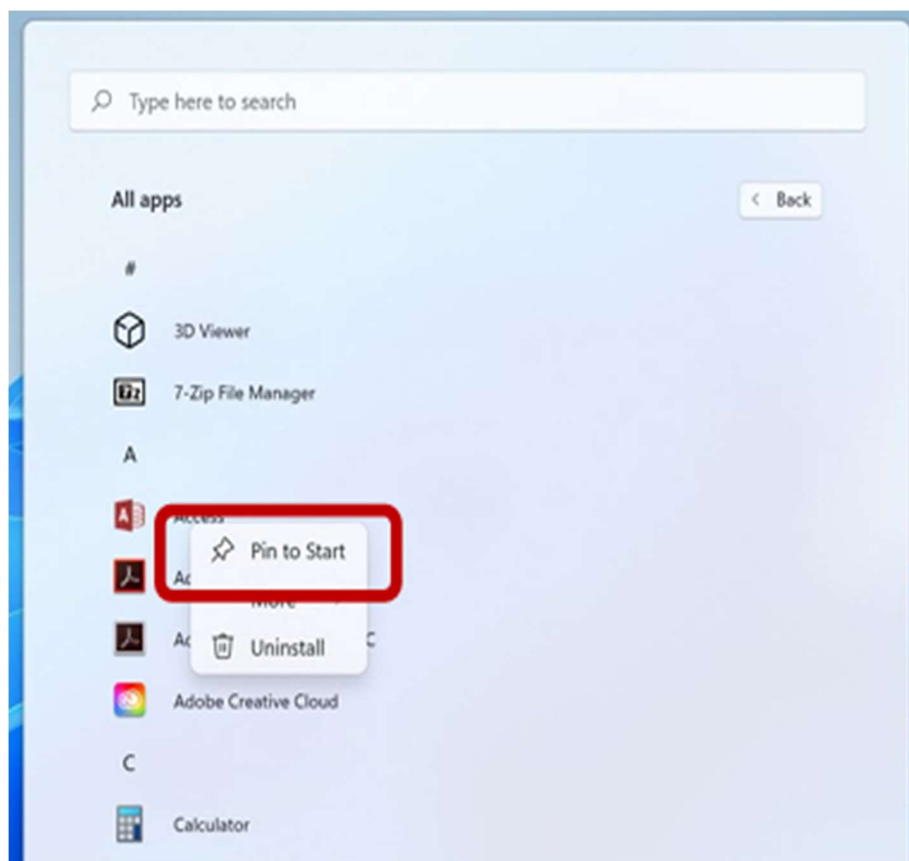
- To pin an app to the Taskbar, right-click on the app and select **Pin to taskbar**.



- Click **All apps** for a full listing of apps.

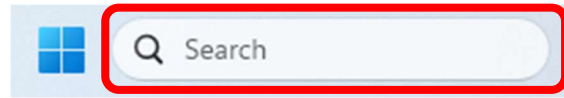


- To add an app to the Pinned section of the Start Menu, right-click on the app and select **Pin to Start**.



Search Bar

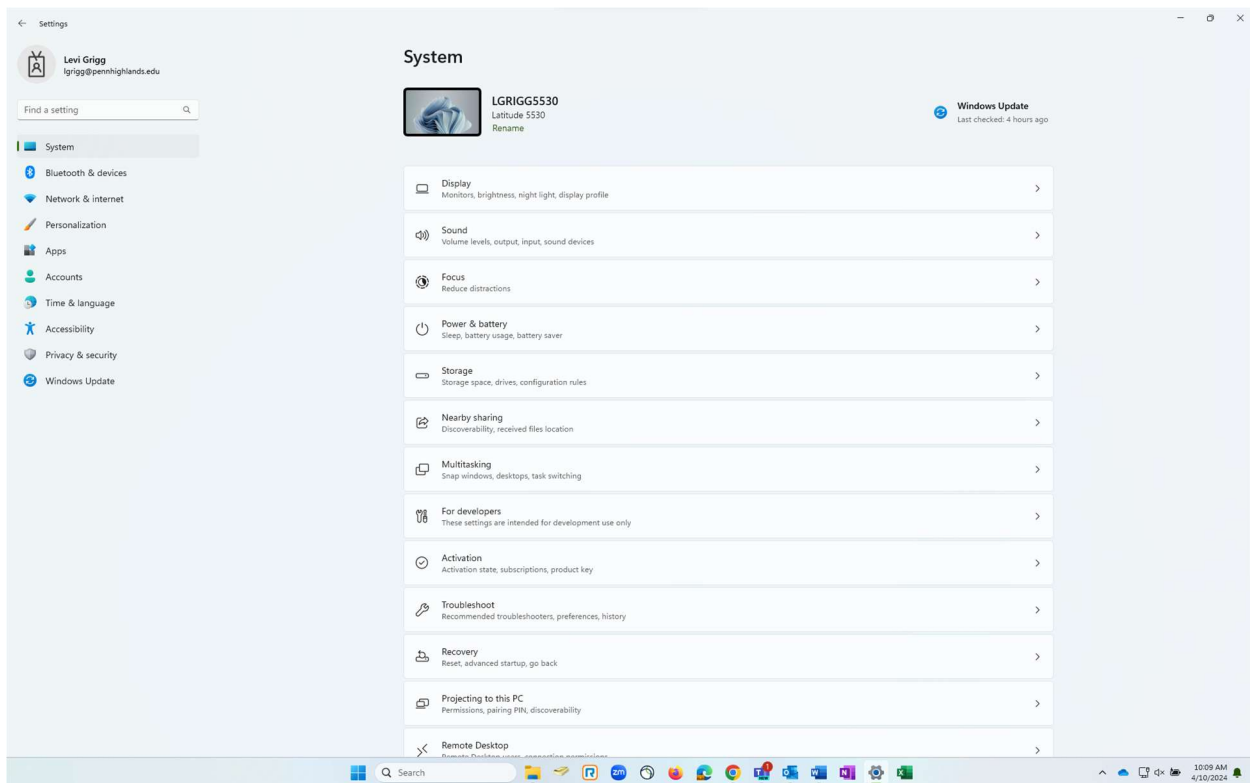
You can search for a specific app, file, setting, etc. using the Search tool. Click Search in the Taskbar.



Redesigned Settings App

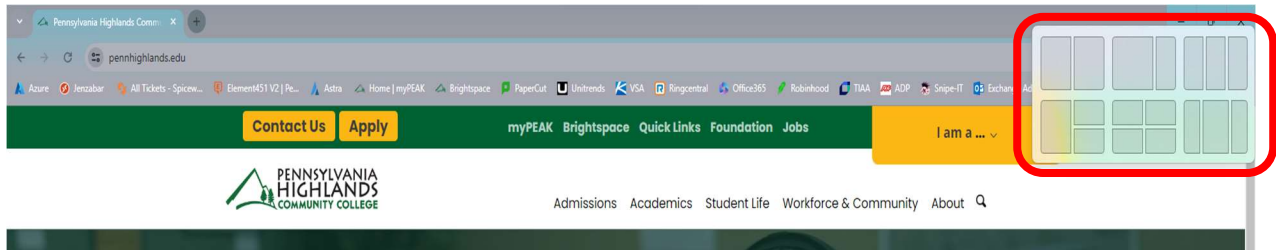
Although Control Panel is still available, Windows 11 includes a new Settings app with a bunch of improvements and new settings.

To navigate to Settings, click the Start Menu and click on **Settings**.



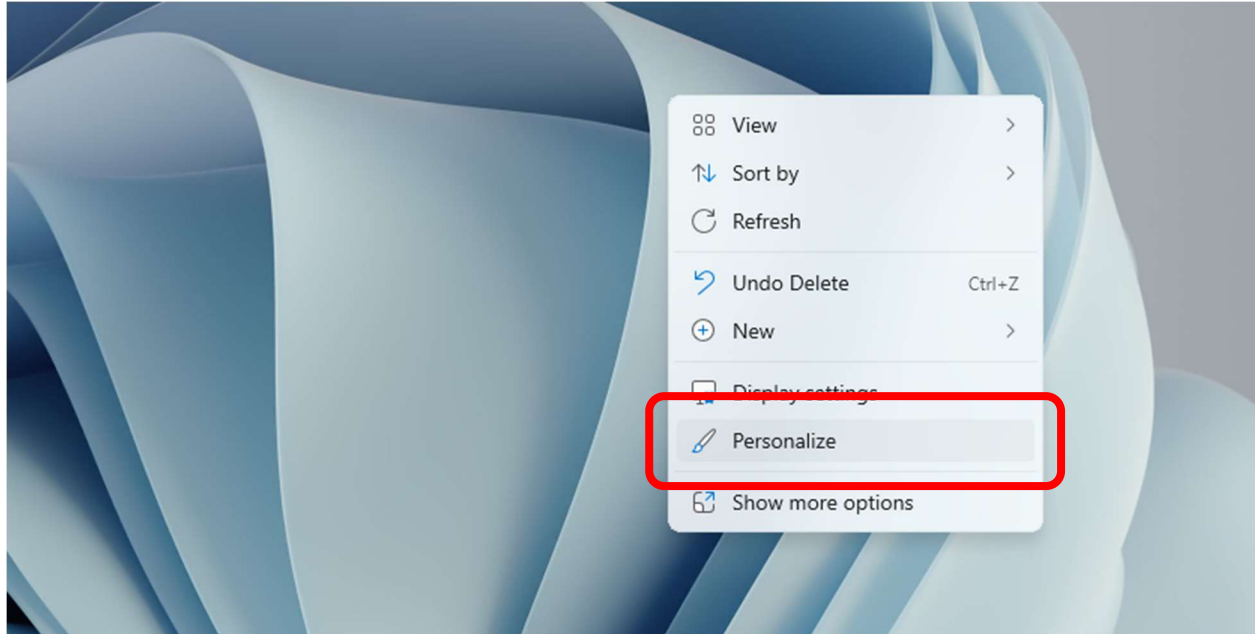
Snap Layouts

Windows 11 comes with Snap assist, a feature that makes it easy to organize your windows on the desktop. These snap layouts pop up when you hover your cursor over the Maximize/Restore button and give options between four layouts for up to four windows.



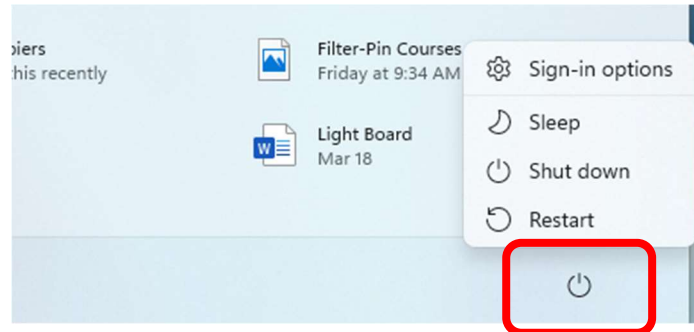
Change the Background of a Desktop

- Right-Click a blank spot on the desktop, select **Personalize** in the menu and click on **Background**.



Shutting Down Windows 11

- Click the Start Menu, click the **Power Button** and choose from the provided options.



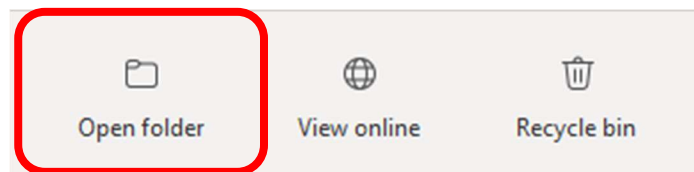
One Drive with Windows 11

OneDrive is automatically setup with Windows 11 and will back up your desktop, documents, and pictures to the cloud.

- Click the cloud icon in the bottom right of the taskbar.



- Select the **Open Folder** option.



Here you will see the contents of your OneDrive

