

### Windows 11 Desktop



- 1 **Recycle Bin** – storage folder for files deleted from internal or locally attached hard drives. Does not hold deleted files from network drives.
- 2 **Icon** – link to an application, file, or folder, aka shortcut.
- 3 **Taskbar** – the area that organises icons, running applications and notifications. It also holds the *Action Center* and *System Tray* and shows the system's time and date.
- 4 **Start Button** – click to reveal the *Start Menu*. All installed software can be accessed from this menu.
- 5 **Task View** – handy utility that lets you quickly see all running applications and create and manage *Virtual Desktops*.
- 6 **Action Center and System Tray** – quite different from the System Tray of Windows 10, this area has three sections. First, on the far left is the traditional *System Tray* and the *Overflow* menu, which holds apps that run in the background and offer interaction through their icons. Next is the *Action Center* which is comprised of two sections. First is the *Quick Settings* button containing network access, volume control, and power settings; last is the *Date and Time*. If you see a number to the right of the *Date and Time*, it indicates you have that number of notifications. Click the *Date and Time* to display your notifications and act upon them.

### Snap Windows

- To split the screen, **drag** any window to the extreme left or right edge of your monitor. When the cursor reaches the edge, **release** the mouse button, and the window will snap to that edge of the screen. The other half of the screen will show a “tiled” display of all other available windows. **Click** any tile, and it will automatically fill out the remaining half of the screen.
- To display four windows on your screen, **drag** a window to any corner of your screen. Release the mouse button, and you will see the tiled display of all other available windows to display in the next quadrant. Repeat until all quadrants have a window on your screen.
- For dual monitors, when dragging to the inside edges of either monitor, you must be careful where you release the button, or the window will snap to the opposite screen.

### Snap Layouts

*Snap Layouts* make snapping Windows even easier.

- Point and hover on the **Restore** or **Maximize** button in any window to display the *Snap Layout* options.



- The drop-down offers six different layout options, ranging from two to four tiled windows.
- Click a tile in any layout, and the current window will snap to this location. The remainder of the display will offer up all other windows to occupy the next tiled position in the layout, working left to right, top down. This will continue until you've chosen a window for each tiled position in the layout.

### Snap Groups

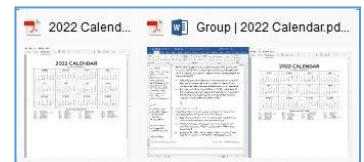
A *Snap Group* is created when you snap 2 or more windows. These windows become associated as a *Snap Group* so that you can quickly return to this snapped layout of windows.

For example, you have a Word window, and an Acrobat PDF window snapped in a split-tiled layout. Then you open an Excel workbook, which is now lying on top of your Word and PDF windows. How do you return to seeing the two-window layout of Word and Excel?

- Before the *Snap Group* feature existed, you would have had to click both the Word icon and then the Adobe icon found on the *Taskbar* to return each window back to its split-tiled layout.
- But now, each application will show a grouping of the two apps when you hover over their *Taskbar* icon. The screenshots below show hovering over the Word and Acrobat icons in the *Taskbar*.



(Hovering over Word icon)

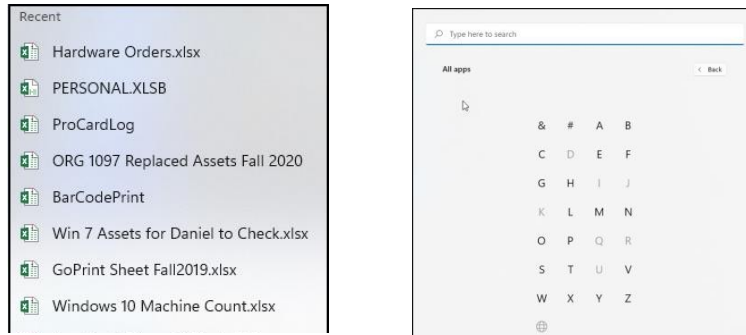


(Hovering over Acrobat icon)

- While hovering over either, click the snap group, and both apps will return to the front of your screen.

### Using Jump Lists

*Jump Lists* are lists of most recent items that you can access from any *Taskbar* shortcut, or from within the *Start Menu*.

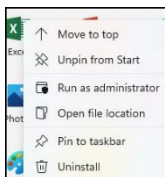


- **Right-click** an application shortcut in the *Taskbar* and **click** on any of the recently used files to open the file directly. Whether Excel is already running or not.
- In the *Start Menu*, display **All apps**, and then right-click on any app icon to show its jump list.
- Many jump lists offer a **"Pin to"** choice. The first choice is **"Pin to Start"**; this places a copy of that shortcut onto the *Start Menu*.
- If the jump menu offers a **More** choice, point to it and click **"Pin to Taskbar"** to place a copy of the shortcut on the *Taskbar*.

### Using the Start Menu

Windows 11 has slimmed down the Start Menu to make it simpler to start programs and open files. Below is an example of the new *Start Menu*.

- 1 **Login Name** – click to choose from options to *Lock*, *Sign out*, Or *Switch user*.
- 2 **Power** – click to choose from *Sleep*, *Shut down* or *Restart*.
- 3 **Recommended** – really a misnomer; this is simply a section of recently accessed files and recently added software.
- 4 **File Explorer** – This is the latest name for the program which organises and manages files/folders, aka *Windows Explorer*, *My Computer*, *Computer*.
- 5 **Pinned** – initially a default set of shortcuts to software pinned to the *Start Menu*. **Right-click** on any icon, and you'll see the following menu.

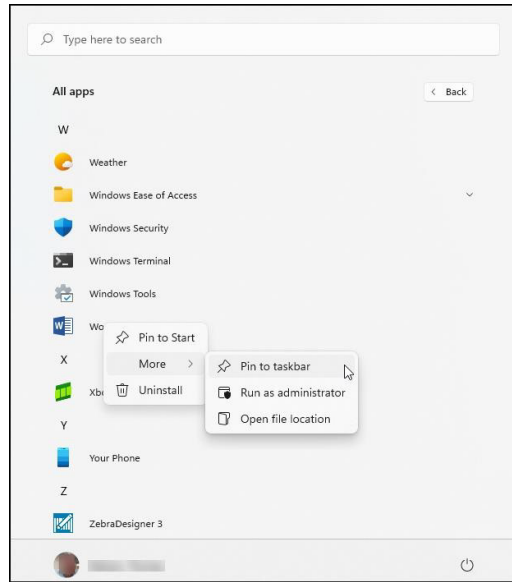


From this menu, you can change the position of the app in the *pinned* section, *Unpin from Start*, or *Pin to taskbar*.



- 6 **All apps** – use this option to display the complete **All Apps** menu. Organised alphabetically, this can be a long list. To speed up navigation, click on any alphabetical labels to collapse all the sections and then click a different label to search in that section. The menu will be expanded and scrolled to the start of that section. **Right-click** on any application icon in the **All Apps** menu to access *Pin to Start*, or point to **More** and *Pin to taskbar*. Pinning to the *Taskbar* is the best way to reduce your dependence on the *Start Menu* because the *Taskbar* (by default) is always on the screen, even when you maximise a window.

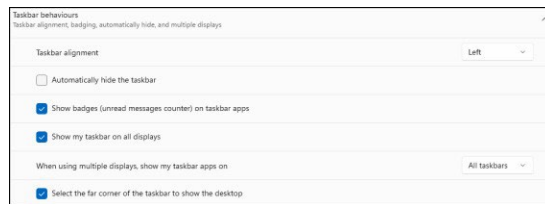
**Settings** – quick access to various system settings formerly found in the *Control Panel*. Hint: the *Control Panel* is still available through *Select here to search* for the magnifying glass icon next to *Start*. Click this icon, and in the *Type here to search* text box, type **control panel** and press **Enter**.



To rearrange shortcuts in the Pinned area, **drag and drop** as desired.

### Using the Taskbar

- **Right-click** any application icon in the taskbar to access its *JumpList*.
- **Right-click** an empty spot on the *Taskbar* to access the **TaskbarSettings** command. Click to access a list of various settings that affect the *Taskbar*. Look to the bottom of the list for *Taskbar behaviours*.



### File Explorer

The latest incarnation of Windows' file management program, *File Explorer*, has been updated to incorporate the ribbon interface and has a few additional changes from *Windows Explorer*.

- *OneDrive for Business* is now integrated into *File Explorer*.
- The **Favorites** folder is now called **Quick Access**. To add frequently accessed locations to this list, locate the folder you want to add and **right-click** on it. In the menu, click **Pin to Quick Access**.
- **My Computer** or **Computer** (*Windows 7 and prior*) now appears as **This PC**.

### Personalising

- To change settings such as the desktop background, window colours, screen saver, taskbar behaviour, etc., **right-click** an empty spot on your desktop, and click **Personalise**.
- The **Personalisation** pane of the **Settings** window will appear. Choose from the various options of *Background*, *Colours*, *Themes*, *Lock Screen* and *Taskbar*.
- Note: to set or change a screen saver, the option is found in **Personalisation > Lock Screen**.
- If using a campus computer one or more of the options may be disabled from change.
- To change *Screen Resolution*, **right-click** the desktop and click **Display settings**. In the **System** window, the **Display** pane will be selected. Look for the *Scale & layout* section. Here you will find *Scale*, to adjust the size of text apps and other items, *Display resolution*, and *Display orientation*. Adjust any as desired.

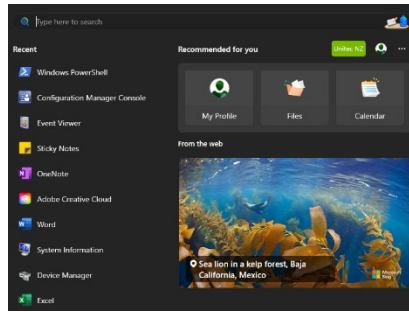
### Searching

The **Search** feature is quite useful for finding anything on your computer or the web.

- Click the *Select Here to search* button in the Taskbar, next to the Start button.



- The **Search** window will appear. Enter what you are searching for in the *Type here to search* text box, and press **Enter**. Or use any of the other options in the window.



- Alternatively, from the keyboard, press the **WinLogo** key and begin typing. Windows will immediately produce a list of items it believes matches what you have typed up to that point.

### Accessories

Windows 11 retains many of the applications found in the old Accessories folder of the Start menu from previous versions of Windows. The list below contains some of the more familiar apps:

- Character Map
- Notepad
- Paint
- Snipping Tool
- Sticky Notes
- WordPad
- The easiest way to access any of these applications is to simply search for them using the **Search** button in the *Taskbar*.

### Pinning an App to your Task Bar

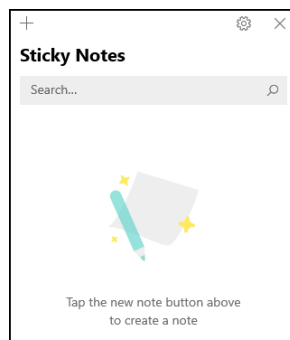
Below is a simple way to add an app icon to your *Taskbar*. In this example, let's add the **Calculator** icon to the Taskbar.

- Click the **Search** button in the *Taskbar*. Enter **calculator** into the *Type here to search* text box. **Right-click** the **Calculator** icon and click *Pin to taskbar*.

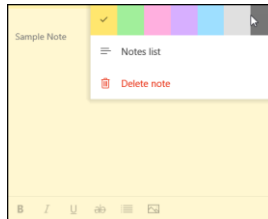
### Working with Sticky Notes

The **Sticky Notes** app can be found in the **All apps** menu in the **S** section. If you like using this app, try adding it to your *Taskbar* for quick access. When you launch the app, be sure to sign in using your Unitec login credentials.

- At the top of the window, click the **Settings** icon (gear).



- At the next screen, click the **Sign in** button. Follow the prompts and use your Unitec login name and password. All your notes will be synced to your Office 365 account. They will be available on other devices if you login, and you won't have to worry about losing them when you receive a replacement computer.
- To create a note, **Click** the + sign.
- To delete an existing note, point to the note and then click on the ellipsis that appears at the top right-hand corner of the note. Then click **Delete note**.
- To bring a note out onto your desktop, simply double-click the note and it will appear as its own sticky note on your desktop. Drag and drop to change the location. You can close the Notes List window and notes that you brought onto your desktop will still show.
- To change the colour of a note, click the note, and at the top right-hand corner click the ellipsis. Choose from the colour list shown.

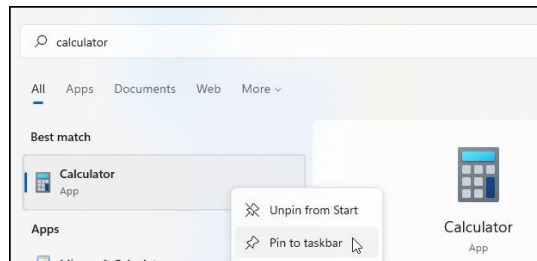


- Notice in the screenshot above you can also bring back the *Notes List* to access other notes. The close button in each note window only closes that note, but they always remain in the *Notes List*.
- To close **Sticky Notes**, right-click the application icon on the taskbar and click **Close all windows**.

### OneNote Sticky Notes

OneNote also has a Sticky Notes component that syncs with the Main Sticky Notes app and has a few additional features that you may find useful. For Example, you can create a note or take a screenshot with a single click.

It can also detect the web page or app used when creating the note. When returning to the same webpage or app, the note will be returned to the top. The note will also have a link to open the webpage or app.



### Screen Capture or Screen Shot

Making a screen capture or screenshot can be helpful in various situations. For example, if you need computer support, screenshot the error message, paste it into an email, and send it off.

The exact look of the PrintScreen button varies



depending on the keyboard but will look something like this

### Quick Screen Capture

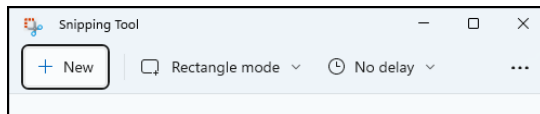
- With the error on the screen, press **ALT+PrintScreen** to copy an image of the active window. Next, paste the image into a document and email the document.
- To capture the entire screen, press **PrintScreen**.
- To capture multiple screens, press **Win+PrintScreen**. [Using the Snipping Tool for Screen Capture](#)

The **Snipping Tool** application is a more refined method for making screen captures in that it enables a more specific area of the screen to be captured.

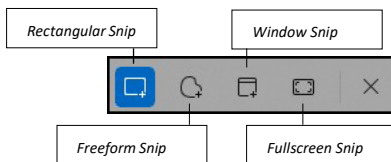
- Click the **Search** button in the Taskbar and begin typing *Snipping*. Before you finish typing, you'll see the **Snipping Tool** app icon appear. Click to launch.



- Click the **New** button.



- Your screen will appear to dim, and a small toolbar will appear at the top of the screen offering you different shapes to use for your capture.
- Choose the shape of what you want to capture. *Rectangular* and *Free form* require you to drag around the capture area. For *Window* just click on the window. *Fullscreen* does just that.



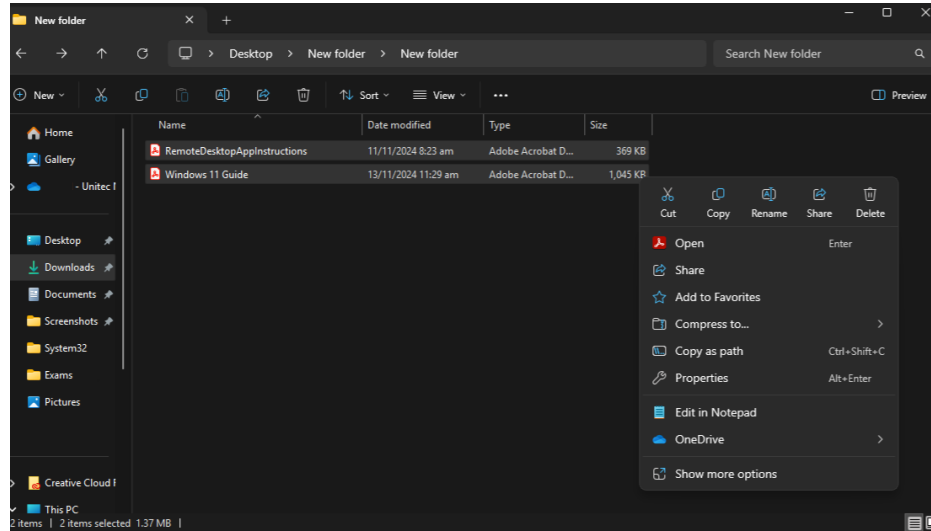
- Release the mouse button; the window will show what's been captured. You can save, copy, email, and/or annotate it directly in the application.
- The *Delay* option lets you capture something you must click to show first. For example, if you wanted to display a drop-down list within a window capture, set the delay, start a Window snip, display the drop-down, wait for the timer, then click on the window when the screen dims, and you see the toolbar above. The drop-down will be included in the screenshot.

### Windows 11 Context Sensitive Menus

A 'context sensitive' menu is what you see when you **right-click** on anything. They are shortcut menus that appear right where you **right-clicked** and contain options that pertain to, or are context-sensitive to, what you **right-clicked** on. This feature has been around for many years and can really save a lot of time when performing various tasks at different places on your screen because it saves you the time involved in selecting a menu bar, a toolbar, or a ribbon button to perform some tasks.

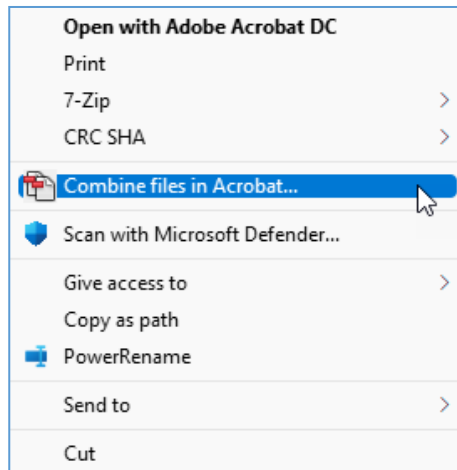
Windows 11, however, had decided to make the context-sensitive menus much shorter in terms of what is offered, so initially, when you try this, you'll notice that many of the options you are used to seeing in the menus are not there. Here's a great example that shows how to do this. It is a very useful feature for taking two or more PDF files and combining them into a single PDF, all done from Windows File Explorer.

Below is a screenshot of Windows File Explorer showing two PDF files in a folder. Each file has been selected, as shown by the blue and grey highlights. Next, the files are right-clicked, and here's the minimalist menu that Windows 11 provides.




The only command that really deals with PDFs is to Open, but this will open each PDF file in Acrobat; it won't combine them into a single PDF at the same time.

To see the original menu, click on **Show More Options**, and the normal menu that you've always seen previously will appear when you right-click on files. And this seems to be the norm for many right-click menus throughout Windows 11. Below is the menu's top section as it appears after clicking **Show more options** (the screenshot is cropped to fit). Now, you see the command, **Combine files in Acrobat**. By the way, this is an elegant way to combine multiple PDFs into one PDF.





### Windows 11 Shortcuts


The Windows Logo key, on the left side of  the space bar, is known as a “chord” key as it is usually pressed and held in conjunction with one or more keys, much like a musical chord is played on a piano. This technique of pressing multiple keys is also known as a *combination keystroke*. CTRL, ALT, SHIFT are also known as chord keys as they are frequently used in conjunction with other keys.

Start Menu, Task Bar, Window Mgmt.	Description
WinLogo + A	Opens <i>Action Center</i> .
WinLogo + D	Displays the desktop by minimizing all windows. Repeat to reverse action.
WinLogo; Tab/Shift + Tab; Arrow Keys; Enter key	Displays the <i>Start Menu</i> ; Press Tab/Shift + Tab to move between sections; Use the arrow keys to choose items within a section; Press Enter to launch an item in a section.
WinLogo + S	Displays the <i>Start Menu</i> and places the cursor into the <i>Type here to search</i> textbox.
WinLogo + [1][2][3][...]	Opens programs that are pinned to the taskbar. For example, if the first pinned program on your task bar is File Explorer (from left to right), the shortcut Windows + 1 opens File Explorer for you.
WinLogo + Comma	It temporarily displays on the desktop until you release the WinLogo key.
WinLogo + Ctrl + D	Creates a new virtual desktop.
WinLogo + Ctrl + [Left][Right]	Switches between virtual desktops.
WinLogo + Ctrl + F4	Closes current virtual desktop.
WinLogo + Home	Minimises all but the current window. Repeat to reverse.
WinLogo + [Left][Right][Up][Down]	Dock windows in different positions on your screen.  WinLogo + [Left/Right] docks the current window to the left/right half of your screen. WinLogo + [Up] afterwards docks the current window in the upper left/right quarter of your screen. Multiple moves in one direction will move between monitors.  WinLogo + Up maximises the window.  WinLogo + Down restores the window and a second time minimizes the window. Except when maximizing, when you release the Windows key after positioning a window, <i>Task View</i> shows up on the opposite side of the positioned window to select and position another app.
WinLogo + Shift + [Left][Right]	Moves current window from one monitor to another (when using a multiple monitor setup).
WinLogo + Tab	Launches <i>Task View</i> .
Esc	Closes the <i>Start Menu</i> if displayed or cancels the current task.
F6	Cycles through screen elements in a window or on the desktop.
Alt + Tab/Alt + Shift + Tab	Used to switch to other open windows, moving through them left to right, top to bottom/Used to switch to other open windows moving backwards through the list.
Alt + F4	a) Closes current window or current application. b) From the desktop, this opens the Shut Down Windows dialog box offering options of <i>Switch user, Sign out, Sleep, Shut down, Restart</i> .
Ctrl + F4	Closes the active document.

Windows Features	Description
Alt	Activates ribbon bar or menu bar for selection via keyboard; select the desired letter to choose; alternately arrow left/right, up/down to search for option required and then press Enter to choose.
WinLogo + X	Opens <i>Start Menu</i> context menu.
WinLogo + I	Opens the <i>Settings</i> window.
WinLogo + E	Opens <i>File Explorer</i> .
WinLogo + L	Locks your Windows device.
WinLogo + R	Opens <i>Run</i> dialog box.
WinLogo + T, WinLogo + Shift + T	Cycles forward/reverse through application icons on the taskbar.
WinLogo + U	Opens the <i>Accessibility</i> window.
WinLogo + V	Displays clipboard history and offers emojis to insert.
WinLogo + Pause/Break	Opens the <i>System Properties</i> window.
WinLogo + X, U	Displays shutdown options. Press U to continue with the shutdown.
WinLogo + X, O	Opens the <i>Power Options</i> window.
WinLogo + X, B	Opens the <i>Mobility Center</i> window.
WinLogo + R, type CMD, press Enter	Opens the <i>Command Prompt</i> window.



## Quick Guide

File Explorer	Description
Alt + Enter	Displays properties for the selected item, as in <i>File Explorer</i> .
Context Menu Key	 This key is located to the right of the space bar and will display the selected item's context (right-click) menu.
Ctrl + A	Selects all items.
Ctrl + C	Copies the selected item to the clipboard. Used in <i>File Explorer</i> to COPY files via Copy/Paste.
Ctrl + E; or F3	Locates cursor into the Search text box to look for a file/folder in <i>File Explorer</i> .
Ctrl + N	Opens a new <i>File Explorer</i> window.
Ctrl + W	Closes the current window.
Ctrl + X	Cut the selected item and place a copy in the clipboard. Used in <i>File Explorer</i> to MOVE files, via Cut/Paste.
Ctrl + Shift + N	Creates a new folder in the currently selected folder.
Ctrl + V	Pastes the clipboard contents to the active location.
Ctrl + Z	Undo an action.
Ctrl + Y;	Redo an action; i.e. cancel what was just undone.
Ctrl + scroll wheel up/down	Zooms in/out the size and appearance of file and folder icons.
Delete	Deletes the selected item.
Shift + Delete	Deletes the selected item permanently.
Left/Right Arrow	Opens, collapses selected folder in the <i>Navigation Pane</i> .
Home/End	Selects top/bottom of the active window.
F5	Refresh the active window.
F11	Display window in <i>Full Screen</i> , or restore from <i>Full Screen</i> .
Shift + Up/Down	This technique highlights files/folders continuously in the chosen direction.
Ctrl + Up/Down + Space	This technique lets you highlight multiple non-adjacent files/folders; Ctrl + Up/Down to move to a particular item, then press and release Space to select. Repeat the Space on a selected item to deselect.
Ctrl + Shift + Up/Down + Space	Add Shift if you need to add a group of continuous files/folders to the overall non-continuous selection. Add and remove the Shift key as needed.
Ctrl + A	Selects all contents of a given folder.
A.....Z and 1.....9	Jumps to the first item that matches what you've typed up to that point. Keep typing to narrow down the selection. If you delay for a few seconds, the next key you type starts the search again with that letter or number.

Navigation	Description
Home/End	Move to the beginning or end of a line of text. In <i>File Explorer</i> moves to the beginning or end of a file list.
Ctrl + Left/Right Arrow	Moves by words in the given direction when working with text. In <i>File Explorer</i> , maintains selected item(s) while moving to select another item, press Space to select.
Ctrl + Up/Down Arrow	Moves by paragraphs in the given direction when working with text. In <i>File Explorer</i> , maintains selected item(s) while moving to select another item; press Space to select.
Ctrl + Home/End	Move to extreme beginning/end of a section of text. In <i>File Explorer</i> moves to the beginning/end of a file list, but must use Space to select and does not lose what's already selected.
Shift + Home/End	Highlights to the beginning or end of a given line of text. In <i>File Explorer</i> selects everything from starting point to beginning or end. Works at the command prompt as well.
Shift + Left/Right Arrow	Highlights in the given direction a character at a time. Works at the command prompt as well.
Shift + Up/Down	Highlights in the given direction a line of text at a time. In <i>File Explorer</i> selects in the given direction. Works at the command prompt as well.
Ctrl + Shift + Left/Right Arrow	Highlights by words in the given direction. In <i>File Explorer</i> adds to selection without losing what's already selected. Works at the command prompt as well.
Ctrl + Shift + Up/Down Arrow	Highlights by paragraphs in the given direction. In <i>File Explorer</i> adds to selection without losing what's already selected. Works at the command prompt as well.
Ctrl + Shift + Home/End	Highlights to the extreme beginning or end of a given section of text. In <i>File Explorer</i> , selects to the beginning/end of a file list without losing what's already selected. Works at the command prompt as well.
Ctrl + Tab/Ctrl + Shift + Tab	Move forward/backwards through dialog box tabs.
Tab/Shift + Tab	Move forward/backwards through dialog box options.
Alt + underlined letter	Chooses the corresponding option.
Spacebar	Clear or select the checkbox.
Arrow Keys	Selects a radio button from within a grouping.