Design Document: What’s New in Windows 11

Class Description

Learn how to navigate the new Windows 11 interface, locate and manage your files, and customize your preferences in this class.

**Curriculum Track**

Basics

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To help participants feel comfortable and confident navigating the Windows 11 interface

Equipment Requirements

Projection screen, laptop with internet connection, laser pointer,

Software Requirements

Windows 11 Operating System

Material Requirements

Pens or pencils, Activity Sheet, Handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Navigate and customize the new start menu
* Add desk top icons
* Navigate and customize the widget bar.
* Uninstall applications
* Navigate and install applications from the Microsoft Store
* Understand how to navigate the new File Explorer
* Understand how to navigate and customize their Windows 11 experience using Settings

**Assessment Technique(s)**

Successful completion of activities

Content Outline

***Agenda (2 mins)***

* Start Menu and Search
* Right Clicking and Windows snapping
* Widget Bar
* File Explorer
* Windows Store
* Settings

***Topics, Talking Points, and Activities (85 Minutes)***

* **Start Menu**
* Explain that Windows 11 moved their Start menu to the middle of the screen instead of the bottom left corner.
* Once you click on the Start Menu show students how to add items to their start menu by right clicking on an item under all apps. Once you right click you can choose pin to start
  + If you wanted instead to add a shortcut to the taskbar hover over more first then click on pin to toolbar
* Next show students how to remove items from their start menu by right clicking on an app and choose unpin from start menu
* Next show how to use the search bar. You can find it right next to the start menu by clicking on the magnifying glass
  + Demonstrate how you can use this search bar to find files and folders
  + Demonstrate how you can use this search bar to find answers or links to online webpages
* Finally demonstrate how to make desktop short cuts by going to all apps and drag that app over to the desktop.
* **Right Clicking and Windows Snapping**
  + Tell your students about how Window snapping has changed since Windows 10.
    - Demonstrate how the new snapping method works
  + Talk about how Windows 11 has a new menu when you right click on icons now.
    - Demonstrate what happens when you right click on the desktop, icons, folders, files, etc.
    - Demonstrate how to get the classic look by choosing **Show more options**. You can also get the old right click menu from the start by holding shift before you right click
* **Widget Bar**
  + Show students how to access the widget bar by moving your mouse all the way to the left side of the screen.
  + The widget bar has many premade widgets placed in there for you. If you don’t like what widgets appear you can click on the three dots in the bottom right corner of each widget.
  + If you would like to add widgets to your widget bar, click on the plus icon in the top right of the widget bar. From there you can choose what you see in the widget bar.
* **File Explorer**
  + Show off the new features in File Explorer
    - In the top left of the screen there is an icon labeled new. This allows you to create a new tab in file explorer
    - Next to the net tab button is a newly designed set of options
  + Just like the old file explorer you still have the navigation buttons, search bar and left menu access to the computers file structure.
  + Show your students how to change how your view File Explorer by clicking on view
    - These views are not universal. You will need to change it for every folder
  + Show your students how to use quick access just like in past versions of Windows.
    - Right click on a file or folder and choose the option pin to start
* **Windows Store**
  + Open up the windows store and explain that it is very like the rest of the stores you will see on your tablet or smart phone.
    - Let students know that they can still install programs the traditional way, but the Window’s Store is a good place to look if you are worried about downloading from the wrong place.
  + Show the students the icons on the left side of the screen as well as the search bar
  + Search for items you would like to install. Once you find it click on install
    - Encourage people to read reviews, read what the app does, if it has in app purchases and check the privacy policy before installing.
* **Settings**
  + Under **System** show people that they can modify their display settings
    - Explain that night mode reduces eye strain at night
    - Explain that HDR is good to turn on if they have a screen that is compatible with it. This will give them a better image quality
    - Demonstrate how to use Scale. This is good for people with small screen or those with vision impairment
    - Let people know if they have multiple displays at home or connect their laptop to a screen they will use the multiple displays setting to adjust it.
  + Under **Bluetooth & devices** show students where they need to go to change the settings of connected devices including Bluetooth, printers and mice
    - Demonstrate how to change mouse pointer speed
    - Demonstrate how connect a Bluetooth device if you have one handy
    - Quickly show what the printer and scanner menu looks like.
  + Under **Network & Internet** show off where to check your internet connections and how to connect to wi-fi
    - Demonstrate how to connect to wi-fi if you are using a laptop
  + Under Personalization people can change how their computer looks
    - Demonstrate how to change their background picture
    - Demonstrate how to change the lock screen picture
  + Under **Apps** people can uninstall programs and set default apps
    - Demonstrate how to remove an app under **apps & features**
    - Demonstrate how to pick a default app under **default apps**
  + Under **Accounts** people can change how they interact with Windows and their Microsoft Account
    - Demonstrate to your students how to change the sign in options and creating a new password
      * Let students know their ability to log in with fingerprints or face may not be compatible with their device.
    - Demonstrate to the students how to set up Windows Backup
  + Under **Time & Language** students can change the time and language of their computers
    - Demonstrate how to set up a new date and/or time
    - Demonstrate how to change the language of your device
  + Under **Accessibility** people can change the way their computer looks and operates to help them better navigate Windows.
    - Demonstrate how to change text size
    - Demonstrate how to change the mouse cursors size.
    - Demonstrate how to change the size of the text cursor
    - Demonstrate how to change the magnifier settings.
  + Under **Privacy & Security** people can check on their security and change their privacy settings
    - Demonstrate where to see their security status
      * Explain to the students that if they don’t install an antivirus then it will automatically be set to Windows Security which you can control through here.
    - Demonstrate how to get privacy settings and make changes

***Wrap Up/Closing (3 min)***

* Ask if there are any questions and answer any that were “parked” during the session
* Highlight the upcoming technology classes and share the types of topics that will be covered
* Thank participants for coming and ask them to complete the class survey before leaving