



WINDOWS DESKTOP SUPPORTT

Investigating the Windows 11 Operating System

Exploring the
basics of
Microsoft
Windows 11

Objectives

- Explore the Start menu
- Start and close programs
- Run programs, switch between them, and close them
- Identify and use the controls in windows and dialog boxes
- Learn about operating system software
- Examine PC operating systems and operating environments
- Compare the Windows operating systems
- Work with features of the Windows 11 desktop

Objectives

- Navigate your computer's disk and folder structure
- Examine the importance and use of filenames
- Find Help information in Windows Help and Support
- View properties of your computer system
- Compare options for shutting down your computer
- Navigate your computer using File Explorer
- Change the view of the items in your computer
- Get help when you need it
- Turn off Windows 11



Windows 11

Introduction Windows 11

- The **operating system (OS)** is software that manages and coordinates activities on the computer and helps it perform essential tasks, such as displaying information and saving data.
- The term software refers to the **programs** a computer uses to complete tasks.

Ad Init. (At the start)

1. **System Start-Up** Process from a Cold Boot
2. **BIOS/UEFI loads from ROM:** Basic Input/Output System or Unified Extensible Firmware Interface initializes.
3. **POST (Power-On-Self-Test):** BIOS/UEFI performs diagnostic tests on hardware.
4. **Hardware initialization:** Devices are initialized and configured.
5. **Boot device detection:** BIOS/UEFI checks boot devices for boot loaders.
6. **Handing over to OS:** Runtime services and control are transferred to the Operating System.
7. **OS takes charge:** The Operating System manages hardware devices and allocates software resources.

Ad Init. (At the start)

- Distinguish between:
 - Start-up
 - Power-up
 - Boot-up
- What's the correct sequence



Power-Up to Start-Up Sequence

1. **Power-up:** The device is turned on.
 - **Cold boot:** The system initializes from a powered-off state.
2. **Boot-up:** The BIOS/UEFI initializes, performs POST, and loads the boot loader.
 - **Operating system loading:** The boot loader loads the operating system.
3. **Start-up:** The operating system initializes, loads drivers, and starts system services.

The Importance of Operating System Software

- Operating System duties
 - Device drivers allows system to communicate with hardware
 - Customizing settings
 - Displaying a user interface
 - Providing support services to applications
 - Handling input and output
 - Managing the file system
 - Working with folders and files
 - Managing system resources
 - Multitasking

The Importance of Operating System Software

- Resolving system errors and problems
- Disk read/write operations
- Optimizing system performance
- Backing up your computer
- Power management
- Computer and Internet security
- Network communication
- Software Installation Wizards
- Daemons and system services

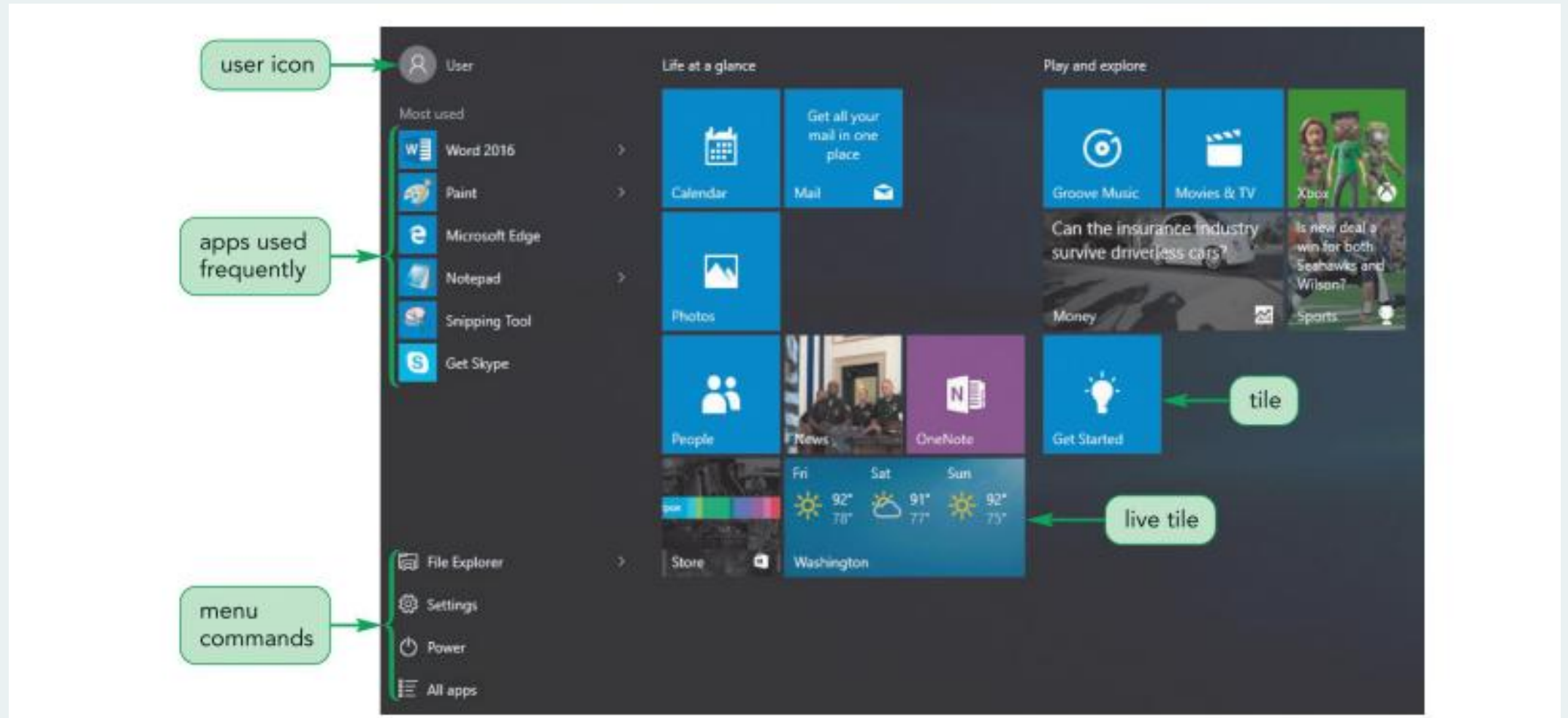
PC Operating Systems

- Operating environment vs. operating system
 - Virtual environment, or virtual machine
- Features of Windows operating systems
 - Graphical user interface
 - Fonts, translucency, icons, windows, menus, buttons, taskbar, and dialog boxes
 - Object-oriented interface
 - Objects and actions
 - Properties

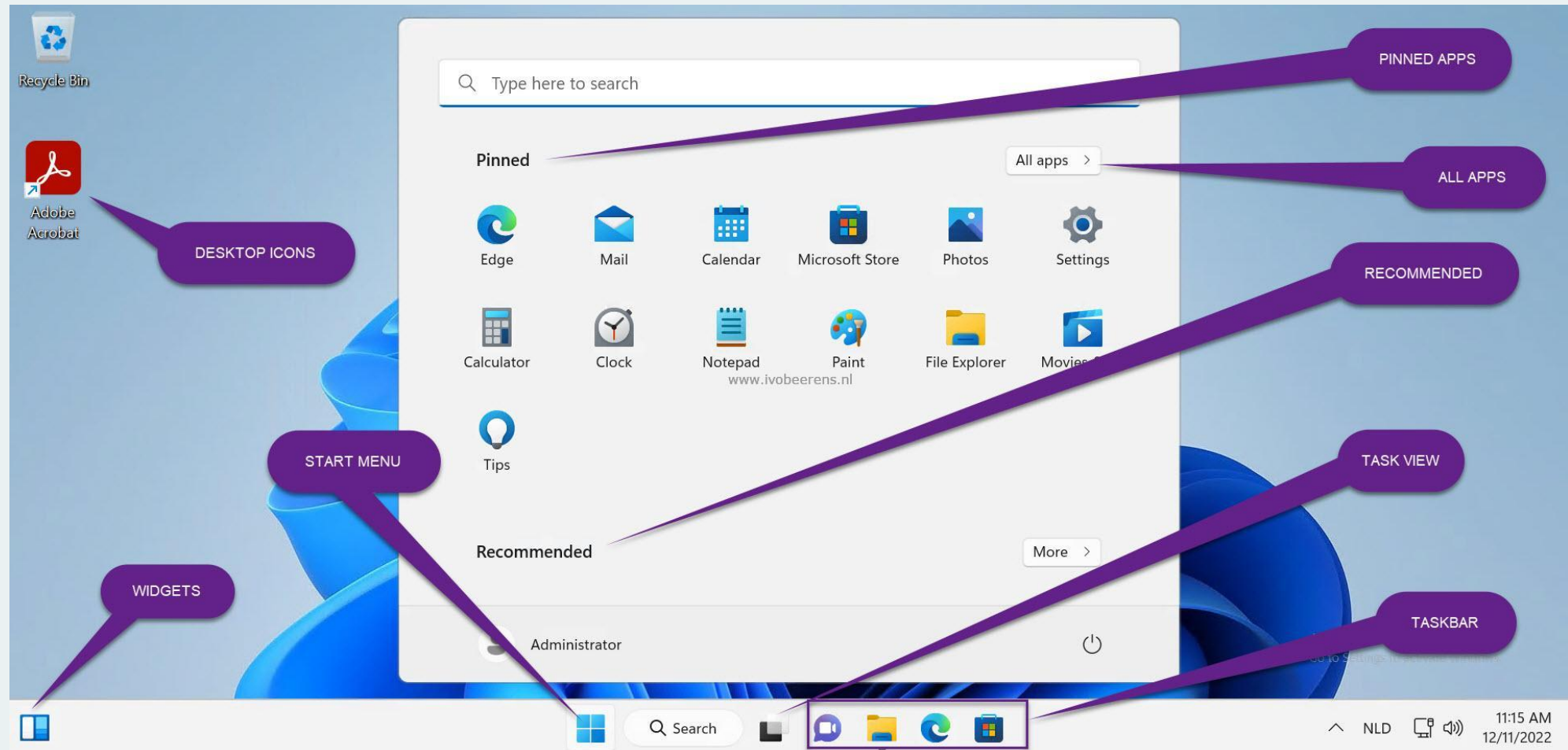
Starting Windows 11

- Turn on your computer. After a moment, Windows 10 starts and depending on the settings, the login screen or desktop will appear.
- If necessary, select or enter your username, type your password, and then press the Enter key to log in to the computer

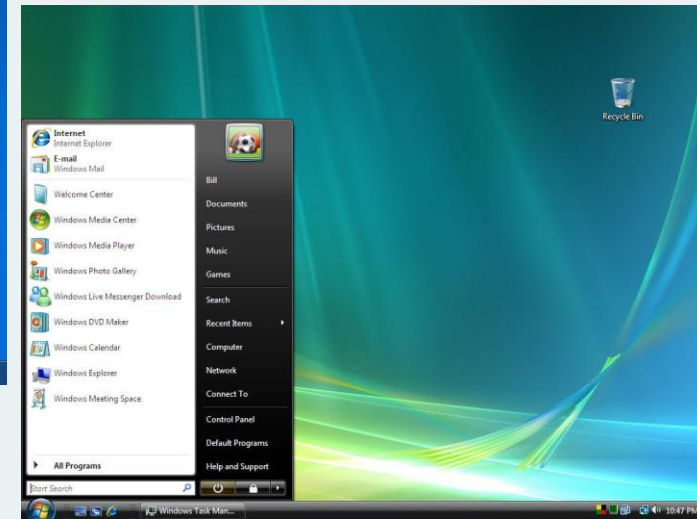
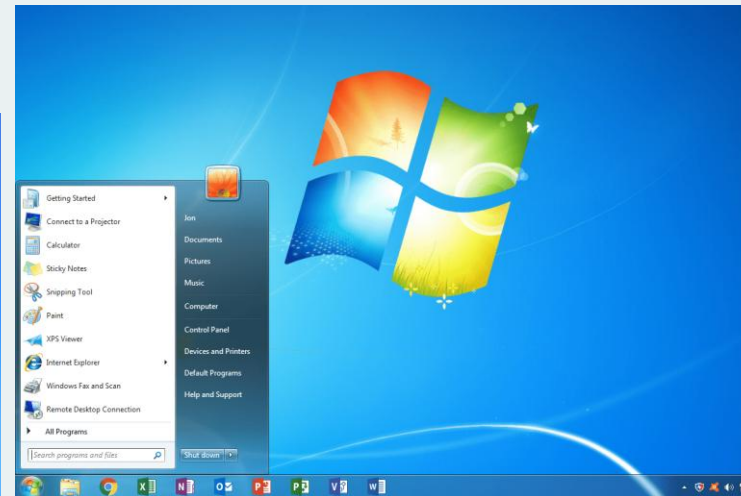
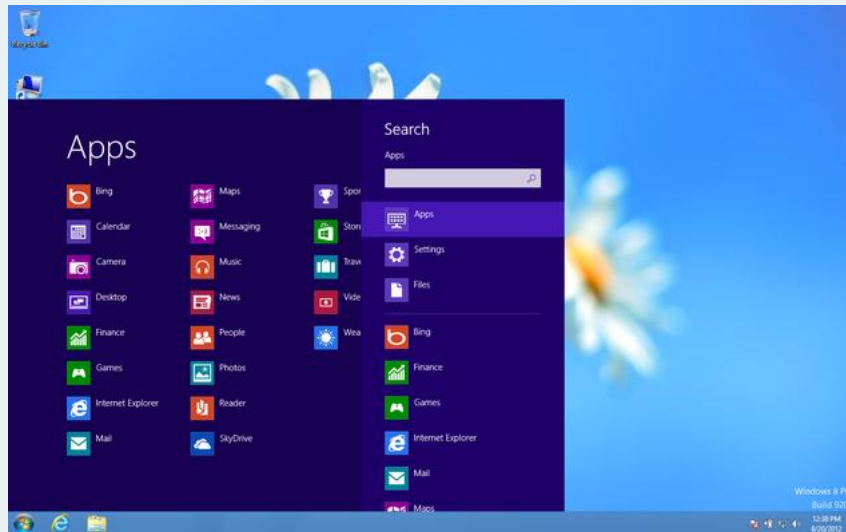
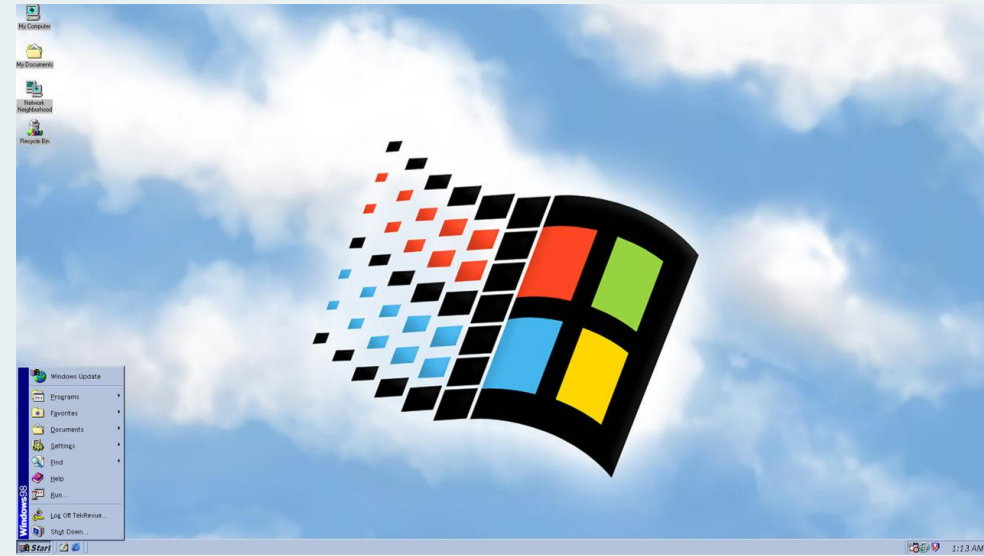
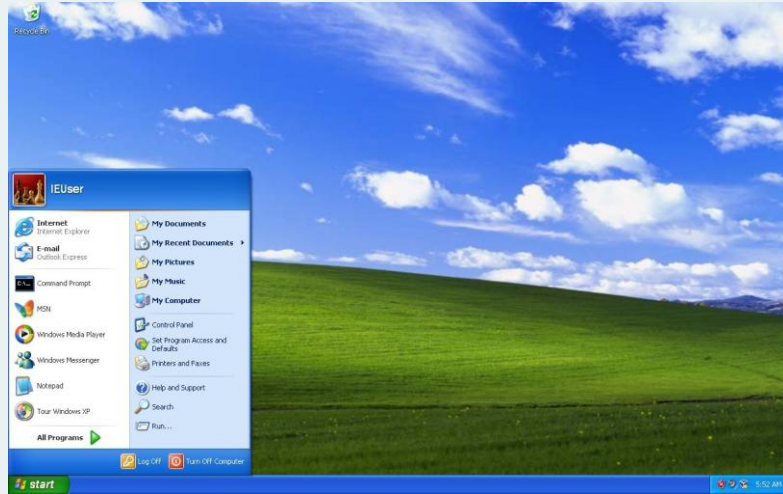
Windows 10 Start Menu



Windows 11 Start Menu



Time travel



Exploring the Start Menu

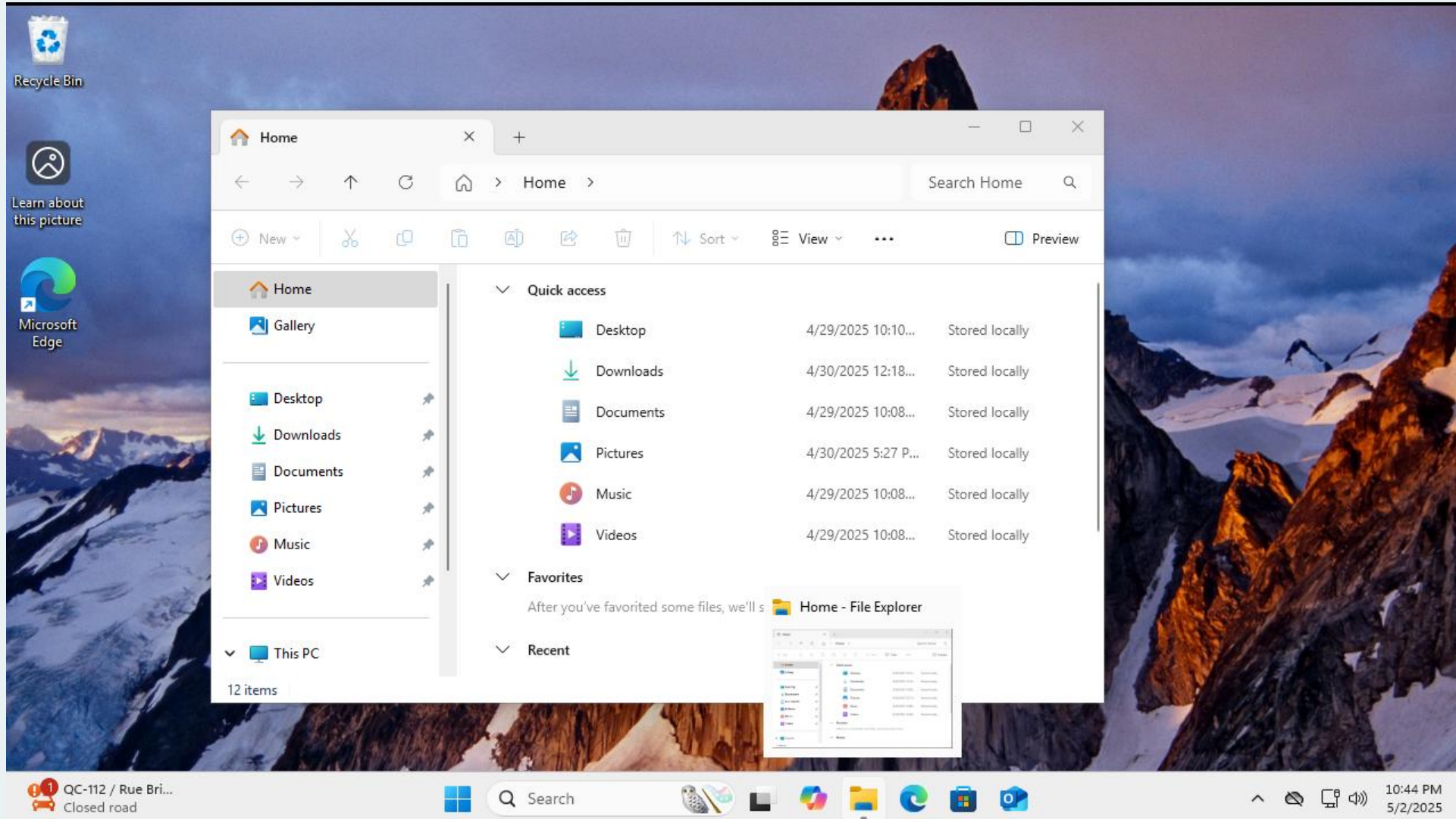
Start Menu Features

- **Pinned Apps:** Frequently used apps are pinned to the top section. **Location:** Top section
- **Recommended:** Recently added and frequently used apps/documents are displayed. **Location:** Below pinned apps section.
- **All Apps:** A list of all installed applications. **Location:** Accessible via "All apps" button.
- **Search:** Integrated search bar to find apps, files, and settings. **Location:** At the top of the Start menu.

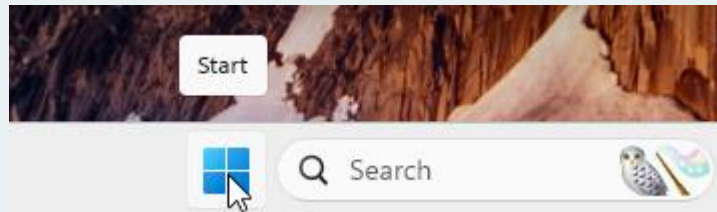
Other Start Menu Options at the bottom of the menu

- 1. **Power:** Shutdown, restart, and sleep options.
- 2. **User Account:** Access to user account settings.

Windows 11 Desktop



Touring the Desktop



- If you are using a laptop or desktop computer, use a pointing device to interact with objects on the screen
- Pointing devices come in many shapes and sizes. Most commonly these are mice or trackpads.
- You use a pointing device to move the pointer over locations and select objects on the screen
- A **ScreenTip** is on-screen text that tells you the purpose or function of the object to which you are pointing

Personalizing the Start Menu

By customizing the Start menu, you can tailor it to your workflow and preferences

Customization Options

- 1. Pinned Apps: Add or remove pinned apps by right-clicking on an app and selecting "Pin to Start".
- 2. Recommended Section: Toggle the "Show recently added apps" and "Show most used apps" options in Settings > Personalization > Start.
- 3. Layout: Resize the Start menu by dragging its edges.
- 4. Folders: Add folders to the Start menu by dragging them to the "Pinned" section.

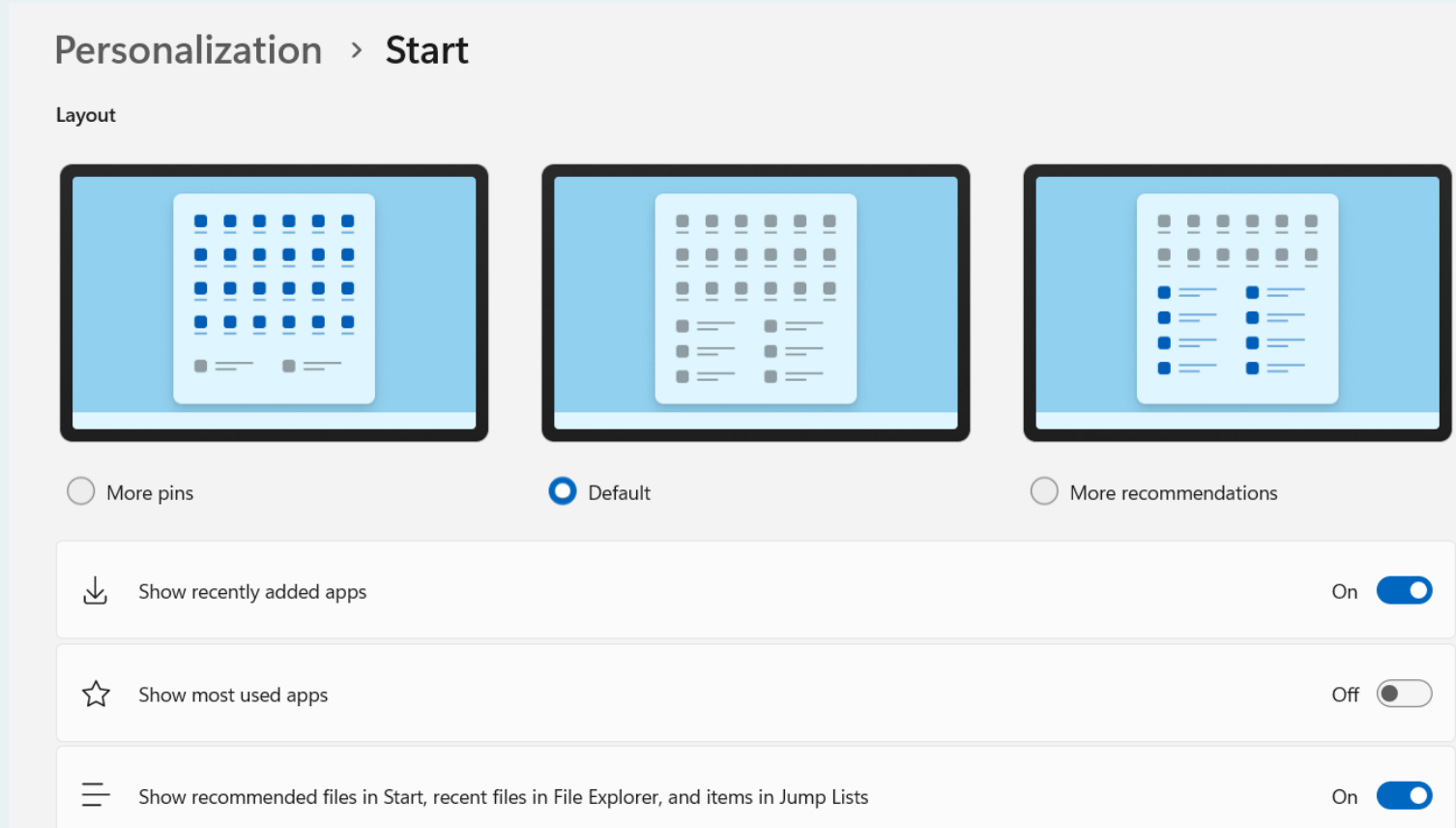
Settings

1. **Settings > Personalization > Start:** Customize Start menu settings, such as showing recently added apps or most used apps.
2. **Taskbar Settings:** Configure Taskbar behavior and appearance.

Personalizing the Start Menu

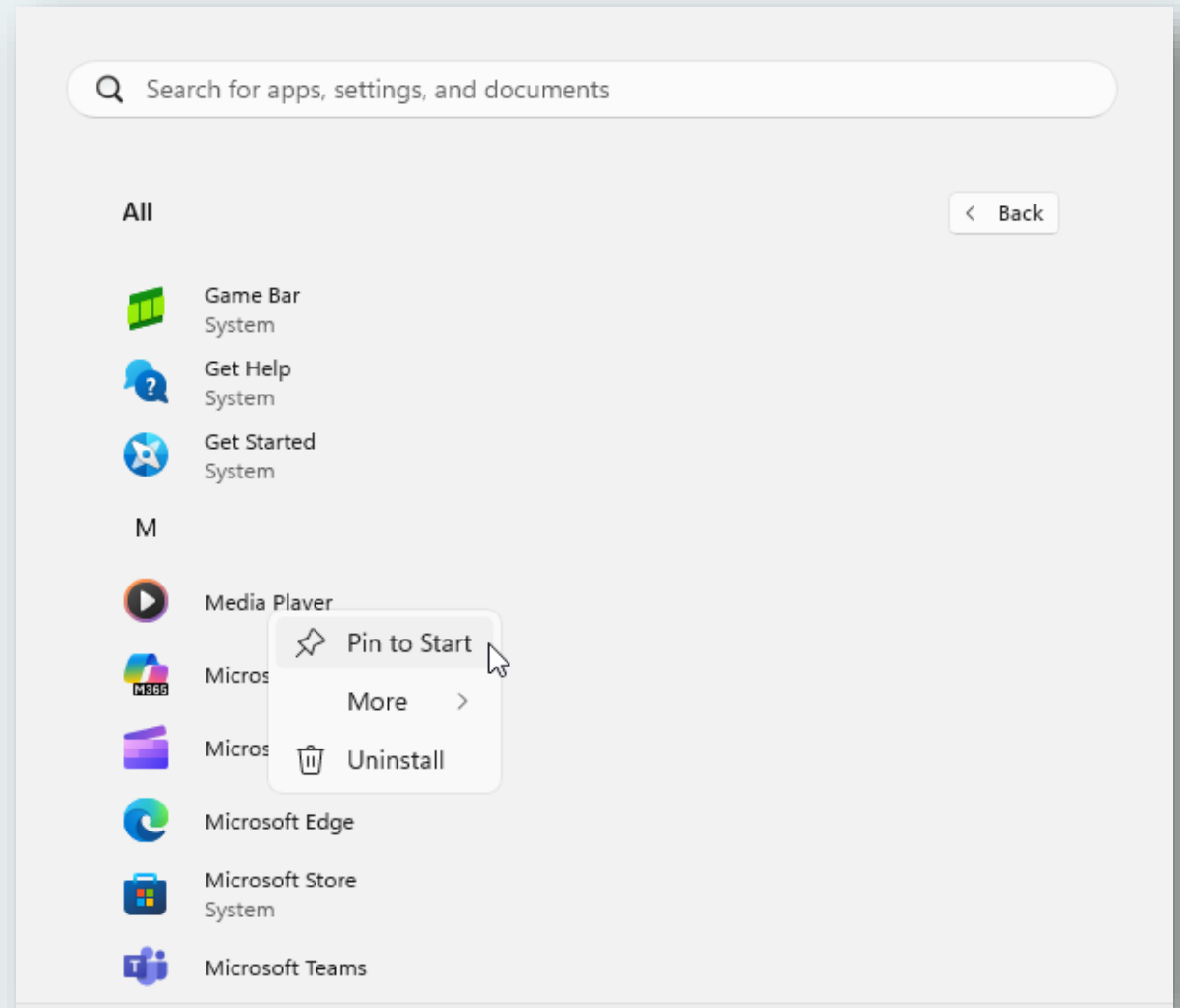
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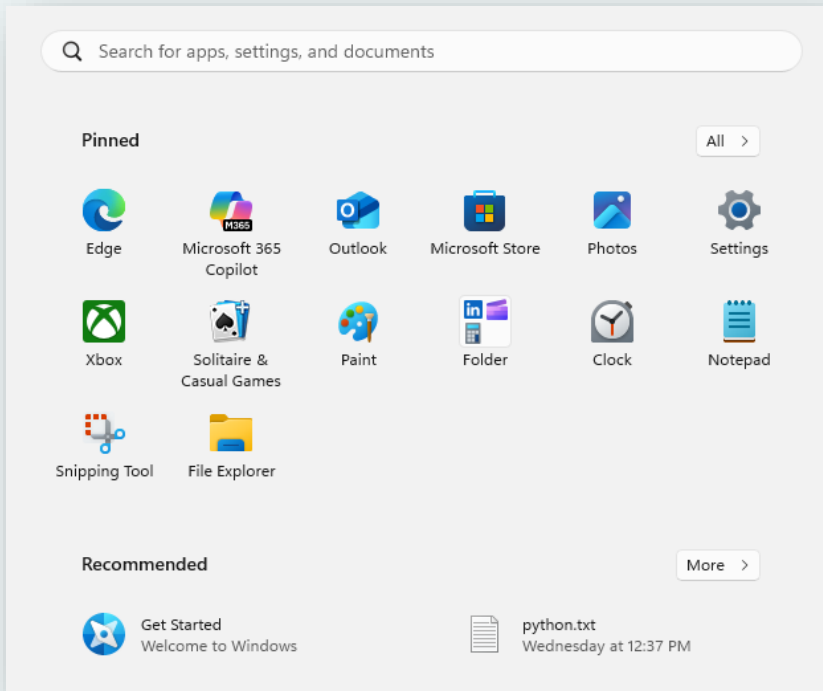
Pinning Tiles on the Start Menu

- Click the Start button and then click All.
- Right-click an app in the All apps list, and then click Pin to Start on the shortcut menu.

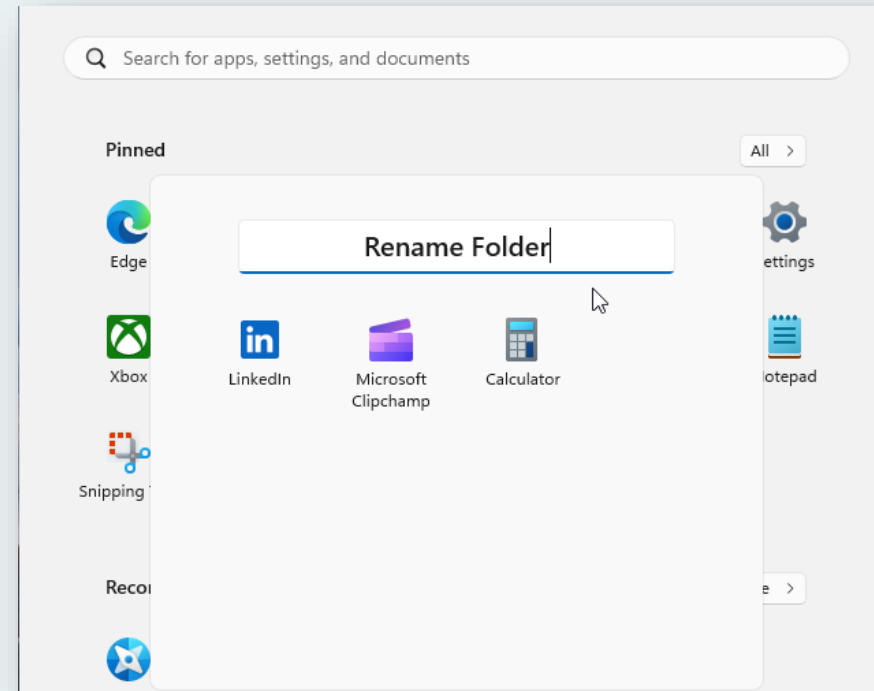


Creating and Naming Group of Tiles

- You can create folders in the Start menu to group related apps together.

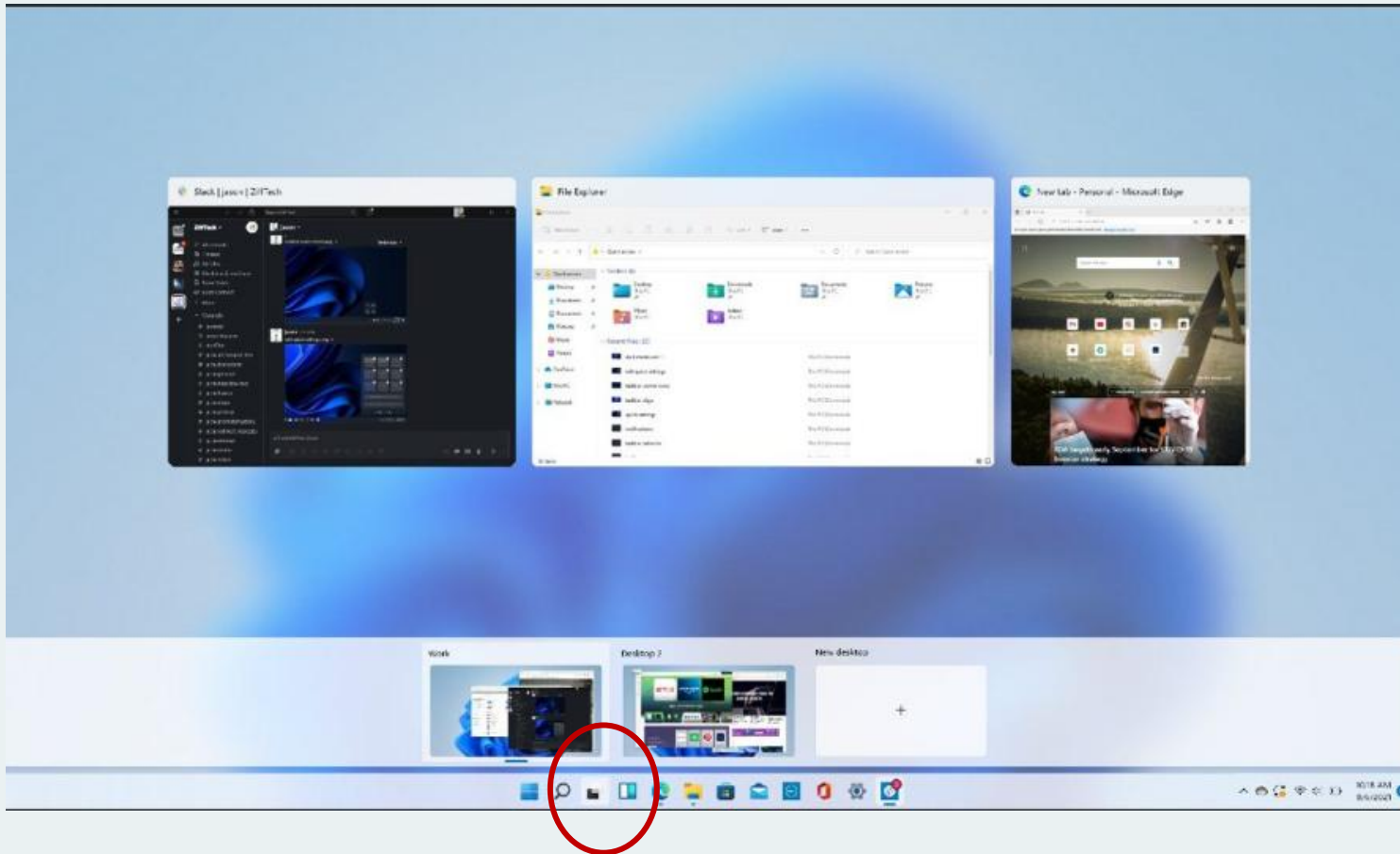


- Drag and Drop: Drag one app tile over another to create a folder.
- Add Apps: Drag and drop apps into the folder.



- Rename Folder: Click on the folder and then click on the "Rename" option to give it a custom name.
- Remove Apps: Drag apps out of the folder.

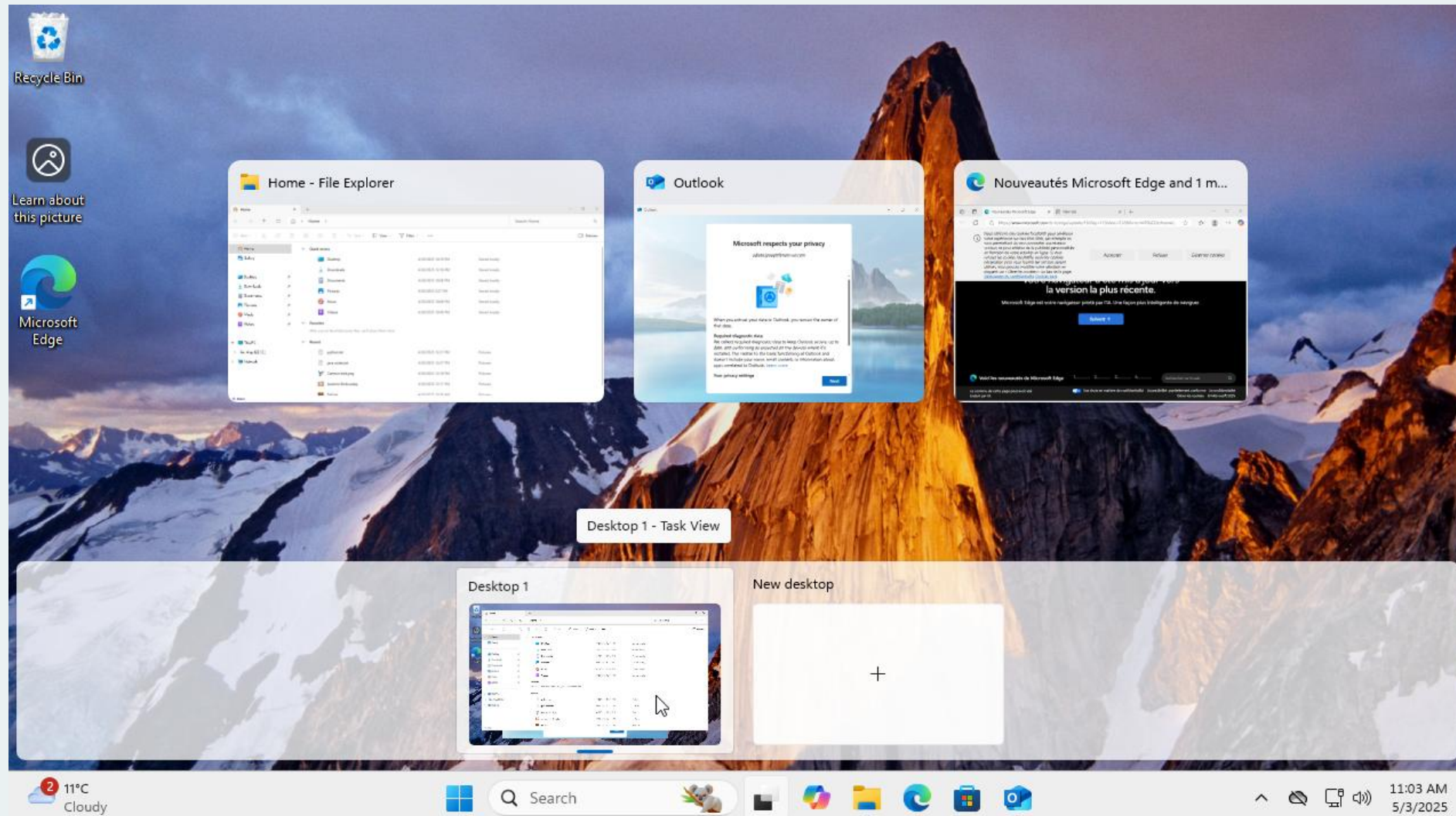
Virtual Desktops



- Can create and then move apps into separate virtual desktops



Virtual Desktops

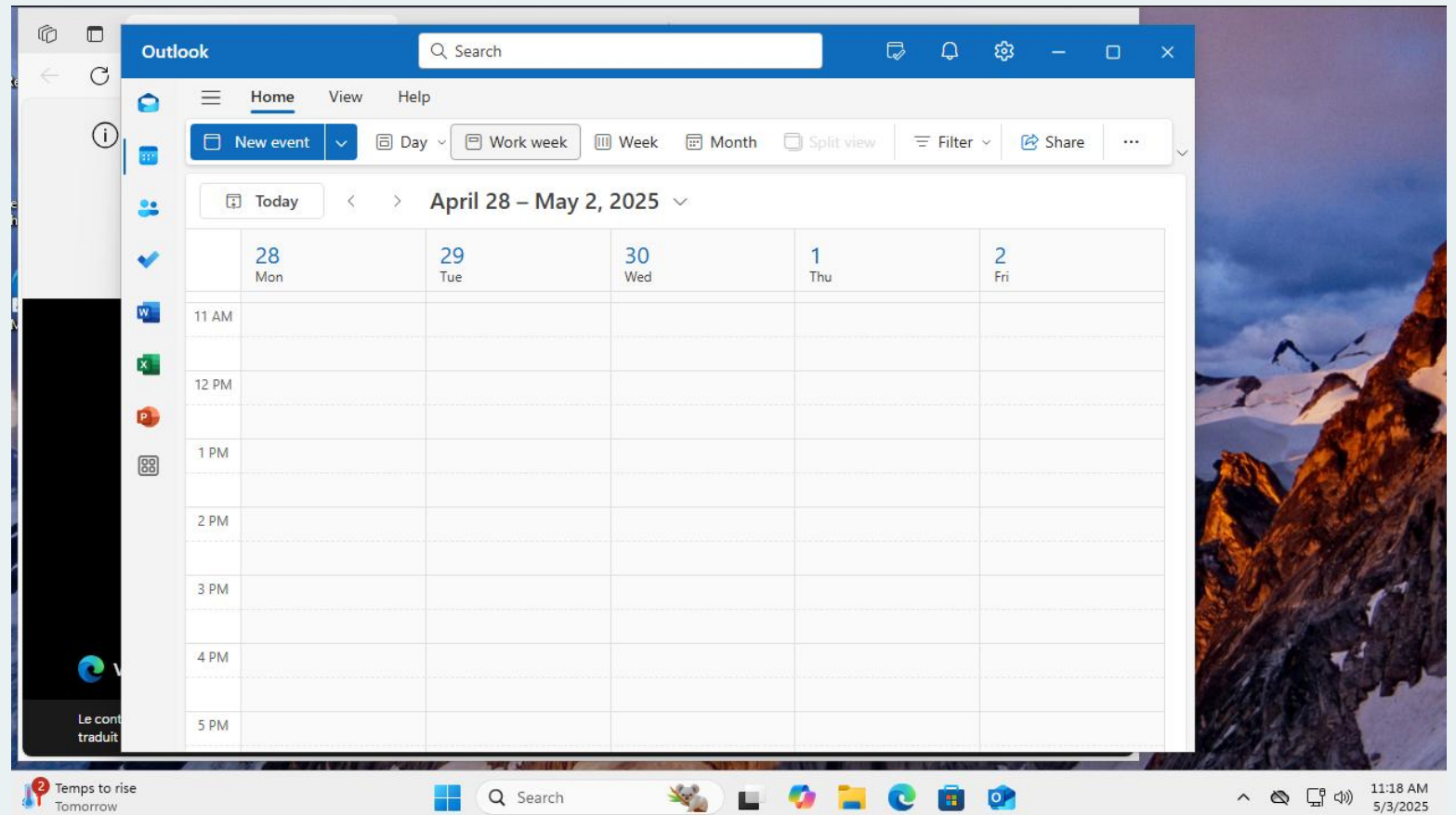


Starting Apps

Click the application's tile on the Start screen or...

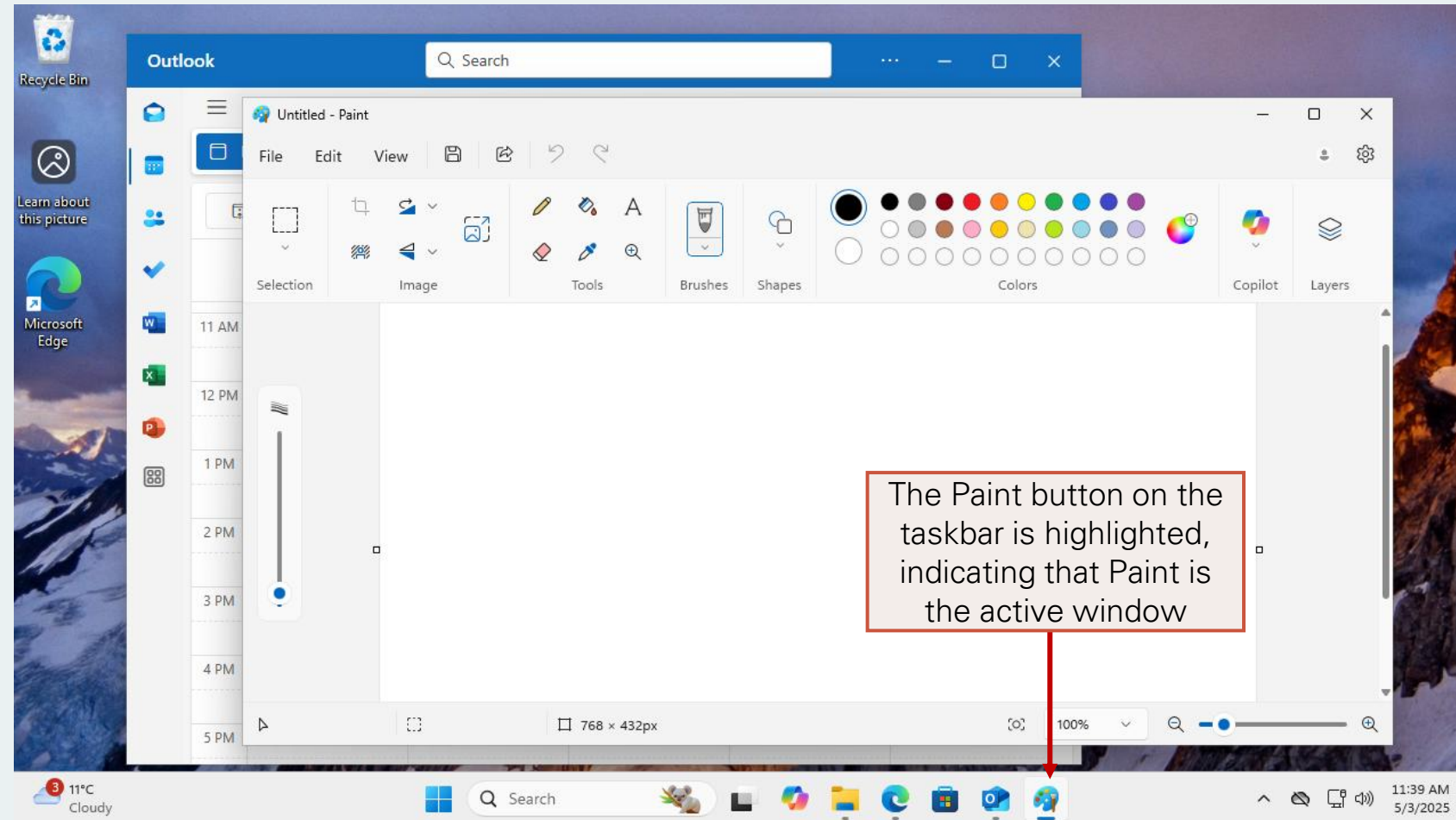
- On the Start screen or the Search menu, type the name of the application until the application appears in the search results and click or press enter.
- Double click the application from a shortcut.

Starting Apps



Running Multiple Apps

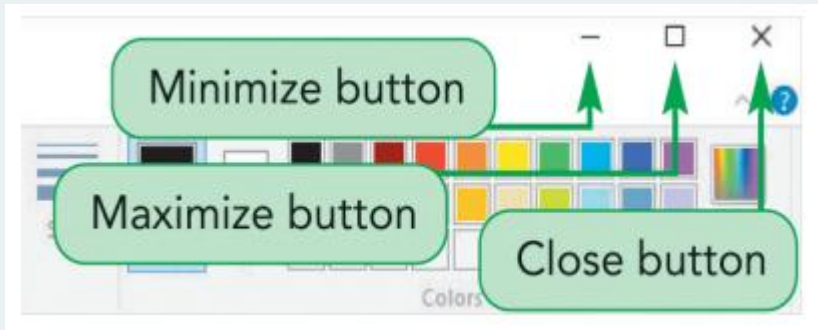
Multitasking allows you to work on more than one task at a time and to switch quickly between projects



Running Multiple Apps

- You can switch between running apps in many ways
 - Click the icon on the taskbar or hover over its icon and click on the preview window that pops up.
 - Click a visible portion of the app you can see on your screen.
 - Use Alt+Tab keys to switch; hold Alt and keep pressing Tab.
 - Windows+Tab key will show you all the running apps open. Use the mouse or keyboard to navigate

Manipulating Windows

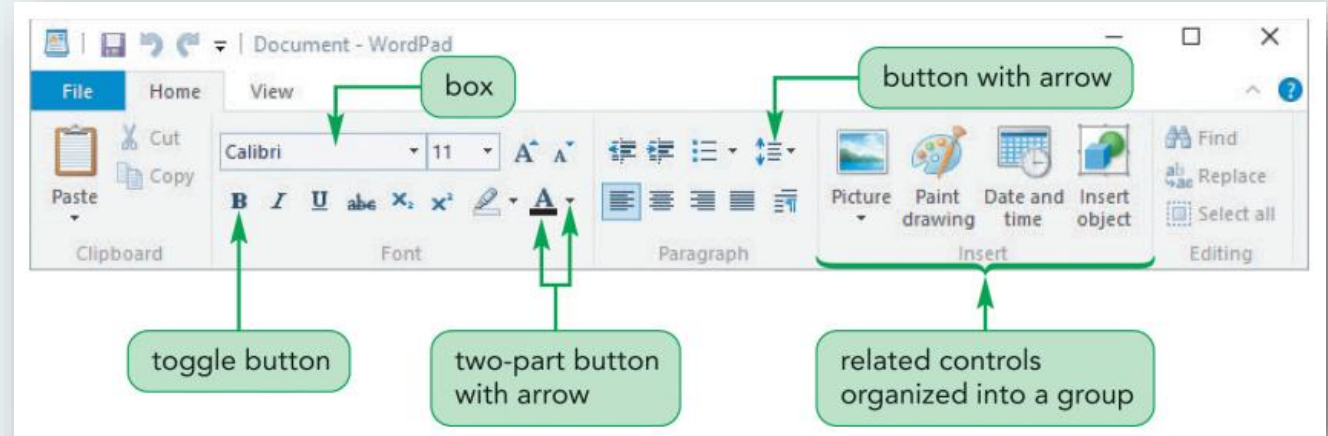



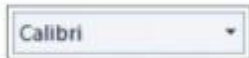


- To minimize a window
 - Click the Minimize button on the top right of the title bar.
 - Windows key and the down-arrow will lower the window.
- Moving Windows
 - Click and drag the title bar or use the Windows key and Left or Right arrow keys to snap it to one side or the other.

Maximize windows

- Use the Maximize button on the top right of the title bar or use Windows key and the Up-arrow

Using App Tools

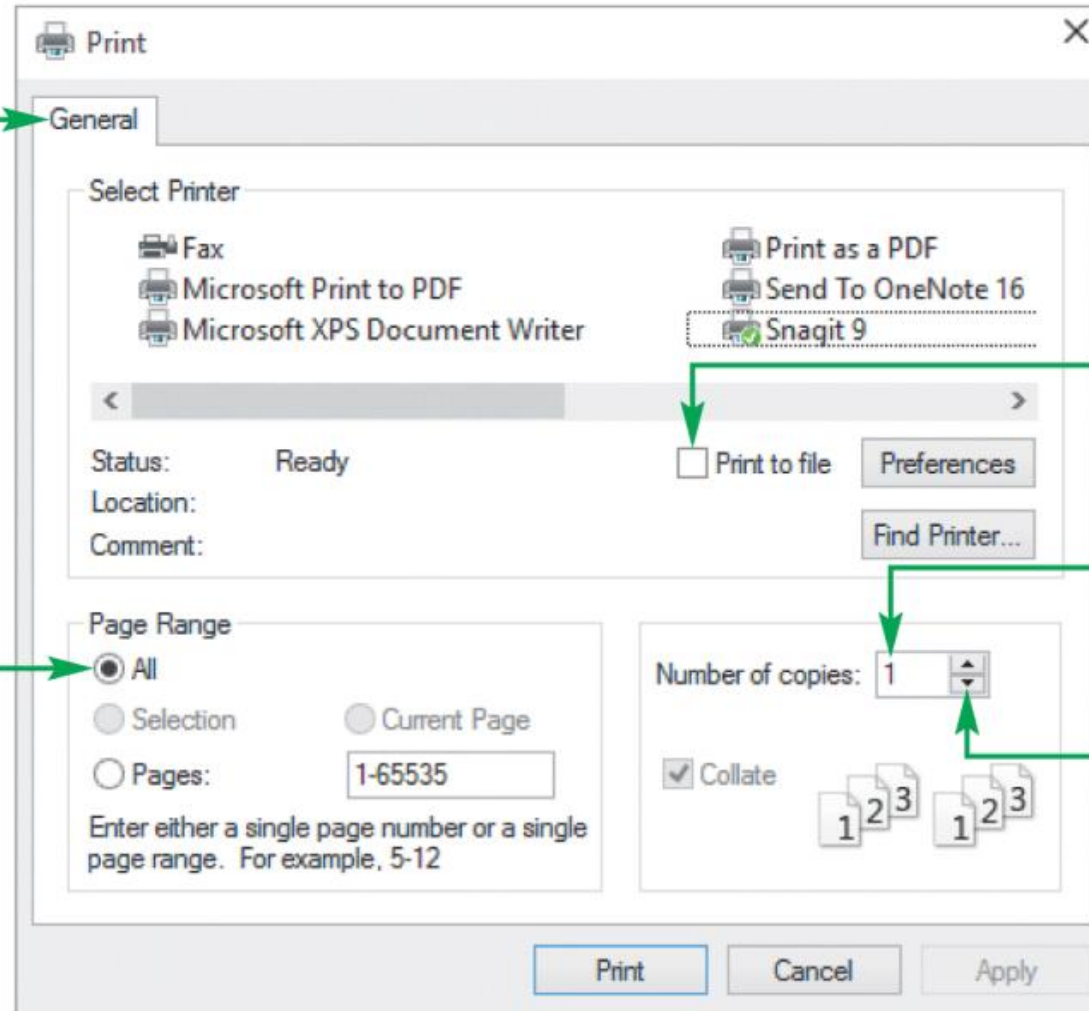


Control	How to Use	Example
Button with arrow	Click the button to display a menu of related commands.	
Box	Click the box and type an entry, or click the arrow button to select an item from the list.	
Toggle button	Click the button to turn on or apply a setting, and then click the button again to turn off the setting. When a toggle button is turned on, it is highlighted.	
Two-part button with arrow	If an arrow is displayed on a separate part of the button, click the arrow to display a menu of commands. Click the button itself to apply the current selection.	

Using App Tools

tab organizes related controls; some dialog boxes have more than one tab

option buttons appear in groups; you click one option button in a group, and a dot indicates your selection



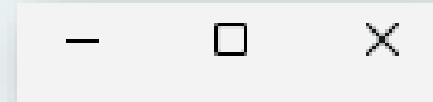
click a check box to turn an option off (not checked) or on (checked); you can select more than one check box in a group

click the box and then type an entry

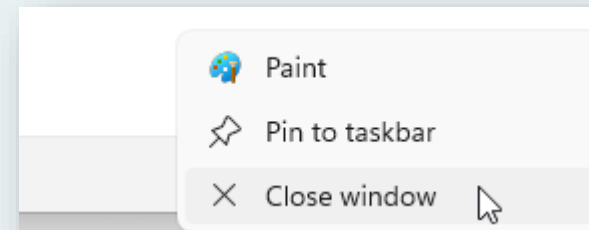
click an up or down arrow to change the entry

Closing Apps

- Click the **Close** button on the title bar.



- Right click the icon on the taskbar and choose Close Window or hover on the icon, right click the preview window and Close.



- Keyboard shortcuts like Ctrl+W and Alt+F4.
- Click File on the ribbon, and then click Exit.

Working in File Explorer

The **Address bar** shows the location of the current window in the Windows hierarchy

The **View** tab provides controls for changing the view of the folder window and its contents

Use the **New** button to create a folder, file, shortcut, image, etc.

Click a **collapse icon** to hide the contents of an object in the navigation pane

Click an **expand icon** to display the contents of an object in the navigation pane

The **Navigation pane** provides access to resources and locations on your computer

The **status bar** provides information about the selected folder or file

Details view displays details about a file or folder such as Name, Date, Type and Size

Use the **View** button to switch between Details view and Large icons view.

Right pane shows the contents of the selected object in the navigation pane

Name	Date	Type	Size	Tags
Camera Roll	4/29/2025 10:11 PM	File folder		
Captures d'écran	4/29/2025 10:11 PM	File folder		
Pellicule	4/29/2025 10:11 PM	File folder		
Saved Pictures	4/29/2025 10:11 PM	File folder		
Screenshots	4/29/2025 10:11 PM	File folder		
python.txt	4/30/2025 12:37 PM	Text Document		
java codes.txt	4/30/2025 12:38 PM	Text Document	2 KB	
Cartoon bird.png	4/30/2025 12:18 PM	PNG File	136 KB	
Autumn Birds.webp	4/30/2025 12:17 PM	WEBP File	198 KB	
Fall.jpg	4/30/2025 10:38 AM	JPG File	1,177 KB	

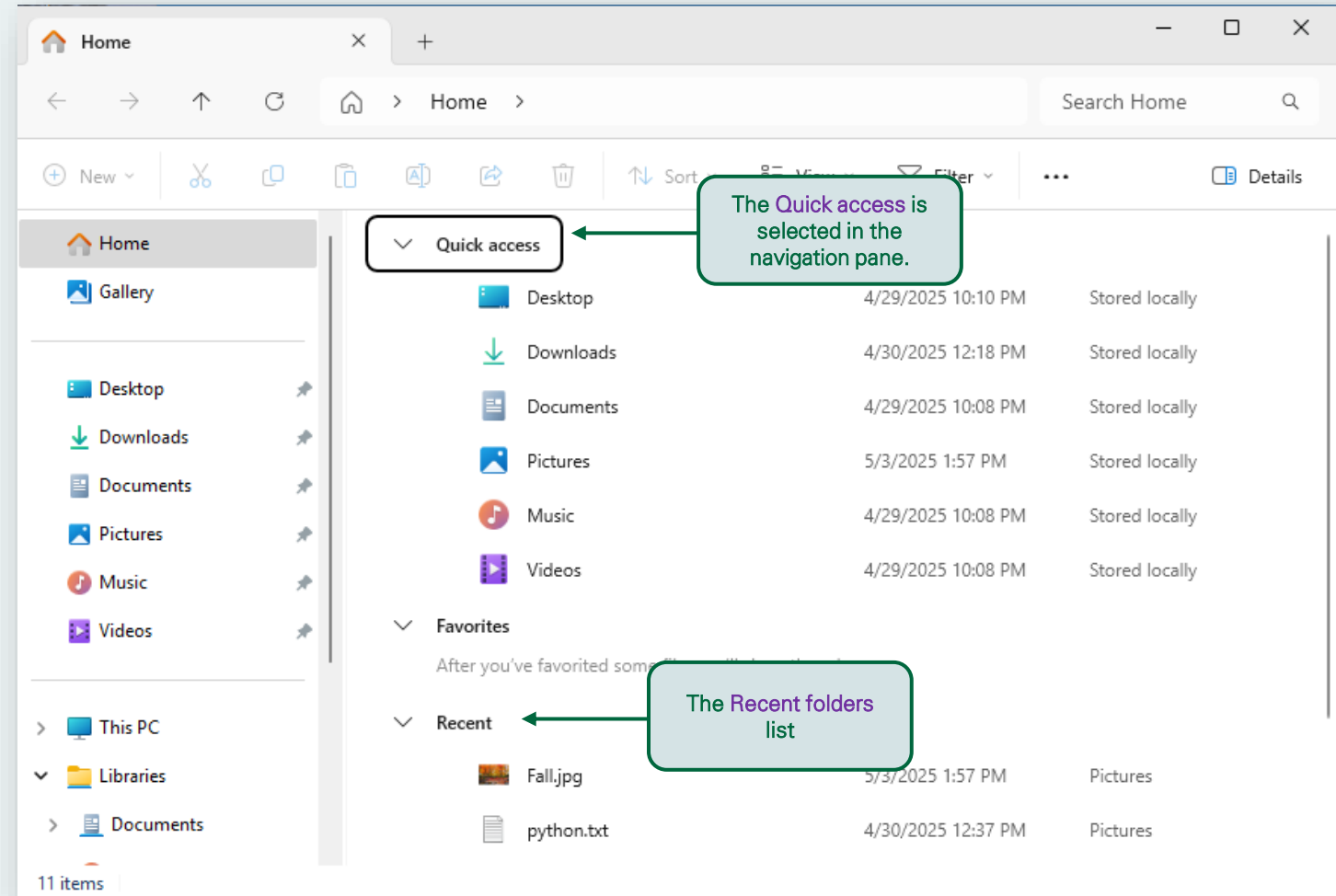
Exploring Your Computer

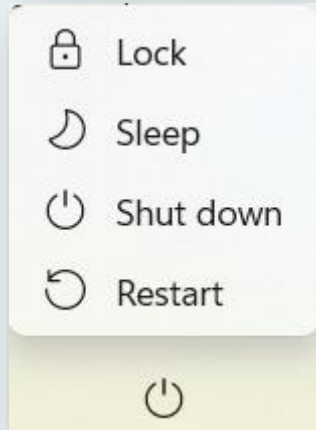
- Click the **File Explorer** button on the taskbar. A window opens showing folders in the Quick access list



Changing the View

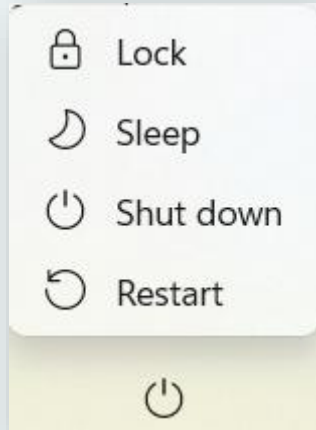
- In File Explorer, click a view button on the status bar or...
 - Click the View tab on the ribbon
 - In the Layout group, click the view option, or click the **More** button, if necessary, and then click a view option





Turning off Windows 11

- You can turn off Windows 11 using the Power button in the Start menu.
 - Default choices are Sleep, Shut down, and Restart.
- If you choose the **Shut down** option, your computer closes all open programs, including Windows itself, and then completely turns off your computer.
 - Shutting down doesn't save your work. Windows may pause a shutdown to ask, but not always.
- **Restart** will perform the same functions as **Shut Down** but once Windows has been closed, the power-on cycle begins and the system (still warm) resumes loading the OS



Turning off Windows 11

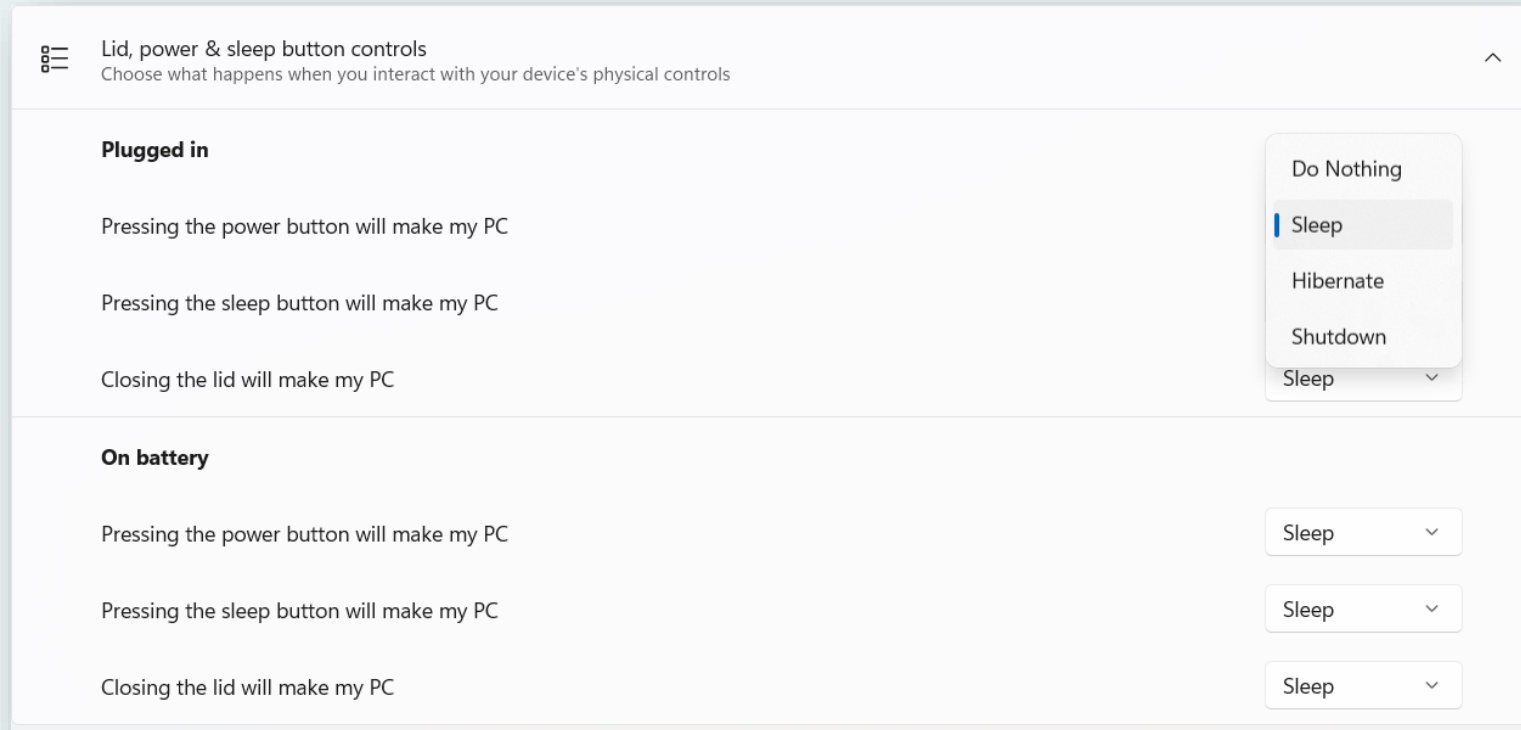
- If you choose the **Sleep** option, Windows saves your work to RAM and then turns down the power to a stand-by level.
 - On laptop computers, removing the charger is ok but removing the battery will wipe anything stored in RAM and the computer will start from a cold-boot next time it powers on.
- To wake a computer, you typically press the power button on the computer case. The computer can also be configured to use the keyboard or mouse to wake.
- Wake timers and options can be configured in your BIOS, some systems can be set to Wake On LAN so system administrators can start the computer remotely or at a particular time of day to perform needed tasks.

Hibernate in Windows 11

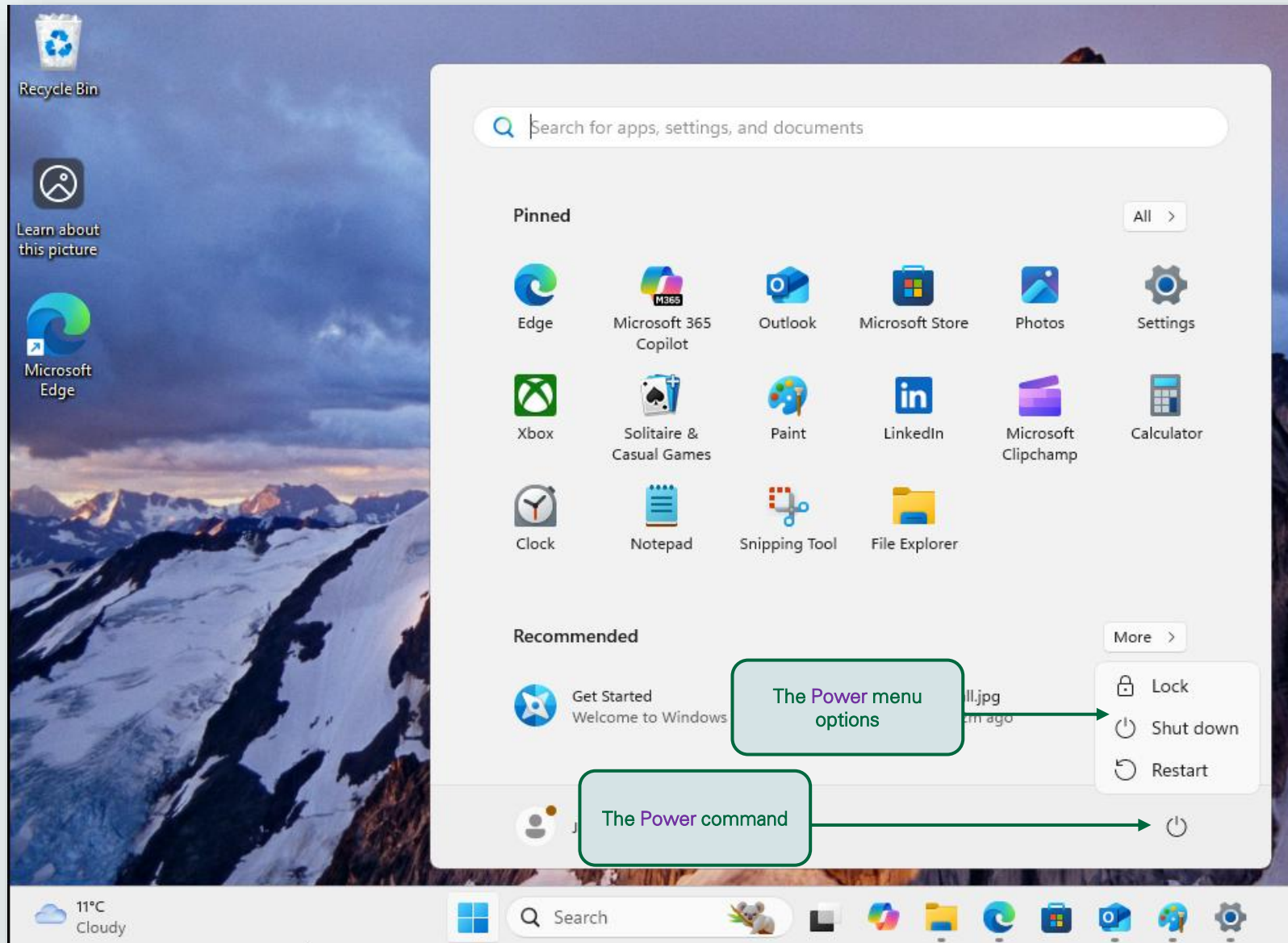
- Another option is **Hibernate**
 - Similar to the **Sleep** option, Windows saves your computer's current state (open windows, unsaved work, etc) to the hard drive (or SSD) and then turns the computer off.
 - **Hibernate** saves your open files and running application to a file named hiberfil.sys
 - When restarting, the PC loads the OS and running apps from hiberfil.sys
 - On laptops both charger and battery can be removed without losing work.
 - Desktop computers can be moved while in hibernate.

Hibernate in Windows 11

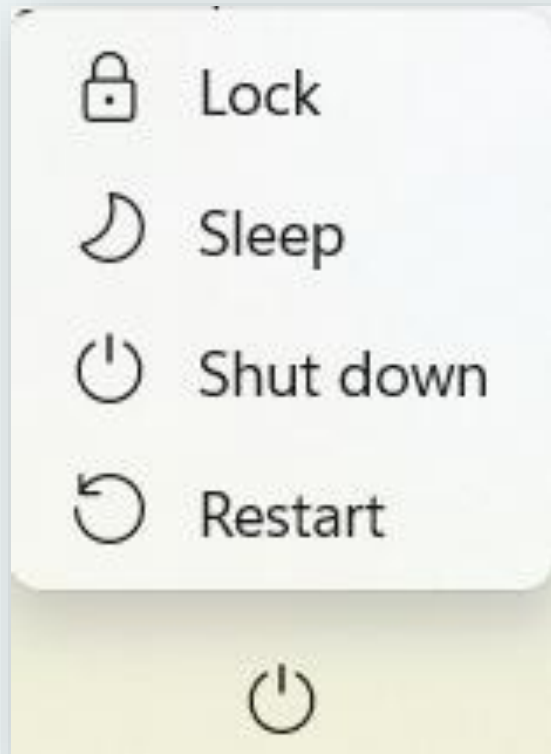
- Hibernate option can be enabled in
 - Settings > System > Power & Battery > Lid, power and sleep button controls.
 - Select Hibernate



Turning off Windows 11



Logging Off, or Turning Off, Your Computer














- Windows 10 provides the following options for ending or pausing your user session:
 - Shut Down
 - Log Off
 - Lock
 - Restart

Power is a great responsibility

- **Shut down** will close the current user's session and all running programs, including the OS, and turn the computer off.
- **Restart** goes through the Shut down process but on the final step turns the computer back on and boots to the login screen.
- **Lock** will keep the current user's session active but will present a login screen requiring password to gain access to the session.
- **Log off** will close the current user's session and return the computer to the login screen.

Shortcut Keys



-  + e: Opens File Explorer
-  + **Tab**: shows virtual desktops and open applications
-  + i: Systems settings
-  + l: Lock the screen
-  + p: Projecting to screens/multi-monitor
-  + **pause/break**: Open System information
-  + **SHIFT + s**: Open snipping tool for capture
-  + d: shows the desktop
-  + a: Alert notification panel
-  + **1-0**: Opens pinned applications (pinned to the taskbar)
-  + **arrow keys**: Snaps windows to (Fullscreen)

Shortcut Keys

- CTRL + f: Find window
- CTRL + z: Undo
- CTRL + y: Redo
- CTRL + p: Print
- CTRL + s: Save
- CTRL + SHIFT + s: Save As...
- CTRL + w: close the current tab or application if there are no other tabs
- CTRL + SHIFT + w: Close all open tabs

Shortcut Keys

- ALT + F4: Close the active window
- ALT + TAB: Cycle open applications
- F1: Help
- CTRL + SHIFT + n: Chrome incognito. File Explorer: Create a New folder
- F12: Save As.
- F11: Fullscreen
- ALT + ENTER: toggle Fullscreen windows
- CTRL + SHIFT + ESC: Task Manager

-  + CTRL + d: create a new virtual desktop
-  + CTRL + F4: Close the currently active virtual desktop (this will merge open applications into the next virtual desktop)

Thank
you

Questions???

