

# **USER MANUAL**

## **MICROSOFT WINDOWS 11**

### **1. INTRODUCTION**

Windows 11 is an upgrade to the previous version of Windows so Windows 11 has an entirely new look and interface. Everything has changed, from the Start Menu to the Taskbar. The old Windows icons have also been updated to fit the new design.

#### **1.1 PURPOSE**

The purpose of Windows 11 is to provide the users a more user-friendly and interactive interface while maintaining a secure, bug free and more refined software experience for the user.

#### **1.2 OBJECTIVE**

The objective to Windows 11 is to provide a simple yet good mean of communication between the user and the computer hardware. It acts as a communication medium which will allow to user to give commands and the operating system will translate it to the machine in a language which the computer understands.

### **2. INSTALLATION PROCEDURE**

You can manually update from Windows 10 to the new OS but you must make sure your computer satisfies Microsoft's minimum requirements.

- Visit the Windows 11 download page for Microsoft. Click the blue "Download now" button when you see the Windows 11 Installation Assistant option at the top.
- Hold off while the tool downloads. When finished, let it go. When prompted, select Yes.
- You will have to select Accept and install in the pop-up box. There will be three steps moving forward. Wait for Windows 11 to download before moving on. Depending on the speed of your connection, it can take some time. You may be asked to accept the Microsoft terms and conditions.
- In the second step, Windows 11 will verify the integrity of your download. It should take a few seconds.
- In the third step, you'll get a prompt about Windows 11 installing in the background. Let it install and wait it out. Depending on the speed of your PC, it could take a while — usually 30 minutes, tops.
- Click the Restart now button when the third phase is complete. You will receive a warning before signing out. Wait while Windows 11 is installed and your computer restarts. Depending on the speed, age, and CPU power of your computer, it can take up to 30 minutes or an hour.

- Working on updates will be displayed on your screen while Windows 11 is installing. The progress will be shown as a percentage. Be patient; your computer will restart a few times. Once finished, Windows 11's desktop will be displayed before you are directed to the sign-in page.

### **3. ORIENT USERS**

- Customize the interface according to your personal preferences.
- Set theme and wallpaper of your choice.
- Choose preferences.
- Download and install applications.

### **4. IMPORTANT TASKS**

- Regularly update the windows operating system.
- Weekly scan your computer to identify viruses.
- Setup Microsoft account for backups.

### **5. TROUBLESHOOTING**

- If the WiFi is not connecting then go to setting and manually setup the WiFi connection.
- If the audio is not working then go to setting and then select audio. Click on troubleshooting option.
- If the Bluetooth is not working then go to setting then network and connectivity and click on the troubleshooting option.

If you need further help then contact us on our email '[microsoft.inc@gmail.com](mailto:microsoft.inc@gmail.com)'. We will surely reach out to you.

### **MEMBERS**

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