

Windows 11 Settings Practice Lab

Objectives:

- Learn to navigate the Windows 11 Settings app
- Personalize the Windows interface
- Configure system, network, and device settings
- Adjust privacy settings
- Manage updates and troubleshoot issues

Part 1: Personalization

1.1 Changing Background and Colors

1. Access Personalization Settings:
 - In Settings, go to Personalization.
2. Choose a Background:
 - Select Background to choose a wallpaper from Windows, use a custom picture, or select a solid color.
3. Set Accent Colors:
 - In Colors, pick an accent color or allow Windows to automatically pick an accent color from your background.

1.2 Lock Screen and Themes

1. Customize Lock Screen:
 - Go to Lock screen to select a background, configure slideshow options, and choose apps to show quick status updates on the lock screen.
2. Change Themes:
 - Under Themes, select a theme or create a new one by customizing your wallpaper, sounds, colors, and mouse cursor.

Part 2: System Configuration

2.1 Display Settings

1. Adjust Display Options:
 - Go to System > Display to change brightness, scale, and resolution. Try adjusting the scale and layout options for your screen.
2. Night Light:
 - Enable Night light to reduce blue light and schedule it for specific times.

2.2 Notifications and Focus Assist

1. Control Notifications:

- In System > Notifications, configure which apps can send notifications, and adjust notification sounds.

2. Enable Focus Assist:

- In Focus assist, select between Priority only or Alarms only to reduce distractions, and set automatic rules for focus times.

2.3 Power and Battery

1. View Power Options:

- Go to System > Power & battery to view your battery usage and adjust power settings.

2. Adjust Screen and Sleep Settings:

- Change when your device goes to sleep and when the screen turns off.

Part 3: Network & Internet

3.1 Wi-Fi and Ethernet Configuration

1. Manage Wi-Fi Networks:

- In Network & internet > Wi-Fi, view available networks and connect to a preferred network.

- Explore the Manage known networks section to forget or prioritize networks.

2. Ethernet Settings:

- If using an Ethernet connection, go to Network & internet > Ethernet to configure IP settings, DNS, and connection properties.

3.2 VPN and Proxy

1. Set Up a VPN:

- In Network & internet > VPN, add a VPN connection by entering the VPN provider, server name, and sign-in information.

2. Configure Proxy Settings:

- Go to Network & internet > Proxy to set up an automatic proxy configuration or manually configure a proxy server.

Part 4: Privacy & Security

4.1 Privacy Settings

1. Manage App Permissions:

- In Privacy & security, select App permissions (e.g., location, camera, microphone) to control which apps have access to sensitive information.

2. Adjust General Privacy Settings:

- Under General, manage options like personalized ads, tracking, and diagnostic data settings.

4.2 Security Settings

1. Windows Security:

- Go to Privacy & security > Windows Security and open Windows Security to access virus and threat protection, firewall settings, and device security.

2. Device Encryption:

- In Device encryption, check if encryption is enabled on your device. If applicable, turn on encryption to help secure your data.

Part 5: Updates & Troubleshooting

5.1 Windows Update

1. Check for Updates:

- In Windows Update, click Check for updates to see if any updates are available for your system.

2. Advanced Options:

- Go to Advanced options to configure update notifications, set update policies, and manage optional updates.

5.2 Troubleshoot Common Issues

1. Run Troubleshooters:

- In System > Troubleshoot, select Other troubleshooters to access troubleshooters for issues with internet connectivity, audio, printing, and Windows updates.

2. Recovery Options:

- Go to System > Recovery to view options for resetting your PC, using advanced startup, or performing a system restore.

Part 6: Devices

6.1 Bluetooth & Devices

1. Manage Bluetooth Devices:

- In Bluetooth & devices > Devices, ensure Bluetooth is on, pair new devices, and manage existing Bluetooth connections.

2. Mouse and Keyboard Settings:

- Adjust mouse and keyboard settings in Bluetooth & devices > Mouse and Bluetooth & devices > Typing, respectively.

6.2 Printers and Scanners

1. Add a Printer or Scanner:

- In Bluetooth & devices > Printers & scanners, select Add device to connect to a new printer or scanner.

2. View Printer Properties:

- After adding a printer, select it to adjust preferences, manage the print queue, or troubleshoot connection issues.

Part 7: Challenge Questions

1. Personalization Challenge: Change the Windows theme, and adjust the lock screen background to a slideshow. What settings did you use?
2. Network Challenge: Configure a preferred Wi-Fi network and check the IPv4 and IPv6 addresses. Where can you find these details?
3. Privacy Challenge: Disable microphone access for all apps. Which setting controls this?
4. System Challenge: Schedule Night light for a specific time. What changes do you notice in your display?
5. Update Challenge: Run a Windows update and take note of any updates installed. Which options allow you to delay or pause future updates?

Completion

Once you've completed these exercises, you'll have gained practical experience in using Windows 11 Settings, helping you better configure, secure, and personalize your system.