Lab: Using the Microsoft Store in Windows 11

Objective:

By the end of this lab, you will be able to:
1. Navigate and browse the Microsoft Store.
2. Install applications.
3. Manage installed applications.
4. Uninstall applications from the Microsoft Store.

Prerequisites:

- A Windows 11 system with access to the Microsoft Store.
- An active Microsoft account to access and download applications.

Part 1: Exploring the Microsoft Store Interface

1. Open the Microsoft Store:
   - Press the Windows Key and type "Microsoft Store," then press Enter to open the Microsoft Store.

2. Familiarize Yourself with the Store Layout:
   - On the Microsoft Store homepage, take note of the following sections:
     - Home: The main area showcasing featured apps and categories.
     - Library: A section listing all previously downloaded and owned applications.
     - App Categories: Including Apps, Games, Movies & TV, Books (if available), etc.
     - Search Bar: Located at the top, where you can type keywords to find specific apps.

3. Browse Categories:
   - Select a category (e.g., Productivity, Entertainment, Education) to view apps in that category.
   - Choose a subcategory to narrow your search.

4. Using the Search Bar:
   - In the Search Bar, type "To-Do" to find Microsoft's To-Do app.
   - Review the results and locate Microsoft To-Do to practice installing it.

Part 2: Installing Applications

1. Select an App:
   - On the Microsoft To-Do app page, click on the app to view its details.
   - Read through the app description, reviews, and system requirements to understand what the app offers.

2. Install the App:
   - Click Get (or Install) to download and install the app.
   - Sign in with your Microsoft account if prompted.
   - Wait for the app to download and install on your system. The Open button will appear once installation is complete.

3. Open the Installed App:
   - Click Open to launch the Microsoft To-Do app.
   - Explore its basic features and interface for a few minutes.

Part 3: Managing Installed Applications

1. Access Your Library:
   - Return to the Microsoft Store and select Library from the left sidebar.
   - Review the list of apps you've downloaded and installed, including Microsoft To-Do.

2. Update Applications:
   - In the Library section, click on Get updates to check for available updates for installed apps.
   - Install updates if they are available and note how this process ensures apps remain secure and up-to-date.

3. Pin and Unpin Apps to Start or Taskbar:
   - Locate the Microsoft To-Do app in the Start menu.
   - Right-click it and select Pin to Start or Pin to Taskbar for quick access.
   - Unpin it by right-clicking and selecting Unpin from Start or Unpin from Taskbar.

Part 4: Uninstalling Applications

1. Uninstall from the Start Menu:
   - Open the Start Menu, locate the Microsoft To-Do app, right-click it, and select Uninstall.
   - Confirm the action to remove the app from your device.

2. Uninstall from Microsoft Store Library:

- Go back to the Library section in the Microsoft Store.
- Locate Microsoft To-Do, click the three-dot menu next to it, and select Uninstall.
- Confirm to complete the uninstallation.

3. Verify Uninstallation:
   - Return to the Start Menu and confirm that the app is no longer available.

Additional Challenge:

1. Install and Test Other Free Apps:
   - Install a free productivity or entertainment app (e.g., Microsoft News, Netflix).
   - Explore its features and functionality.

2. Explore App Permissions:
   - Go to Settings > Privacy & security > App permissions and review the permissions of any installed app.

Lab Wrap-Up:

In this lab, you explored the Microsoft Store, installed, managed, and uninstalled applications. You also practiced keeping apps updated, managing their location on the Start menu and taskbar, and reviewing app permissions. This familiarity with the Microsoft Store will allow you to efficiently install and manage applications on Windows 11.