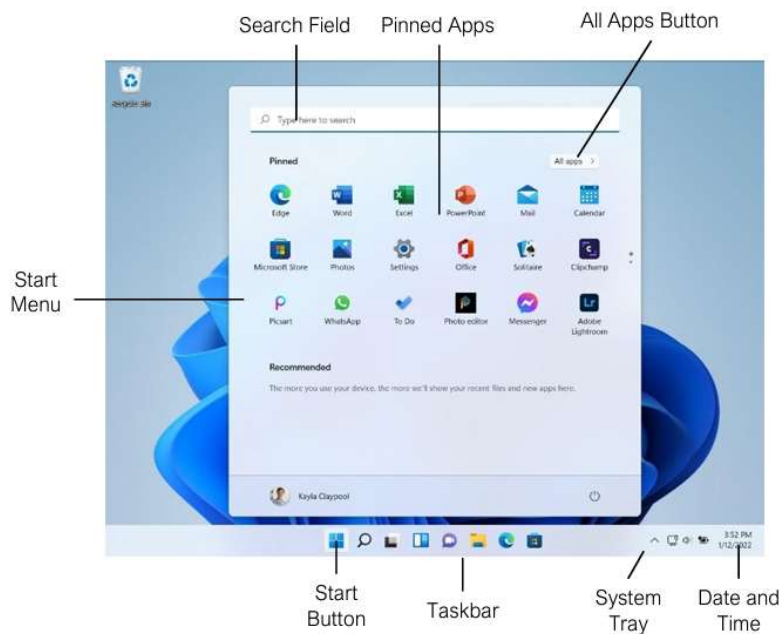


WINDOWS 11

As part of the roll out of Windows 11 across our devices, we wanted to highlight some of the new features and settings. Microsoft will continue to refine and update Windows 11, so things may evolve, but here are some initial handy tips to personalize your device and navigate Windows 11 more easily.

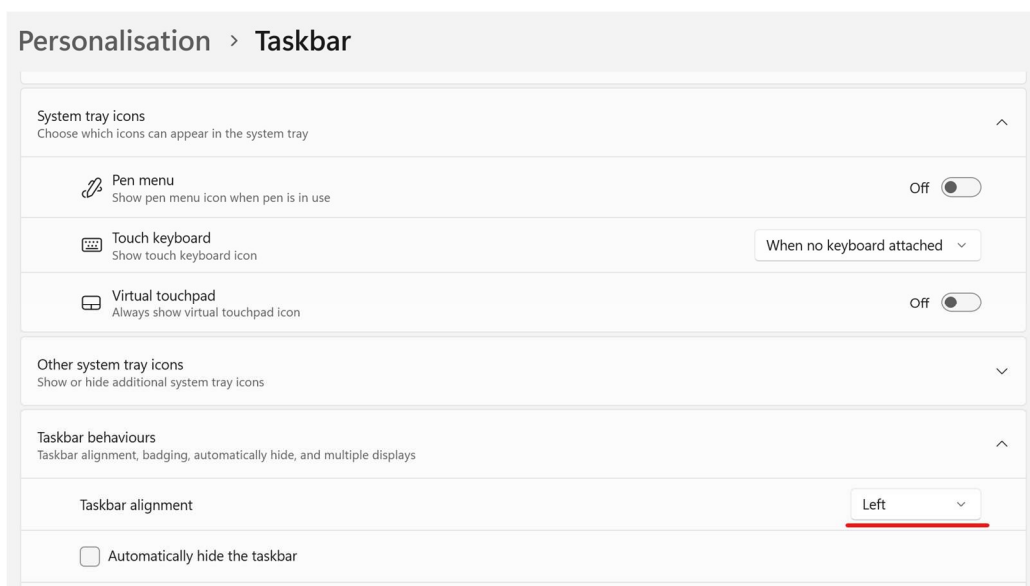
THE START MENU AND TASKBAR

Windows 11 includes a newly designed start menu and taskbar. The key areas are highlighted below:



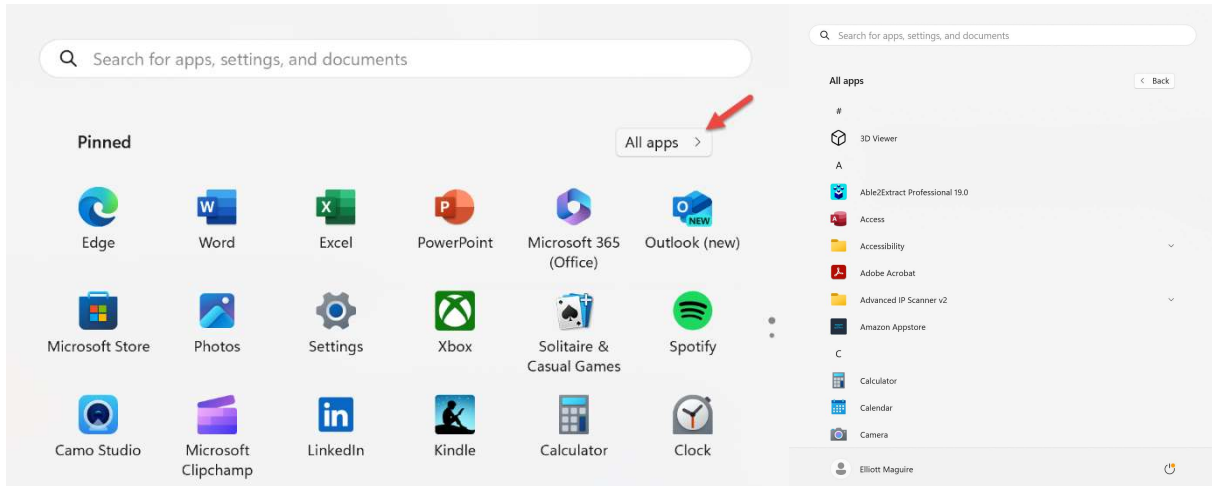
POSITION OF THE START BUTTON

The Start button and taskbar icons are now centered. If you prefer to move them back to the left-hand side, right-click the taskbar and open Taskbar Settings. Select the Taskbar Behaviours drop-down and change Taskbar Alignment to Left.



THE FULL APPS LIST

To view your full list of installed apps, click the Start menu and select the "All Apps" button in the Pinned section.



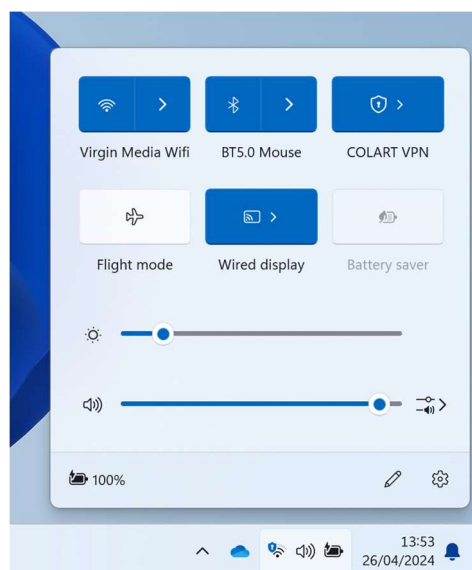
PIN APPS TO THE START MENU

Open the App List, right-click an app, and select "Pin to Start" to move it to the Pinned section. Drag the app to your preferred position. To unpin apps, right-click and select "Unpin from Start."

THE QUICK SETTINGS PANEL

ACCESSING THE QUICK SETTINGS PANEL:

The Quick Settings panel allows you to control your Wi-Fi, Bluetooth, and VPN connections, as well as other settings like flight mode and wireless displays. Click on the area of the taskbar that shows the network, sound, and battery icons to access it.



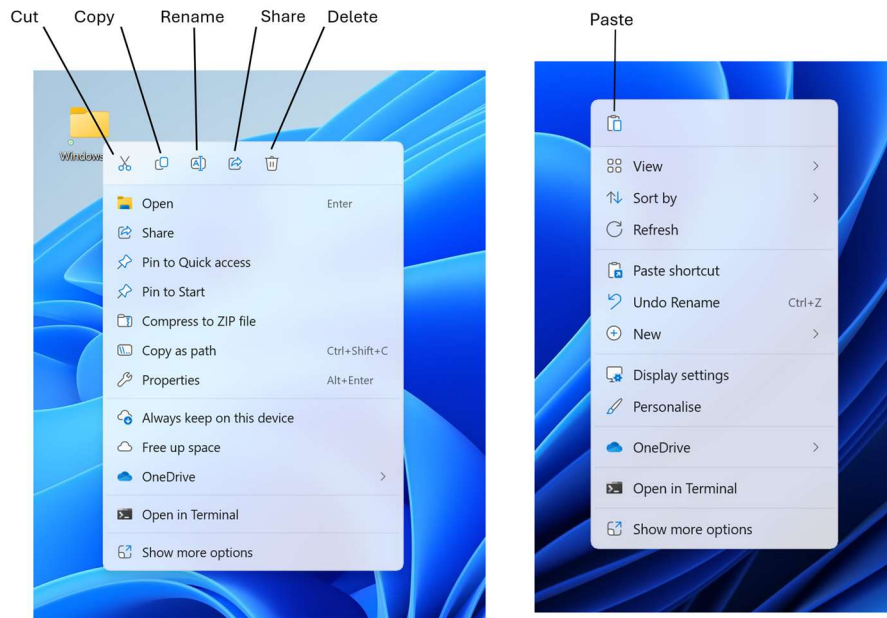
CUSTOMIZE THE QUICK SETTINGS PANEL

Click the pencil-shaped Edit button in the Quick Settings menu to add or remove settings buttons. Unpin options you don't want to see or click Add to include new features.

FILES AND FOLDERS

CUT, COPY, PASTE, RENAME, SHARE AND DELETE

Windows 11 features redesigned menu options for these functions, which are illustrated below:

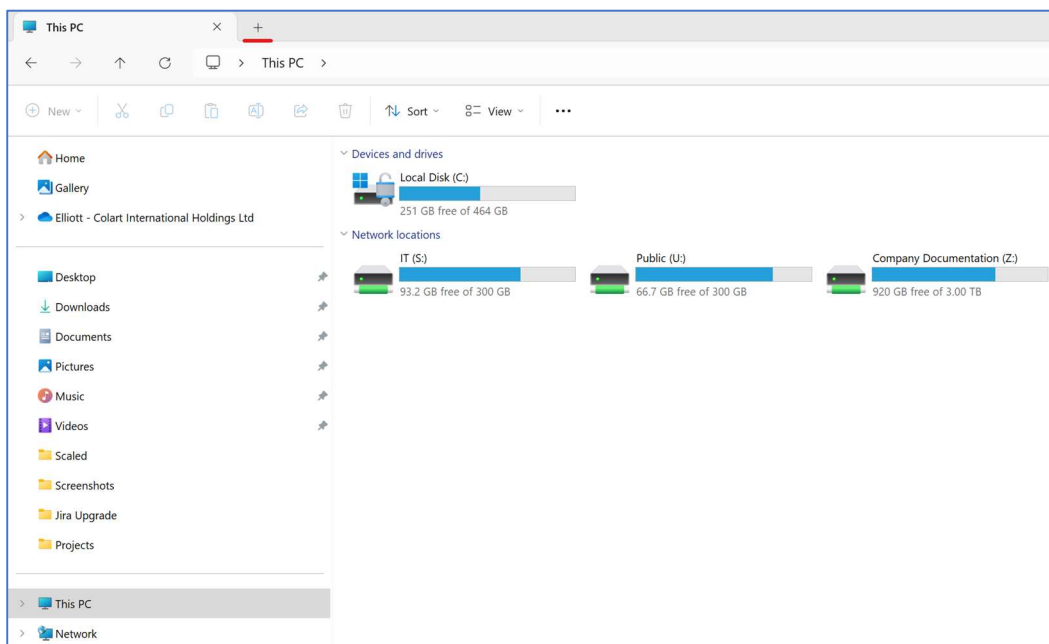


FILE EXPLORER TABS

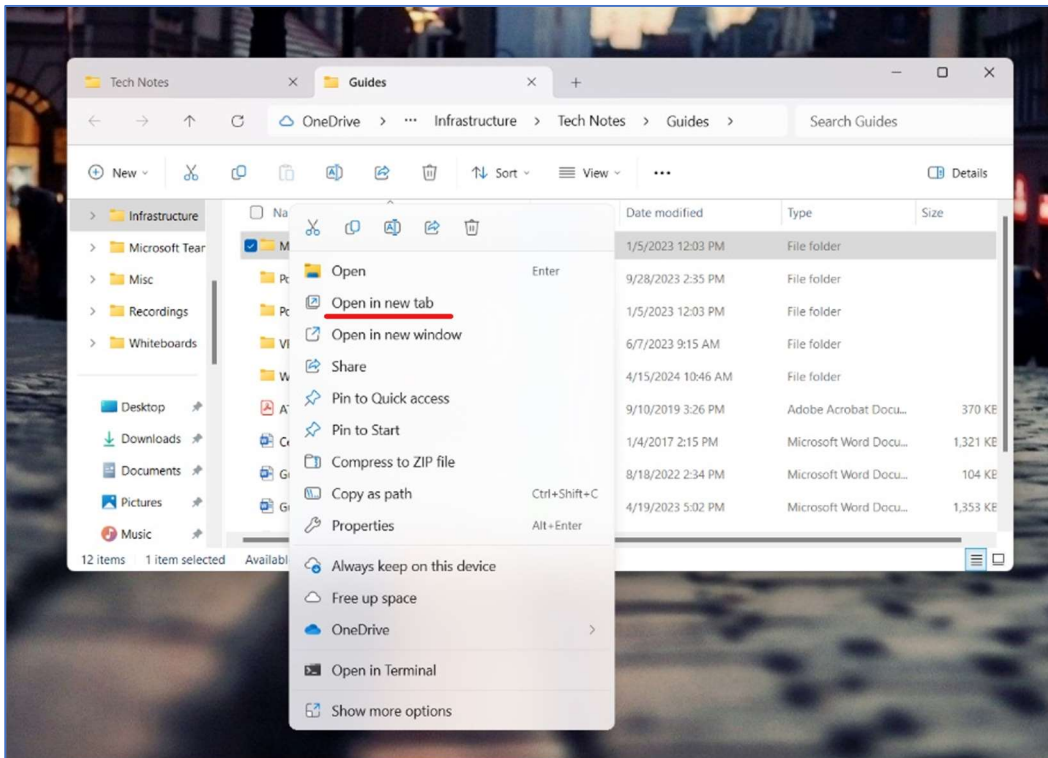
Tabs have been added to File Explorer, helping you manage multiple folders without cluttering your screen. This is similar to how tabs work in your web browser.

How to Open New Tabs:

Click the + sign at the top of the File Explorer window:

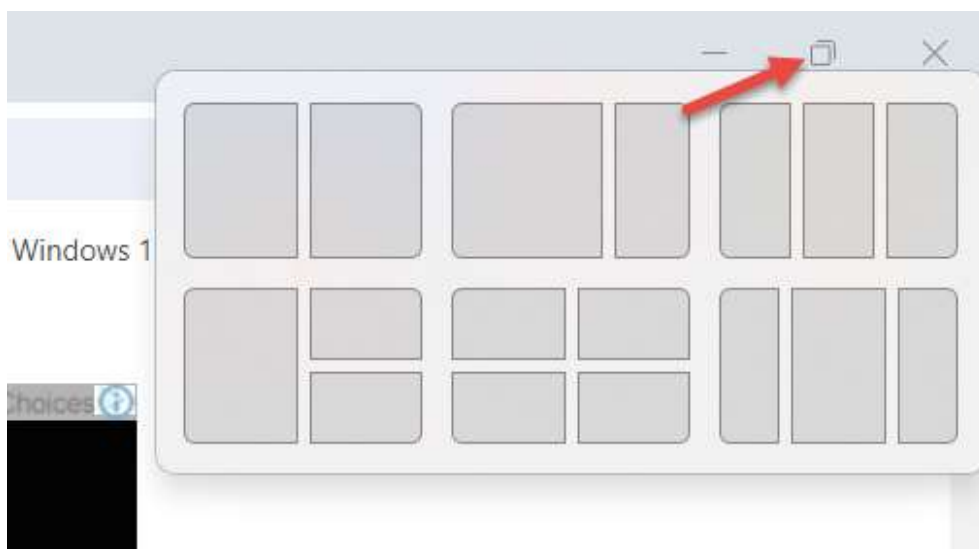


Or right-click a folder and select "Open in new tab":



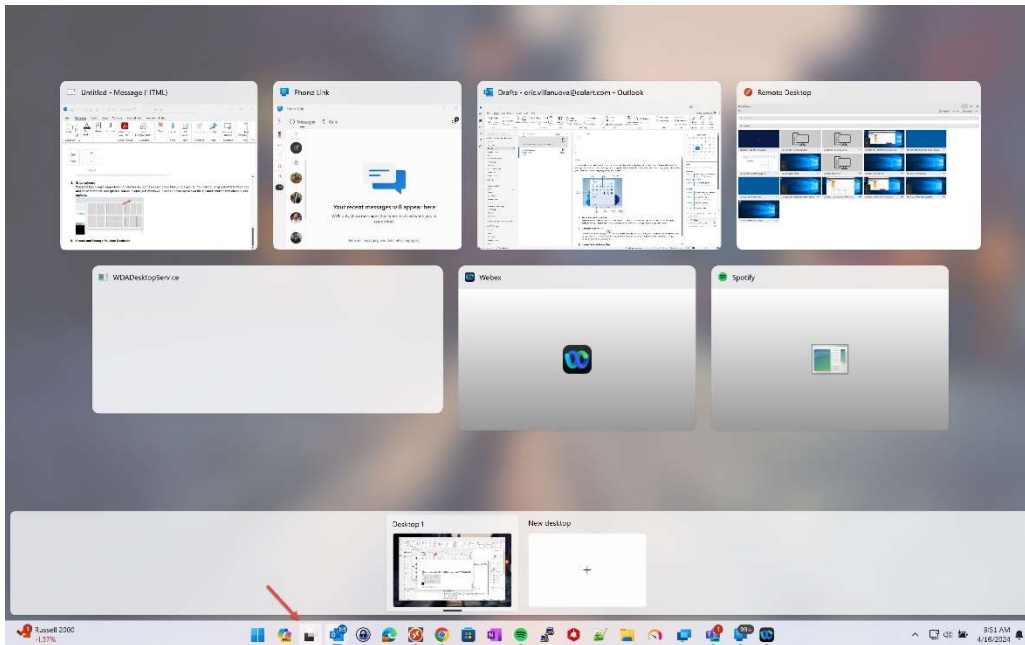
SNAP LAYOUTS

Windows 11 introduces Snap Layouts, allowing you to drag windows to the sides and corners for half- and quarter-screen layouts. You can also use the new hover menu over the Maximize button to select your preferred layout option.



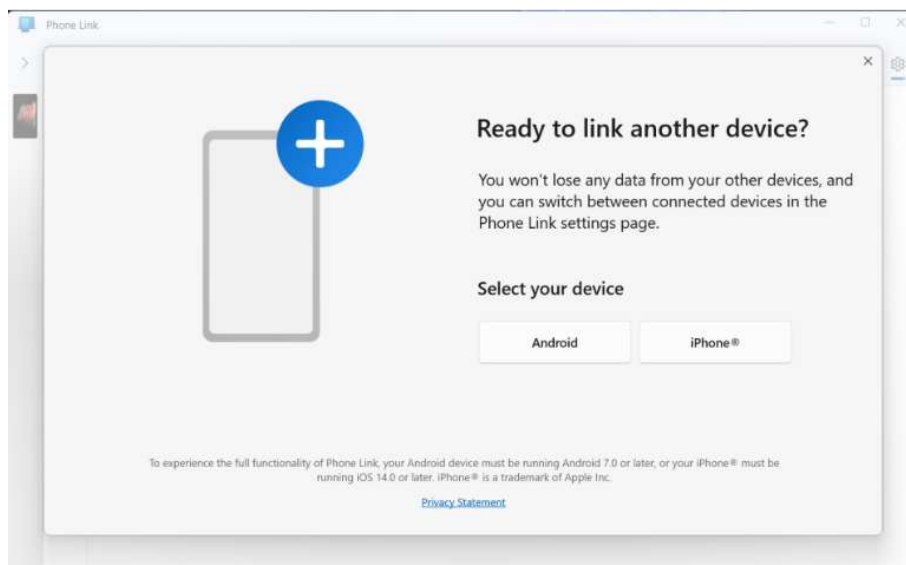
CREATE AND MANAGE MULTIPLE DESKTOPS

Hover over the redesigned task view icon to see open virtual desktops or create new ones. You can rearrange desktops as needed and drag apps between desktops.



RECEIVE TEXTS, CALLS, AND MORE

Using the Windows 11 Phone Link app, connect your smartphone via Bluetooth to receive notifications on your PC, reply to texts, and make calls from your computer. This requires an app download from the App Store or Google Play.



ADDITIONAL QUCIK TIPS

COPILOT IN WINDOWS 11

Launch Copilot by clicking the icon in the taskbar or using the keyboard shortcut "Win key + C." Copilot is an AI assistant that helps with searches, generates text like emails and summaries, and creates images based on text prompts.



CHANGE YOUR THEME

Open Settings > Personalization to select a default theme that changes your background image, sounds, cursor, accent colour, and colour theme all at once.

CLEAN YOUR DESKTOP WITH TITLE BAR SHAKE

Enable this feature by going to Settings > System > Multitasking (or search for "shake" in Settings). This feature allows you to grab a window's title bar and shake it to minimize all other windows.

USEFUL KEYBOARD SHORTCUTS

Windows logo key + A	Open Quick Settings (Updated in Windows 11).
Windows logo key + C	Open Windows Copilot (Updated in Windows 11).
Windows logo key + D	Display and hide the desktop.
Windows logo key + E	Open File Explorer.
Windows logo key + K	Open Cast from Quick Settings (Updated in Windows 11).
Windows logo key + L	Lock your PC or switch accounts.
Windows logo key + S	Open search.
Windows logo key + Z	Open Snap Layouts (Updated in Windows 11).