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**Introduction to Microsoft Windows 11 Basic**

**On Line via Zoom (Link will be sent to registered participants)**

**Fee for this Information Session is $10.00**

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| **Upgrading from Windows 10 to Windows 11**   * Download Windows 11   **Getting Started**   * Power Options * Exploring the Interface * Quick Settings * System Settings * Connecting Bluetooth Devices * Mouse and Trackpad Options * Keyboard Shortcuts * Sticky Notes * Connecting to the Internet * Setting Up a Printer * Installing Windows Updates * Customizing the Start Menu and Taskbar * Switching Between Applications * Organizing Multiple Workspaces * Widgets   **File Explorer**   * The Folder Structure * OneDrive in File Explorer * Folder Shortcuts * Customizing File Explorer Views * Creating, Renaming and Deleting Files and Folders * Moving and Copying Files and Folders * Extracting Zip Files * Saving Files from Applications   **Organizing Desktop**   * Organizing Desktop Items * Personalizing the Desktop * Personalizing the Lock Screen | **Windows Applications**   * Installing Applications from the Microsoft Store * Installing Applications from the Web * Uninstalling Applications * Using Windows Applications * Using Office Applications * Organize and Edit Photos * Browse the Web with Microsoft Edge * Clear Browsing History * Send and Receive Message with Microsoft Teams * Take Screenshots with the Snipping Tool   **Notifications**   * Managing Notifications * Using Focus Assist   **Cortana**   * Using Windows Search * Using Voice Commands with Cortana   **Accounts**   * Changing Password and Sign In Options * Managing Multiple Accounts   **Backup**   * Setup a backup * Windows 11 Updates   **Download Software**   * <https://www.microsoft.com/en-us/software-download/windows11?9d47a9e1-e53b-49a1-92ca-a647d62dc410=True> |

Course Outline

**Video Recordings link of this Class will be sent to all attendees who join live session only**

**Advanced Registration with Pre-Payment Required**

**For more information and to register \*\*Please visit** [**https://www.iicanada.org/**](https://www.iicanada.org/) **\*\***

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