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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>
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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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