

# Windows 11 for Beginners

GoSkills online course syllabus

Tuesday, February 11, 2025

**Skill level**

Beginner

**Lessons**

46

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

Windows 11

**Video duration**

4h 47m

**Estimated study time**

12h for all materials

**Instructor**

Deborah Ashby

## Introduction

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- 1** **Course Introduction**  
An Introduction to the course and Windows 11.
- 2** **Upgrade from Windows 10 to Windows 11**  
How to upgrade from Windows 10 to Windows 11.
- 3** **What's Different in Windows 11?**  
Understand the differences between Windows 10 and Windows 11.

## Get Started in Windows 11

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- 4** **Log in to Windows 11**  
Understand the different ways to log in to Windows 11.
- 5** **Explore the Windows Interface**  
Get familiar with the Windows interface, layout and structure.
- 6** **System Settings**  
Know where to go to access and adjust system settings.
- 7** **Connect Bluetooth Devices**  
Connect Bluetooth devices such as headphones to Windows 11.

**8** Mouse and Trackpad Options  
Learn how to change how the mouse and trackpad functions.

**9** Quick Settings  
Adjust common functionality using Quick Settings.

**10** Connect to the Internet  
Connect Windows 11 to the Internet and manage your WiFi settings.

**11** Set Up a Printer  
Set Up a Printer on Windows 11.

**12** Update Windows 11  
Install scheduled and manual updates.

## File Explorer

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**13** Understand the Folder Structure  
Get familiar with File Explorer and understand how files and folders work.

**14** OneDrive in File Explorer  
Learn how to connect, open, and work with OneDrive files in File Explorer.

**15** Folder Shortcuts  
Create shortcuts to frequently used folders.

**16** Customize File Explorer  
Learn how to customize File Explorer so it work for you.

**17** Create, Rename and Delete Folders  
Know how to create new folders, rename existing folders, and delete folders in File Explorer.

**18** Move and Copy Files and Folders  
Move and Copy Files and Folders from one location to another.

**19** Extract Zip Files  
Understand what zip files are and how to extract the contents to a folder.

# Organize the Desktop

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- 20** **Organize Desktop Items**  
Organize and arrange items on the desktop.
- 21** **Personalize the Desktop**  
Make Windows 11 your own by personalizing the desktop.
- 22** **Personalize the Task Bar**  
Personalize the task bar so that you have easy access to the applications and utilities that are important for you.
- 23** **Use Multiple Desktops**  
Work more efficiently using multiple workspaces.
- 24** **Snap Windows**  
View multiple windows at once using snapping.

# Work with Applications

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- 25** **Access Microsoft 365 Applications**  
Learn how to access Word, Excel, PowerPoint, Outlook, and other Microsoft 365 applications in Windows 11.
- 26** **Organize and Edit Photos**  
Use the Photos application in Windows 11 to store, organize, and edit photos.
- 27** **Browse the Web with Microsoft Edge**  
Learn how to personalize and browse the web with Microsoft Edge.
- 28** **Send and Receive Messages and Calls**  
Use the built-in Teams app to send and receive messages and calls.
- 29** **Take Screenshots with the Snipping Tool**  
Use the Snipping Tool to take screenshots and paste them into other applications.
- 30** **Use Sticky Notes**  
Use the Sticky Notes app to create digital Post-it Notes.

- 31** **Organize Tasks with Microsoft To Do**  
Create and organize to-do items and tasks using the To Do app.

## Use Mail, Address Book and Calendars

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- 32** **Link Online Accounts**  
Link Windows 11 Mail, Address Book, and Calendars to your online accounts.

- 33** **Use the Mail App**  
Use the Windows 11 Mail App to view and manage emails.

- 34** **Use the Calendar**  
Use the Windows 11 Calendar App to view and manage your calendar appointments, meetings, and events.

- 35** **Create and Manage Contacts**  
Create and Manage Contacts and People.

## Install Applications

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- 36** **Install Applications from the Microsoft Store**  
Download and install 3rd party applications from the Microsoft Store.

- 37** **Uninstall Applications**  
Uninstall applications from Windows 11.

## Notification Settings

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- 38** **Manage Notifications**  
Manage how notifications are delivered in Windows 11.

- 39** **Use Focus Assist**  
Know where to go to toggle on Focus Assist so you only receive the most important notifications.

## Cortana and Search

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**40** Use Windows Search  
Use Windows Search to find files, folders, people, and applications.

**41** Use Voice Commands with Cortana  
Search for items on your PC using your voice and Cortana.

## Account Settings

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**42** Change Password and Sign In Options  
Learn where to go to change your Windows 11 password and modify your sign-in options.

**43** Manage Multiple Accounts  
Set up multiple local or Microsoft 365 accounts on the same PC.

## Back Up Data

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**44** Set a Backup  
Understand the importance of backing up data and explore the available methods.

**45** Archive Files to External Devices  
Free-up space on your PC by moving files from your local drives to an external device.

## Course Close

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**46** Course Close  
Course Close and Instructor Sign Off.

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