Windows 11 Basics

Windows 11 is the system that runs your computer. It opens your programs, connects to your Wi-Fi, and keeps everything organized.

The Start menu, up close

Click the Start button — the blue four-pane window icon in the center of the taskbar — and the Start menu opens. Here is what is inside:

- Search box (top): type anything here — an app name, a file, a setting — and Windows finds it.
- Pinned apps: your favorites, one click away.
- Recommended: files you opened recently, so you can jump right back in.
- Power button (bottom right): this is where you shut down, sleep, or restart.
- Your account (bottom left): your name and sign-in options.

The taskbar: your always-there strip

The taskbar is the strip across the bottom of the screen. It never goes away, so it is the handiest place on your computer.

- Start button — opens the Start menu (center of the strip).
- Pinned apps — the programs you use most, one click to open.
- Wi-Fi, sound, and battery icons (near the clock) — click these to open Quick Settings: turn Wi-Fi on or off, change the volume, check the battery.
- Time and date — always visible at the far right.

Miss the old left-corner Start button?

- You can move it back: open Settings, go to Personalization, then Taskbar, then Taskbar behaviors, and change Taskbar alignment to Left.

Settings is where the controls live

Almost everything you will ever adjust — Wi-Fi, text size, updates, sound — lives in the Settings app. It is the gear icon, usually pinned in your Start menu. (The older Control Panel still exists, but you can safely ignore it — Settings is the modern one.)

Connecting to Wi-Fi

1. Click the Wi-Fi, sound, and battery icons near the clock at the bottom right. A small panel opens.
2. Click the arrow next to Wi-Fi to see the list of nearby networks.
3. Click your network's name, then click Connect.
4. Type the Wi-Fi password and click Next. You are online.

Making text bigger

If words on the screen feel too small, you do not need new glasses — just bigger text:

1. Open Start, then Settings.
2. On the left, click Accessibility, then Text size.
3. Drag the slider until the sample sentence looks comfortable, then click Apply.

To make everything bigger — icons and apps too — go to Settings, then System, then Display, and raise the Scale setting. For more on reading comfortably, see our Bigger Text guide.

Opening apps and pinning favorites

- Open an app: click Start and click the app — or just start typing its name in the search box.
- Keep it handy: right-click any app and choose Pin to taskbar to keep it on the bottom strip, or Pin to Start to keep it in the Start menu.

Shutting down: sleep vs shut down vs restart

Click Start, then the power button at the bottom right of the menu. You get three choices:

- Sleep — a quick nap. The computer wakes up in seconds. Fine to use every night.
- Shut down — fully off. Use it when you will not touch the computer for a few days.
- Restart — turns off and comes right back on. This fixes most little glitches — try a restart first whenever something acts strange.

Windows Update: do not fear the update

Every so often Windows installs updates — fixes that keep your computer safe and running well. Your files stay exactly where they are.

1. Open Start, then Settings.
2. Click Windows Update (near the bottom of the left sidebar).
3. Click Check for updates and install whatever it offers. If it asks to restart, let it — that is normal.

For working with your files — copying, folders, and flash drives — see our File Explorer guide.

When to call Sean instead

- Wi-Fi that will not connect no matter what you try.
- An update that fails, loops, or leaves the computer stuck.
- The screen looks wrong after changing text size or display settings.
- Anything asking for a password or permission you do not understand.

Call Sean at (813) 770-6082.

Need a hand? Call Sean at **(813) 770-6082**.