

Windows 11 Cheat Sheet

Windows® 11 Introduction

Getting Started

Throughout this guide, when we use (Click), (Right Click), and (Double Click), you can use the touch equivalents of Tap, Press and hold, and (Double Tap). See [Mouse/Touch Equivalents](#).

Starting Windows

1. (Click) or (Swipe up) the starting picture.
2. If necessary, select a user.
3. Sign-in with your last used method.
- Sign-in methods include typing a password then pressing <Enter> or (Clicking) <Enter> typing a PIN, gestures on a picture, or scanning fingerprint, face, or iris.
- For password or PIN sign-in (Click) <Enter> to temporarily see what you're typing.
- If you have set up alternative sign-in methods (see [Configuring Sign-In](#)), switch among them by (Clicking) SIGN-IN OPTIONS and selecting:
 - Picture password
 - Typed password
 - PIN password

- Sync settings across all your Windows 11 devices by using the same sign-in. See [Using the Settings App](#) to configure this behavior.

Ending Your Windows Session

End a computing session by locking your screen, signing out, or shutting the device down.

- To lock your screen: (Click) <Win> your account picture, then choose LOCK. Or, press <Win> + L.
- To unlock your screen: (Swipe up) or (Click) anywhere on the screen, then sign-in.
- To sign out: (Click) <Win> your account name, and choose SIGN OUT.
- To sleep, shut down, or restart your device: (Click) <Win> then <Power>, then select an option.

Accessing Apps and Content (Start Menu)

(Click) <Win> at the lower left, or press the Windows key <Win> to access the Start menu.

(Click) ALL APPS to see the full app list, or (Click) MORE to see previously accessed files.

- There is an alphabetical list of installed apps, but searching may be easier (see Searching for Apps).
- To search for apps or content, (Click) on the top Search bar and begin typing. (Click) APPS, DOCUMENTS, WEB, or MORE to refine your search.
- (Right Click) the Start menu button <Win> or press <Win> + Q to access power user tools.

Configuring the Start Menu

(Right Click) <Win>, then (Click) SETTINGS, PERSONALIZATION, START.

- Turn on/off the Most used or Recently Added app lists.
- Choose whether to display recently opened items in Start, Jump Lists, and File Explorer.
- (Click) FOLDERS to add or remove pinned folders (eg. File Explorer, Settings) that will appear at the bottom of the Start Menu, next to the Power button.

Rearranging App Tiles

- (Drag) a tile to a new position within the Pinned Apps list.
- To move an App to the top of the list, (Right Click) a tile and choose MOVE TO TOP.

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Pinning an App Tile to Start

1. (Right Click) any app on the Start All Apps list, on the Desktop, within the Start app list, or with File Explorer, or within an app or folder.
 2. Select PIN TO START.
- To remove an app tile (Right Click) the tile and select UNPIN FROM START.

Accessing Apps and Notifications (Taskbar)

Taskbar icons vary according to installed hardware:

- 1 Start menu and Search: Access apps and content.
- 2 System: Task View.
- 3 Widgets: News, Weather, Traffic.
- 4 Pinned Apps: Edge, File Explorer, etc.
- 5 Taskbar Corner Items: Shows apps running in the background. (Click) <Win> to see additional icons.
- 6 Windows Security: Default anti-virus program.
- 7 Hardware Status Indicators: Wi-Fi, Sound, Battery. (Click) for Quick Settings.
- 8 Miscellaneous: Date/Time, Notification Center.

Configuring the Taskbar

(Right Click) the Taskbar and select TASKBAR SETTINGS, then:

- Under TASKBAR ITEMS, toggle items such as Search, Task View, Widgets, and Chat to add or remove them from the Taskbar.
- Under TASKBAR CORNER ICONS, turn the various configuration options on or off. For example, choosing NEVER from the COMBINE TASKBAR BUTTONS list displays open Word files as separate Taskbar icons. This is a good choice if no more than 10 apps and files are open at any one time (toggle to hide or show icons for the Pen Menu, Touch Keyboard or Virtual Touchpad on the right corner of your Taskbar).
- (Click) TASKBAR CORNER OVERFLOW to select additional icons to appear in the Taskbar corner and which will show in the Overflow Menu.
- (Click) TASKBAR BEHAVIORS to modify 5 options such as alignment, auto-hide, and badges.

Pinning an App to the Taskbar

1. (Right Click) any app on the Desktop, Taskbar (unpinned), or within the Start menu or with File Explorer: an app or folder.
2. Select PIN TO TASKBAR.

To rearrange a pinned app, (Drag) it within the Taskbar.

Using Taskbar Jump Lists

(Swipe up) or (Right Click) a Taskbar button to display its Jump List.

Jump Lists show an app's recently used files, pinned files, and sometimes related tasks on the Taskbar.

Using the Action Notification Center

1. (Click) the Time and Date area (a number displays if new messages are waiting) to open the Notification Center. Alternatively, press <Win> + N or (Swipe) in from the right screen edge to open.
2. (Click) a message for details. To dismiss it, (Swipe) and (Click) <X>.
- (Click) CLEAR ALL to remove all messages.
- (Right Click) <Win> the Time and Date area, then NOTIFICATIONS SETTINGS to turn notifications for specific apps on or off. You can also turn off notifications entirely.
- (Click) FOCUS ASSIST at the top of the Notification Center to adjust how many notifications you receive.

Using Quick Settings

Click the Hardware Status Indicators <Win> or press <Win> + I to access the Quick Settings panel for audio and display controls, as well as connectivity options such as Wi-Fi and Airplane Mode.

Quick Action include:

Tablet mode – see [Working in Tablet Mode](#)
Focus Assist – Choose which notifications to receive.
Nearby sharing – turn NFC on/off.

Top 10 Things You Need to Know

1. The biggest change is that all your computers, tablets and smartphones look and act the same. You must use a single sign-in to sync your settings across all three devices. See [Starting Windows](#), as well as [Using the Settings App](#).
2. Get to know Tablet mode if you have a tablet or smartphone. It behaves differently than desktop mode. See [Working in Tablet Mode](#) as well as [Using the Touch Keyboard](#).
3. The new Start menu is a hybrid of the previously segregated Desktops and Windows App environments. See [Accessing Apps and Content](#) to understand how it works.
4. All apps are now windowed with a title bar, toolbar and close button. See how to manipulate them in [Working with Apps](#).
5. Multiple desktops are a very useful feature to visually arrange many running apps into logical groups. See [Working with Multiple Desktops](#).
6. Access your documents through an appropriate app. Or, use File Explorer by pressing <Win> + E, or (Clicking) <Win> on the Taskbar.
7. File Explorer now opens to the new Quick Access view, learn how to adjust its behavior with [Managing Content with File Explorer](#).
8. Searching has been completely revamped with the introduction of Cortana, Microsoft's voice-activated virtual assistant. Cortana can be used to search not only local files but also the OneDrive cloud, Windows App Store and the web. It can also set reminders, dictate text, send emails, and launch apps. See [Searching with Cortana](#).
9. All app, setting and system notifications now appear in a single place – the Action Center. They appear in a vertical list on the right edge. See [Using the Action Center](#).
10. The default web browser is now Microsoft Edge: a new, faster, more touch-capable app. You can still find the Internet Explorer app via Search.

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Windows 11 Cheat Sheet

Windows 11, the latest operating system from Microsoft, introduces a fresh design and a host of new features aimed at enhancing user productivity and experience. Whether you are upgrading from Windows 10 or are a new user, having a cheat sheet can be incredibly helpful in navigating the new environment. This article provides an extensive overview of the essential features, shortcuts, and tips for making the most of Windows 11.

Getting Started with Windows 11

Windows 11 has made significant changes to its interface, including a centered taskbar, rounded corners, and new icons. Here's what you need to know to get started:

System Requirements

Before installing Windows 11, ensure your device meets the following minimum system requirements:

- 1 GHz or faster processor with at least 2 cores on a compatible 64-bit processor or System on a Chip (SoC)
- 4 GB RAM or more
- 64 GB or larger storage device
- UEFI firmware with Secure Boot capability
- TPM version 2.0
- Graphics card compatible with DirectX 12 or later
- Display greater than 9" with HD resolution (720p)

Installation Process

To install Windows 11, you can either upgrade from Windows 10 or perform a clean installation. Follow these steps for a smooth installation:

1. Check Compatibility: Use the PC Health Check app to verify if your device meets the requirements.
2. Backup Important Data: Always back up your files before upgrading or installing a new operating system.
3. Download Windows 11: Visit the Microsoft website to download the installation tool.
4. Follow Installation Prompts: Choose whether to keep your files or start fresh and follow the on-screen instructions.

Exploring the User Interface

Windows 11 features a revamped user interface designed for ease of use and aesthetics. Here are the key elements:

The Taskbar

The taskbar is now centered, giving it a modern look. Here's how to customize it:

- Pinning Apps: Right-click an app and select "Pin to taskbar" for quick access.
- Task View: Click the Task View icon to manage multiple desktops and open applications.
- Widgets: Access personalized content like news, weather, and calendar by clicking the Widgets icon.

Start Menu

The Start Menu has been simplified. Here are its components:

- Pinned Apps: Frequently used apps are displayed here. You can drag and drop apps to rearrange them.
- Recommended Section: This shows files and apps you may want to access quickly.
- All Apps: Click on "All apps" to view a complete list of installed applications.

Keyboard Shortcuts

Learning keyboard shortcuts can dramatically improve your productivity in Windows 11. Here are some essential ones:

General Shortcuts

1. **Windows + D**: Show or hide the desktop
2. **Windows + E**: Open File Explorer
3. **Windows + I**: Open Settings
4. **Windows + L**: Lock your PC
5. **Windows + V**: Open Clipboard history (must be enabled)

Virtual Desktops

Windows 11 allows you to create and manage multiple desktops. Here are some useful shortcuts:

1. **Windows + Ctrl + D**: Create a new virtual desktop
2. **Windows + Ctrl + Left/Right Arrow**: Switch between virtual desktops

3. **Windows + Ctrl + F4**: Close the current virtual desktop

Settings and Customization

Windows 11 offers various settings that allow you to customize your experience. Here's a guide to some of the most important settings:

Personalization

To personalize your Windows 11 experience:

1. Right-click on the Desktop and select "Personalize."
2. Choose Background: Select between a solid color, gradient, or a picture.
3. Select Themes: Change the overall look of your Windows environment.

System Settings

To access system settings:

- Open Settings by pressing Windows + I.
- Navigate to the following sections:
 - System: Manage display, notifications, power, and storage settings.
 - Devices: Connect and manage Bluetooth, printers, and other devices.
 - Accounts: Manage user accounts, sync settings, and family options.

Managing Applications

Windows 11 has introduced several features to enhance application management. Here's how to efficiently manage your applications:

Installing and Uninstalling Apps

- Installing: Visit the Microsoft Store to download applications, or download installers from trusted websites.
- Uninstalling: Right-click on the app in the Start Menu or use Settings > Apps > Apps & features to uninstall.

Snap Layouts and Snap Groups

A standout feature in Windows 11 is the improved window management with Snap Layouts:

- Snap Layouts: Hover over the maximize button to choose how to arrange windows on your screen.
- Snap Groups: Windows remembers the layout of snapped windows, allowing you to switch back to them easily.

Security and Updates

Keeping your Windows 11 system secure is vital. Here's how to manage security and updates:

Windows Security

Windows 11 comes with built-in security features:

- Windows Defender: Provides real-time protection against viruses and malware.
- Firewall: Helps protect your device from unauthorized access.
- Device Security: Check system health and security settings in Windows Security settings.

Windows Update

To ensure your system is up to date:

1. Open Settings by pressing Windows + I.
2. Go to Update & Security.
3. Click on Check for updates to install the latest updates.

Conclusion

This **Windows 11 cheat sheet** serves as a comprehensive guide for both new and seasoned users. With its modern interface, enhanced productivity features, and robust security measures, Windows 11 aims to provide a seamless computing experience. By familiarizing yourself with the key aspects covered in this article, you can optimize your use of Windows 11 and make the most of its capabilities. Whether it's customizing your settings, managing applications, or utilizing keyboard shortcuts, a little knowledge can go a long way in enhancing your productivity and enjoyment of the new operating system.

Frequently Asked Questions

What is the Windows 11 cheat sheet?

The Windows 11 cheat sheet is a quick reference guide that provides shortcuts, tips, and essential features to help users navigate and utilize Windows 11 more efficiently.

What are some essential keyboard shortcuts in Windows 11?

Some essential keyboard shortcuts include Windows + D (show desktop), Windows + E (open File Explorer), Windows + L (lock your PC), and Windows + I (open Settings).

How can I customize the taskbar in Windows 11?

Right-click on the taskbar and select 'Taskbar settings' to customize the alignment, icons, and other features such as showing the task manager or search bar.

What new features does Windows 11 offer compared to Windows 10?

Windows 11 introduces a redesigned Start menu, new Snap layouts for multitasking, a centered taskbar, improved touch and pen support, and enhanced gaming features.

How do I access virtual desktops in Windows 11?

You can access virtual desktops by clicking on the Task View button on the taskbar or pressing Windows + Tab. From there, you can create, manage, or switch between virtual desktops.

What is Snap Layouts in Windows 11?

Snap Layouts is a feature that allows users to organize open windows into pre-defined layouts by hovering over the maximize button and selecting a layout that suits your multitasking needs.

How can I quickly access settings in Windows 11?

You can quickly access settings by pressing Windows + I, or by right-clicking the Start button and selecting 'Settings' from the context menu.

Is there a way to manage notifications in Windows 11?

Yes, you can manage notifications by going to Settings > System > Notifications & actions, where you can customize which apps can send notifications and how they appear.

How do I take a screenshot in Windows 11?

You can take a screenshot by pressing Windows + Shift + S, which opens the Snipping Tool. You can then select the area of the screen you want to capture.

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