

LEARNING MADE EASY



2nd Edition

Windows® 11

FOR SENIORS

for
dummies[®]
A Wiley Brand



Follow basic steps
to manage Windows

Handle maintenance
without calling for help

Connect your computer
to other devices

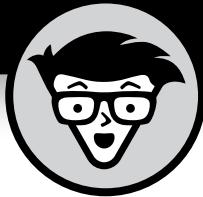
Curt Simmons

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Contents at a Glance

Introduction	1
Part 1: Getting Started with Windows 11	7
CHAPTER 1: Getting Acquainted with Windows 11	9
CHAPTER 2: Using the Start Screen, Apps, Widgets, and Copilot.	29
CHAPTER 3: Adjusting Windows 11 Settings	55
CHAPTER 4: Working with User Accounts	71
CHAPTER 5: Getting Comfortable with the Desktop	93
Part 2: Windows 11 and the Web	113
CHAPTER 6: Finding What You Need on the Web.....	115
CHAPTER 7: Emailing Family and Friends.	135
CHAPTER 8: Connecting with Microsoft Teams.	153
CHAPTER 9: Exploring Apps for Your Daily Life.	169
Part 3: Having Fun with Windows 11	191
CHAPTER 10: Exploring the Microsoft Store	193
CHAPTER 11: Taking Photos and More.....	209
CHAPTER 12: Enjoying Music and Videos.....	229
Part 4: Beyond the Basics	247
CHAPTER 13: Maintaining Windows 11	249
CHAPTER 14: Connecting a Printer and Other Devices	269
CHAPTER 15: Working with Files	279
CHAPTER 16: Backing Up and Restoring Files	301
Index	317

Table of Contents

INTRODUCTION	1
About This Book	2
Conventions Used in This Book	2
How to Read This Book	3
Foolish Assumptions	3
How This Book Is Organized	4
Beyond the Book	5
PART 1: GETTING STARTED WITH WINDOWS 11	7
CHAPTER 1: Getting Acquainted with Windows 11	9
Tell Your Computer What to Do	10
Move the Mouse	11
Touch the Screen	12
Use a Keyboard	13
View the Touch Keyboard	14
Turn On Your Computer	17
Check Out the Start Screen	18
Shut Down Your Computer	23
Start Again on the Lock Screen	25
Connect Your Phone to Windows 11	26
CHAPTER 2: Using the Start Screen, Apps, Widgets, and Copilot	29
Open Windows 11 Apps	30
Use the App Bar	34
Add a Location in Weather	36
Change App Settings	37
Search for an App	39
Pin and Unpin Apps on the Start Screen	42
Arrange Apps on the Start Screen	43
Uninstall an App	44
Use the Widgets Panel	45
Unpin a Widget	48
Customize a Widget	49
Chatting with Copilot AI	50

CHAPTER 3: Adjusting Windows 11 Settings	55
Access the Settings Screen	56
Personalize the Lock Screen	58
Choose an Account Picture	60
Check for Important Updates	62
Make Windows 11 Easier to Use	63
Customize the Start Menu	67
Handle Notifications	68
CHAPTER 4: Working with User Accounts	71
Connect to the Internet	72
Disconnect (or Switch to Airplane Mode)	76
Create a New Microsoft Account	77
Create a Local Account	80
Switch from a Local to an Existing Microsoft Account	83
Create a Local Account for Someone in Your Household	83
Create or Change a Password for a Local Account	88
Change an Account Type	89
Delete a Local Account	90
CHAPTER 5: Getting Comfortable with the Desktop	93
Check Out the Desktop	94
Change the Date or Time	96
Explore the Parts of a Window	99
Resize a Window	101
Arrange Some Windows	101
Use Snap Layouts	103
Open a Second Desktop	105
Choose a Desktop Background	107
Pin Icons to the Taskbar	108
Stop Apps with the Task Manager	110
PART 2: WINDOWS 11 AND THE WEB	113
CHAPTER 6: Finding What You Need on the Web	115
Browse the Web with Edge	116
Open Multiple Pages in Separate Tabs	120
Search for Anything	121

Search Using Copilot AI	123
Bookmark and Revisit Your Favorite Websites	125
Explore Edge Features	129
Block Ads on Web Pages	133
CHAPTER 7: Emailing Family and Friends	135
Use the Outlook App	136
Write an Email Message	138
Format Email	140
Send Files and Pictures	142
Read and Respond to Incoming Email	143
Change Outlook Settings	145
Change Outlook's Layout and Appearance	148
Add an Email Account to Outlook	150
Create Email Folders	151
Organize Email in Folders	152
CHAPTER 8: Connecting with Microsoft Teams	153
Build a Community	154
Chat in Teams	157
Respond to Activity	158
Manage Chats	160
Start a Meeting	161
Schedule a Meeting	164
Manage Teams Settings	166
CHAPTER 9: Exploring Apps for Your Daily Life	169
Add a Task with Microsoft To Do	170
Edit a Task	173
Create a List	174
Add an Event to the Outlook Calendar	176
Search and Explore with the Maps App	180
Stay on Time with the Clock App	182
Write with Notepad	184
Write a Sticky Note to Yourself	185
Chat Face-to-Face with Skype	187
Create with the Journal App	189

PART 3: HAVING FUN WITH WINDOWS 11	191
CHAPTER 10: Exploring the Microsoft Store.....	193
Explore Apps and Games by Category	194
Search for an App or Game by Name.....	197
Install a New App or Game	199
Examine Your Apps and Games.....	202
Rate and Review an App or Game	203
Uninstalling an App	205
Add Billing Information to the Microsoft Store	206
CHAPTER 11: Taking Photos and More.....	209
Take Photos (and Videos) with Your Computer.....	210
Choose Camera Settings.....	212
Copy Photos from Your Camera	215
View Photos with the Photos App	218
Edit Photos Using the Photos App.....	221
Print Photos Using the Photos App.....	225
Create an Image with AI	226
CHAPTER 12: Enjoying Music and Videos	229
Download Music and Movie Apps	230
Open Audio and Video Files with Media Player.....	232
Navigate Files with Media Player	234
Adjust Media Player Settings	236
Make a Sound Recording	237
Create a Video with AI	239
Create a Video from Scratch.....	241
Split or Trim a Clip	243
Add Transitions and Text	244
PART 4: BEYOND THE BASICS	247
CHAPTER 13: Maintaining Windows 11	249
Install a New Program or App	250
Remove a Program	252
Control Startup Apps.....	256
Explore System Information.....	257
Check Your Security and Maintenance Status.....	259

Speed Up Your Computer	263
Protect Your Computer from Viruses and Other Threats	265
CHAPTER 14: Connecting a Printer and Other Devices	269
Trust USB Plug and Play for Hardware	270
See All Devices	272
Connect a Printer or Other Device	274
Access Device Options	275
Adjust Your Touchscreen	277
CHAPTER 15: Working with Files	279
Save and Open a File	280
Find a Misplaced File	282
Add a Location to Quick Access	286
Use File Explorer for Easy Access to Files	288
Create a Folder to Organize Your Files	290
Use Check Boxes to Select Files	292
Undo or Redo an Action	294
Move a File from One Folder to Another	295
Rename a File or a Folder	295
Delete a File or Folder	297
Get Back a File or Folder You Deleted	298
CHAPTER 16: Backing Up and Restoring Files	301
Back Up Your Computer	303
Add an External Hard Drive or Flash Drive	304
Copy Files to or from a Flash Drive	306
Use OneDrive to Store File Copies	309
Reset a Misbehaving Computer	313
Recovering a PC and Your Files	315
INDEX	317

Introduction

Windows 11 is the latest generation of Microsoft's operating system, the master program that makes a computer useful and provides support to other programs, including word processors, photo viewers, and web browsers. Much as an education equips you to read a novel or play a game, Windows 11 equips your computer to perform a wide range of activities. You can use Windows 11 and other software (or *apps*) to read or write a novel, play games or music, and stay in touch with friends and family around the world.

As Windows has evolved over the past 40 years, so have computers — the *hardware*. Today, you can buy a computer as small as a watch, and even such a little computer is unimaginably more powerful than (and a fraction of the cost of) computers just 10 years ago.

You don't need much time with a computer to conclude that there has to be an easier way to do things. At times, computers seem overly complex and inscrutable. Have you used a smartphone lately? Or a TV remote control? Why are the controls on every microwave oven different? Why does every new tool offer countless options you don't want that obscure the ones you do want? Well, I don't have the answers to those questions, but I do have step-by-step instructions for many tasks you want to perform using Windows 11.

After many years of working with computers, I find that they reward patience, curiosity, and a little methodical exploration. Seniors, in particular, know that learning never really stops and that learning new things keeps one young, at least figuratively. By the end of this book, you may be a multitasking computerist performing virtual gymnastics with Windows 11. On the other hand, if this book helps you do only one thing — use email, browse the web, or enjoy photos or music — that one useful thing may be all you need.

About This Book

Age is just a number. This book is intended for anyone getting started with Windows 11 who wants step-by-step instructions without a lot of discussion. Numerous figures with notes show you the computer screen as you progress through the steps. Reading this book is like having an experienced friend stand behind you as you use Windows 11 . . . someone who never takes control of the computer away from you.

Windows 11 is a work in progress. Microsoft updates the Windows 11 operating system from time to time to make it more secure and agreeable to the people who use it. (Chapter 3 explains how to check for updates to Windows 11.) Because the operating system is continuously updated, the screen shots you see in this book may not exactly match what you see on your screen.

Conventions Used in This Book

This book uses certain conventions to highlight important information and help you find your way around:

- » **Different methods for performing steps:** In general, you can complete a step in three ways. I list the choices as follows:
 - **Mouse:** If you have a mouse, follow these instructions.
 - **Touchscreen:** You may be able to touch your screen to perform tasks.
 - **Keyboard:** Keyboard shortcuts are often the fastest way to do something.When you have a choice between these methods, experiment to determine which is easiest for you.
- » **Tip icons:** These point out helpful suggestions related to tasks in the step lists.
- » **Bold:** I use bold for figure references as well as for when you have to type something onscreen using the keyboard.



TIP

Many figures have notes or other markings to draw your attention to a specific part of the figure. The text tells you what to look for; the figure notes help you find it.

- » **Website addresses:** If you bought an e-book, website addresses are live links. In the text, website addresses look like this: www.dummies.com. See Chapter 6 for information on browsing the web.
- » **Options and buttons:** Although Windows 11 often uses lowercase in option and button names, I capitalize the text for emphasis. That way, you can find a button labeled Save Now, even though onscreen it appears as *Save now*.

How to Read This Book

You can work through this book from beginning to end or simply look at the table of contents or index to find the instructions you need to solve a problem or learn a new skill whenever you need it. The steps in each task get you where you want to go quickly, without a lot of technical explanation. In no time, you'll start picking up the skills you need to become a confident Windows 11 user.

Technology always comes with its own terms and concepts, but you don't need to learn another language to use a computer. You don't need any prior experience with computers or Windows. Step-by-step instructions guide you through specific tasks, such as accessing the news or playing a game. These steps provide just the information you need for the task at hand.

Foolish Assumptions

We assume that you have a computer and want clear, brief, step-by-step instructions on getting things done with Windows 11. I assume also that you want to know only what you need to know, just when you need to know it. This isn't Computers 101. This is Practical

Windows 11. As an old friend said, “I don’t want to make a watch; I just want to know what time it is.”

How This Book Is Organized

This book is divided into four parts to help you find what you need. You can read from cover to cover or just jump to the page that interests you.

- » **Part 1: Getting Started with Windows 11:** In Chapter 1, you turn on the computer and get comfortable with essential parts of Windows 11, such as the Start screen, as well as how to use a mouse, touchscreen, or keyboard. Explore features of Windows 11 apps in Chapter 2, including Copilot AI. To customize Windows 11 to work better for you, turn to Chapter 3. In Chapter 4, you create and modify user account settings, such as passwords. You discover the desktop, how to manage windows, and how to customize the desktop in Chapter 5.
- » **Part 2: Windows 11 and the Web:** Use the web to stay current and keep in touch. Turn to Chapter 6 to use Edge to browse the web. Send and receive email in Chapter 7. Stay in touch with friends and family with Microsoft Teams in Chapter 8. Turn to Chapter 9 to explore a handful of apps that can help you stay in touch with friends and get to know the outside world better.
- » **Part 3: Having Fun with Windows 11:** If you haven’t been having any fun until now, I’ve failed you. Expand your tools and toys in Chapter 10 by connecting to Microsoft Store to install new apps. In Chapter 11, you enjoy photos on Windows 11 and put your own photos on the computer. If you want to listen to music and watch a video, see Chapter 12.
- » **Part 4: Beyond the Basics:** In Chapter 13, you learn about the care and feeding of Windows 11, which requires a little maintenance now and then. Find out how to connect a printer and other hardware, such as a mouse and a second screen, in Chapter 14. Do you appreciate the saying “a place for everything and everything in its place”? Chapter 15 is where you find out

how to organize your documents. And finally, you back up your files to ensure against loss and refresh Windows 11 when it gets cranky in Chapter 16.

Beyond the Book

In addition to what you're reading right now, this book comes with a free, access-anywhere Cheat Sheet that helps you search the web without a browser, quickly locate recently used files from the Start screen, view file extensions in File Explorer, and take a screenshot. To get this Cheat Sheet, simply go to www.dummies.com and type **Windows 11 For Seniors For Dummies Cheat Sheet** into the Search box.

1 **Getting Started with Windows 11**

IN THIS PART . . .

Master the basics.

Discover how to Copilot AI.

Customize Windows 11.

Manage user accounts and passwords.

Personalize the Windows desktop.

IN THIS CHAPTER

- » Controlling your computer with the mouse, keyboard, and touchscreen
- » Turning the computer on and off
- » Exploring the Start screen
- » Handling the Lock screen

Chapter 1

Getting Acquainted with Windows 11

Windows 11 is an *operating system* (the master program for any computer). You can use Windows 11 on a wide range of devices, from a smartphone to a big-screen TV/entertainment system: One size fits most. You can not only use the same programs with a range of hardware but also access the documents you create (such as photos and email — files and data, to nerds) from any Windows-based computer, giving you extraordinary freedom of choice and mobility.

Although countless companies create programs you may use, Microsoft attempts to make similar functions consistent across different programs. For example, opening a document or emailing a photo to a friend involves the same steps regardless of the programs you use. You don't have to learn a different way of doing common tasks in each program. This consistency will serve you well when using Windows 11 and other new programs.

In this chapter, you start your computer and work with the *Start screen*, the dashboard for Windows 11. You explore options for using the Start

screen with your *hardware* (the computer and related devices). Then you exit Windows 11 and go right back in for more.



The easiest way to get Windows 11 is preinstalled on a new computer. If your current computer runs an older version of Windows (such as Windows 10), you can upgrade to Windows 11 for free, although older machines may lack newer functions, such as a touchscreen, and may have some hardware compatibility problems with Windows 11 as well. Visit microsoft.com for details about upgrading from an older operating system.

Tell Your Computer What to Do

How do you get Windows 11 to do what you want it to do? You can command a computer in many ways, depending on your equipment (hardware). For example, a desktop computer has different options from a handheld phone. You may have any or all of these choices:

- » Mouse
- » Touchscreen
- » Keyboard

Another device for controlling Windows is a touchpad, which is commonly found on a laptop keyboard. You move your finger on the touchpad to move the pointer on the screen.



A desktop computer keyboard and mouse may be wired (they plug into the computer) or they may be wireless (no wires needed!). Don't like the keyboard or mouse that came with your desktop computer? You can purchase many different styles and connect a new one to your Windows 11 PC. Shop wherever computers and related equipment are sold.

If you have a computer with more than one of these devices, you might use one device exclusively or, more likely, vary your choice according to the task. Use whichever technique is easiest for you, but don't be afraid to experiment. In the next few sections, you discover

the ins and outs of using all these methods of controlling Windows 11. Then you're ready to turn on your computer and use these methods.



In the steps throughout this book, *choose* or *select* refers to using a mouse, the touchscreen, or a physical keyboard. *Drag* refers to using a mouse or a finger.

Move the Mouse

A *mouse* is a soap-bar-sized device that you move across a desk with your hand. Move the mouse and note how the arrow called a *mouse pointer* moves across the computer screen. (Similar to a mouse, a *trackball* is a ball in a socket that you can rotate to move the mouse pointer.) A mouse has two or more buttons; some also have a scroll wheel between the buttons.

The following terms describe methods for using a mouse with Windows 11. In each, move the mouse first to position the pointer over a specified item before proceeding:

- » **Click:** Move the onscreen arrow-shaped mouse pointer over a specified item and press and release the left mouse button: That's a click (sometimes called a left-click to distinguish it from a right-click).
- » **Right-click:** Press and release the right mouse button to display available functions. Note that the word *click* by itself means use the left mouse button.
- » **Drag:** Press and hold down the left mouse button, and then move the mouse pointer across the screen. When you want to move an object, you drag it. Release the mouse button to release the object.



Watch for the word *click* to indicate using a mouse button and *scroll* to indicate using the mouse wheel.

TIP

Touch the Screen

A *touchscreen*, as the name says, enables you to touch the screen to tell your computer what to do. You typically use one finger or two, although touchscreens may allow you to use all ten digits. In some cases, you can also use a special pen called a *stylus* instead of your finger. Tablet computers and some smartphones have touchscreens. Touchscreens are less common on desktop or laptop computers, but that situation is changing. Not sure what type of screen you have? When you have Windows 11 running, lightly slide your index finger up or down on the screen to see what happens.

The following terms refer to ways you interact with a touchscreen:

- » **Tap:** Briefly touch the screen. You *select* an object, such as a button, by tapping it.
- » **Drag:** Touch and hold your finger on the screen, then move your finger across the screen. You *move* an object, such as an onscreen playing card, by dragging it.
- » **Swipe:** Touch and move your finger more quickly than with drag. You can swipe your finger across the screen from any of the four sides of the screen to display options and commands. You swipe pages to move forward or back. You may see the word *flick* instead of *swipe*. Some people insist that a flick is faster or shorter than a swipe, but you don't need to get caught up in that debate.
- » **Pinch and unpinch:** Touch a finger and thumb or two fingers on the screen. Move your fingers closer to each other to *pinch* and away from each other to *unpinch*. Generally, a pinch reduces the size of something on the screen or shows more content on the screen. An unpinch (an ugly word) *zooms in*, increasing the size of something onscreen to show more detail.



Watch for the words *tap*, *swipe*, or *pinch* to indicate using your finger. Touch actions are often called *gestures*.

TIP



TIP

See the upcoming section “View the Touch Keyboard” if your computer doesn’t have a physical keyboard, as is often the case with a touchscreen.

Use a Keyboard

A typewriter-like keyboard is a traditional device for controlling a computer and is especially useful when you must enter a lot of text. Special key combinations, called *shortcut keys*, are often the quickest way to do anything (though they require some memorization).

The following keys are particularly noteworthy. No offense intended to fans of keys not noted here. Although you won’t use all these keys immediately, you’ll find it helpful to locate each one on your keyboard.



TIP

Press indicates that you use the keyboard (physical or virtual) for the specified key or sequence of keys (just as *click* indicates a mouse action and *tap* indicates touching the screen). Combinations of keys are not pressed simultaneously. Instead, press and hold the first key in the specified sequence, press the second key, and then release both. (I explain exceptions to this method as necessary.)

- » **⌘**: Called the Windows key, this key is usually located on either side of the spacebar, which is the largest key. ⌘ works by itself, as you’ll soon see, as well as in combination with many other keys. Throughout the book, I specify these combinations where you might use them. There will be a quiz later. (Kidding! No quizzes.)
- » **Tab**: Press the Tab key to select an item on a window, dialog box, or even web page. Press Tab repeatedly to skip items you don’t intend to select.



TIP

The keyboard can be used to select objects but is less direct than using touch or a mouse.

- » **Arrow keys:** Press the arrow keys to move the cursor or selection of an object in the direction the keys point (left, right, up, or down). In some contexts, Tab and the right arrow do the same thing. Sorry to be vague, but context matters at times.
- » **Enter:** In most cases, the Enter key on the keyboard chooses a selection, much as clicking or tapping does. However, you may need to use the Tab key or an arrow key to select an item before pressing the Enter key.
- » **Ctrl, Alt, and Shift keys:** These keys are used with other keys for commands. For example, press Ctrl+C to copy selected text or an object. (That is, while pressing and holding down the Ctrl key, press the C key — no need to press Shift for an uppercase C. Then release both keys.) The Shift key is used with another key for uppercase.
- » **Backspace:** As you enter text, each press of Backspace erases the character to the left of the cursor.
- » **Delete:** As you enter text, each press of the Delete key erases the character to the right of the cursor. On some keyboards, this key is labeled Del.
- » **Function keys:** All keys function, but Function keys are labeled F1 through F12. You don't use these much in this book, but you should locate them. Laptops often have a separate Function Lock key to turn these keys on or off.
- » **Page keys:** Locate the Home, End, Page Up, and Page Down keys for future reference. Use these to move the screen, a page, or the cursor. (On some keyboards, the Home, End, Page Up, and Page Down keys work as numbers when the Num Lock key is activated.)

View the Touch Keyboard

Windows 11 can display a touch keyboard onscreen. This feature is vital for devices that have a touchscreen and no physical keyboard. With a touchscreen, the touch keyboard appears automatically when

the cursor (a blinking vertical bar) indicates that you can enter text in a box. If the touch keyboard doesn't appear automatically, you may also see a separate box floating above or below the text box. Tap that floating box to display the keyboard. Or, if you don't see a floating keyboard, tap the keyboard icon on the taskbar to the right (it's close to the date and time). To type using the keyboard, simply tap or click a letter, number, or symbol key.



TIP

Here are the different types of touch keyboards:

- » The *standard layout* (also called QWERTY) appears automatically (see **Figure 1-1**). The Enter key changes depending on the context.
- » The *uppercase layout*, shown in **Figure 1-2**, appears when you tap the Shift key on the standard layout.

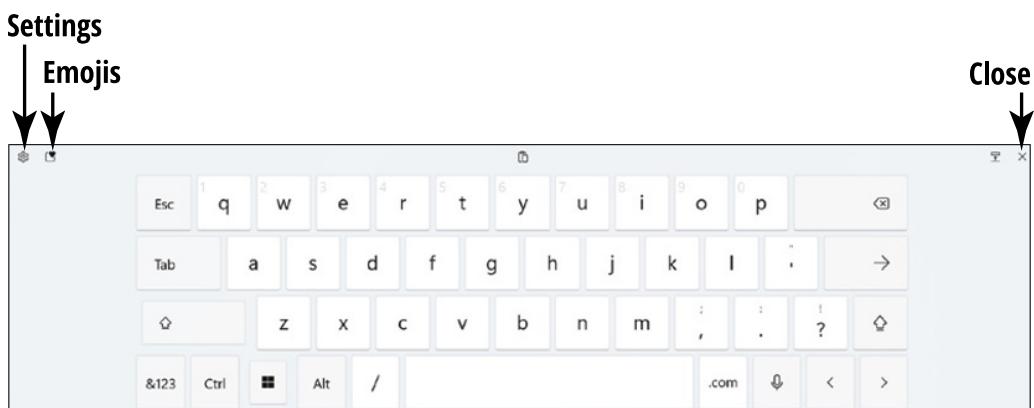


FIGURE 1-1



FIGURE 1-2

- » The *numbers and symbols layout* appears when you tap the &123 key on the standard layout. Tap the &123 key again to return to the standard layout.
- » The control keys overlay appears on five keys on the standard layout when you tap the Ctrl key. The Ctrl keys are used in common tasks, such as copying (Ctrl+C) or moving (Ctrl+X) selected text. The overlay disappears automatically after you tap one of the control keys (A, Z, X, C, or V).
- » Select the Settings button (refer to **Figure 1-1**). The Setting button appears on the top left of the touch keyboard (it looks like a gear). Here, you can select the Keyboard Layout. Default is selected automatically, but you can choose Small, Split, or Traditional. You can also choose to switch to a Handwriting option, which lets you write with your finger. Windows converts your scribbles to block text. Finally, you can also select Theme and Resize. This opens the Personalization window, where you can select different keyboard and size options, shown in **Figure 1-3**.

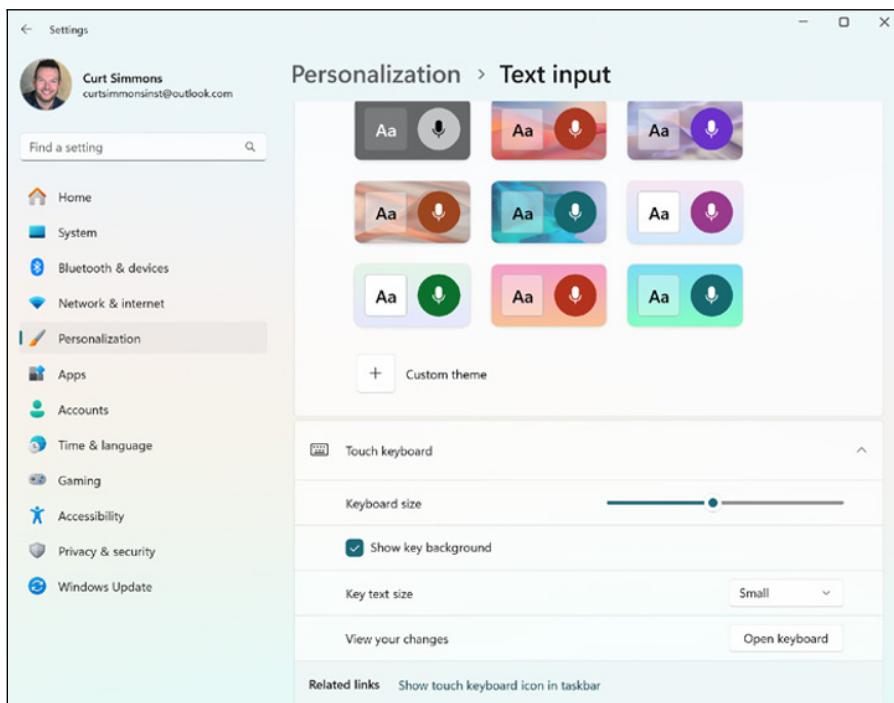


FIGURE 1-3