

Second Edition

Windows® 11

Simplified®



Step-by-step instructions for easy learning

Paul McFedries

Visual
A Wiley Brand

WINDOWS® II Simplified®

Second Edition

by Paul McFedries

WINDOWS® 11 SIMPLIFIED®, SECOND EDITION

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About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and has more than 100 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Microsoft 365*; *Windows 10 Portable Genius*; *Office 365 All-in-One For Dummies*; *Google Workspace For Dummies*; *HTML, CSS, & JavaScript All-in-One For Dummies*; and *Web Coding & Development For Dummies*. Paul invites you to drop by his personal website at <https://paulmcfedries.com>.

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through the pages will show you that this book is also chock full of images, from sharp screenshots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project manager Sarah Hellert, technical editor Eric Butow, copy editor Kim Wimpsett, managing editor Moses Ashirvad, and content refinement specialist Saravanan Dakshinamurthy. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to acquisitions editor Jim Minatel for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Repair an Image

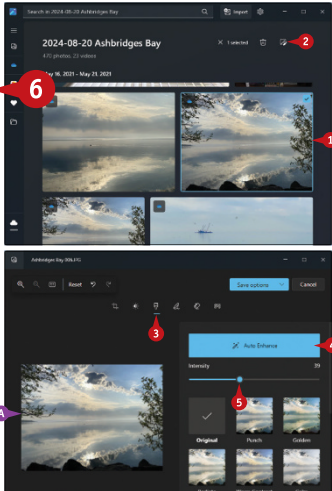
You can use Photos to improve the look of digital photos and other images. When you open an image in Photos, the application bar offers a number of tools for repairing various image attributes.

The easiest way to repair an image is to use the Enhance Your Photo filter, which automatically adjusts an image's brightness, color, and clarity. You can also correct any of these elements manually, as well as remove red-eye and hide photo flaws.

Repair an Image

Repair an Image Automatically

- 1 In Photos, click the image you want to repair.
- 2 Click **Edit** (🔧).
- 3 **Note:** You can also select the **Edit** command by pressing **Cmd+⌘**.
- 4 Photos displays the image editing tools.
- 5 Click **Filter** (🎚️).
- 6 Click **Auto Enhance**.
- 7 Click and drag this slider (⬆️) until the image looks the way you prefer.
- 8 Photos enhances the image automatically.

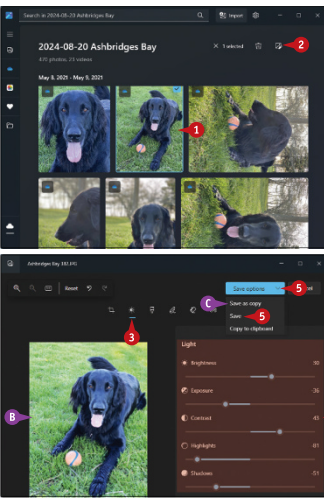


Working with Images

CHAPTER 6

Repair an Image Manually

- 1 In Photos, click the image you want to repair.
- 2 Click **Edit** (🔧).
- 3 Photos displays the image editing tools.
- 4 Click **Adjustments** (🎚️).
- 5 Use the sliders to repair the image as needed.
- 6 Photos adjusts the image as you move the sliders.
- 7 Click this (⌘) then click **Save**.
- 8 Photos saves your changes.
- 9 If you prefer to leave the original as is, you can click **Save a copy** instead.



How do I remove a photo's background?

Follow steps 1 to 3 in the subsection "Repair an Image Manually," click **Background** (🖼️), and then click **Remove**. Alternatively, click **Blur** to blur the background, or click **Replace** and then click a color to replace the background with that color.

Can I remove a small flaw in a photo?

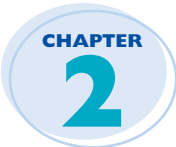
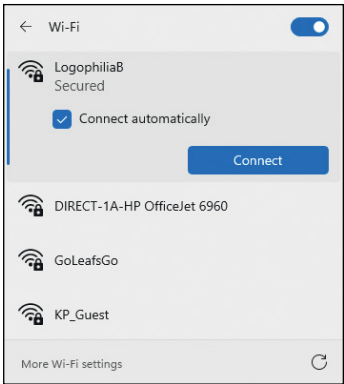
Yes. Photos enables you to perform a **generative erase**, which replaces an element from the photo with colors from the surrounding area. To perform a generative erase, follow steps 1 to 3 in the subsection "Repair an Image Manually," click **Erase** (🧹), click and set the **Brush size**, and then click every part of the flaw until it is no longer visible.

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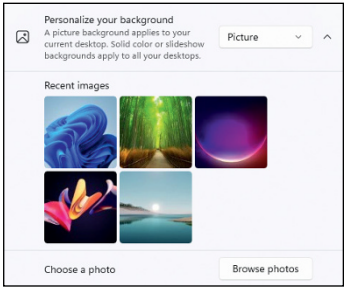
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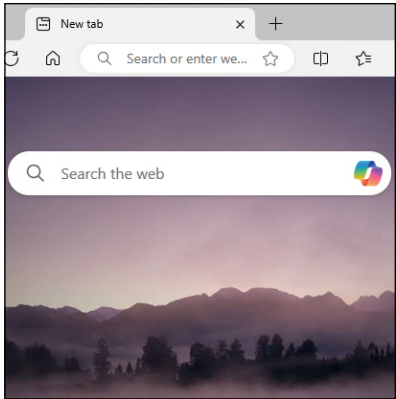
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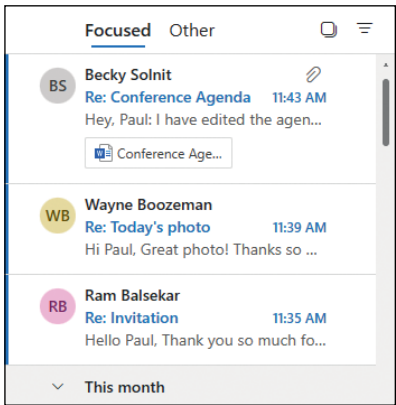
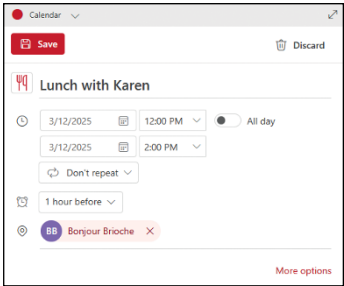


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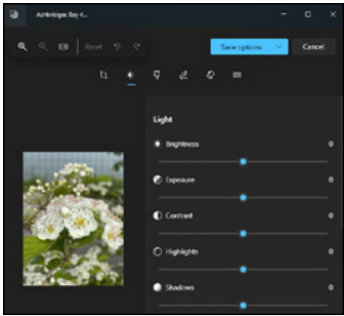
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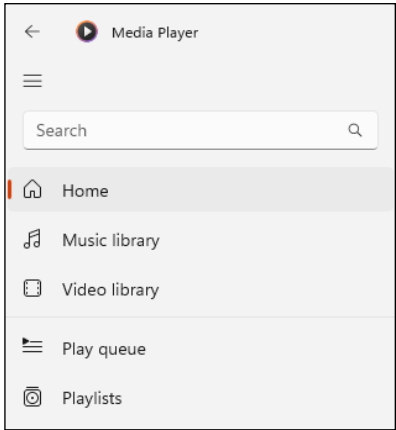
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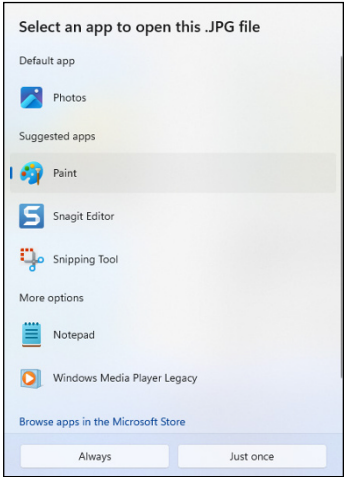
File	Edit	View
Narn	Undo	Ctrl+Z
power	Cut	Ctrl+X
disco	Copy	Ctrl+C
just	Paste	Ctrl+V
Do n	Delete	Del
at t	Define with Bing	Ctrl+E
test	Find	Ctrl+F
come	Find next	F3
or N	Find previous	Shift+F3
Conc	Replace	Ctrl+H
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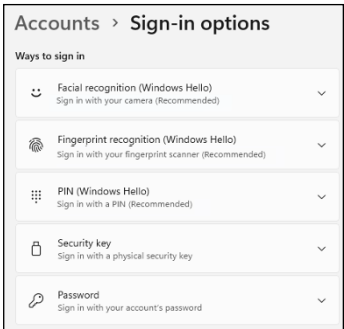
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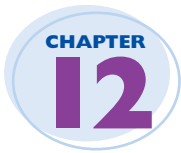
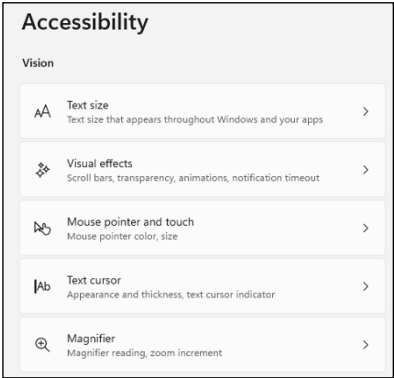
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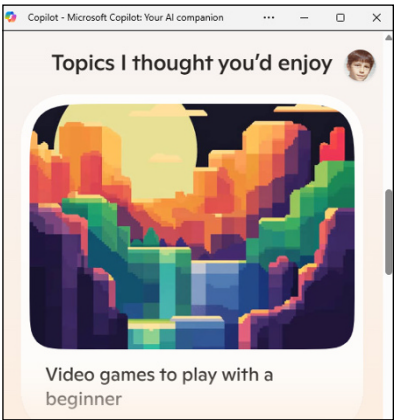
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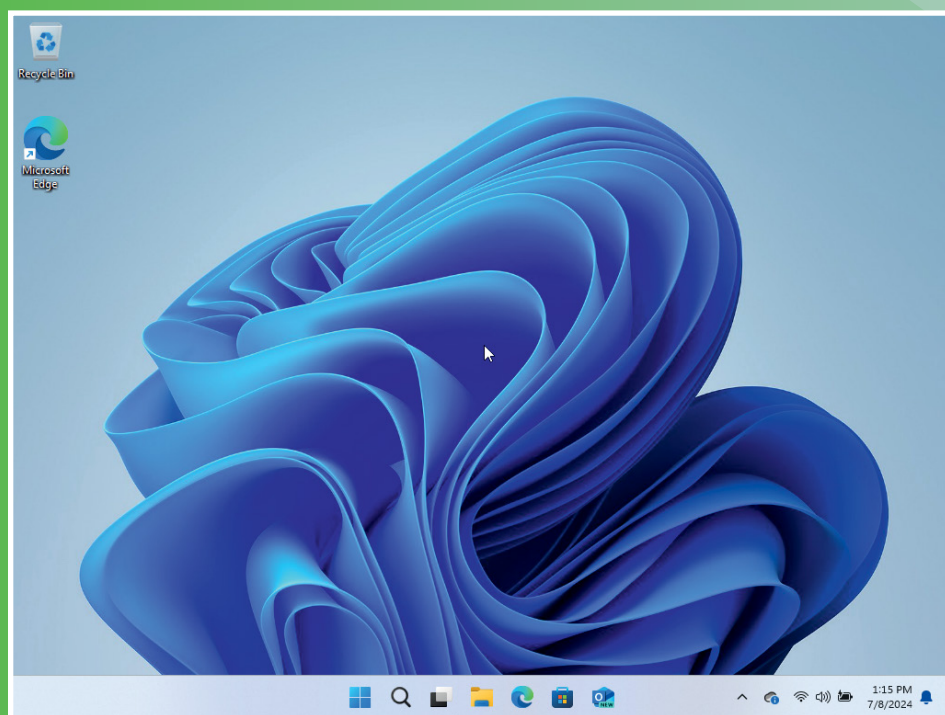
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CHAPTER 1

Getting Started with Windows

To do something useful with your computer and with Windows, you need to learn a few basic tasks and techniques. In this chapter, after exploring the screen, you learn how to put your computer to sleep, how to restart and shut down your computer, and how to connect to your network. You also learn how to work with apps, including installing them, starting them, and switching between and arranging them when you have multiple apps running. This chapter also shows you how to uninstall apps.



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Explore the PC Screen

Before getting to the specifics of working with Windows, take a few seconds to familiarize yourself with the basic elements of the screen. These include the desktop, the Start button, and the

taskbar. In most cases, the Start button and the taskbar are always visible. If they do not appear, move the mouse pointer to the bottom of the screen.

A Desktop Icon

An icon on the desktop represents a program or Windows feature. A program you install often adds its own icon on the desktop.

B Mouse Pointer

When you move your mouse, this pointer (↔) moves along with it.

C Desktop

This is the Windows “work area,” meaning that it is where you work with your programs and documents.

D Start Button

Click **Start** (Windows logo) to start programs and launch many of the Windows features.

E Search Icon

Click **Search** (Q) to search for items on your PC or on the Internet.

F Taskbar Icons

You use these icons to launch some Windows features with just a mouse click.

G Taskbar

Icons for the programs you have open appear in the taskbar. You use this area to switch between programs if you have more than one running at a time.

H Notification Area

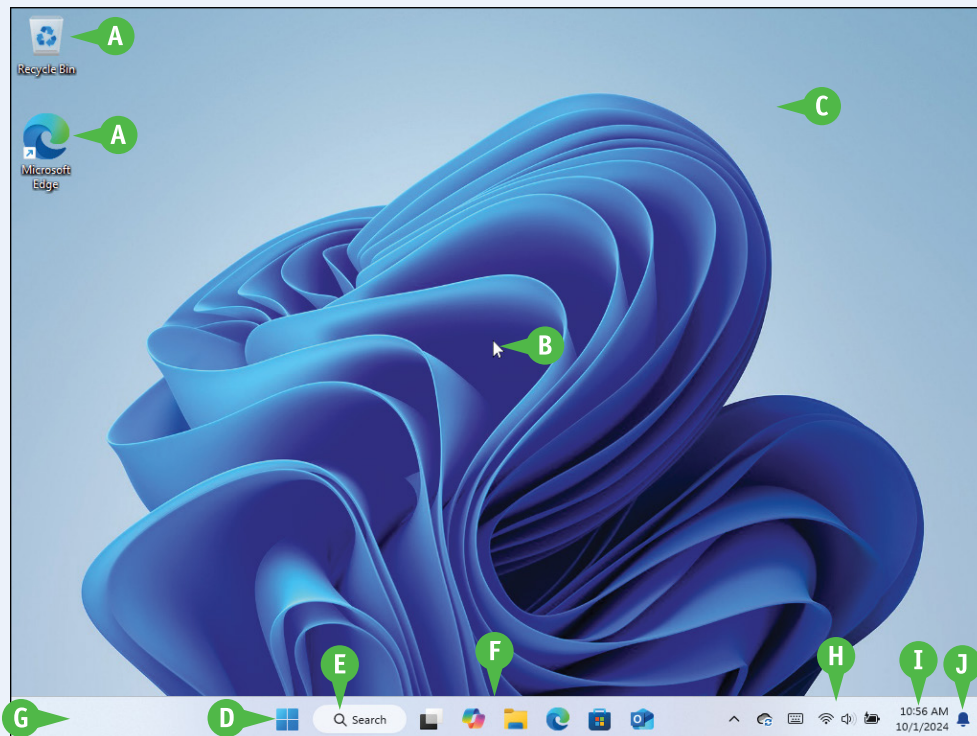
This area displays small icons that notify you about things that are happening on your computer. For example, notifications appear if your printer runs out of paper or if an update to Windows is available over the Internet.

I Time and Date

This is the current time and date on your computer. To display the full date, position the mouse pointer (↔) over the time. To change the date or time, right-click the time.

J Notifications

This icon tells you whether you have notifications that you have yet to view. Notifications give you information about what your computer and its apps are doing.



Explore the Start Menu

To get the most out of Windows, you need to know the layout of the Start menu. As its name implies, the Start menu is your main Windows starting point. Most of the tasks you perform with Windows — such as running apps, searching your PC, working with your Microsoft account,

and restarting or shutting down your PC — are launched via the Start menu.

This section gives you an overview of the Start menu. The tasks you can run via the Start menu are covered in the rest of this chapter and throughout this book.

A Start Menu

Click **Start** (■) or press **Windows** (■) to open the Start menu on the Windows desktop.

B User Account

This icon represents your Windows user account. Clicking this icon displays a menu of user account-related tasks.

C Power Icon

Click **Power** (■) to restart, shut down, or sleep your computer.

D Recommended

This area displays recently added apps as well as documents you have worked with recently. Click an item to launch the app or open the document. You can also click **More** to display a longer list of recent apps and documents.

E Pinned

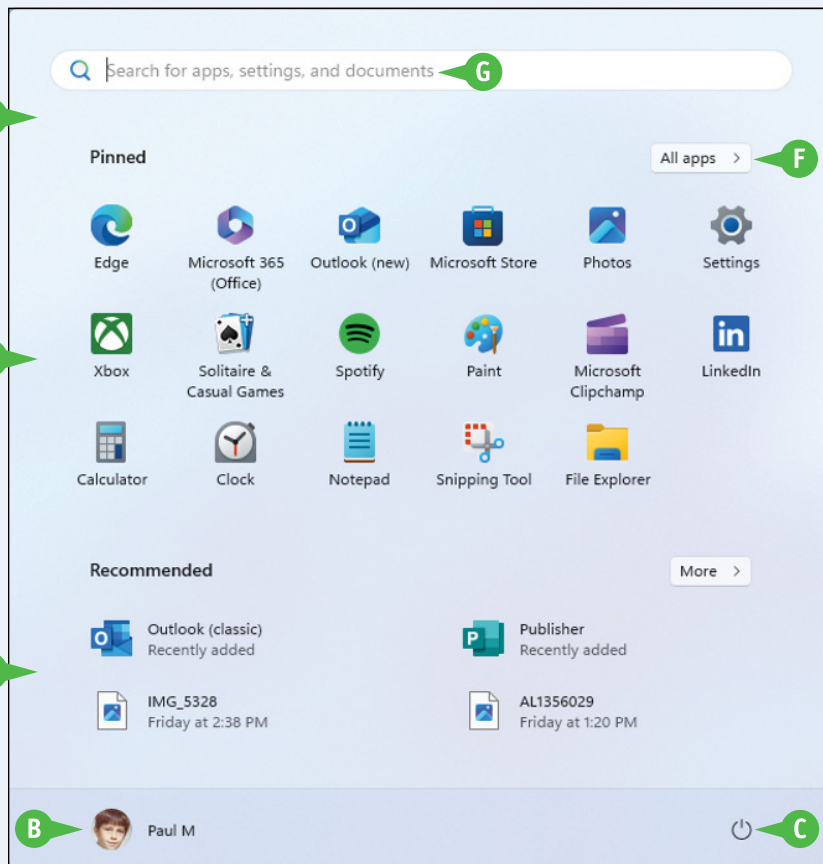
This area displays apps that have been given a fixed position on the Start menu. Click an app's icon to launch the app. You learn how to pin apps to the Start menu in Chapter 2.

F All Apps

Click **All apps** to display the full list of apps on your computer.

G Search Box

You use this text box to search for items on your PC or on the Internet.



Start and Close an App

To perform tasks of any kind in Windows, you can use one of the apps installed on your computer. The application you use depends on the task you want to perform. For example, to surf the World Wide Web, you use a web browser application, such as the Microsoft Edge app that comes with

Windows. To use an app, you select the one you want to run from the Start menu.

When you are done with an app, you should close it to reduce resources and keep the desktop uncluttered.

Start and Close an App

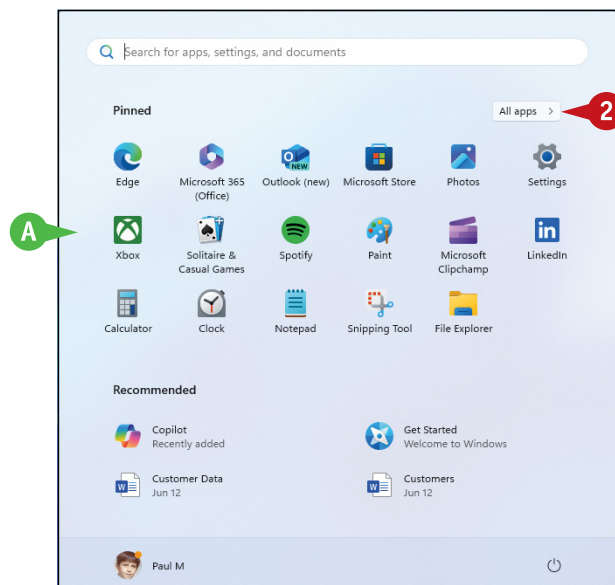
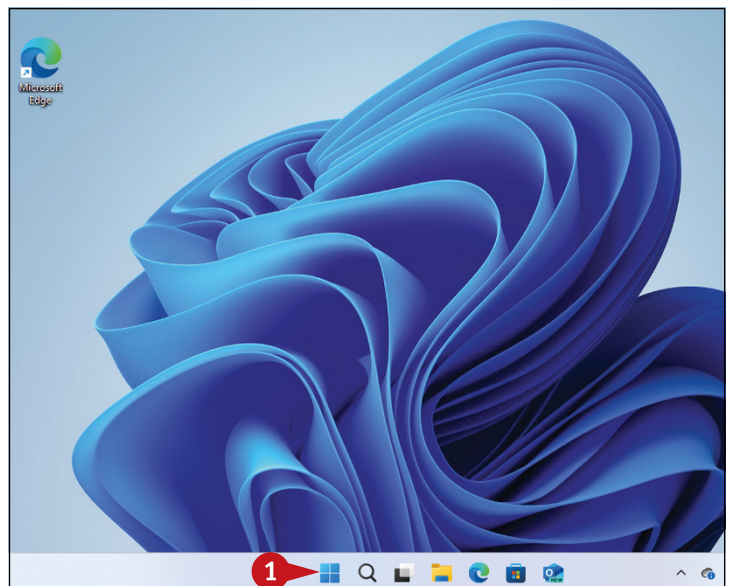
Start an App

1 Click **Start** (🪟).

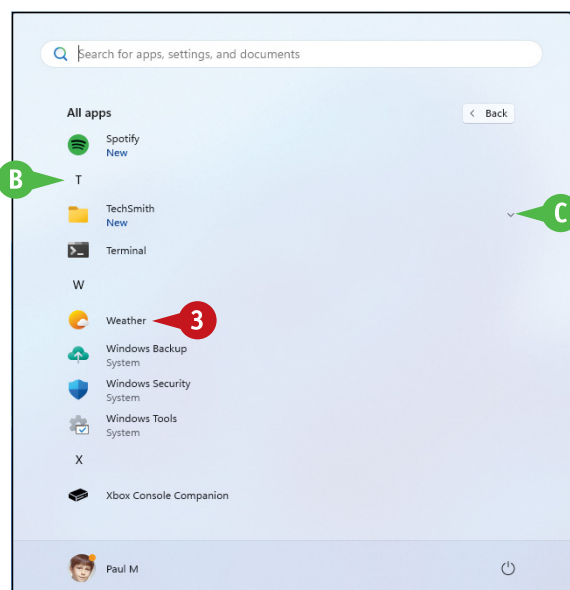
The Start menu appears.

A If the app you want appears on the main Start menu, you can click the app icon and then skip the rest of these steps.

2 Click **All apps**.

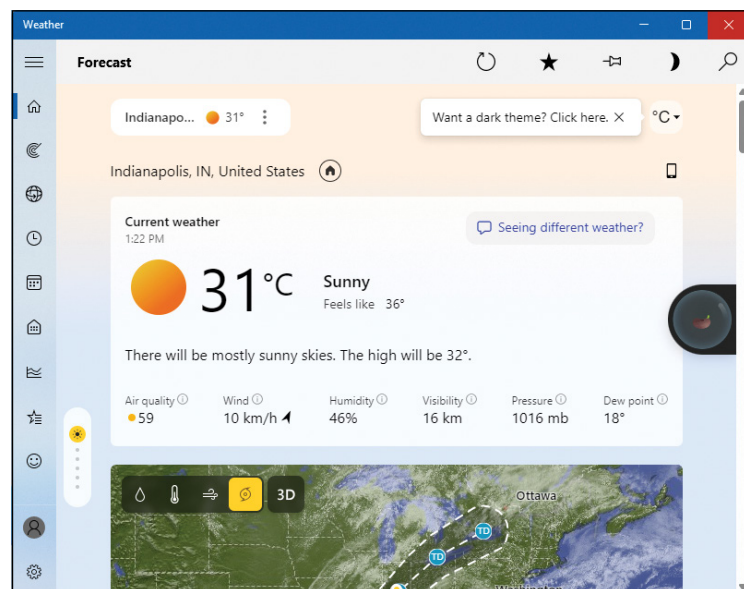


Getting Started with Windows



The All Apps list appears.

- 3 Click the app you want.
- B To quickly navigate apps alphabetically, you can click any letter and then click the letter that contains the app you want.
- C If the app is in a submenu, you can click the submenu and then click the app icon.



The app runs.

Close an App

- 1 Click **Close** (X) or press **Alt + F4**.

Note: If the app asks if you want to save changes, click **Yes** to ensure you do not lose any work.

Windows closes the app.

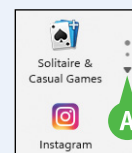
simplify it

Is there an easier way to locate an app?

Yes, you can perform a search to locate it. Click **Search** (Q) on the taskbar and then begin typing the name of the app. As you type, Windows displays a list of apps and other items that match the characters. When the app you want appears, click it to run the program.

How do I navigate the pinned apps?

Some Start menus have two or more pages of pinned apps. To navigate the pages, click **Next Page** (▼) (A) and **Previous Page** (▲) (not shown), which appear to the right of the pinned apps. Refer to Chapter 2 to learn how to add your own pinned apps to the Start menu.



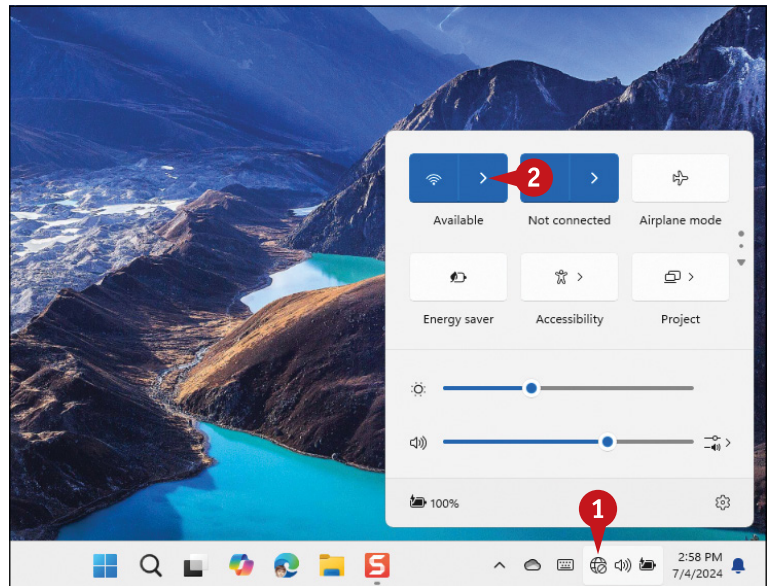
Connect to Your Wireless Network

If you have a wireless access point and your computer supports wireless networking, you can connect to the device to access your network. If the access point is also a router that is connected to the Internet, then connecting to the wireless network gives your computer Internet access, as well.

Most wireless networks are protected with a security key, which is a kind of password. To connect, you need to provide Windows with the key. However, after you connect to the network once, Windows remembers the key and connects again automatically whenever your computer is within range of the network.

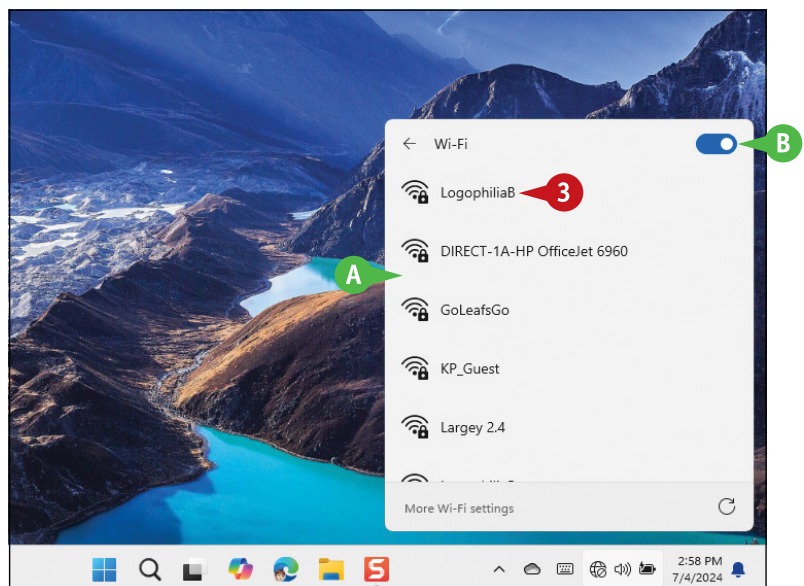
Connect to Your Wireless Network

- 1 Click **Network** (🌐).
- 2 Click **Manage Wi-Fi Connections** (➤).

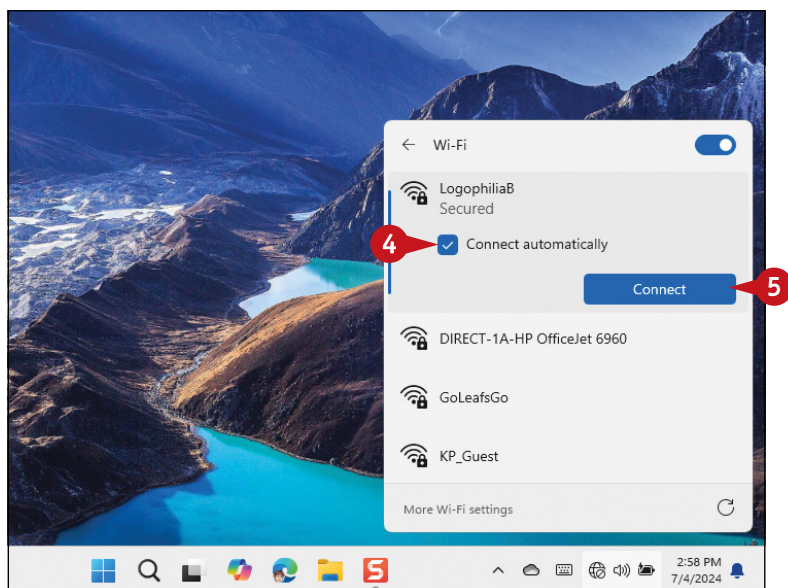


- A Windows displays a list of wireless networks in your area.
- 3 Click your network.
- B If the list of wireless networks does not appear, you can click the **Wi-Fi** switch to **On** (🔘 changes to 🔘) to turn on your computer's wireless capability.

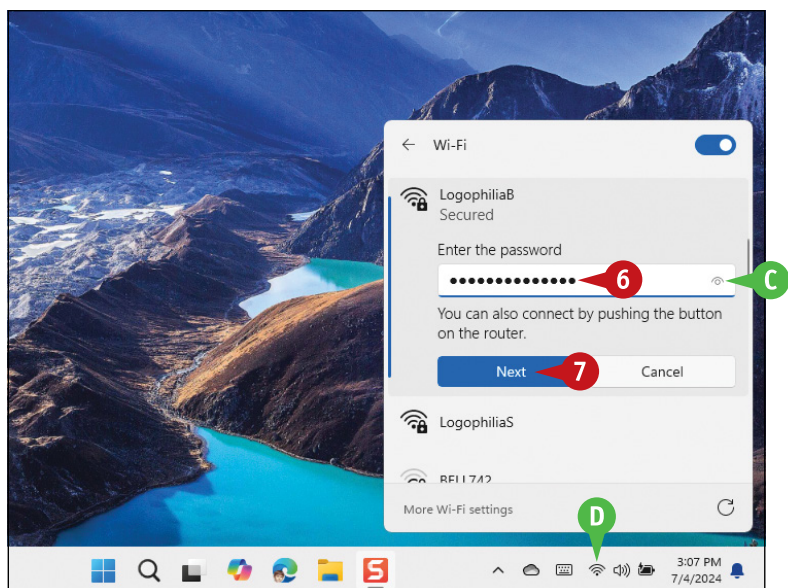
Note: For home use, the terms *wireless* and *Wi-Fi* are synonymous.



Getting Started with Windows



- 4 To have Windows connect to your network automatically in the future, click **Connect automatically** (☐ changes to ☒.
- 5 Click **Connect**.



If the network is protected by a security key, Windows prompts you to enter it.

- 6 Type the security key.
- C If you want to be certain that you typed the security key correctly, you can temporarily click and hold **Display Password Characters** (👁️).
- 7 Click **Next**.

Windows connects to the network.

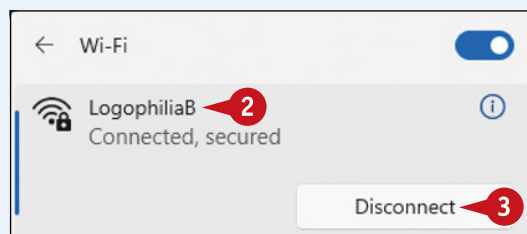
- D The network icon changes from Disconnected (🌐) to Connected (📶) to indicate that you now have a wireless network connection.

simplify it

How do I disconnect from my wireless network?

To disconnect from the network, follow these steps:

- 1 Click **Network** (📶).
- 2 Click your network.
- 3 Click **Disconnect**. Windows disconnects from the wireless network.



Put Windows to Sleep

You can make your computer more energy efficient by putting Windows into sleep mode when you are not using the computer. *Sleep mode* means that your computer is in a temporary low-power mode. This saves electricity when your computer is plugged in, and it saves battery power when your computer is unplugged.

In sleep mode, Windows keeps your apps open. This is handy because it means that when you return from sleep mode, after you sign in to Windows again, you can immediately get back to what you were doing.

Put Windows to Sleep

- 1 Click **Start** (■).

The Start menu appears.

- 2 Click **Power** (⏻).

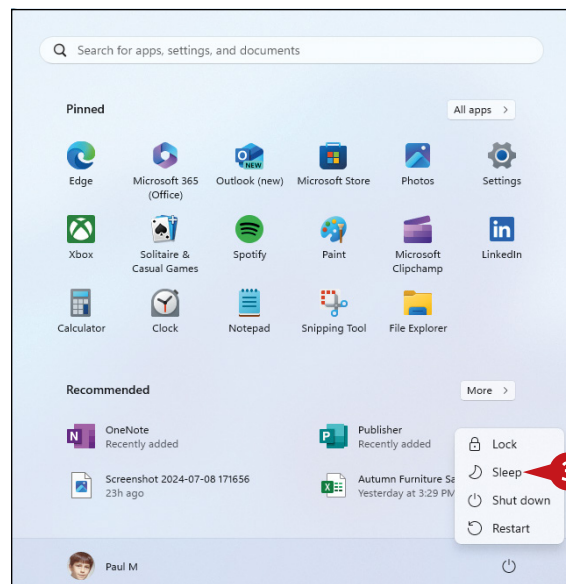
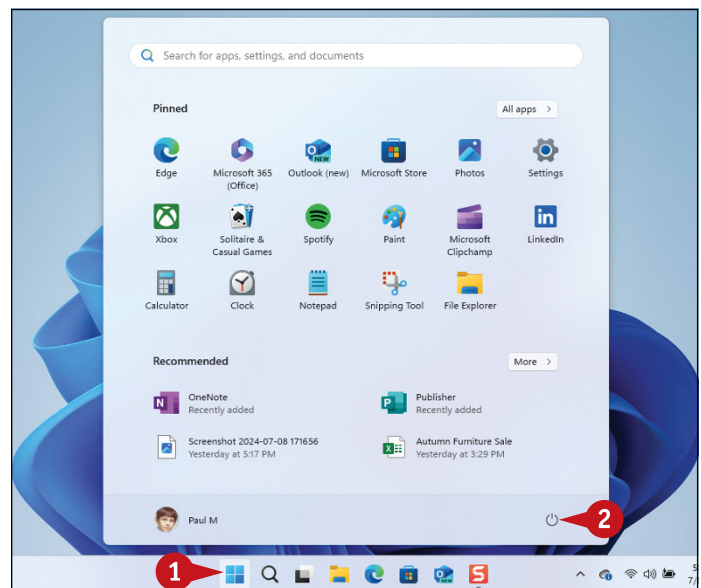
The Power options appear.

- 3 Click **Sleep**.

Windows activates sleep mode.

Note: To return from sleep mode, press your computer's power button.

Note: To learn about the Lock command, refer to Chapter 10.



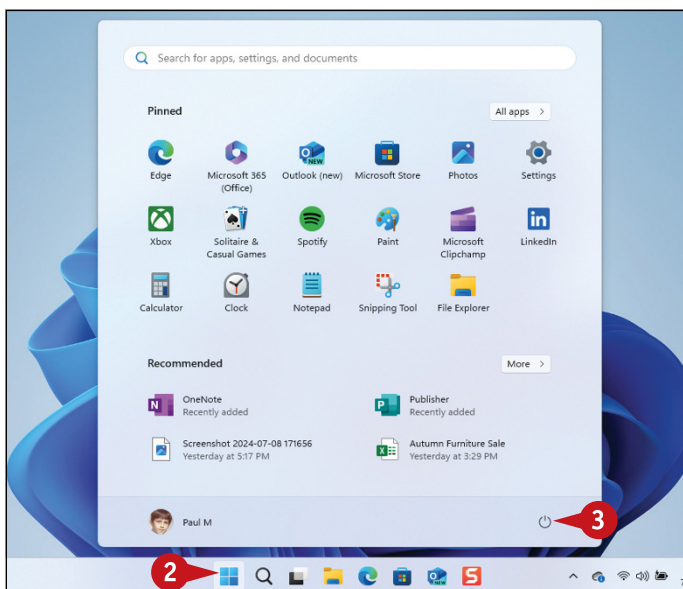
Restart or Shut Down Windows

You can restart Windows, which means that it shuts down and starts up again immediately. This is useful if your computer is running slowly or acting odd. Sometimes a restart solves the problem.

Alternatively, when you complete your work, you could shut down Windows. However, do not just

shut off your computer's power because doing so can cause problems: If you have documents with unsaved changes, you may lose those changes; you also could damage one or more Windows system files, which could make your system unstable. Therefore, you should always follow the proper steps when shutting down your PC.

Restart or Shut Down Windows



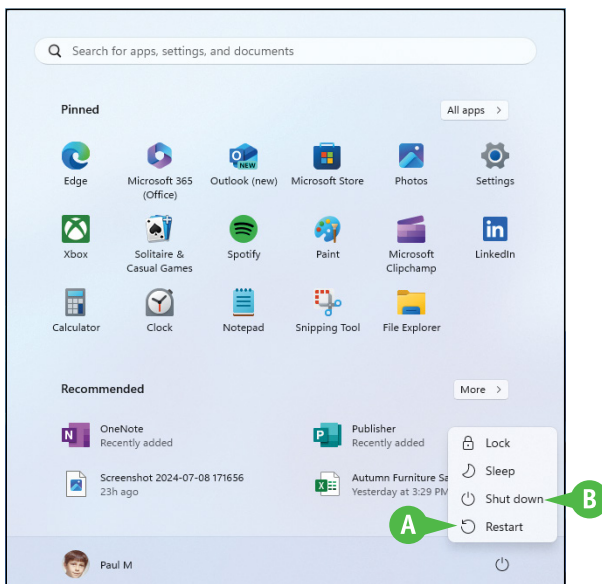
- 1 Shut down all your running programs.

Note: Be sure to save your work as you close your programs.

- 2 Click **Start** (Windows logo).

The Start menu appears.

- 3 Click **Power** (Power icon).



The Power options appear.

- 4 Click one of these commands:

- A You can click **Restart** to shut down and then start your computer.
- B You can click **Shut Down** to turn off your computer.

Install an App

If Windows does not have an app that you need, you can obtain the app and then install it on your computer. You usually obtain apps from the Microsoft Store, which is an app that is preinstalled with Windows. Many Microsoft Store apps are free, but some require a payment using the credit card you have on file with your Microsoft account.

You can also install apps that are not available via the Microsoft Store. In this case, you obtain (and usually pay for) the app on the web and then download the app to your computer. However, it is important to only install apps that you obtained from a reputable and secure site.

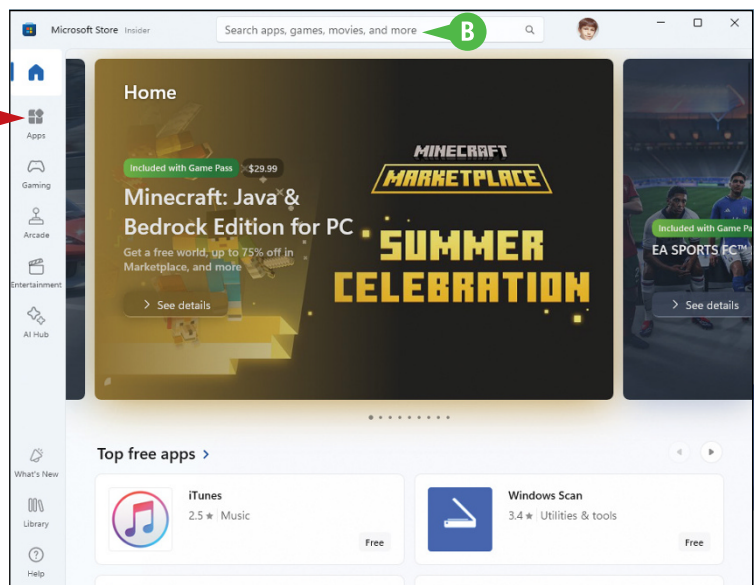
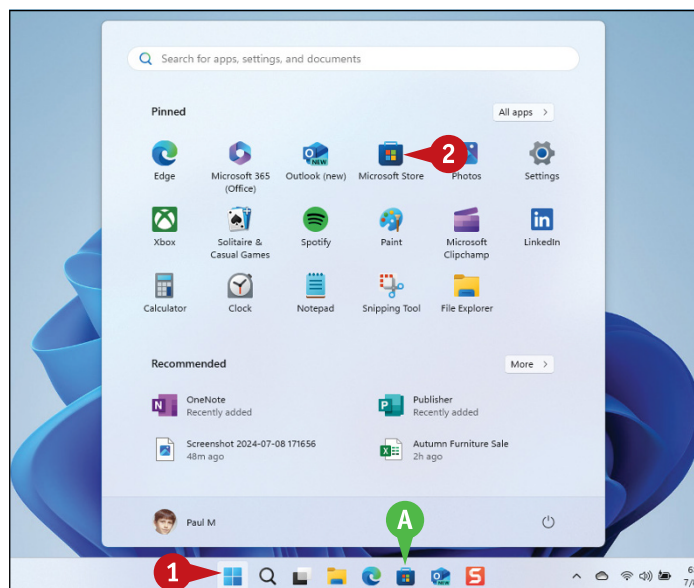
Install an App

- 1 Click **Start** (🪟).
- 2 Click **Microsoft Store**.
- A You can also click **Microsoft Store** (🪟).

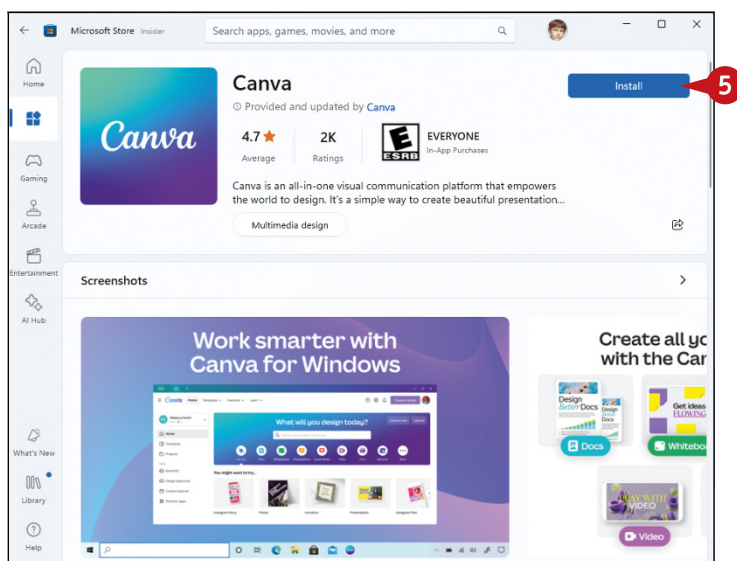
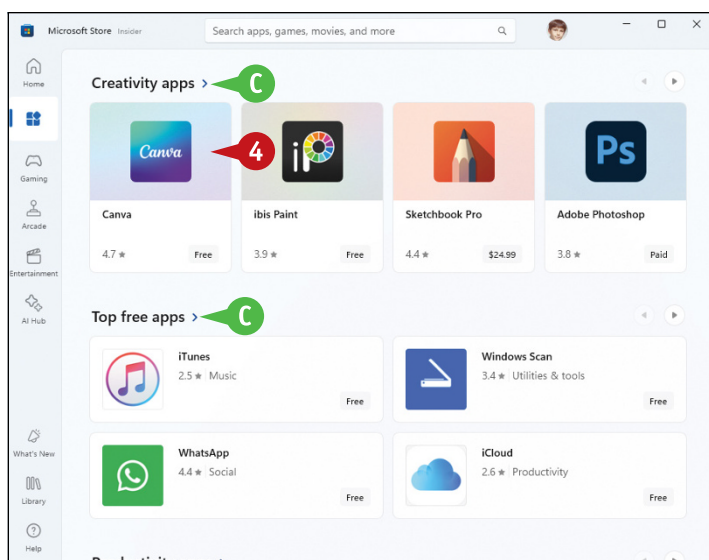
Note: You need a Microsoft account to install from the Microsoft Store.

The Microsoft Store app appears.

- 3 Click **Apps**.
Microsoft Store displays the Apps screen, which enables you to browse apps by category.
- B Alternatively, if you know the name of the app you want to install, you can use the Search box to locate the app.



Getting Started with Windows



- C** For each category, you can click the category name to display all the apps in the category.
- 4** Click the app you want to install.

- 5** Click **Install**.

Alternatively, if the app is not free, you can click the price button and then follow the prompts to set up a payment method and complete the purchase.

Windows installs the app.

How do I install software downloaded from the Internet?

Follow these steps:

- 1** Click **File Explorer** (📁).
- 2** Open your **Downloads** folder.
Note: If you saved the downloaded file in a folder other than Downloads, use File Explorer to find the downloaded file. To view a file with File Explorer, refer to Chapter 9.

The Downloads folder appears.

- 3** Double-click the file.

The software's installation app begins.

Note: For compressed files, extract the files and then double-click the setup file.

- 4** Follow the installation instructions the app provides.