



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Introduction to Personal Computers Using Microsoft® Windows 11

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Whether you are new to computers or have used them in the past, this class will help you become more comfortable using Windows® 11 by familiarizing you with the Windows 11 user interface and its basic capabilities. In this course, participants will explore Windows 11. They will learn how to work with locally installed apps as well as cloud-based apps. They will also learn to browse the Internet and manage basic Windows 11 settings.

Target Audience

This course is intended for:

- End users who are familiar with computers and who need to use the features and functionality of the Windows 11 operating system.

Prerequisites

To attend this course, candidates must have:

- Experience using a personal computer, desktop apps, and the Internet.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Access Windows 11.
- Access locally installed apps.
- Access cloud-based apps and content.
- Manage files and folders.
- Configure the Windows 11 environment.
- Secure your Windows 11 computer.
- Use Backup and Recovery Tools.



Microsoft Partner

Tel: 876-978-1107 / 876-978-1486

WhatsApp: 876-978-9353

E-Mail: training@RWTTTS.com | **Website:** www.RWTTTS.com





Course Topics

Module 1: Accessing Windows 11

- Log in to Windows 11
- Navigate the Windows 11 Desktop
- Use the Start Menu

Module 2: Accessing Locally Installed Apps

- Use Apps
- Multitask with Open Apps
- Install Apps

Module 3: Accessing Cloud-Based Apps and Content

- Browse the Web
- Use Cloud-Based Apps

Module 4: Managing Files and Folders

- Manage Files and Folders with File Explorer
- Find Files, Folders, and Apps
- Store and Share Files with OneDrive
- Manage Removable Storage Devices

Module 5: Configuring Windows 11

- Configure Settings
- Use Windows System Commands
- Manage Printers and Other Devices
- Use Accessibility Features
- Use Windows Tools

Module 6: Securing Your Computer

- Manage Passwords and Sign-In Options
- Manage Windows Security
- Manage Windows Updates
- Use Other Security Features

Module 7: Using Backup and Recovery Tools

- Create Backups
- Troubleshoot and Repair Your System

Appendix A: Switching from Other Operating Systems

Appendix B: Continuum Navigation

Appendix C: Keyboard Shortcuts

ACTIVITIES INCLUDED

