

## Windows 11 for users («WIN11A»)

In this course you will get to know the new features and possibilities of Windows 11. You will learn to work efficiently and networked with Windows 11, whether with your PC, notebook or tablet.

**Duration:** 1 day

**Price:** 700.–

### Content

1. Introduction to Windows 11
  - The registration
  - File explorer
  - Search
  - Handling Apps
    - Teams als integral part
    - Paint
    - Snipping Tool
  - Windows Store
2. User interface
  - Innovations in user interface
  - Handling Windows start menu
  - Handling start page
  - Snap groups and snap layouts
3. Web Browsing
  - Microsoft Edge
  - Defining favorites
  - Settings
4. Windows Live ID
  - Addin a new live account
  - Login with Windows Live
  - Setting up E-Mail, calendar & OneDrive
  - Parental control
5. Security
  - SmartScreen
  - Windows Defender
  - EFS/BitLocker/BitLocker To Go
6. Windows 11 Networking
  - Networking environment
  - The Home network
  - Media streaming
7. Setting up printers and printer maintenance
  - Setting up local printers
  - Setting up network printers
  - Updating printer drivers
8. Backup und recovery
  - File version management
  - The boot process
  - PC reset / refresh
  - Tools for booting defective PCs
  - File backup and file restore

## Key Learnings

- Working efficiently with Windows 11
- Organize, backup and restore files
- Familiarize with efficient use of different devices
- Effectively navigate the Internet

## Target audience

This course is aimed at end users who use Windows 11 for daily work in the office as well as in the home on multiple devices.

## Further courses

- [Windows 11 – Technical Fundamentals \(«WIN11P»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/course-windows-11-for-users](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/course-windows-11-for-users)