

# Windows 11 Quick-Start Guide

Windows 11 is an updated operating system that allows you to use the same familiar tools and processes that you are used to, with a few updates to help increase productivity by simplifying design elements. Below are a few of these updates to help get you started.

## → START MENU

The start menu is located in the middle of the task bar at the bottom of your screen. The icons in this image may differ from yours, but to access the start menu, click the Windows icon on the far left.



Click the power button (1.) in the bottom right corner to shut down, restart, or put your computer to sleep.



Click "all apps" (2.) to scroll through a list of all of the applications on your computer.



Click the magnifying glass to search for applications.



Click the "desktop workspace" button to create or access your other workspaces in order to keep your work organized and easily accessible.

## → QUICK ACCESS

Click the icons in the systems tray for quick access to sound, battery, brightness, wifi network, and other common settings.



## → SNAP LAYOUTS



Hover over the "maximize" button to choose a layout that you would like your window to "snap" to. You can then choose which other windows you'd like to display in the remaining layout. The image below is an example of 4 windows in a snap layout.



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**Liyong Dong**



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