

Module 1 – Navigating the Windows 11 Interface

- Operating Systems
- Logging on to Windows 11
- The Windows 11 Desktop
- The Start Menu
- The Taskbar
- Using Taskbar Jump Lists & Thumbnails
- Shutdown or Log Out

Module 2 – Windows Apps & Applications

- Windows Apps
- Creating a Letter using WordPad
- Using the Calculator App
- Using Paint to Learn Copy & Paste
- Snip & Sketch
- Using Desktop Effects
- Saving Your Work

Module 3 – File Management

- Using the File Explorer Window
- File, Folders, & Drives
- Creating Folders
- Creating Desktop Shortcuts
- Searching for Apps, Files, Help & Other Information
- Using the Recycle Bin
- Using Flash Drives

Module 4 – Customizing the Desktop and Using Help

- Customizing the Desktop
- Customizing the Lock Screen
- Creating Desktop Shortcuts
- Customizing the Task Bar
- Customizing the Start Menu
- Getting Help

Module 5 – Using Microsoft Edge

- Starting Microsoft Edge
- What is a Search Engine
- Search Tips and Techniques
- The Address Bar
- Microsoft Edge Features
- Using the Favorites Bar
- Collections
- Safety & Security