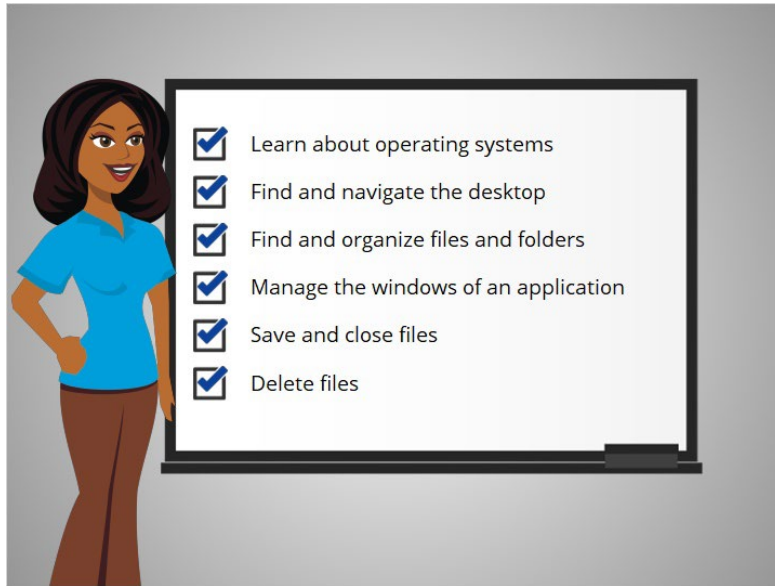


Using a PC Windows 11 Operating Systems



Hi! I'm Belle. I'm here to tell you about a computer's operating system and guide you through navigating a computer.

We'll follow along with Celine who wants to learn more about how to use her computer.



In this course Celine will learn about operating systems, how to find and navigate the computer’s desktop, how to find and organize files and folders, how to manage the windows of the applications she wants to use, and how to save, close and delete files on the computer.



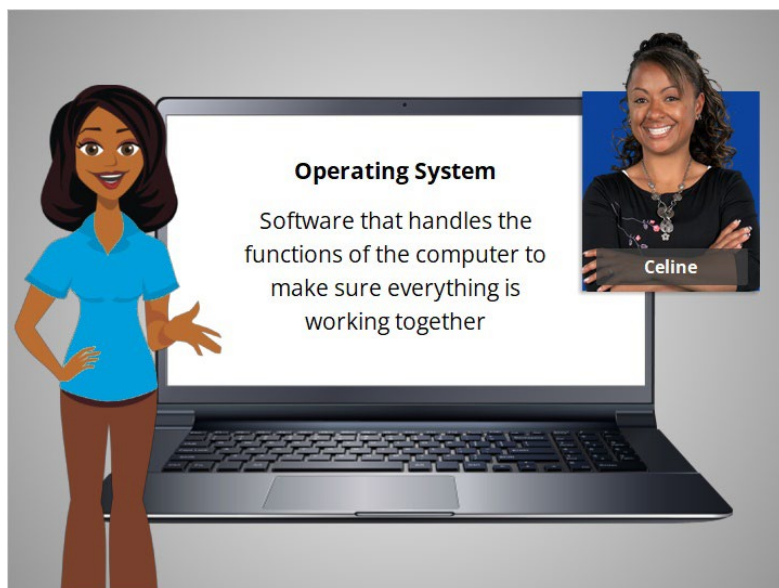
Please note: If you want to learn more about how to use a computer, keyboard and mouse, the PLA DigitalLearn course “Getting Started on a Computer” may help. See the Additional Resources for a link to the course.



In this lesson, Celine will learn about her computer's operating system, Windows 11. Let's take a look.



When Celine first turns on the computer, software starts running behind the scenes that manages all the different computer programs and processes. That software is called the operating system.



The operating system is the software that handles the functions of the computer to make sure everything is working together.



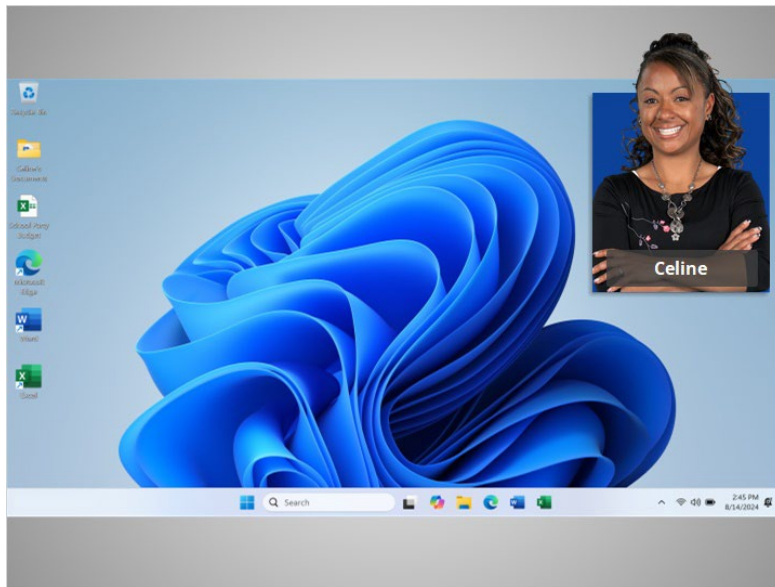
Just like your brain works to manage your body to make sure you are breathing and your heart is pumping, the operating system manages the functions of the computer to make sure everything is working together.



Celine logs in and we see the Windows 11 desktop. If you're using a computer with a different operating system or another version of Windows, the login process and desktop might look different.

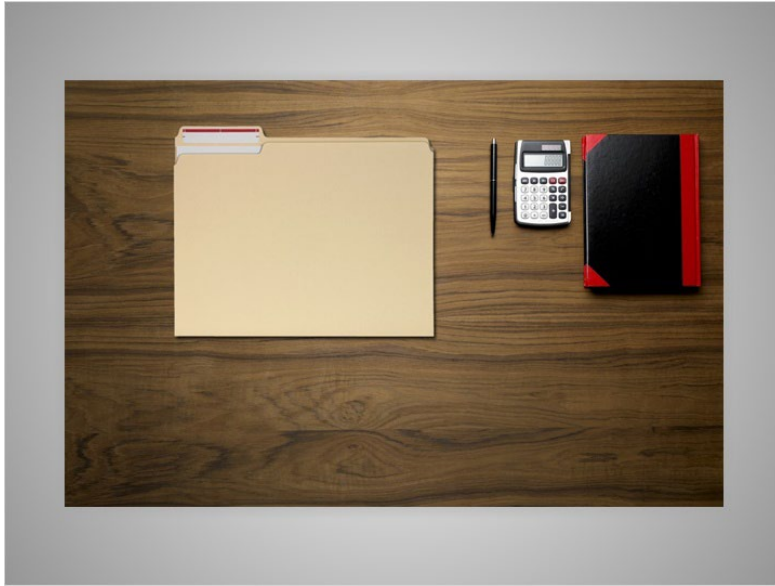
Now Celine is ready to learn more about the Windows desktop and other programs. In the next lesson, Celine will learn about the different sections of her computer's desktop.

Working from the Desktop

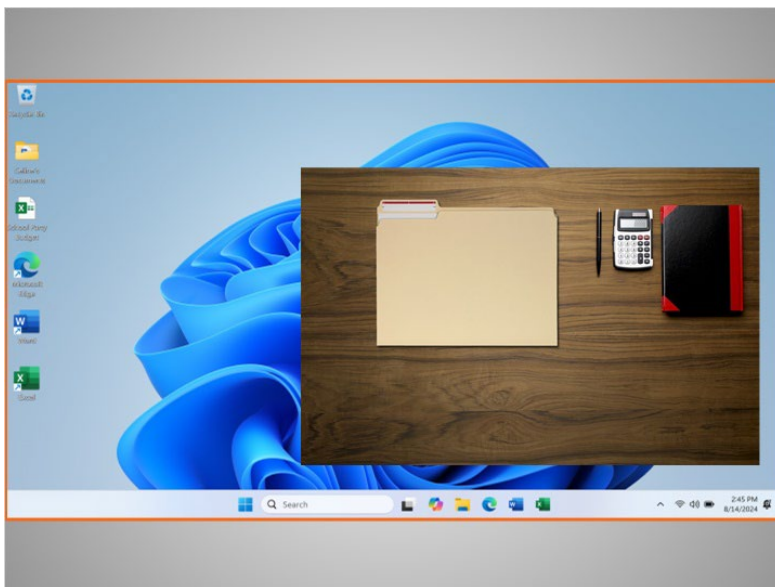


In today's example, Celine is learning how to open applications in the Windows 11 operating system. In this lesson, Celine will learn about the different parts of the computer's desktop, including the taskbar, Start menu, and more.

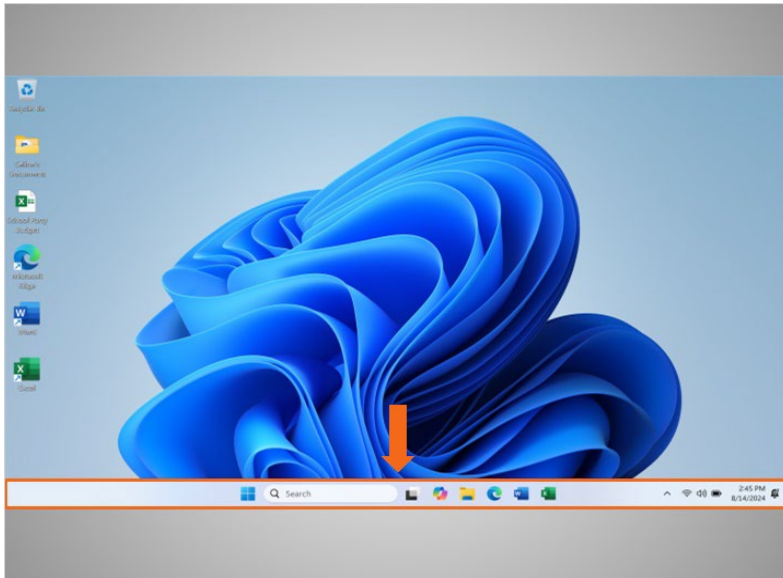
When the computer is turned on, Celine sees what is called the desktop in the monitor. If you're using a Windows computer that has a different version of the operating system running, the desktop may look different.



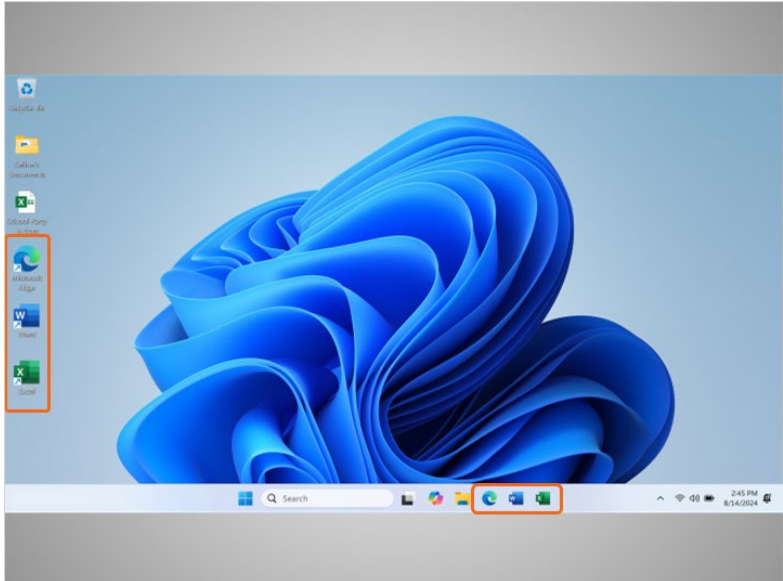
The Windows 11 desktop is just like the top of Celine’s desk at home or at work, where she keeps different folders with papers in them, and other tools she needs to get things done, such as a calculator for math, a pen for writing, or a book for looking things up.



Just as Celine has folders and tools on her physical desk, she also has those tools and folders on the computer, which she can access through the desktop.



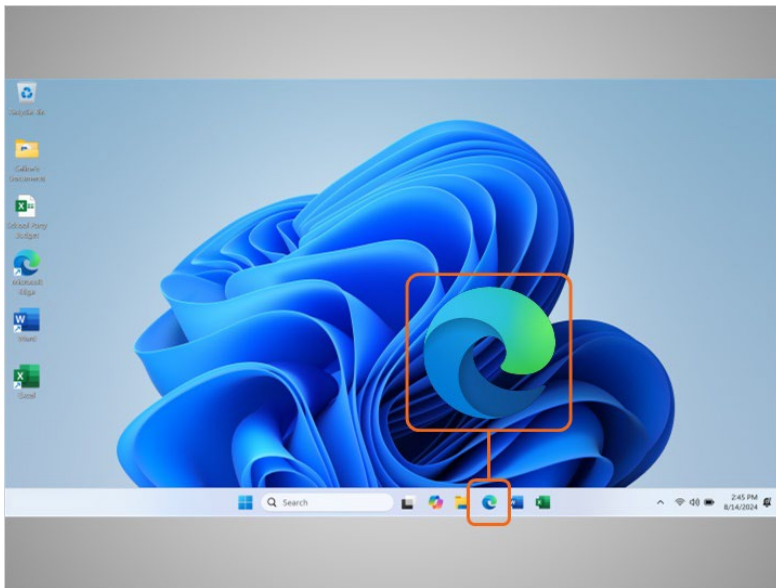
The taskbar is located at the bottom of the screen. It is the section of the desktop that provides access to programs, settings, notifications, and control functions. Let's explore some of the things you can do with the taskbar.



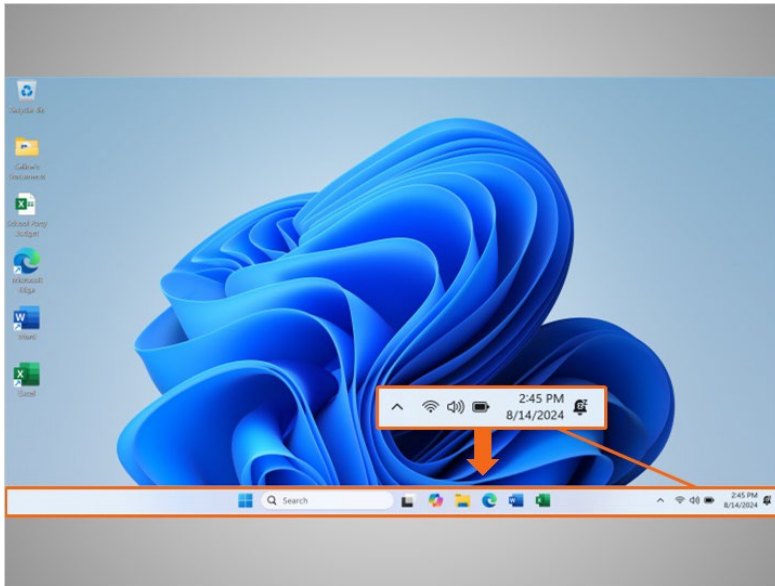
It can show you shortcut icons for commonly used applications much like the icons on the desktop. Applications are tools that allow you to do things like write letters and search the internet. Celine will learn how to add and remove applications from the desktop and taskbar later in the lesson.



To open an application, Celine can click on these icons, also known as shortcuts, right from the taskbar. In today's example Celine sees an icon for Microsoft Word which will allow her to open a document,

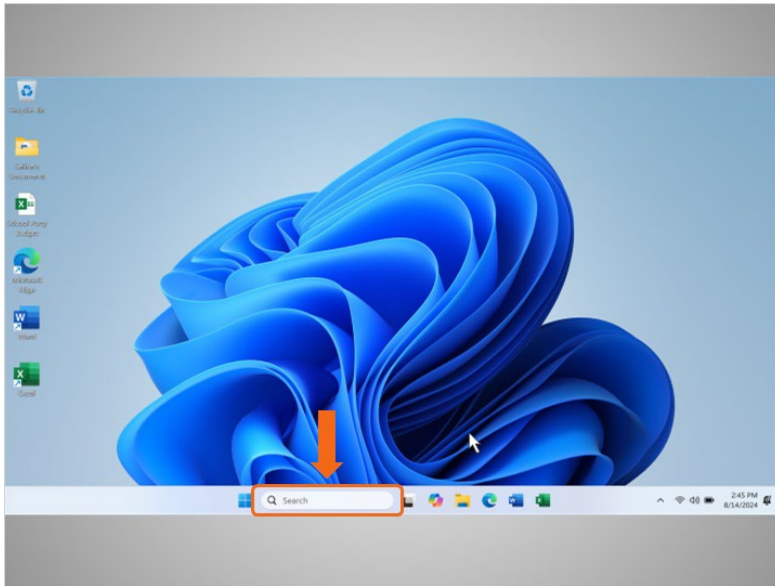


and the Edge browser which allows her to search the web.

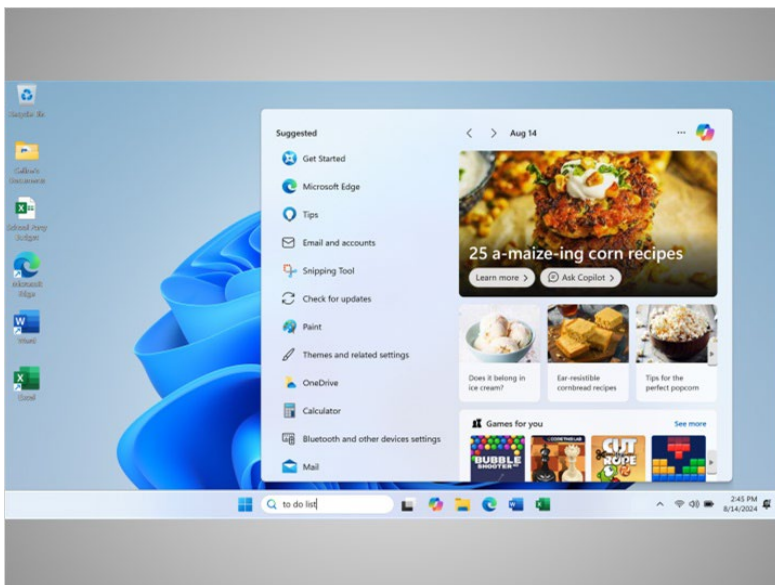


The taskbar also shows an icon for any task or program that is currently open. You can use these buttons on the taskbar to switch between the different windows you have open.

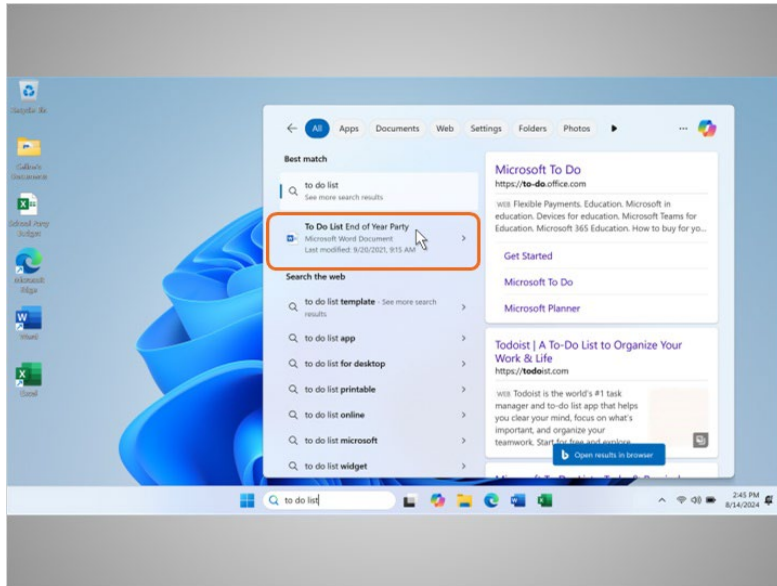
Information like the date, time, and volume control are also found on the right edge of the taskbar.



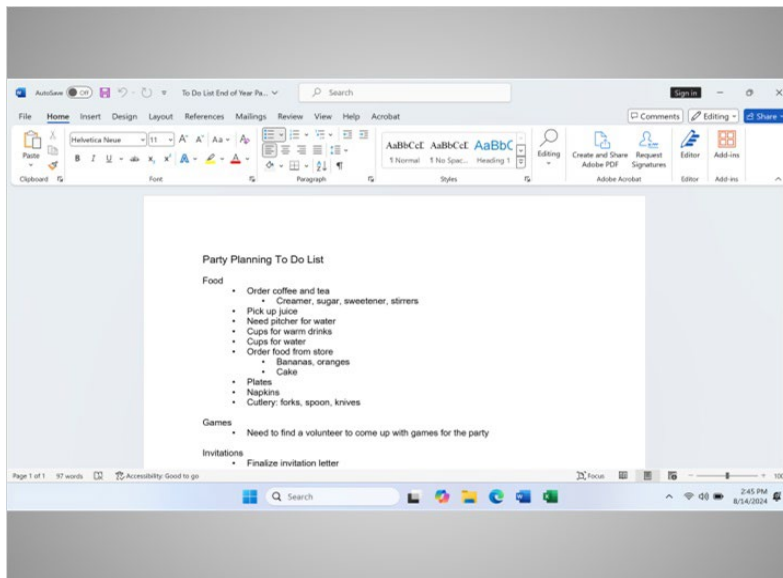
If you can't find what you are looking for on your computer, like a specific file, specific computer setting, or an application, you can use the search box located in the taskbar. The search box will also search for things on the web. The search box is located at the center of the taskbar.



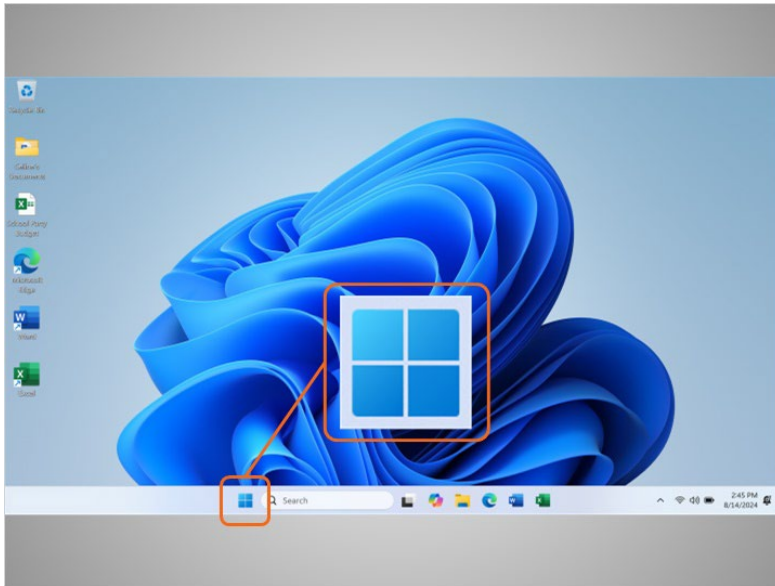
Celine created a to do list in Word, but she can't remember where she saved it. She decides to search for the document. When she clicks in the search box, a menu pops up. She types "to do list" into the search box.



A results list appears. The first result is the document she's looking for, so she clicks once

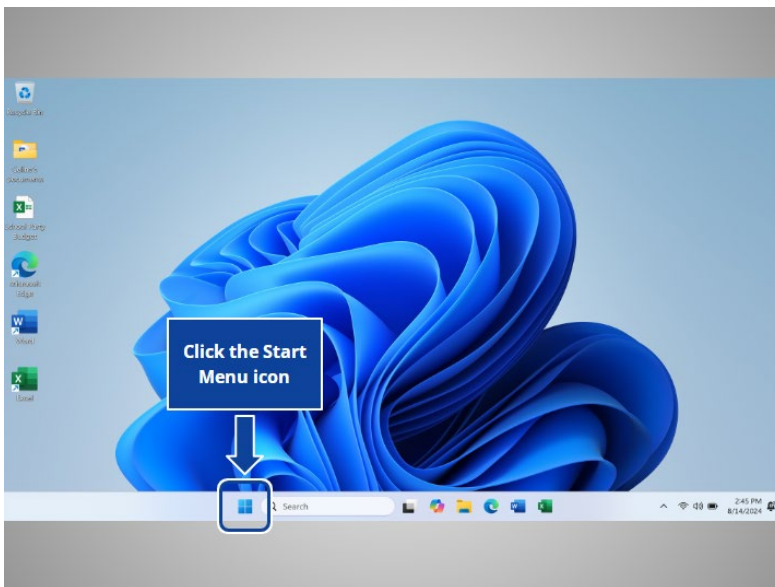


to open the document.

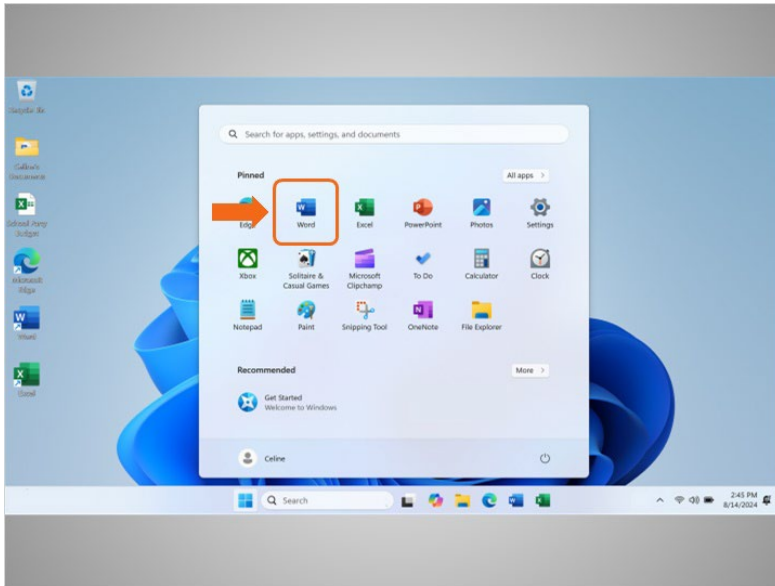


Back on the desktop, we can see that the taskbar also includes the Windows icon.

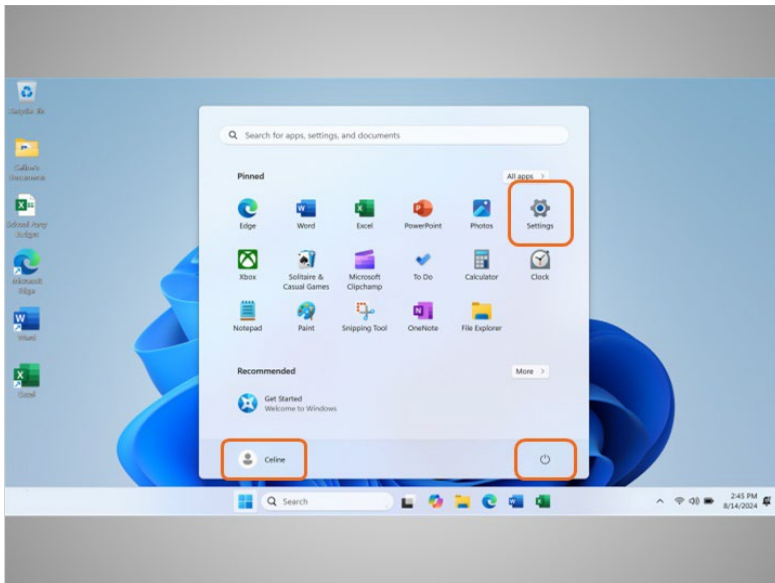
While the taskbar has the most commonly used applications on it, it may not have all of applications available on the computer.



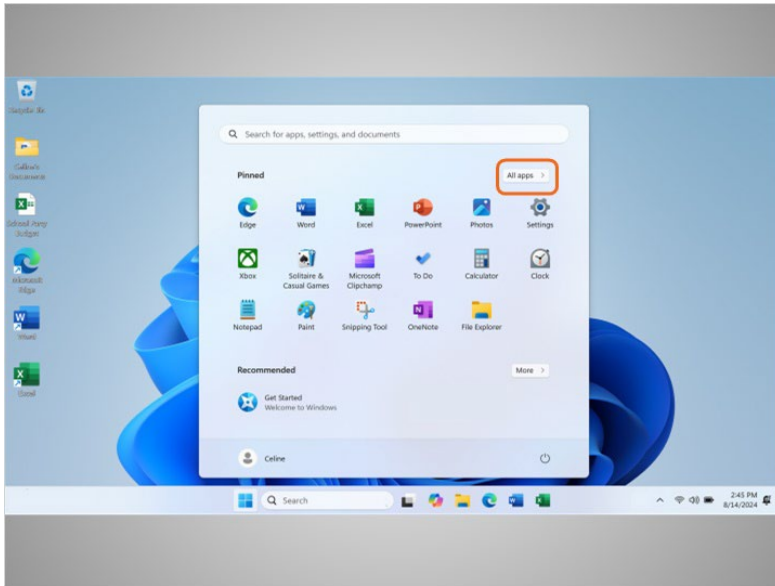
If Celine clicks on the Windows icon, it will launch the start menu, which will allow her to see all of the computer's applications. Would you help Celine and click on the Windows icon to open the Start menu?



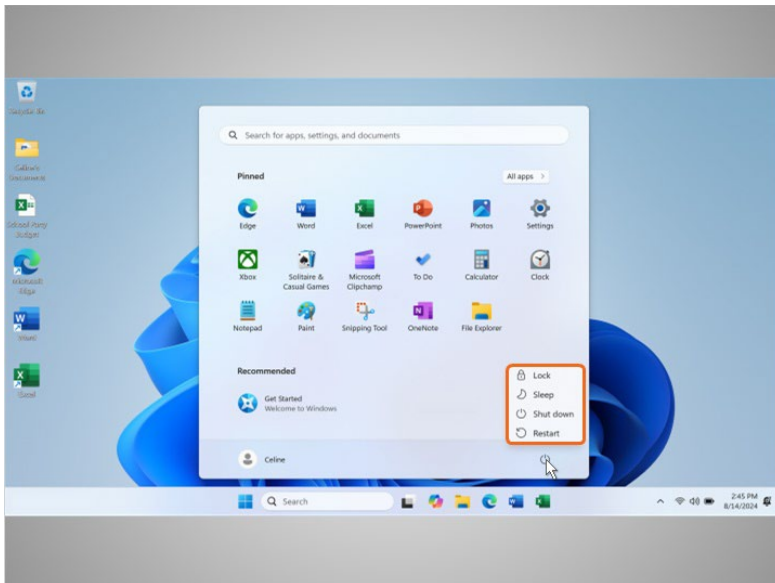
Great job! The Start menu is another way Celine can open Microsoft Word.



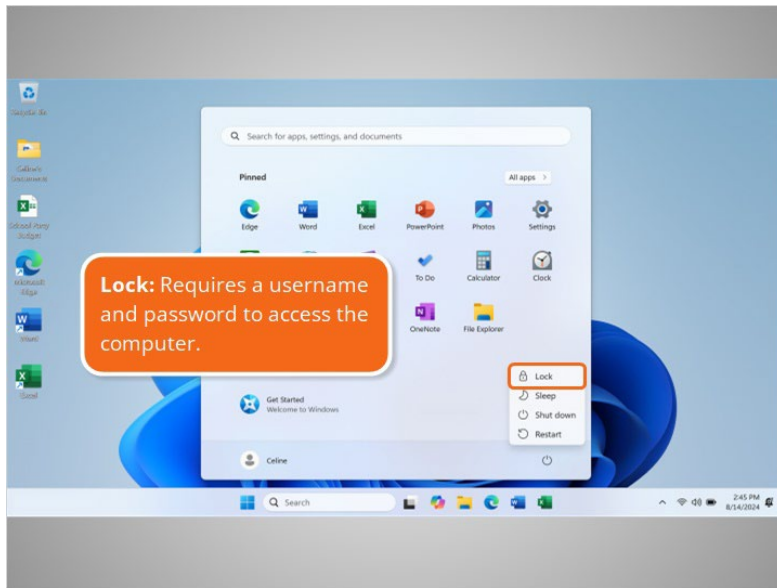
Celine can do more than just access applications from the Start menu. Let's look more closely at the other menu items that Celine will want to know about: "Power", "Account", "Settings",



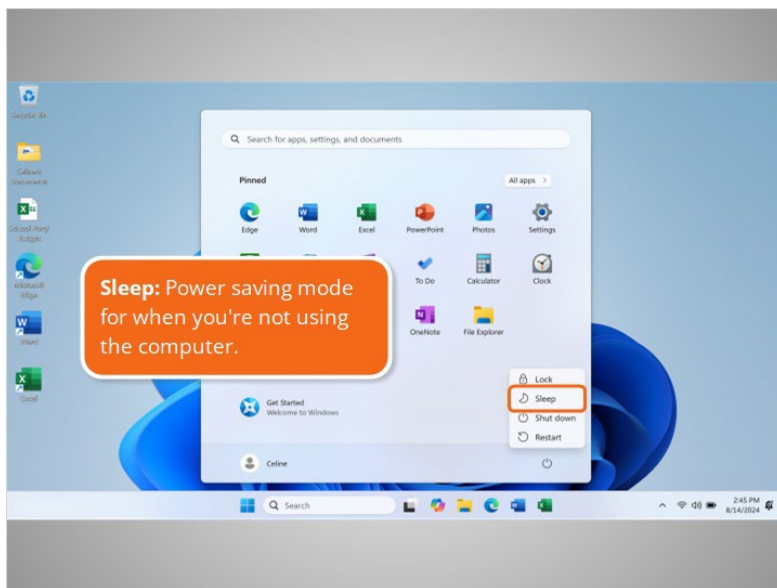
and “All Apps”.



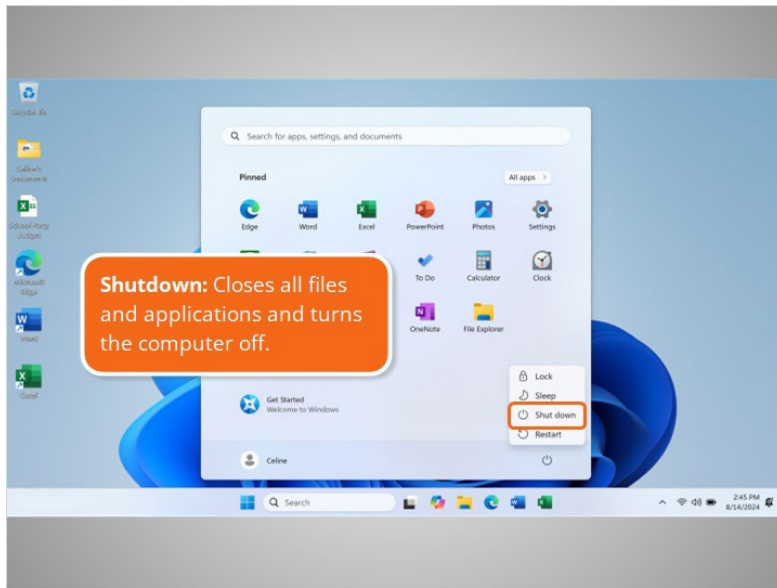
When Celine clicks on the power button it opens a menu where she can choose to restart, shut down, put the computer to sleep, or lock her account.



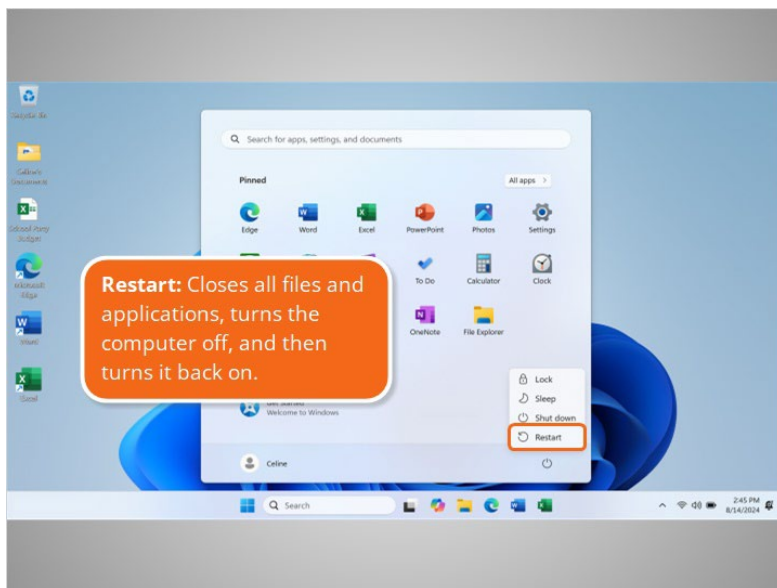
Use “Lock” to keep your files and applications safe while you are away. To access your files, you must log into the computer with your username and password.



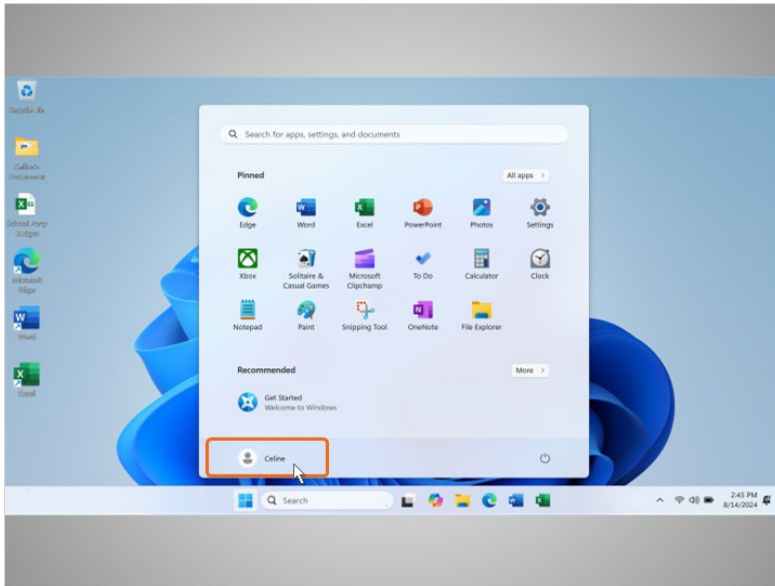
Use “Sleep” when you’re going to be away from your PC for just a little while. It reduces the amount of power your computer uses but wakes up quickly so you can start working again right away. If you do not use your computer for a while, it may automatically set itself to sleep.



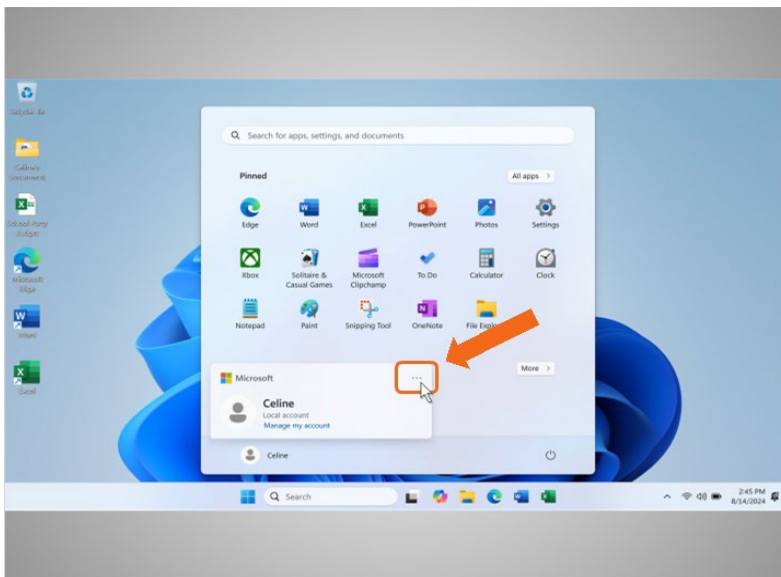
“Shutdown” closes all open files, applications, and processes running on the system and then turns the computer off.



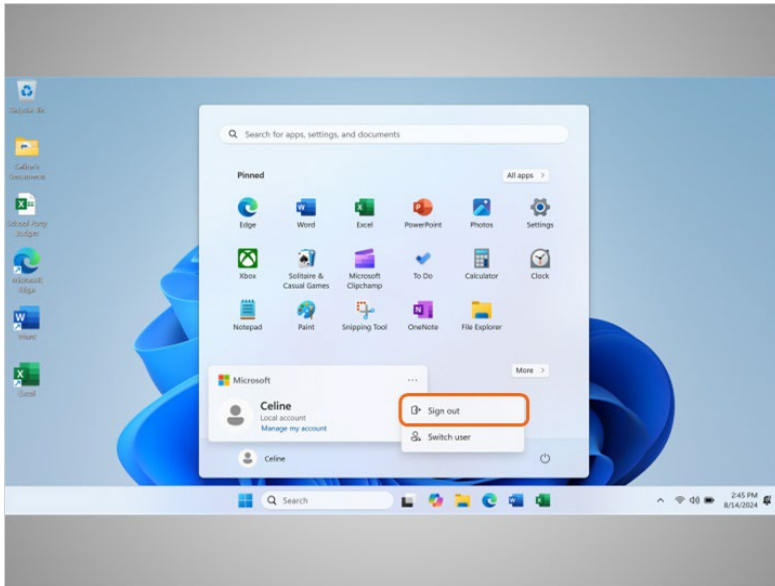
“Restart” closes all the open files, applications and processes running on the system, turns the computer off, and then turns the computer back on.



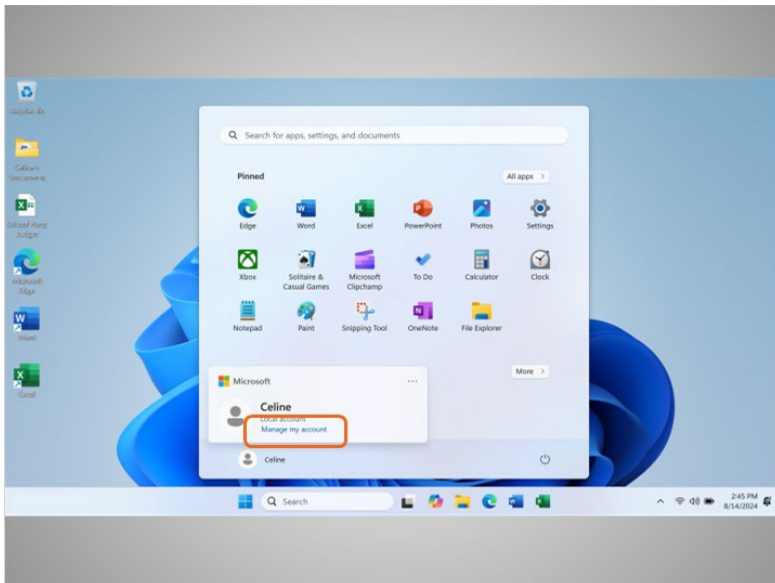
When Celine clicks on her name in the Start menu,



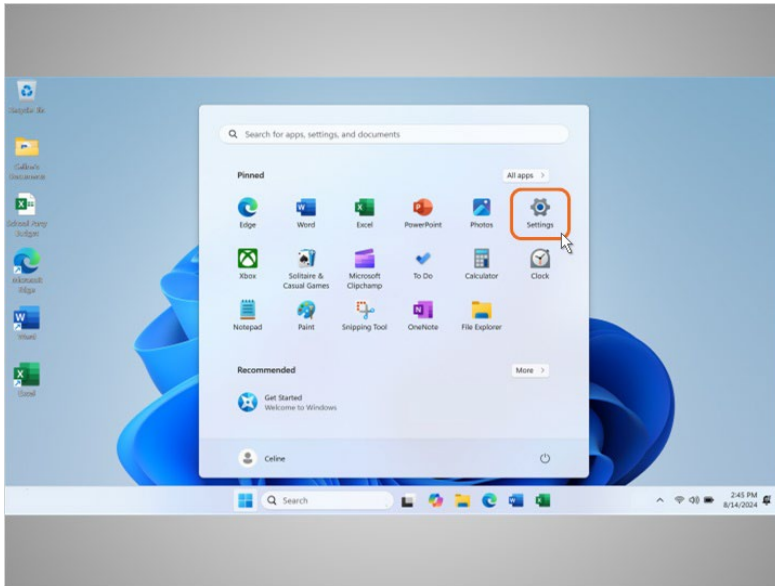
the Account menu appears. In this menu, Celine can sign out of her account by clicking the three dots,



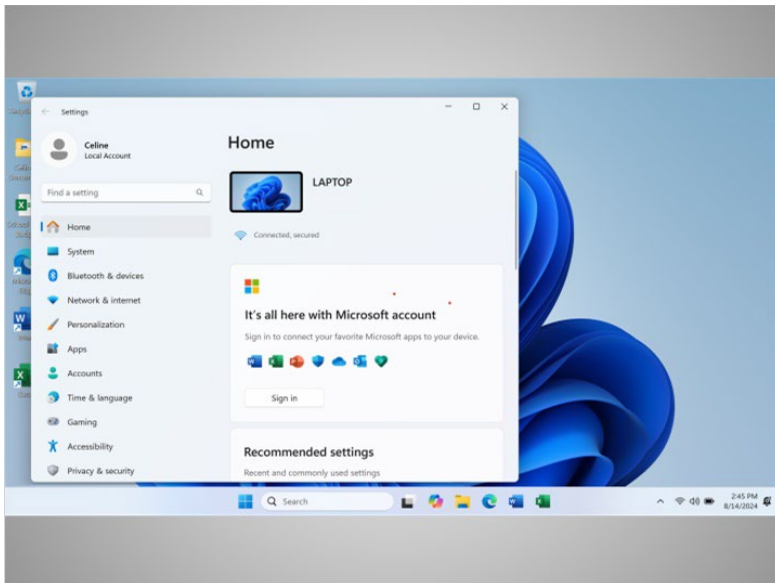
which opens more options, then “Sign Out”.



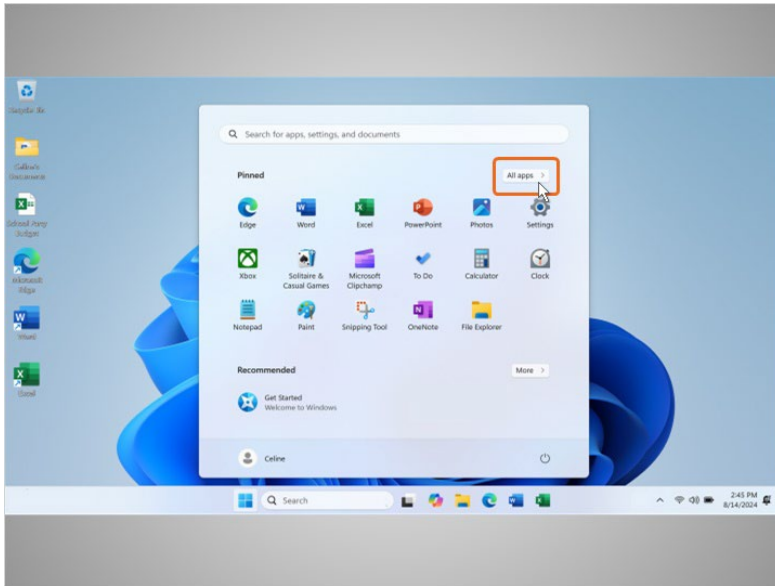
She can also change settings that are unique to her account on the computer by clicking “Manage My Account”.



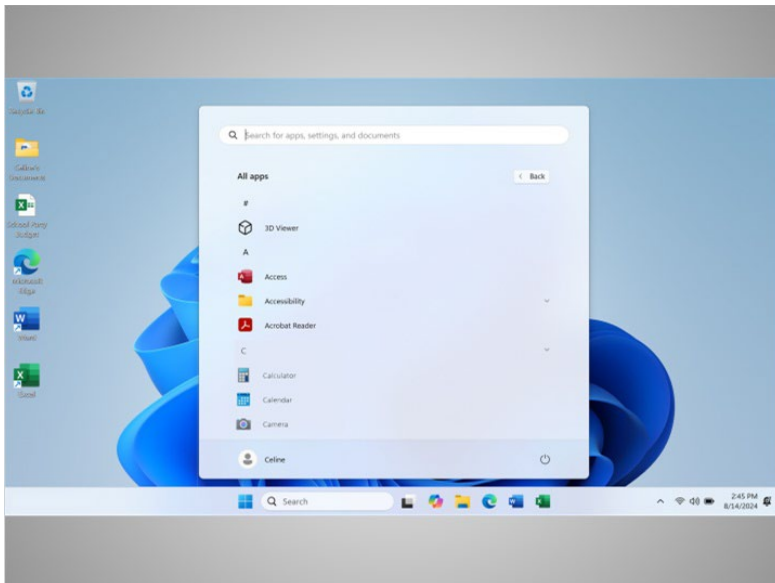
When Celine clicks the “Settings” icon



a menu displays that allows her to change her preferences, customize the desktop, manage devices connected to the computer, and more.

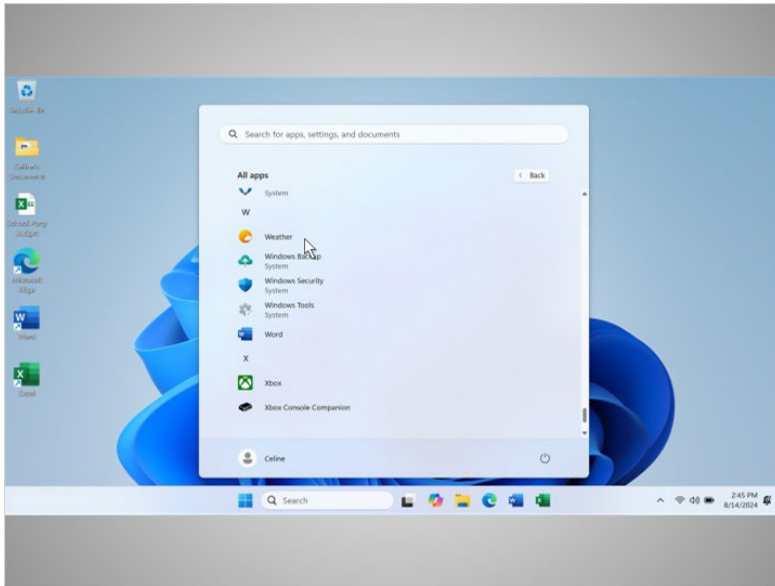


Back on the Start menu, Celine clicks “All Apps”. “Apps” is short for applications.

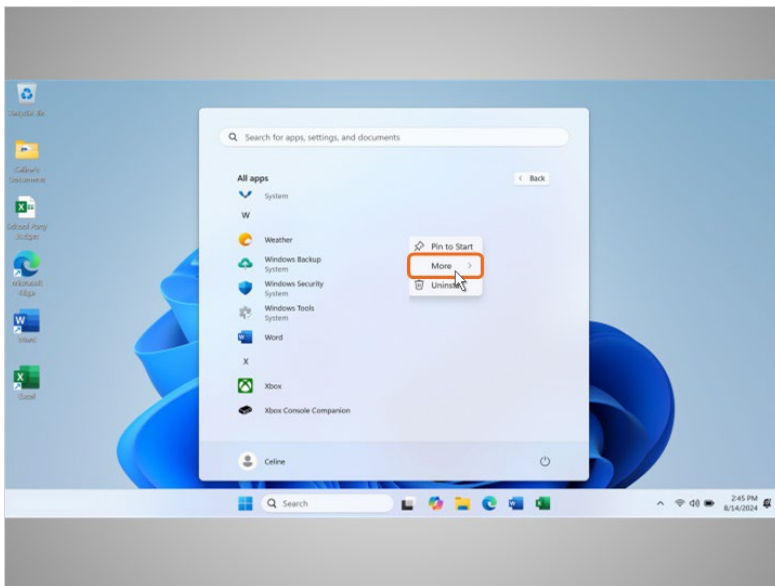


On the All Apps menu she can see a list of all the applications available on the computer in alphabetical order.

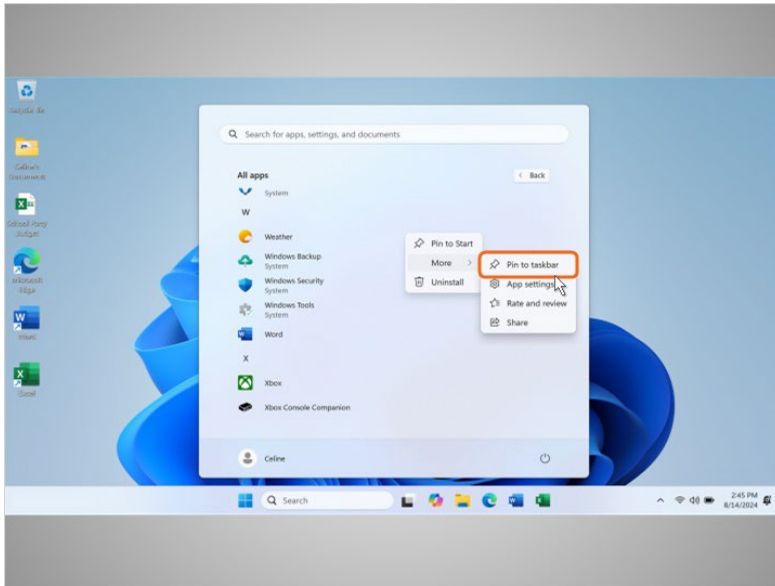
Celine uses the Weather app often. There are a few ways she can make the Weather app easier to find. To add the Weather app to the taskbar and Start menu,



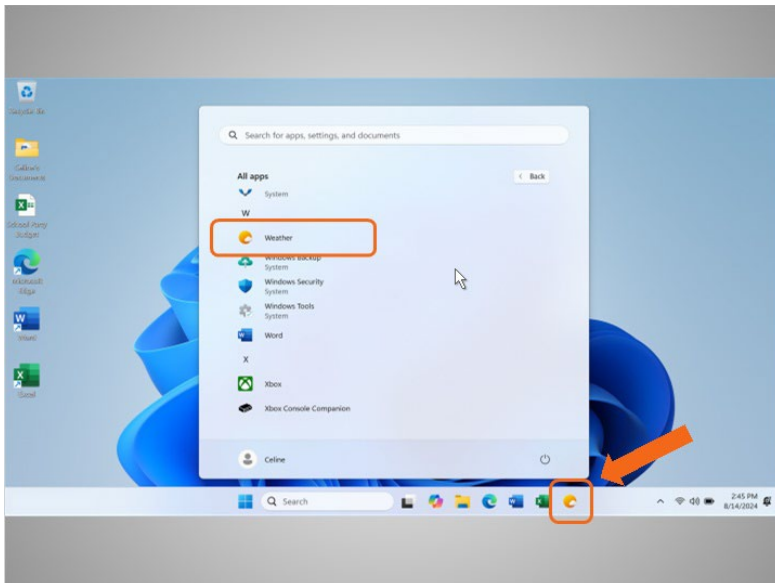
Celine scrolls down to find the Weather app and then uses her mouse to right click on the Weather app.



A menu appears. Celine clicks "More",

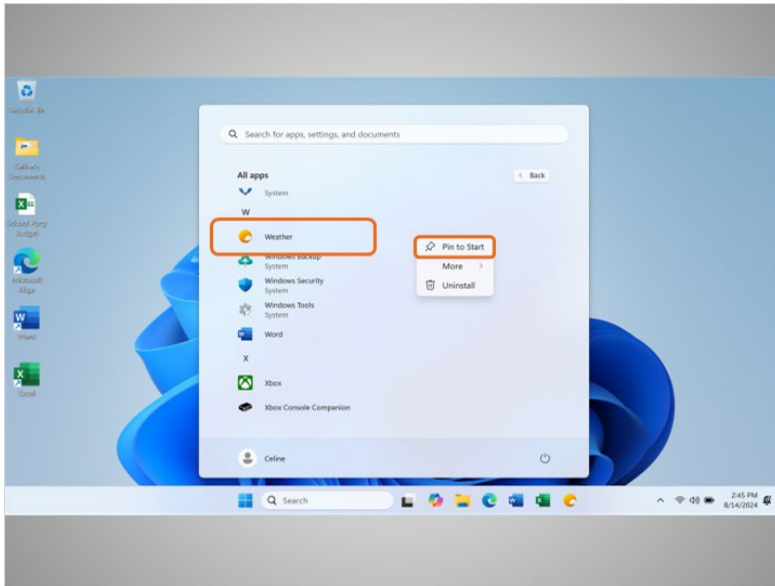


then clicks “Pin to taskbar”,

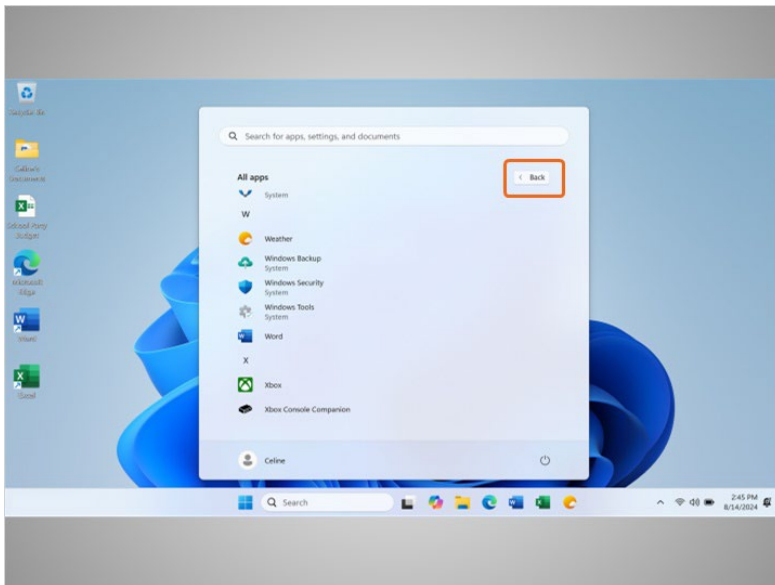


which saves the Weather app icon to the taskbar. The Weather app is now in the taskbar!

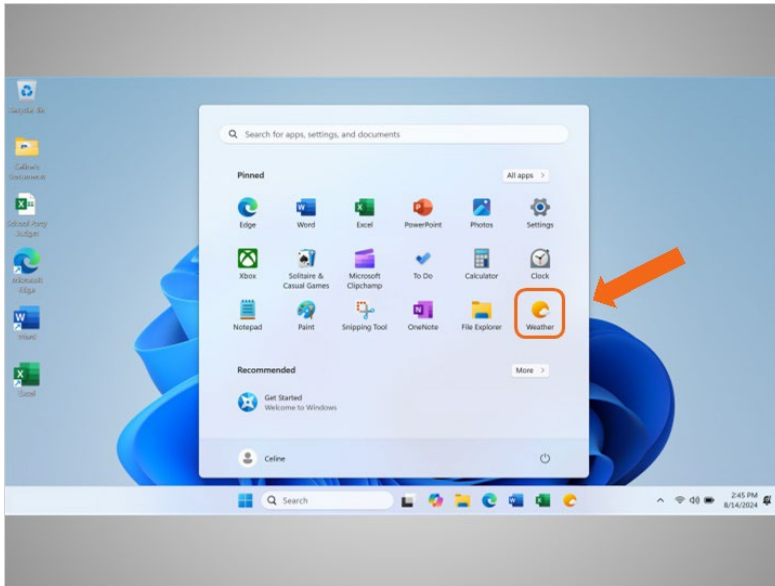
Even though Celine has added the Weather app to the taskbar, she can still find it in the All Apps alphabetical list, too!



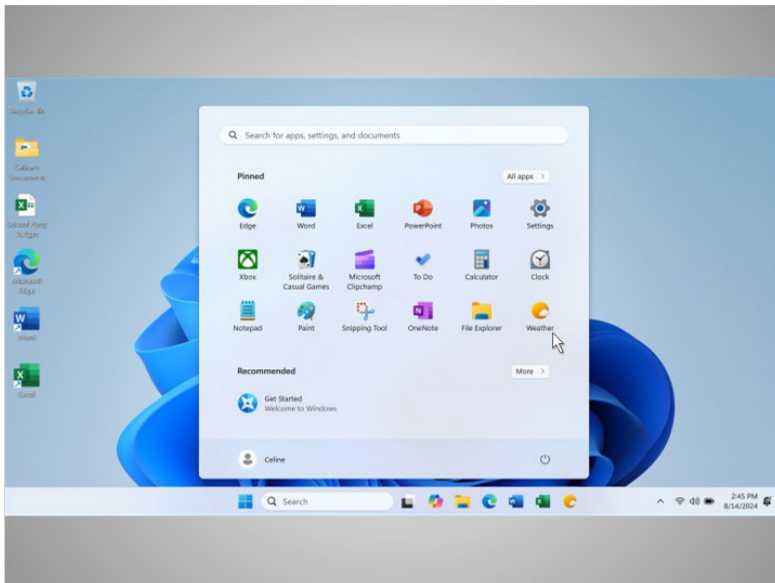
Celine can also add the Weather app to the Pinned section of the Start menu. To do this, she would right-click on the Weather app from the All Apps menu, then click on “Pin to Start”.



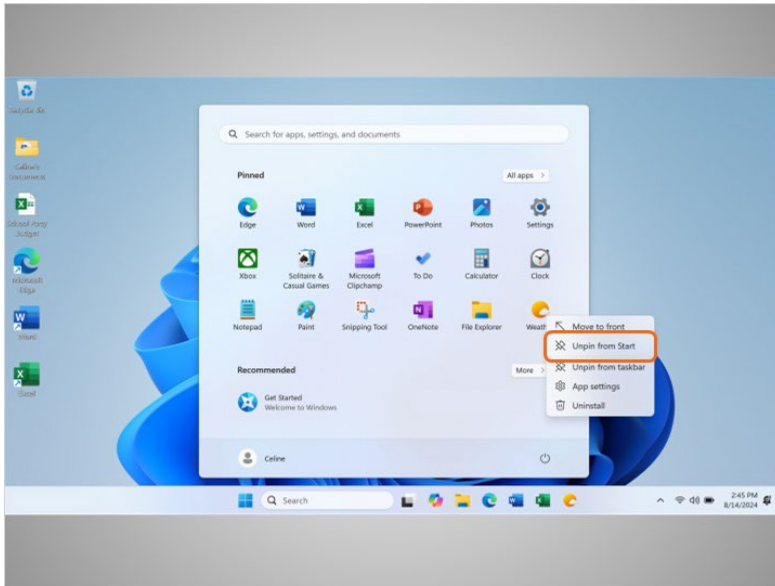
To see the Weather app in the Start Menu, Celine clicks “Back”.



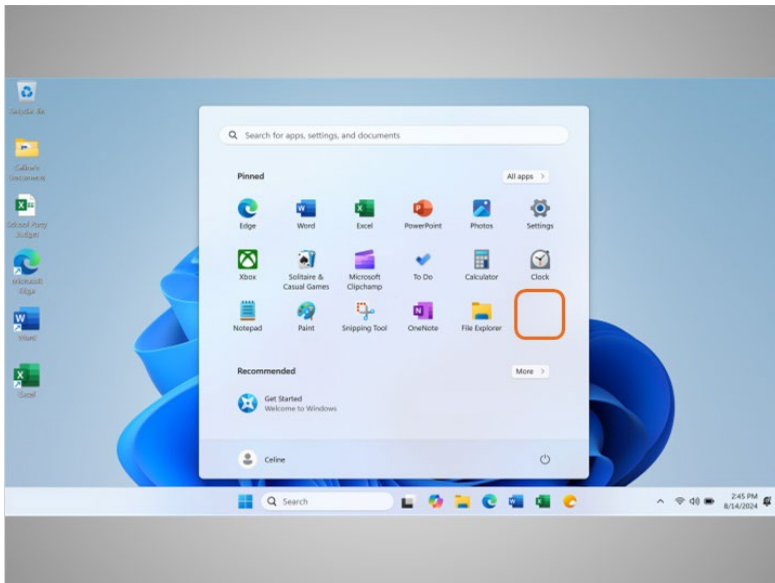
And the Weather app is now in the Start Menu.



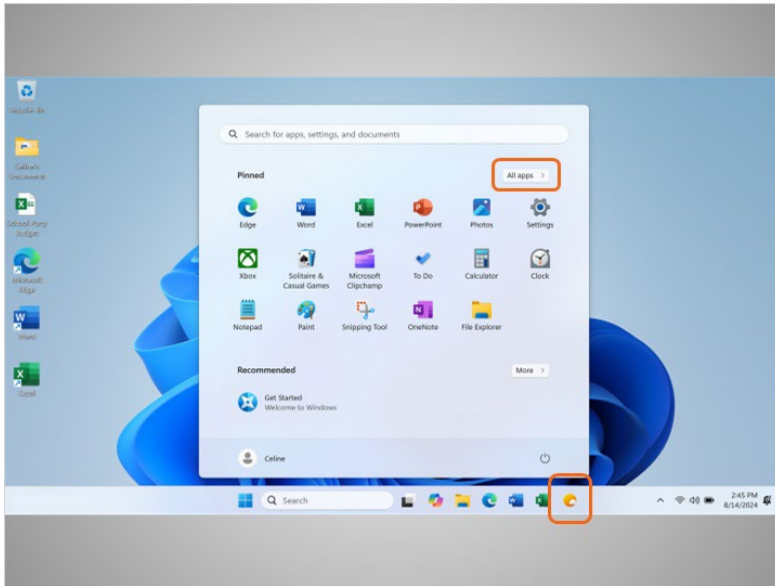
Celine decides to remove the Weather app from the Start menu. To do this, she right clicks on the Weather app icon,



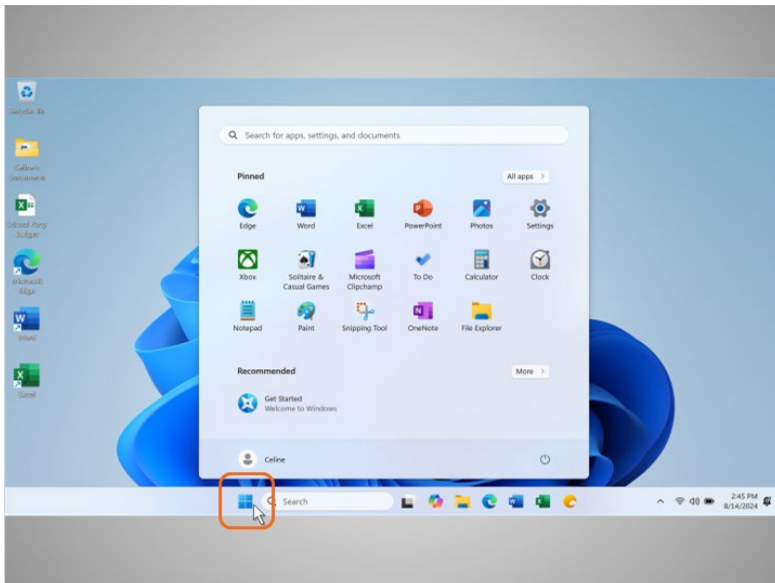
clicks “Unpin from Start”



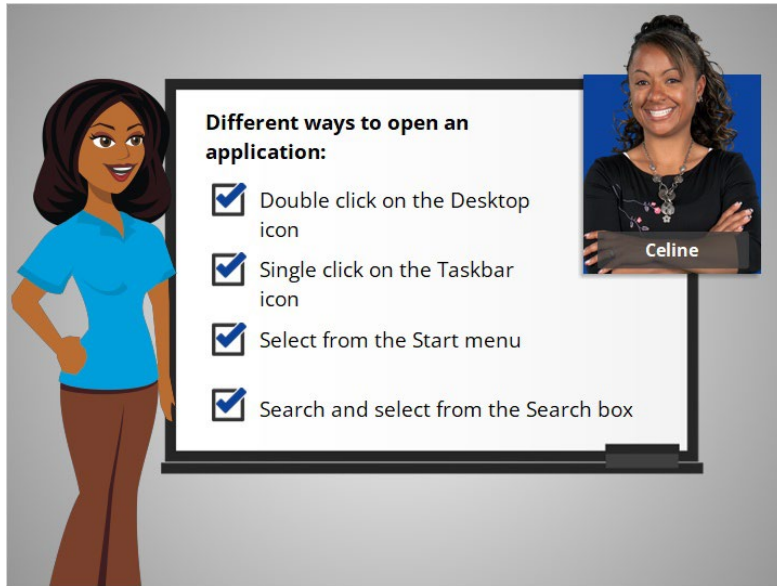
and the Weather App no longer displays on the Start menu.



Celine can still access the Weather app from the taskbar and All Apps menu.



To close the menu Celine clicks on the Windows icon.



Celine is happy to learn that there is more than one way to open an application on the computer. She can double click on the Desktop icon, click on the Taskbar icon, select it from the Start Menu, and search for it using the Search box.

In the next lesson, Celine will learn how to find files and folders on the computer.

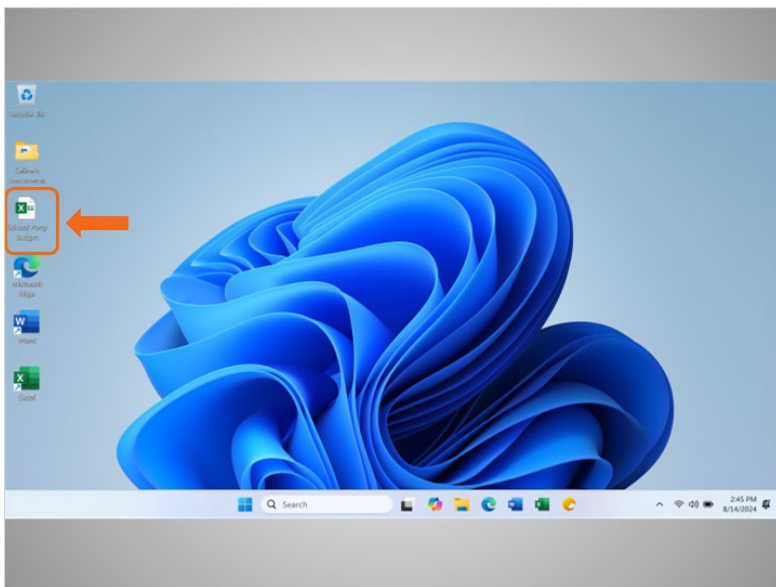
Files and Folders



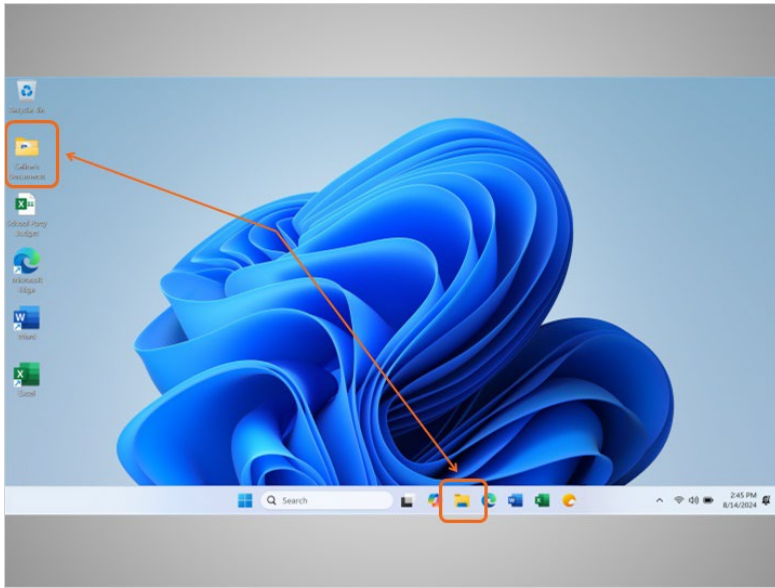
In today's example, Celine is using applications within a Windows 11 computer to learn how to manage files and folders.



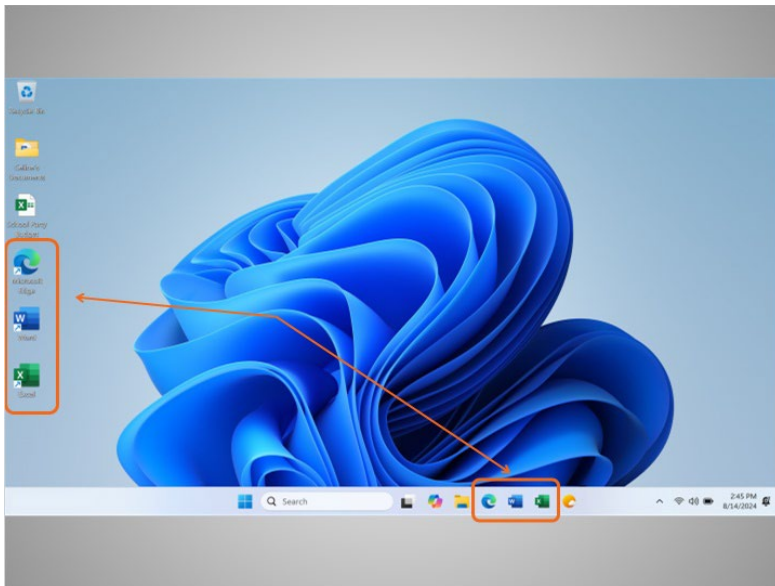
A “file” is a package of information. “Applications” are software or tools that allow you to do things on the computer with the file. Some applications allow you to work on text documents, and others allow you to do things like edit pictures, watch videos, listen to music or access the internet.



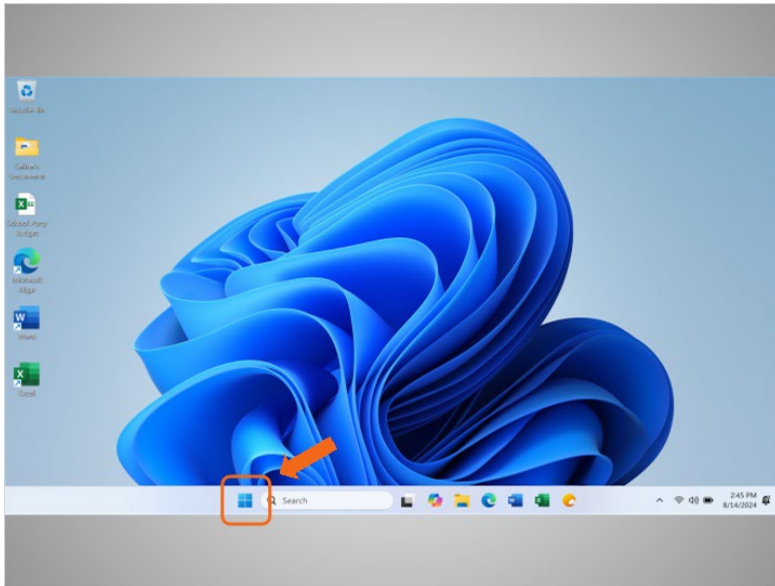
There are several ways you can open a file. Celine can open files from the desktop,



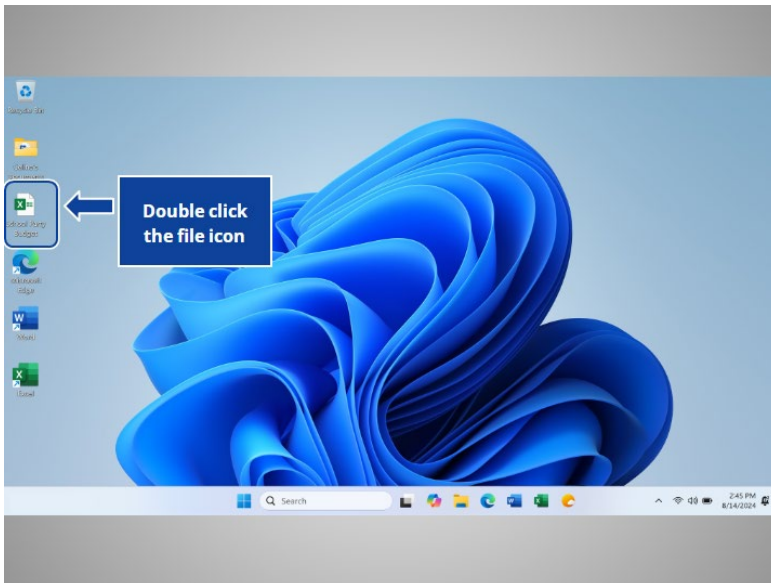
from folders,



from other shortcuts on the computer,

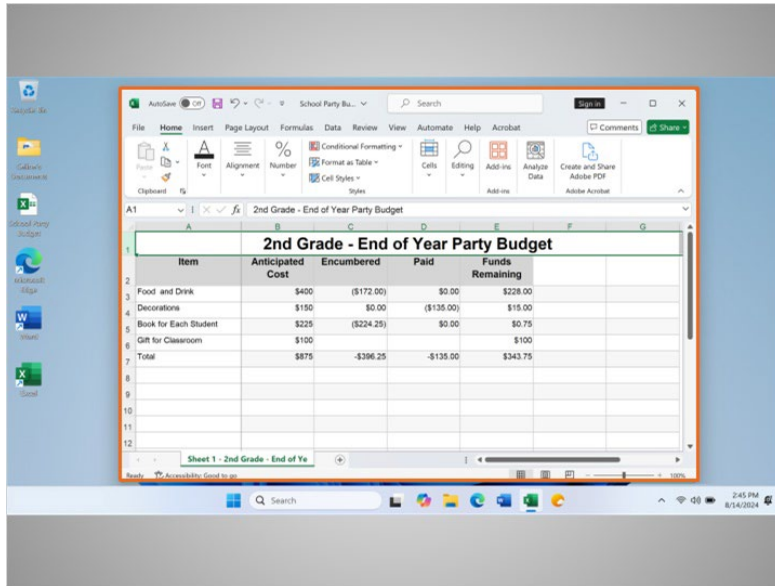


or from the Start Menu.

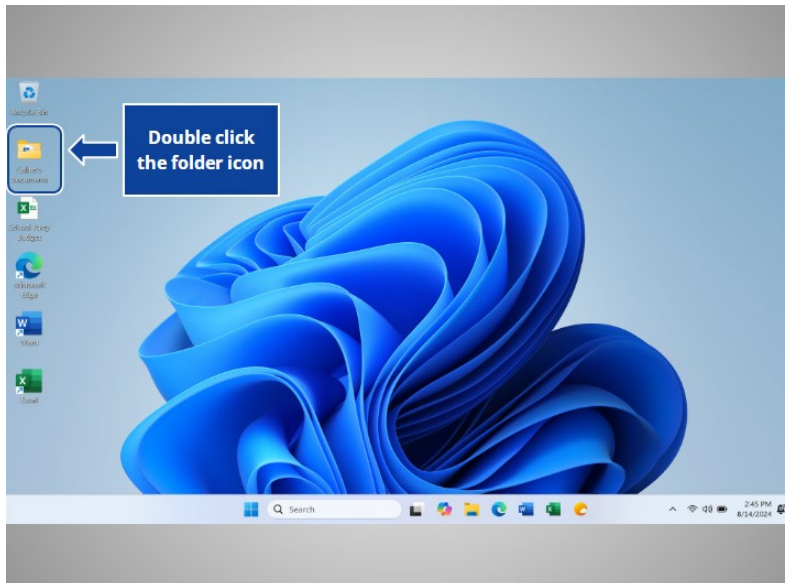


Any time you open a file, it will open inside a related software application. In today's example, Celine is going to open a budget file in Microsoft Excel, since that was the application that was used to create it.

Would you help Celine open the School Party Budget file by double clicking on the icon?

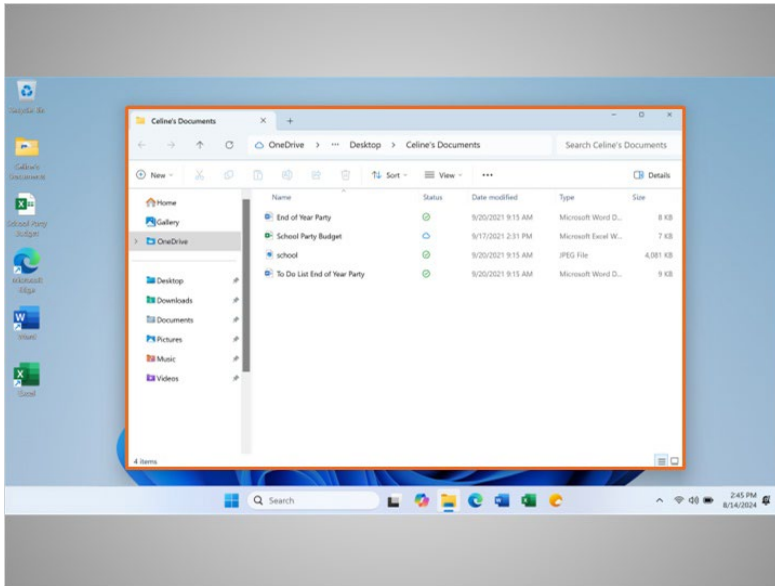


Good job! The School Party Budget file has opened.

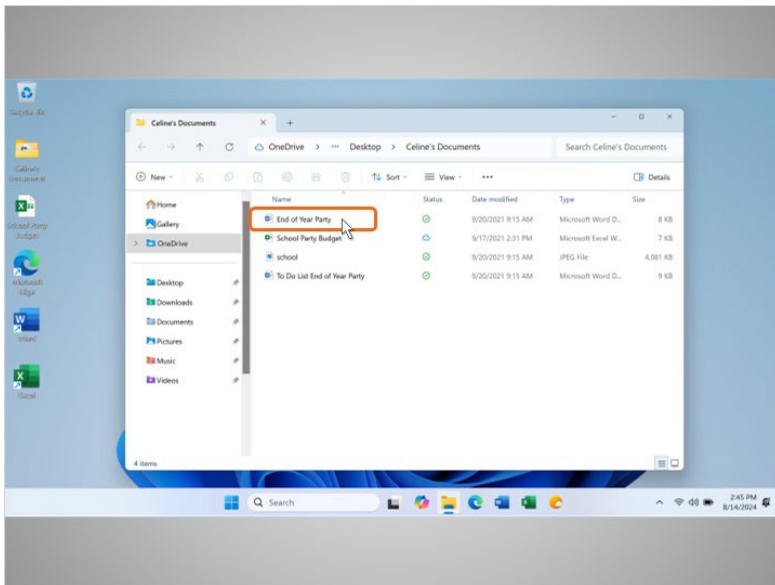


A folder provides a method for storing and organizing files, just like the folders you'd find on a physical desk.

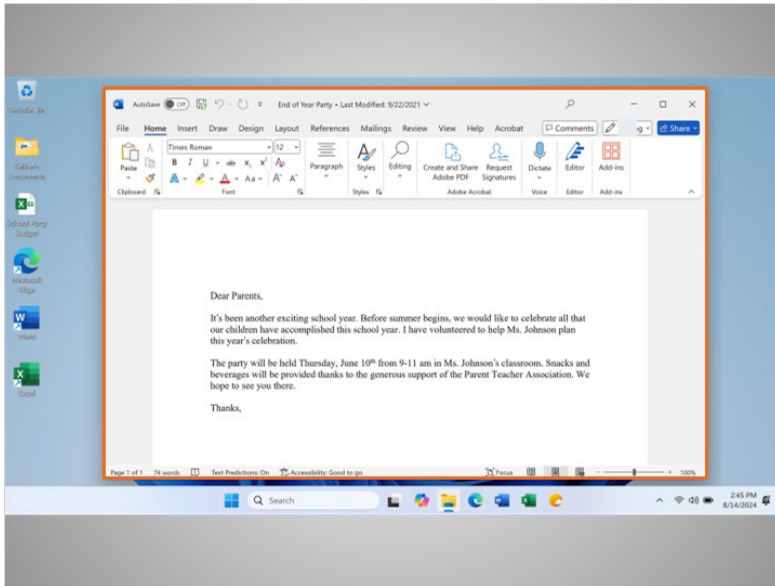
When Celine double-clicks a folder, it will open the folder and show her the files inside. Would you give it a try? Double-click on the folder to open it.



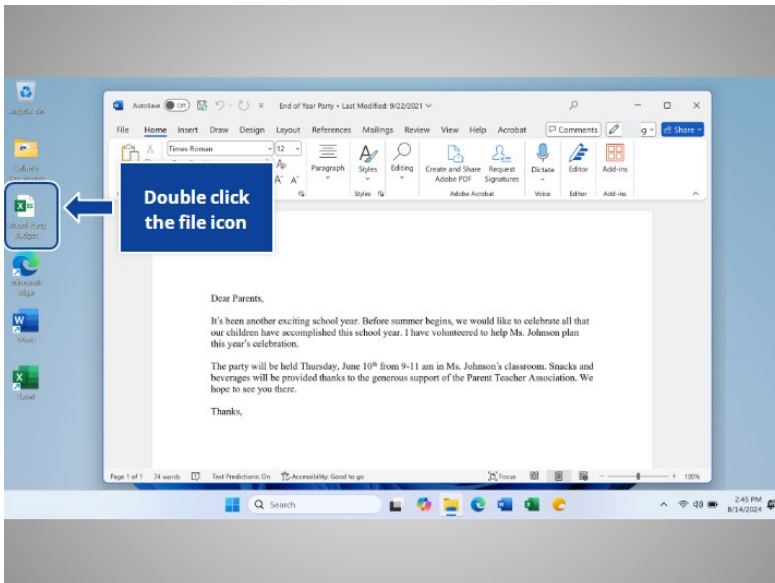
Nice work! Double-clicking the folder on the desktop will open a window that shows the files inside that folder, just as opening a paper folder allows you to sort through the documents in that folder.



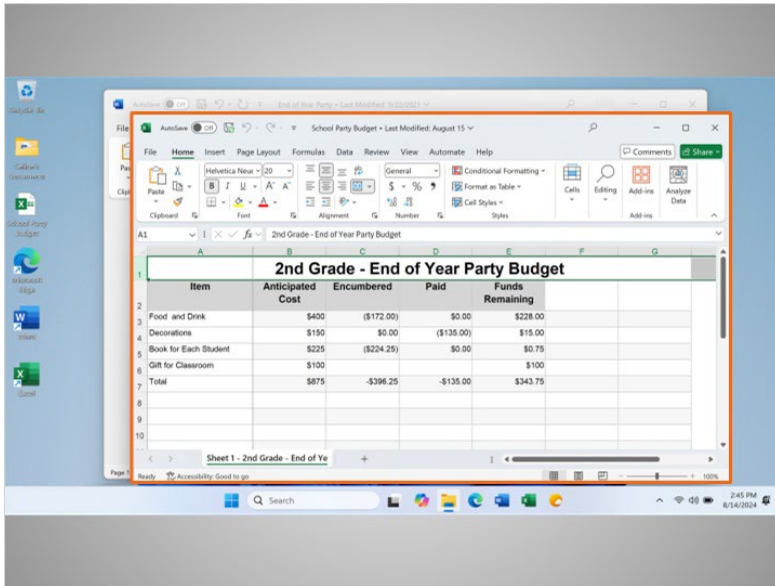
Celine wants to open the End of Year Party document, so she double clicks the file



and the file opens!



Celine now wants to open another file that is on her desktop. Will you help Celine open the file called "School Party budget" by double-clicking on it?



Good job!



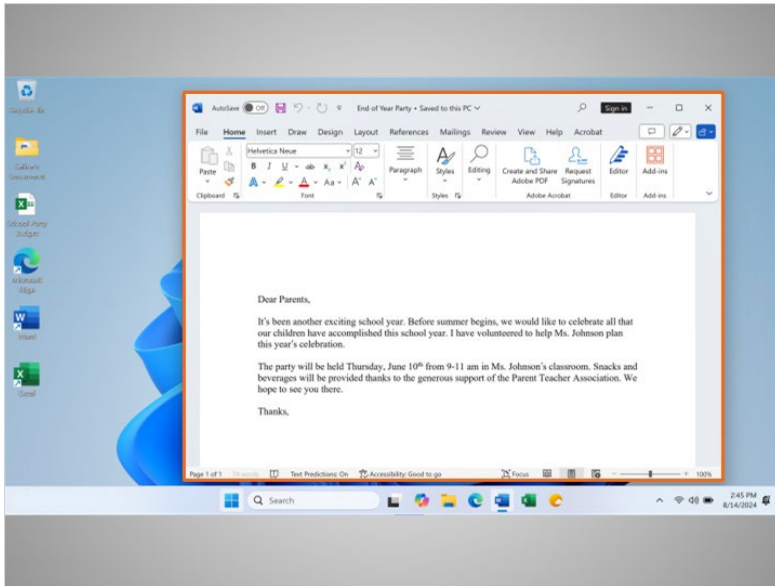
In this lesson, Celine learned how to find and open files and folders on her computer.

In the next lesson, Celine will learn how to use an application window including how to make a window bigger and smaller, how to move a window, how to scroll, and more.

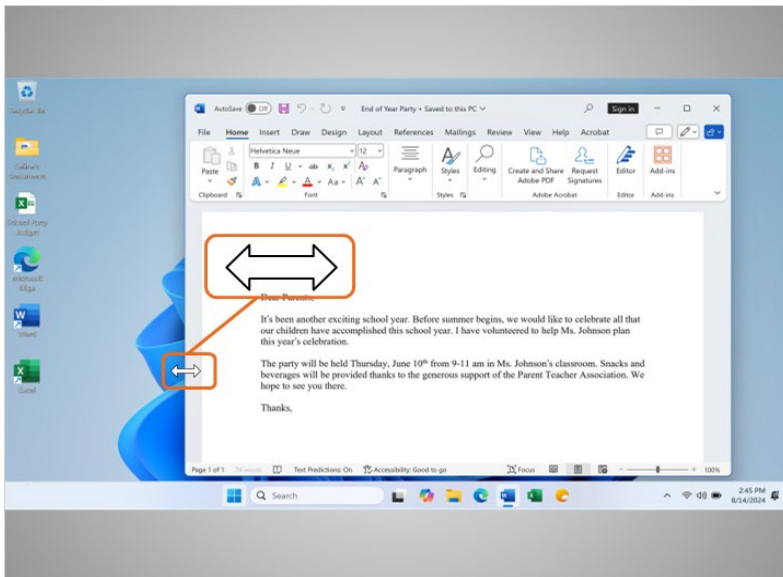
Working with Windows



In the previous lesson, Celine learned how to find and open files on her computer. In this lesson, Celine will learn how to use an application window including how to make a window larger or smaller, move a window, and more.

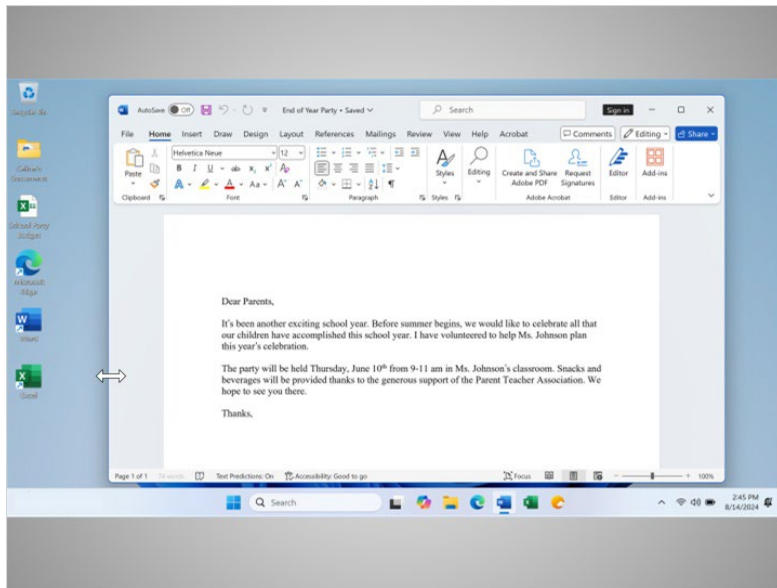


In today's example, Celine is using Microsoft Word and Excel on the Windows 11 operating system. Every time you open and use applications, files and folders, they are viewed inside a window. The window is your working area.

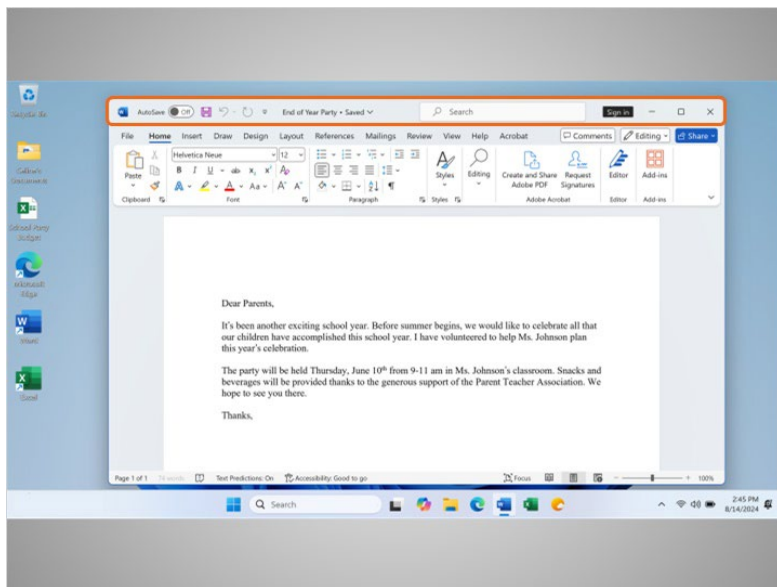


Sometimes, the window may be too big or too small. Celine can change the size of the window by using her mouse or touchpad to place the cursor on the edge of the window.

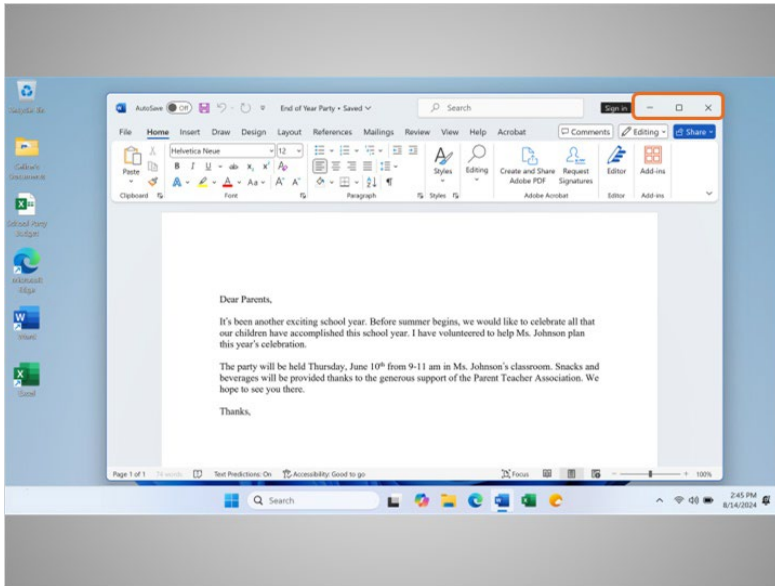
When she does this, her cursor will change into a double-headed arrow.



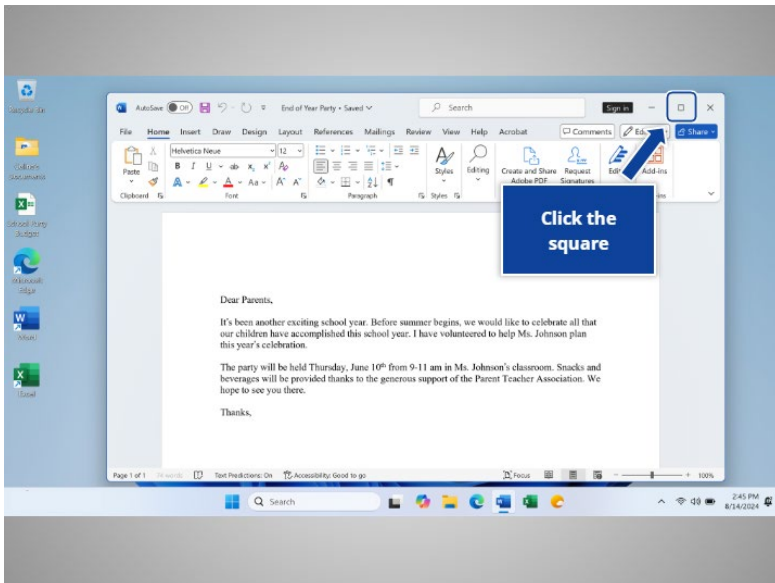
She can then click and hold the left mouse button to “grab” the edges of the window. Celine drags her mouse to the left to change the size of the window. She releases the mouse button when the window is the desired size.



At the top of the window, Celine sees the title bar.

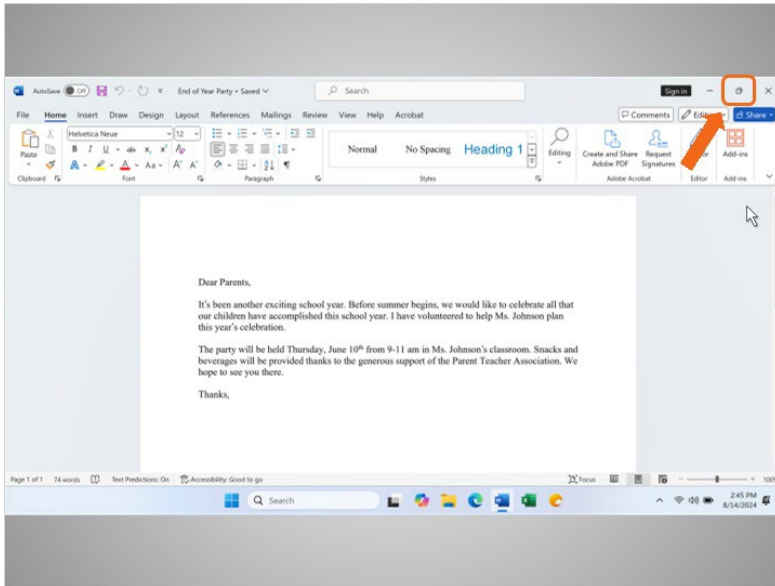


The right corner of the title bar includes buttons that help manage the window.



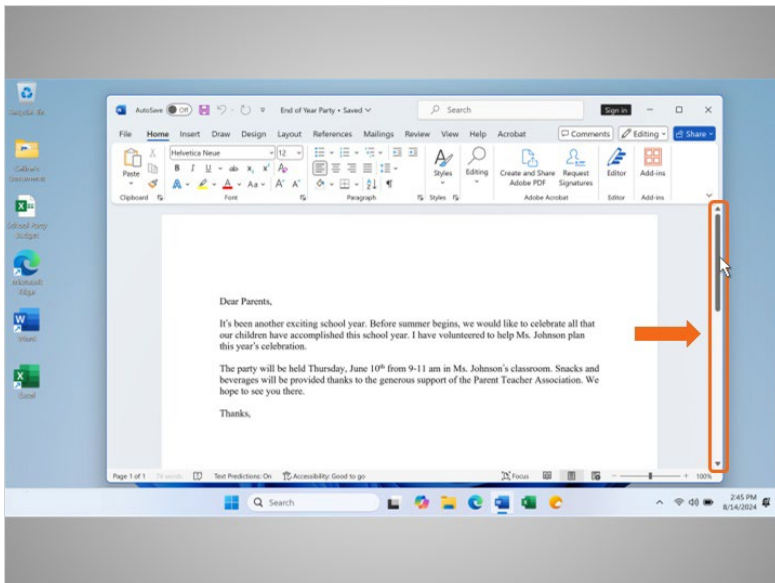
Clicking the maximize button, that looks like a square, will expand the window to fill the desktop.

Will you help Celine and click the maximize button?

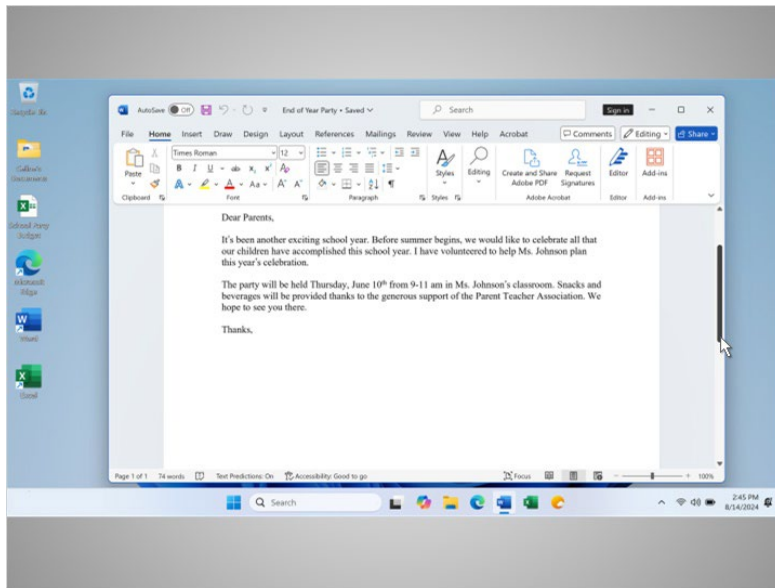


Good job! The window now fills the desktop.

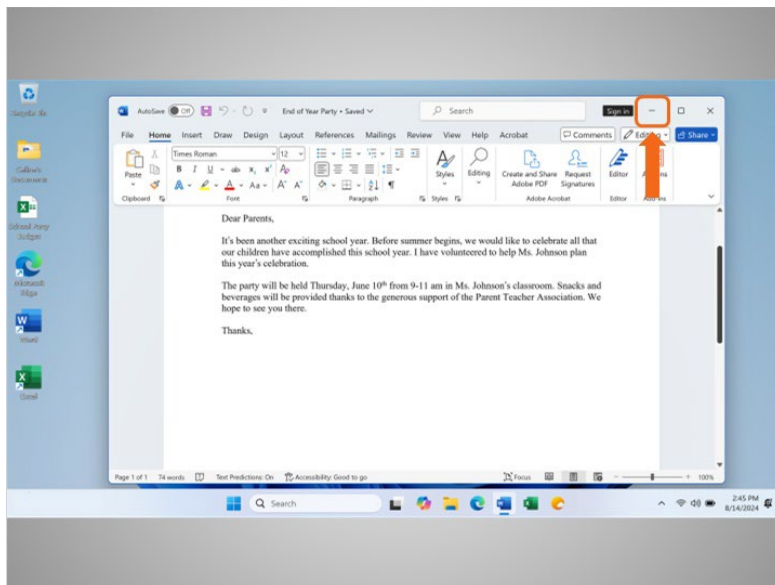
To make it smaller again, Celine will click the restore button. The restore button looks like a double rectangle. When Celine maximized this window, the restore button replaced the maximize button.



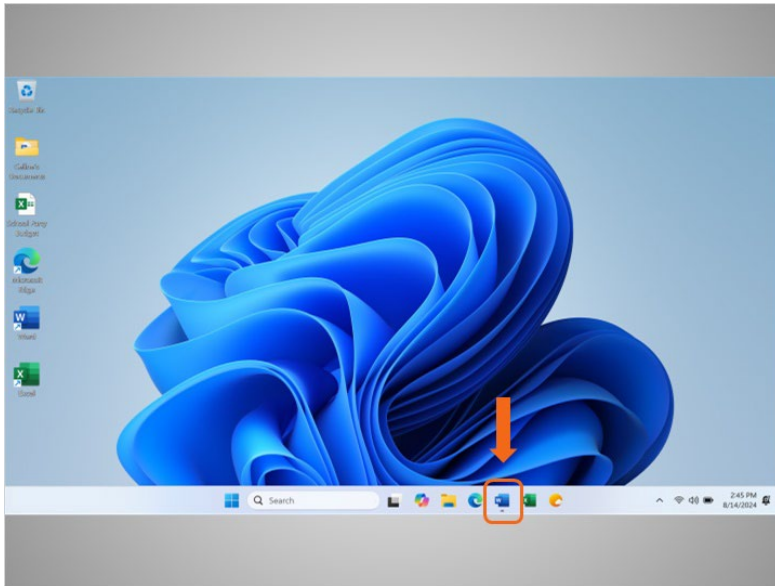
Celine can scroll inside the window to display more of the file contents by using the scroll bar. To do this Celine moves the cursor to the scroll bar, left clicks the mouse and holds the button which “grabs” the scroll bar.



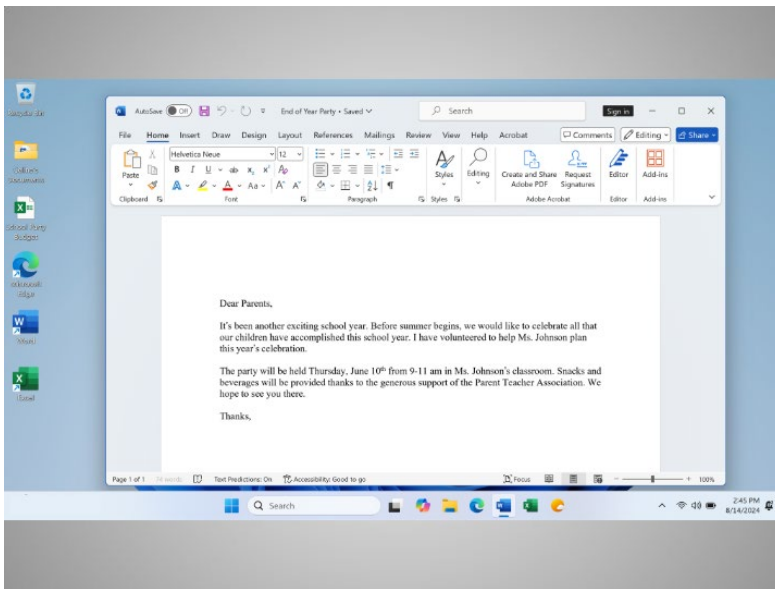
She then drags the mouse down to scroll down in the document.



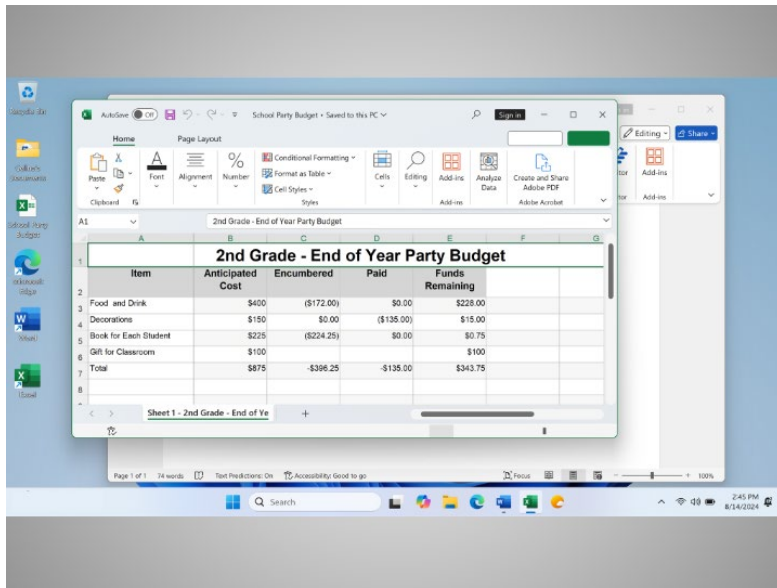
When Celine needs to see other files or folders on the desktop, she can use the minimize button to move this window out of the way. The button looks like a dash and will collapse the window into the taskbar at the bottom of the screen.



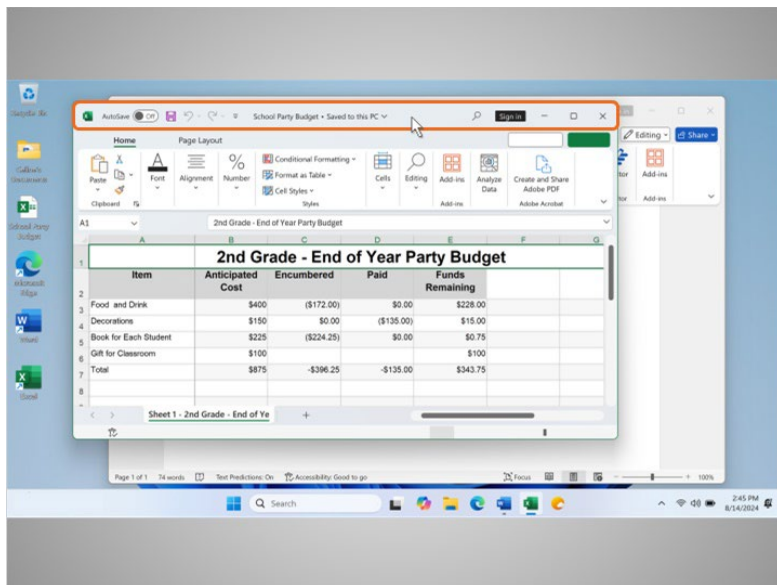
The file is minimized and appears on the taskbar as an icon. Celine can get back to it at any time by clicking on this icon.



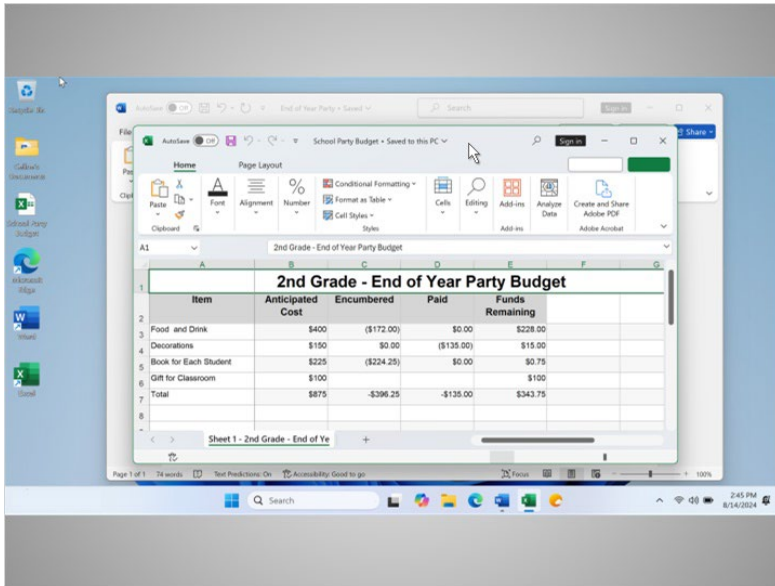
It is not uncommon to have many windows open at the same time. People find it easy to switch between tasks or work between multiple files.



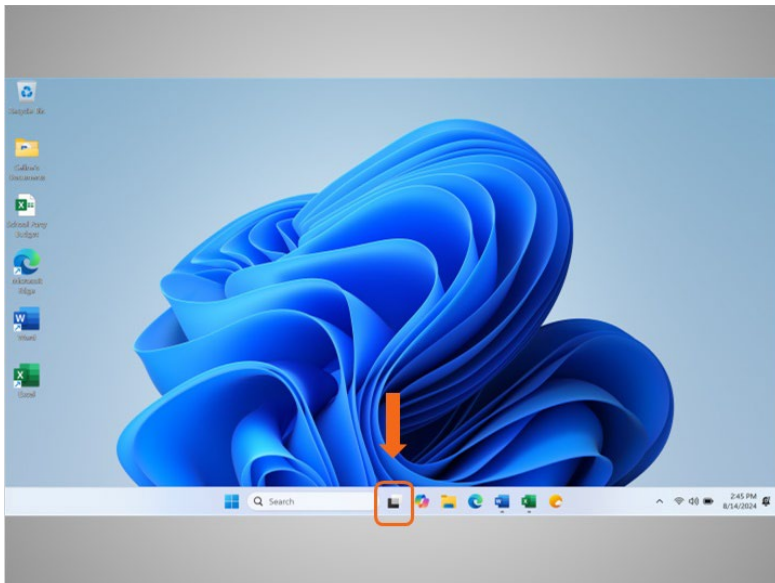
Celine double-clicks on a file on her desktop to open it.



With more than one window open, moving them around or resizing them may be helpful. Celine can pick up a window by moving the cursor to the title bar,



then clicking and holding the mouse button to move it around.



In Windows 11, the Task View is another way to manage having more than one window open.



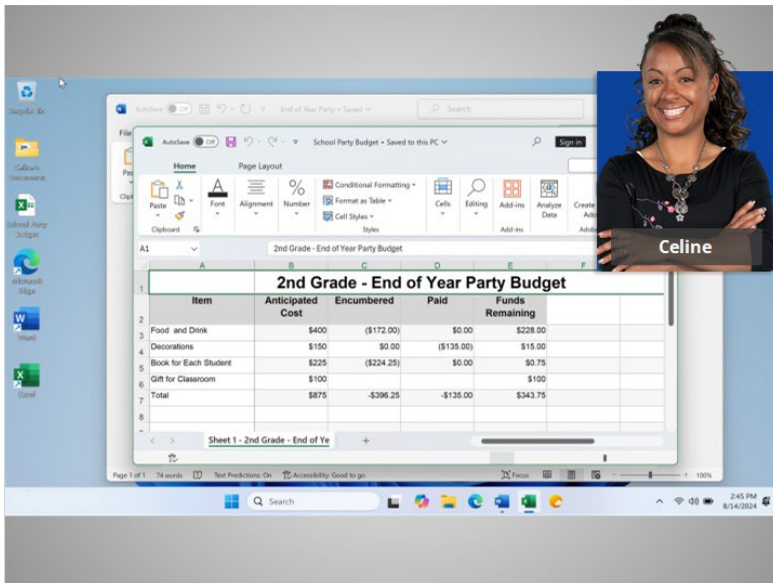
Clicking the Task View button in the taskbar displays all the windows that are currently open. From the Task View, Celine can close or select an application.



To exit this view, just click outside the windows

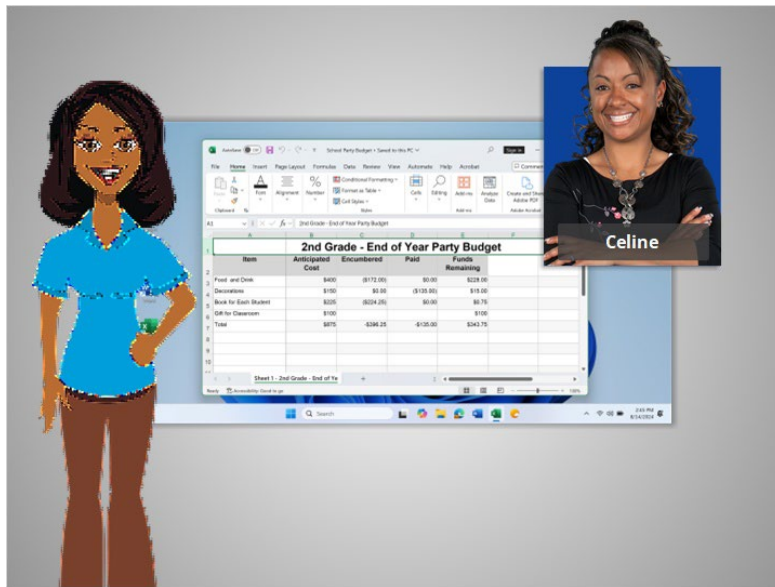


or click on the Task View button again, like a toggle switch.



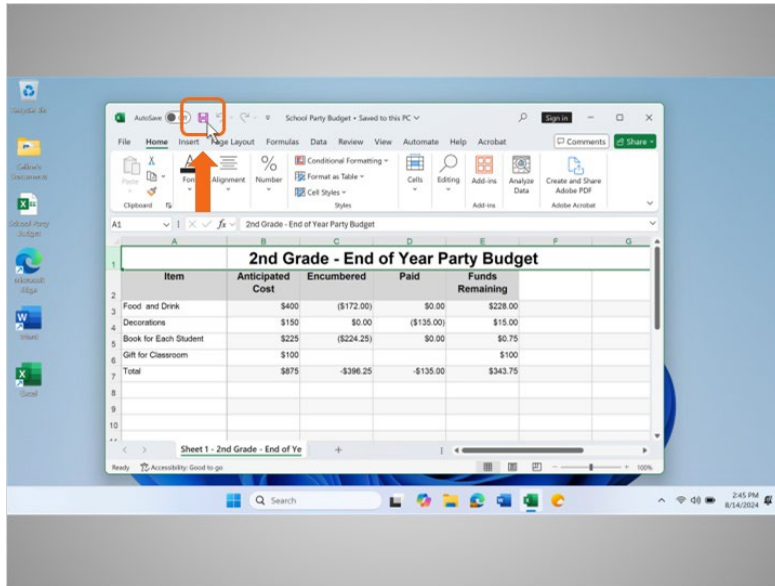
In this lesson, Celine learned how to open and view applications using windows. In the next lesson, she'll learn how to save and close files she creates within an application.

Saving and Closing Files

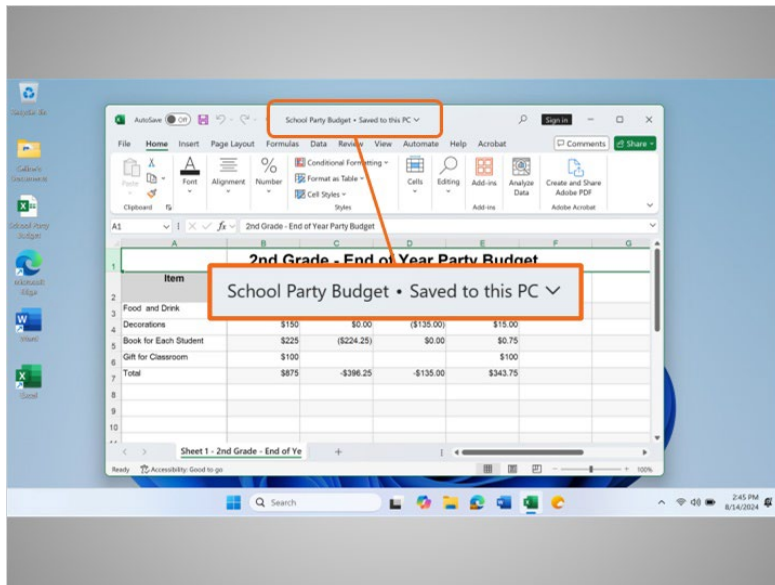


In the previous lesson, Celine learned how to find and open files on her computer.

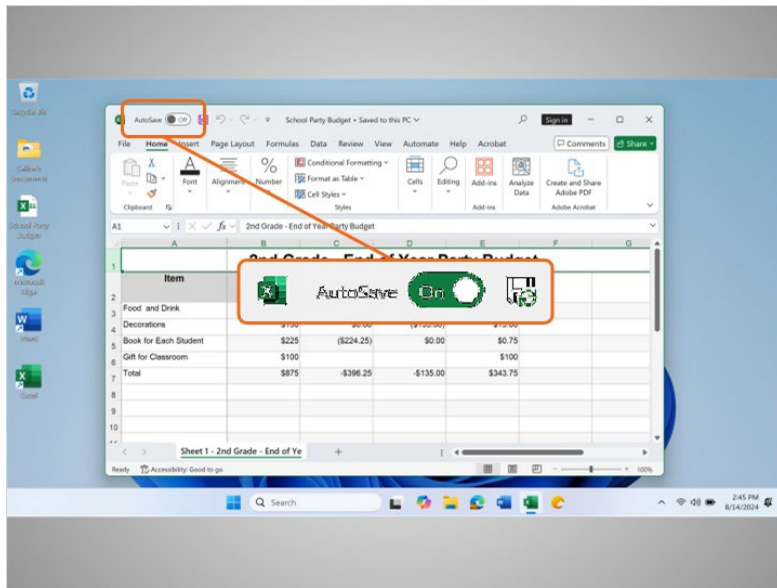
While you are working on a file, or before you close it, you will want to save your work. In today's lesson, Celine will learn how to Close a file and Save her work using Microsoft Excel within the Windows 11 operating system.



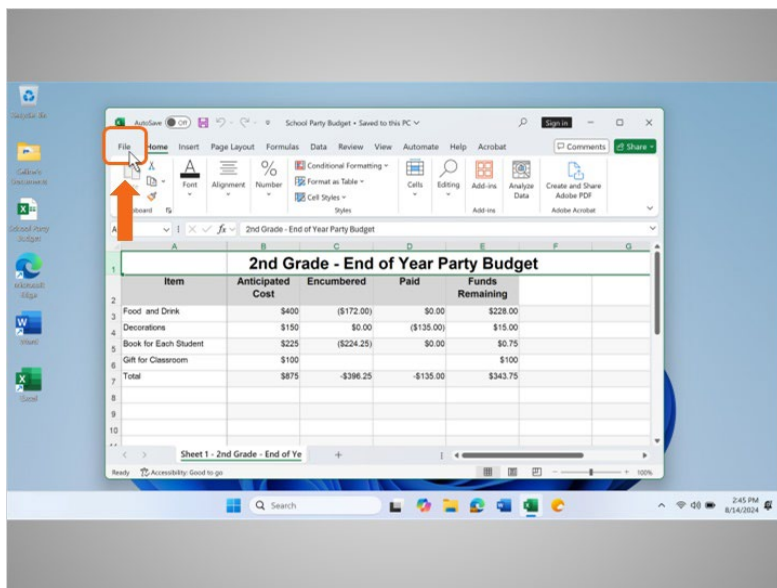
Celine has finished working in this Excel document and wants to save her work. Celine saved this file before and would like to keep the same name and location of the file. So, she clicks the Save option which is in the Toolbar.



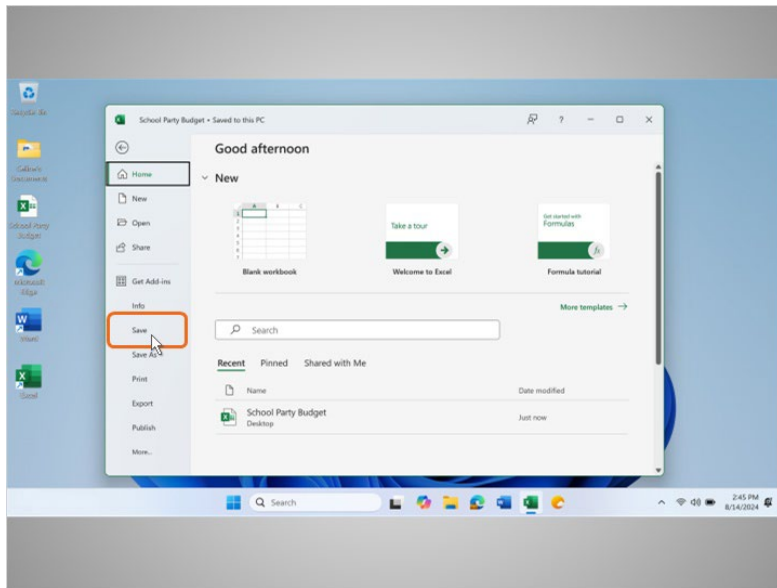
Your version of Microsoft products like Excel may save your file automatically, every few seconds, as you work. The tool bar will show you the saved status of the document.



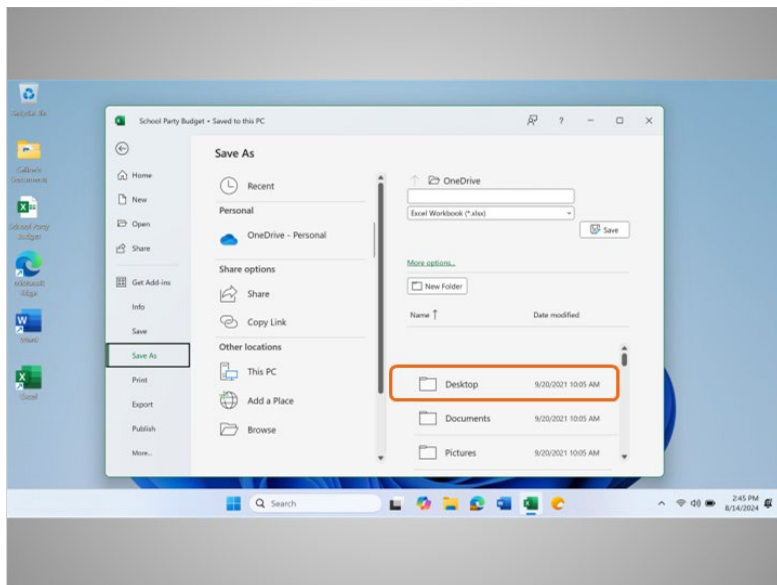
In this example, “Autosave” is turned off. To turn on Autosave, click the button next to Autosave to turn it on. The icon will turn from gray to green.



If this is the first time you are saving the file, click File

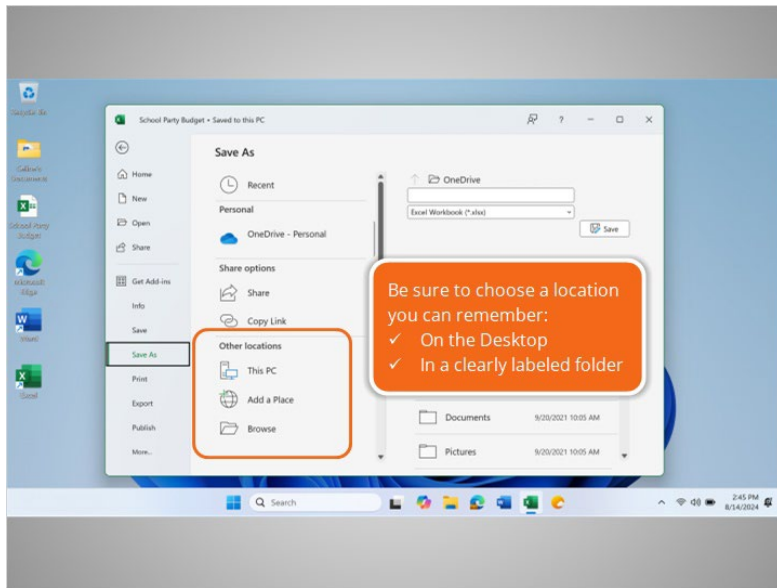


and select Save.

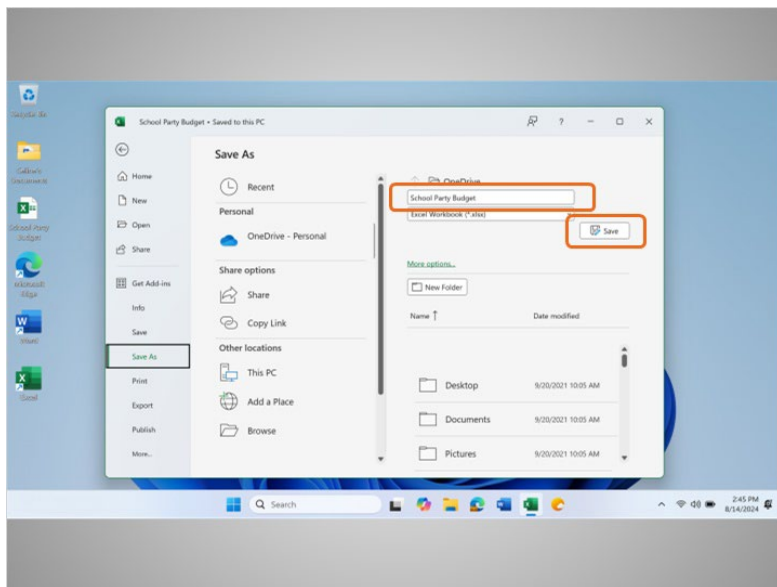


A "Save As" window will open. This allows you to select where the saved file will be located on your computer, and to enter a name for the file.

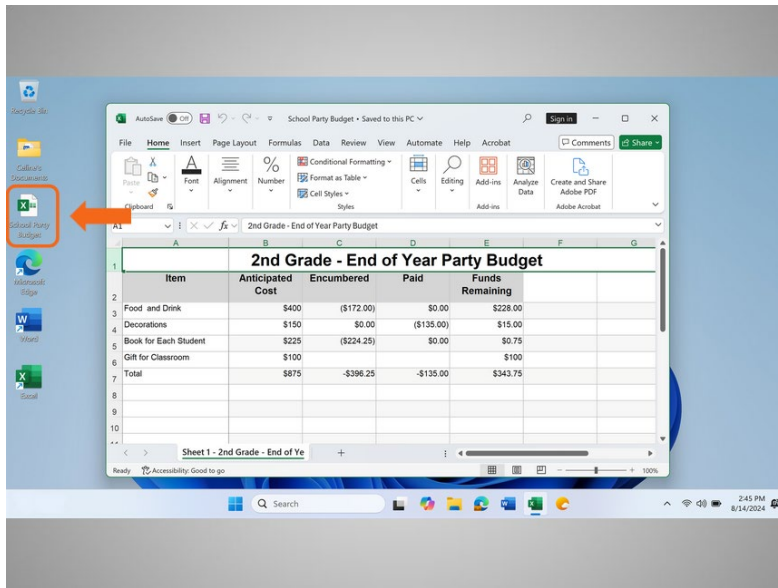
Celine is going to save the file to the desktop.



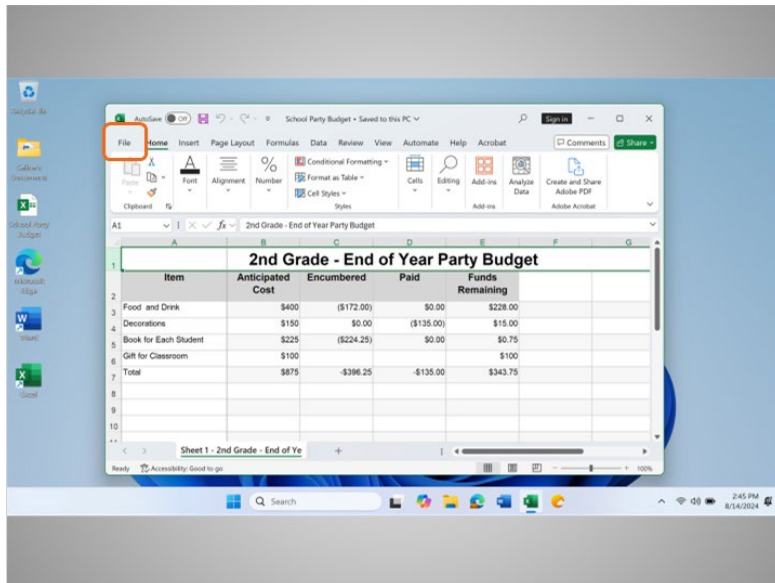
You can also use the navigation pane on the left to choose a different location for your file. Be sure to choose a location you can remember easily such as on the desktop or in a clearly labeled folder.



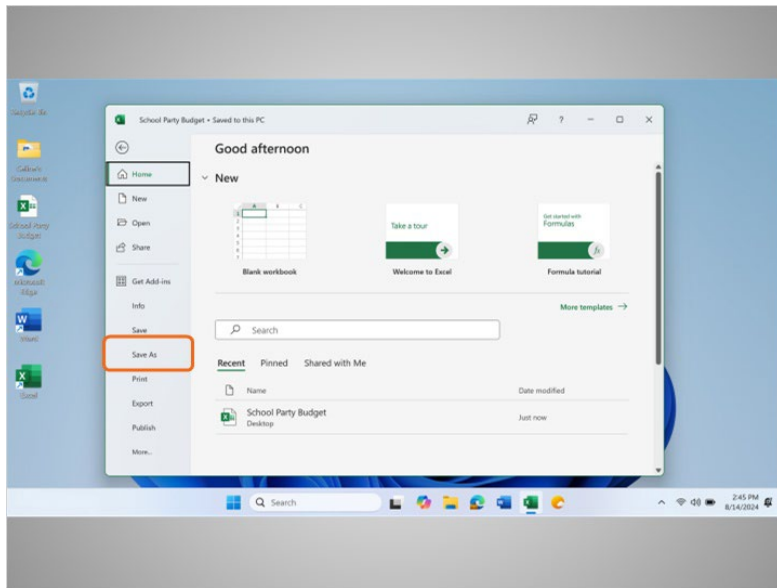
Celine enters a file name here, then clicks the Save button,



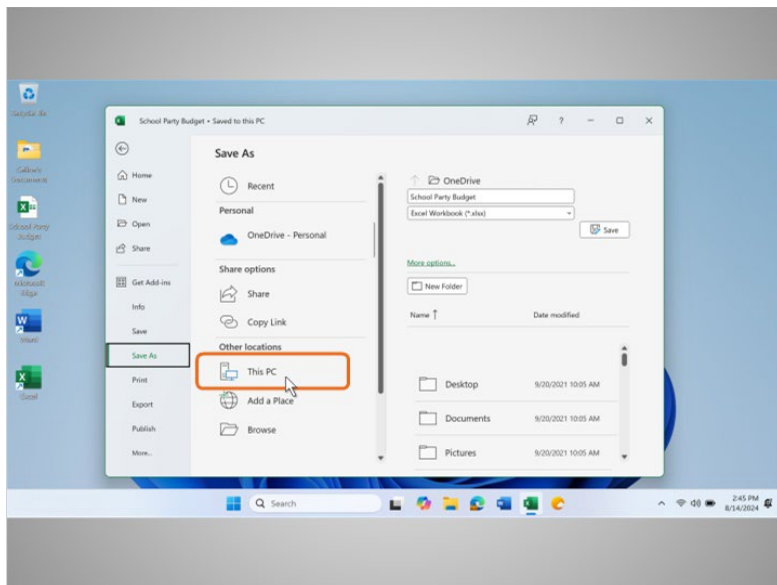
and the file is saved to the desktop.



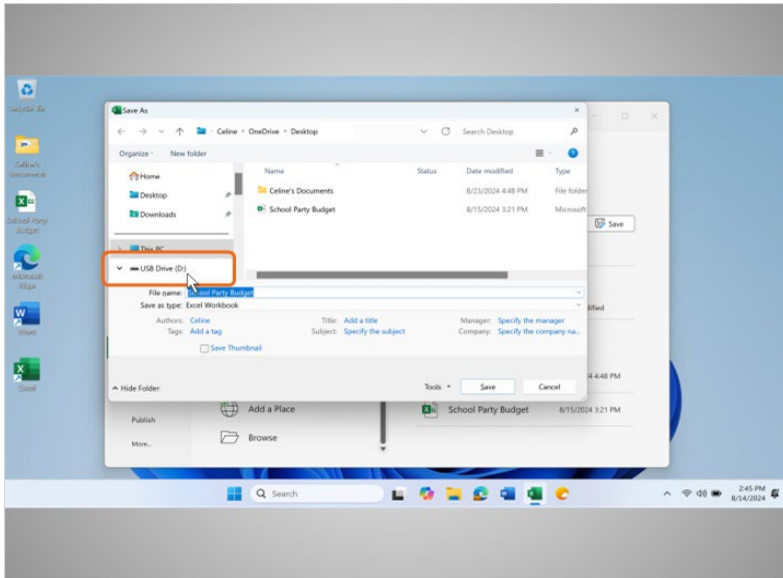
If Celine wants to save the file to a different location on her computer, she can click on "File",



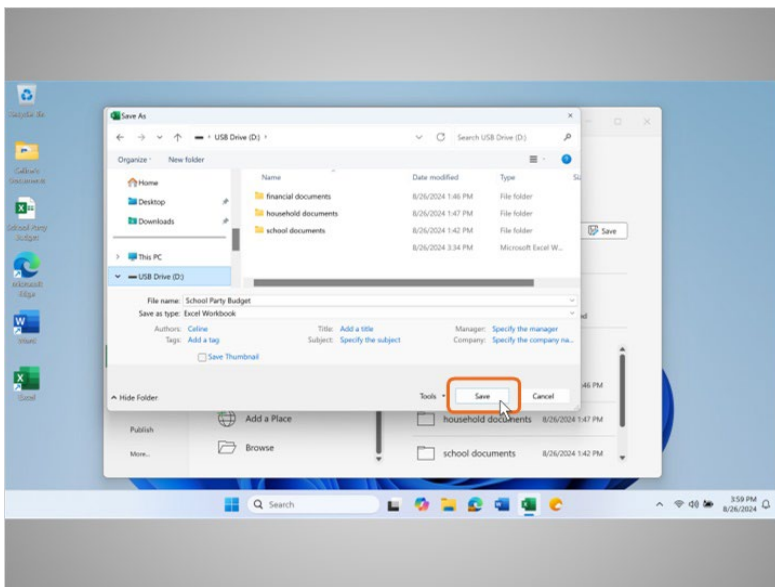
then “Save As”.



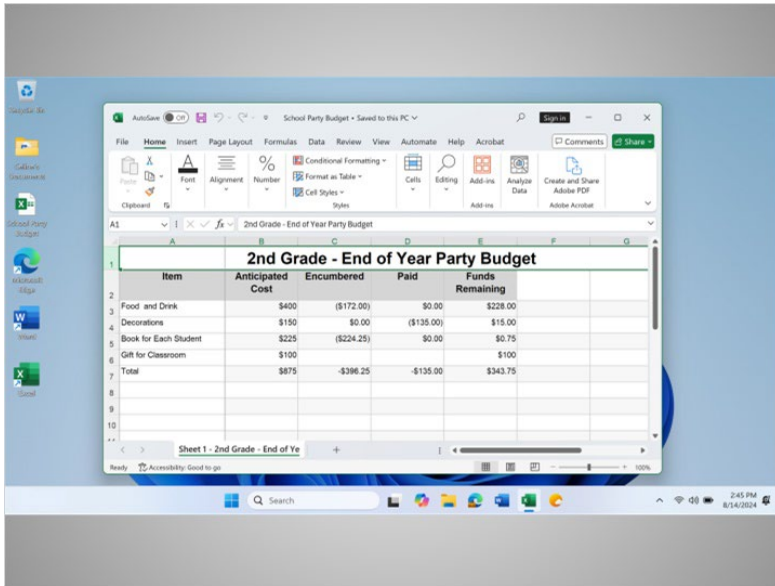
This allows Celine to select where the saved file will be located on the computer. Celine wants to save the file to USB drive, also known as a flash drive, so she clicks on “This PC”.



The “Save As” folder opens. Because Celine wants to save the file to her USB drive, she clicks on the USB icon on the left hand menu.



Celine does not want to change the file name so she clicks “Save”

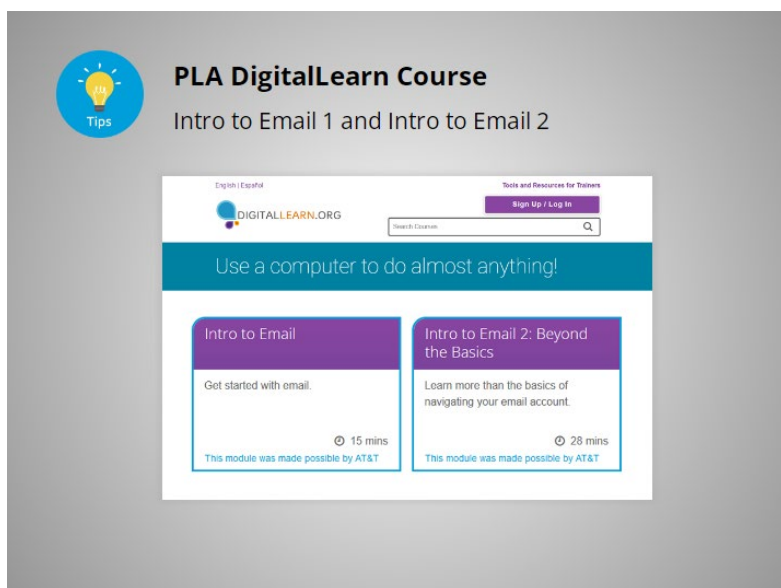


and the file is now saved to the USB.

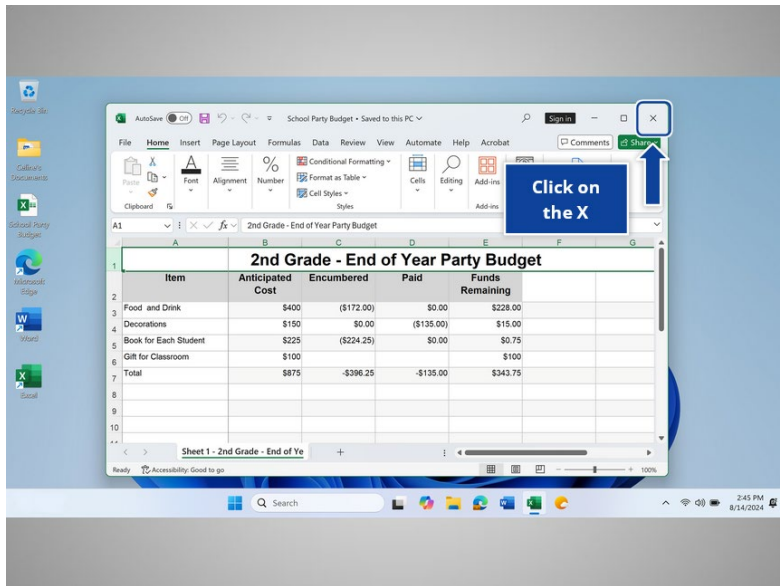
If you use a public computer, there may be restrictions on where you can save files. Using a USB or flash drive is a common way to save your files when using a public computer.



To learn more about how to connect a USB drive or flash drive to your computer using a port, watch PLA DigitalLearn’s course “Getting Started on a Computer: Lesson 4” for help. See the Additional Resources for a link to the course.



If you do not have a USB or flash drive, you can also email the file on the computer to yourself. To learn more about how to create an email account, log in, and send an email, watch PLA DigitalLearn’s course “Intro to Email” for help. To learn how to attach a document to your email, see “Intro to Email 2: Working with Attachments.” See the Additional Resources for a link to the course.



Now that Celine has saved the budget spreadsheet, she wants to close the file. To do this, she needs to click the X in the title bar. Excel will not ask Celine to save the file again, because no changes have been made to the file since Celine last saved it.

Would you help out Celine, and click the X to close the file?



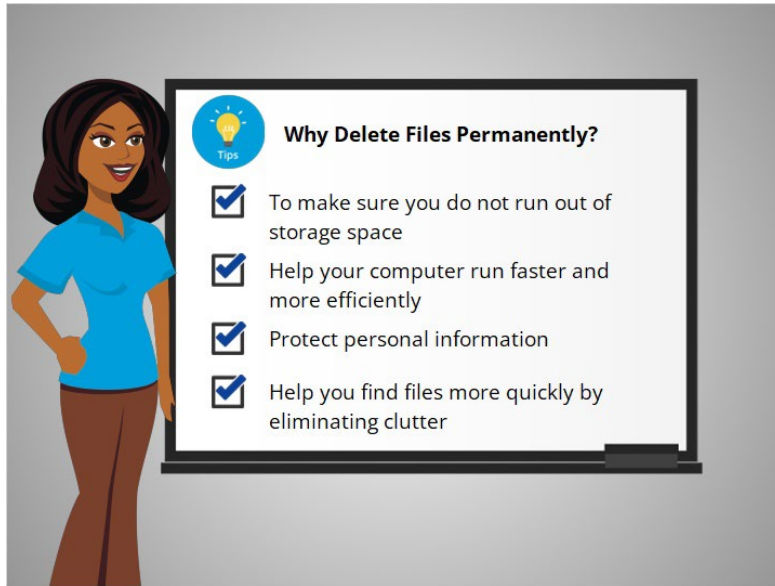
Good job! In this lesson, Celine learned how to close a file and save her work. In the next lesson, Celine will learn how to delete files in Windows 11.

Deleting Files



In the last lesson, Celine learned how to save her work and close a file.

In this lesson, Celine is going to learn how to delete a file she no longer wants to keep within the Windows 11 operating system.



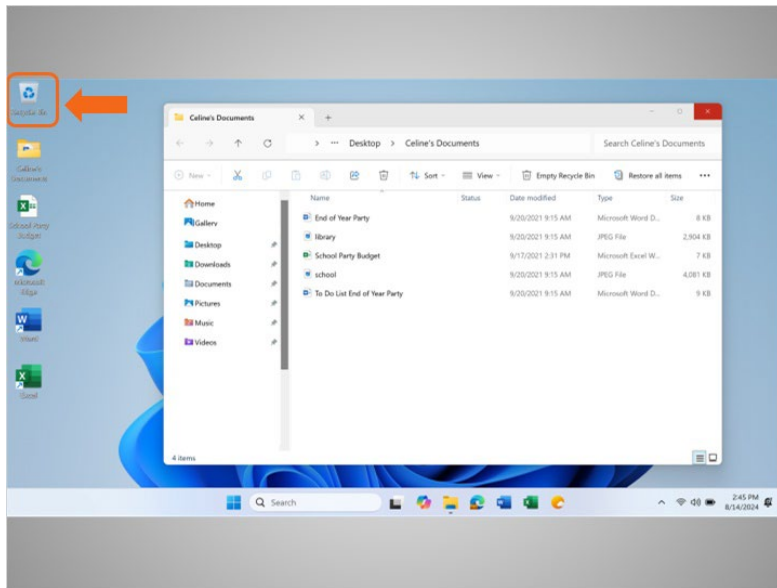
There are several reasons why you might want to delete files permanently from your computer.

One reason is to make sure you do not run out of storage space on your computer. Even if the file is in the recycle bin, it still takes up storage space.

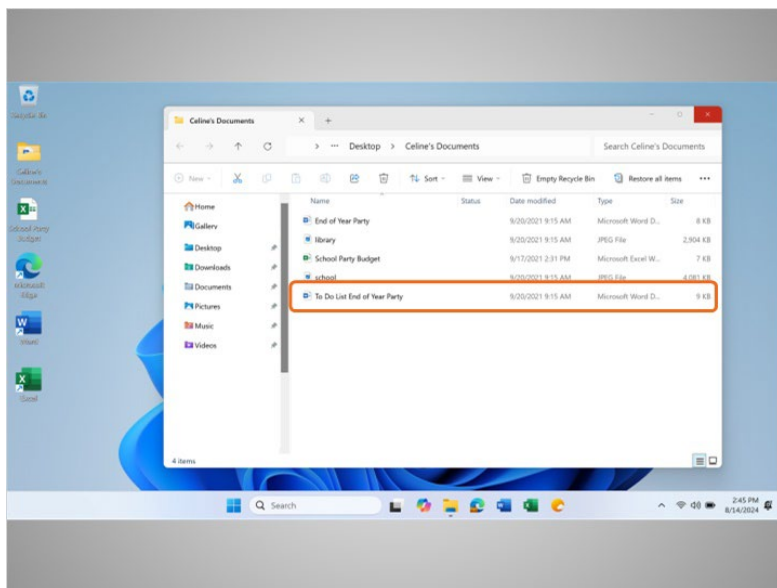
Deleting unneeded files can help your computer run faster and more efficiently.

Deleting files also can help you protect personal information. For instance, if you are working on a file that includes private information and you do not want anyone else to see it, it is recommended that you delete the file when you are done, so that someone else cannot access your personal information later.

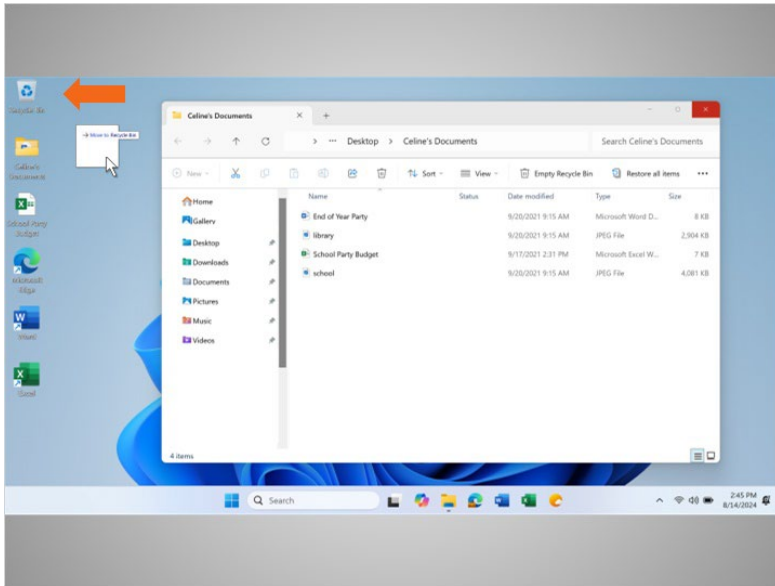
And finally, it can help you find files more quickly by eliminating clutter.



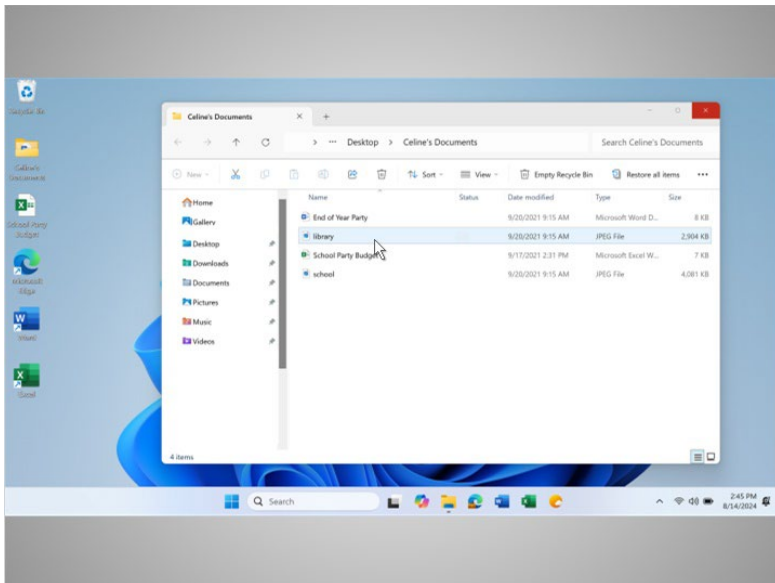
Celine has a documents folder open on the desktop. To delete files, Celine uses the Recycle Bin, which is located on the desktop.



To delete a file, Celine moves her cursor to the file she wants to delete, clicks and holds down the left mouse button to select the file



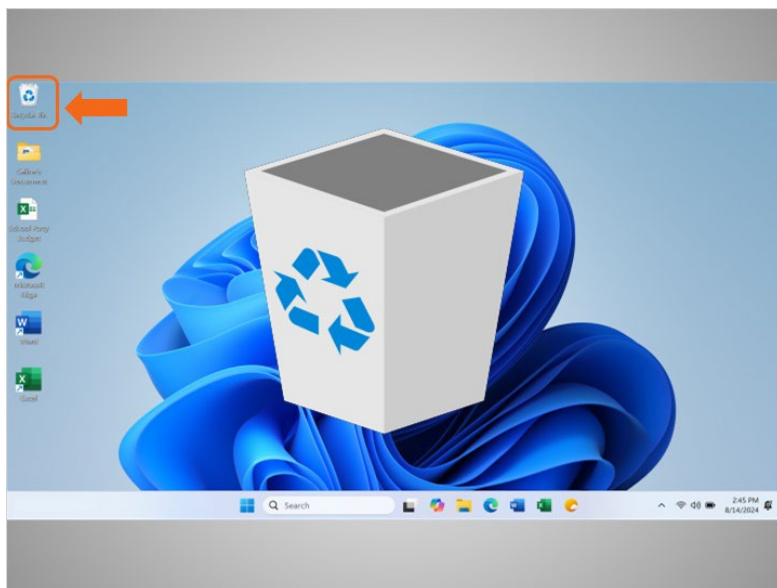
and drags it to the Recycle Bin on the desktop.



You can also delete a file by clicking once to select it

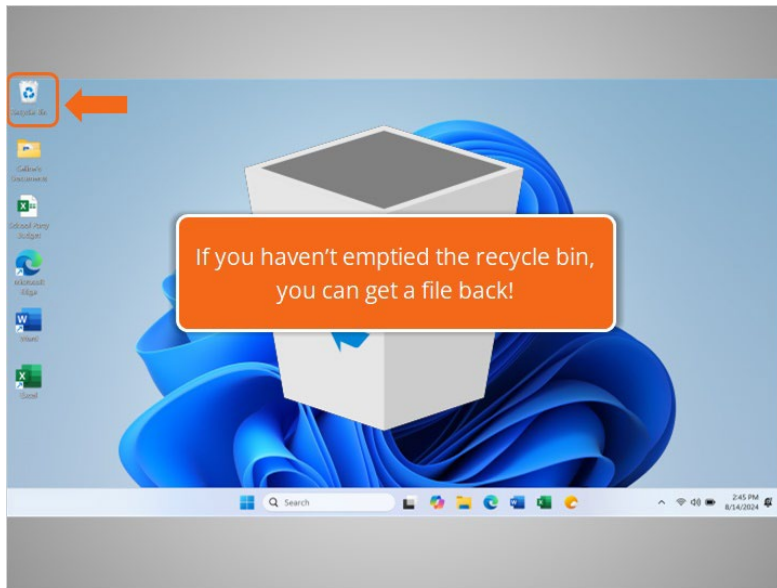


then tapping the Delete key on your keyboard. The Delete key may be in a different location depending on your keyboard.



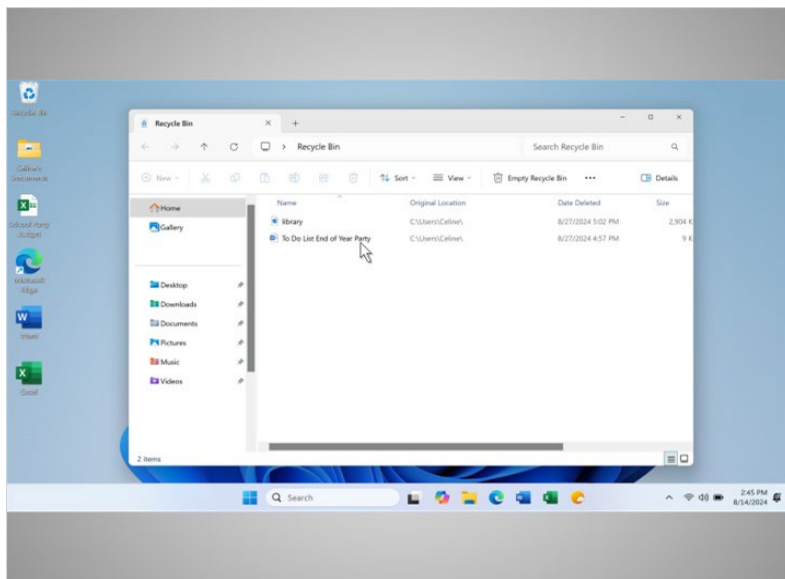
Now the files are inside the Recycle Bin. The Recycle Bin is a temporary holding place for the files that have been deleted.

Just like a recycle bin in your home, the contents stay in the bin until you take it out and empty it.



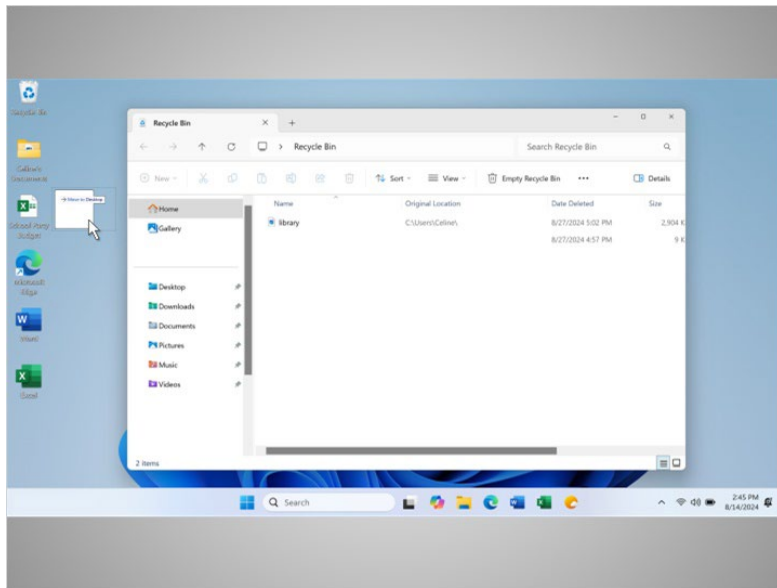
If you move a file to the Recycle Bin and later realize that you want to keep the file, you can still get the file back as long as you haven't emptied the Recycle Bin.

To recover the file Celine double clicks on the Recycle Bin icon,

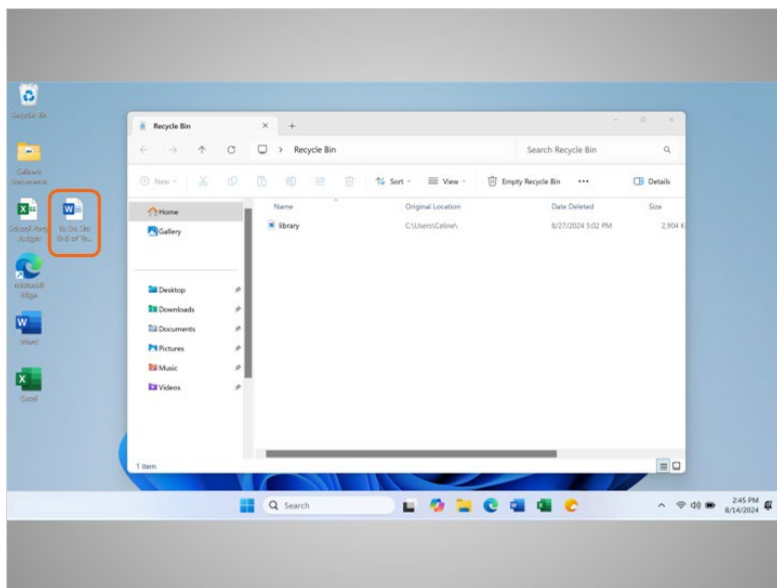


and a window opens that lists the files.

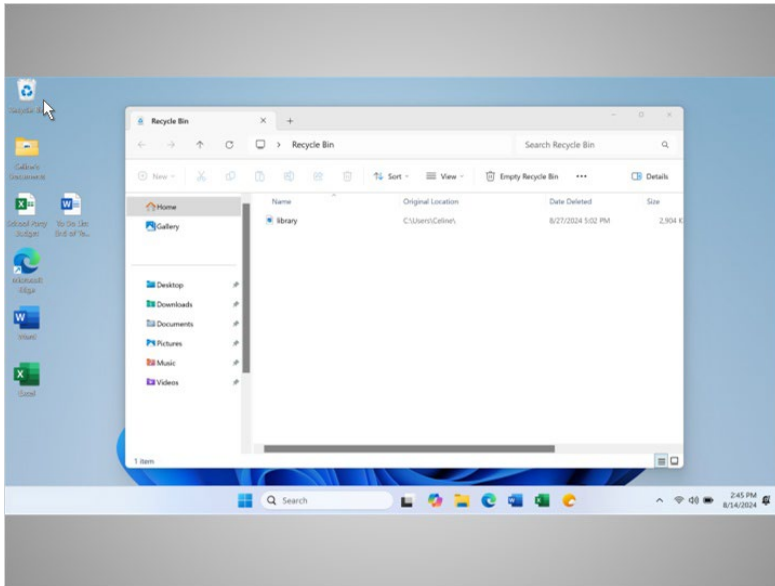
To keep a file after placing it in the recycle bin, left click on the file



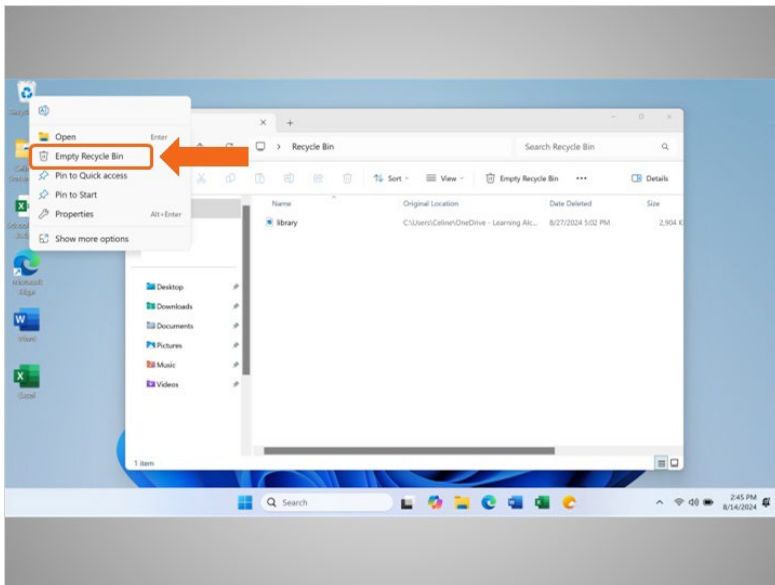
and hold the mouse button down while dragging the file to the desktop or other location where you want to keep it.



In this case Celine moved the file to the desktop.

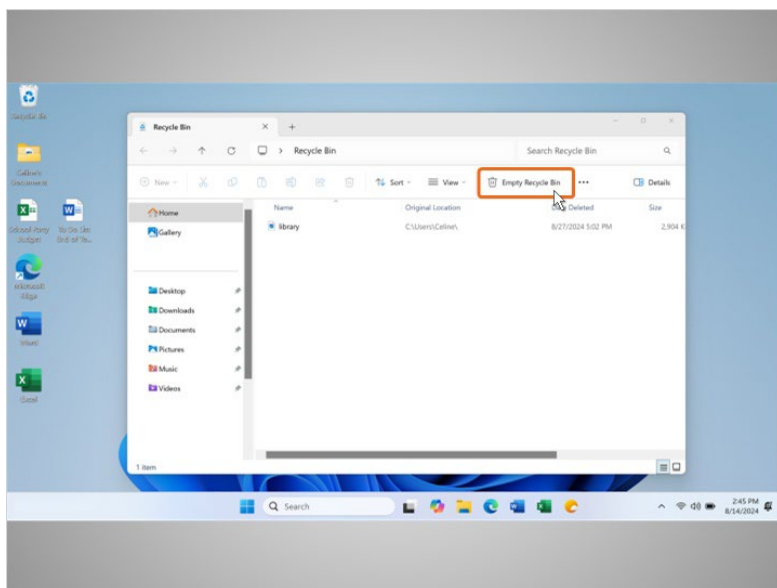


When you are certain that you are done with everything in the Recycle Bin, you can empty it to permanently delete those files. One way to empty the Recycle Bin is to move your cursor over to the Recycle Bin icon,

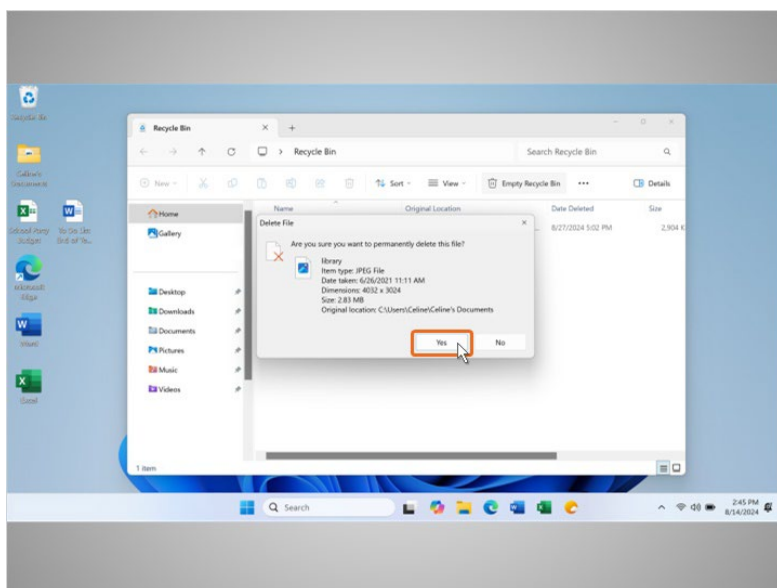


then right click on your mouse.

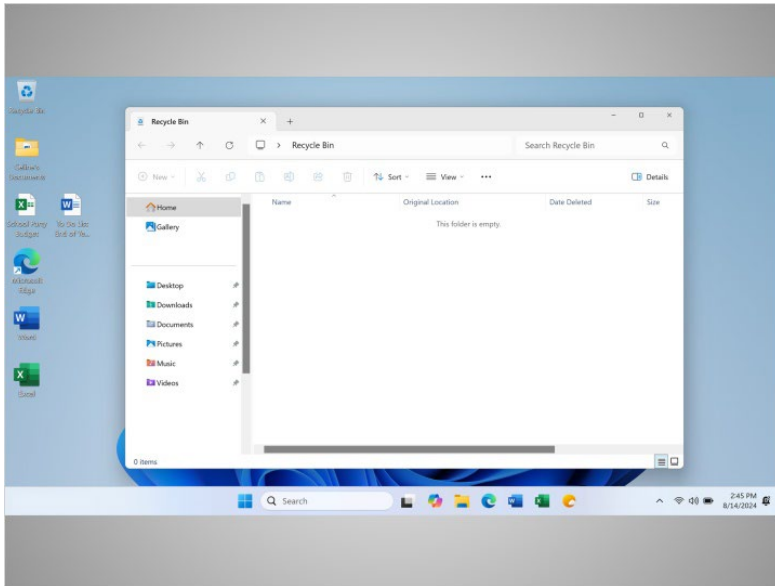
In the menu that appears, you would click on “Empty Recycle Bin.”



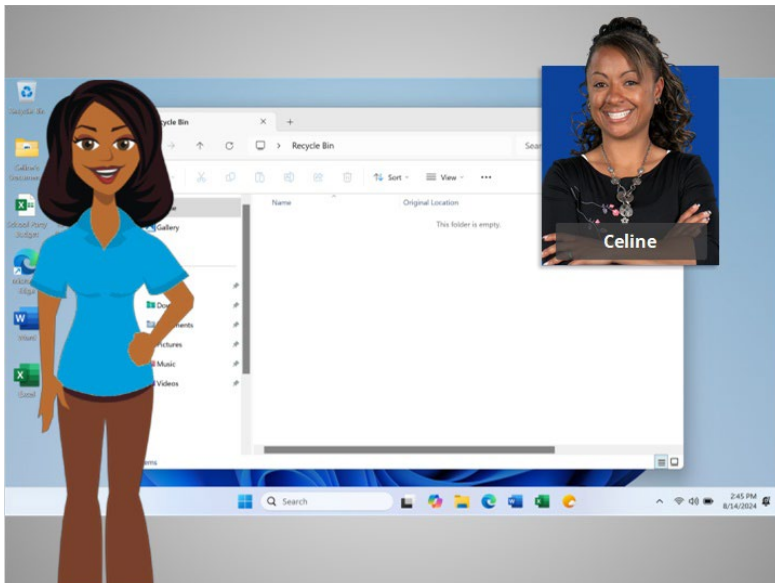
Celine can also empty the Recycle Bin from the Recycle Bin folder. To do this, she clicks on “Empty Recycle Bin”.



Celine is asked again to confirm that she wants to delete the file. She does want to delete the files, so she clicks Yes.



The Recycle Bin is now empty.



In this course, we've learned the basics of working with the Windows 11 operating system. We've learned to open applications and files, work within Windows, and save and delete files.

Why don't you try exploring some of the features on your own!


Practice



In this course, we've learned a lot about how to use a computer. In today's lesson, we are using a Microsoft Word and Excel on a Windows 11 operating system to practice what we've learned.

Let's see what you remember.


If Celine wants to **open an application** on the desktop what does she need to do? Click the correct answer.



- Double-click the icon on the desktop
- Single-click the icon on the desktop
- Drag the icon into the trash

If Celine wants to open an application on the desktop, what does she need to do? Click the correct answer.

If Celine wants to **open an application** on the desktop what does she need to do? Click the correct answer.

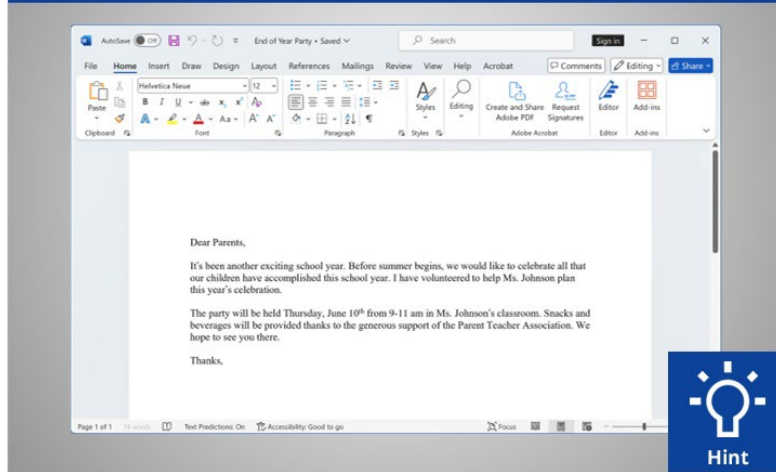


- Double-click the icon on the desktop
- Single-click the icon on the desktop
- Drag the icon into the trash

Click Next to continue

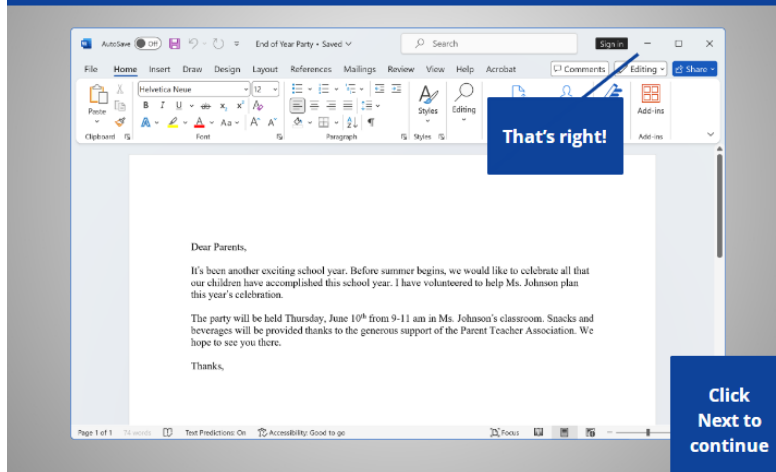
That's right! Celine needs to double-click the icon on the desktop to open the application. Click next to continue.

Celine wants to **minimize the window**. What icon would she click to do that? Click on it now.



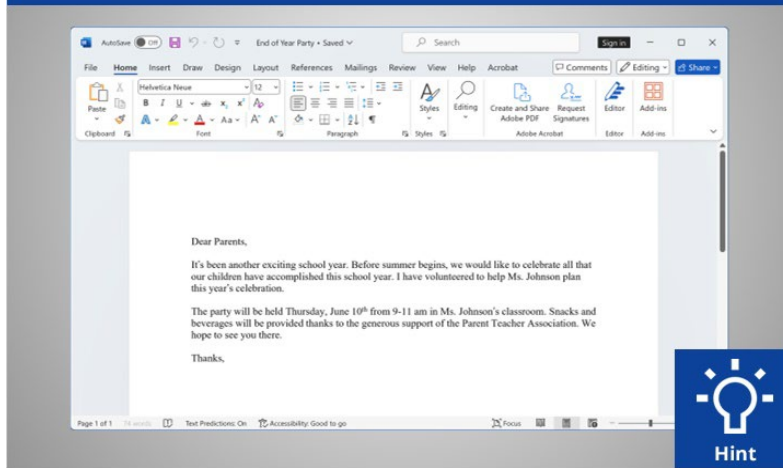
Celine wants to minimize the window currently open on her screen. What icon would she click to do that? Click on it now. If you need help, click on the Hint button.

Celine wants to **minimize the window**. What icon would she click to do that? Click on it now.



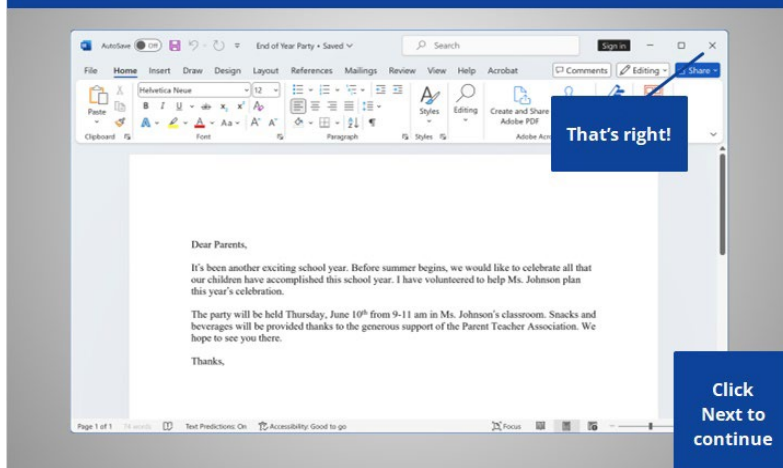
That's right! Click next to continue.

Celine wants to **close the window**. What icon would she click to do that? Click on it now.



Celine wants to close the window currently open on her screen. What icon would she click to do that? Click on it now. If you need help click the hint button.

Celine wants to **close the window**. What icon would she click to do that? Click on it now.



That's right! Click next to continue.

Celine wants to **save the document**. What icon would she click to do that? Click on it now.

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The spreadsheet is titled '2nd Grade - End of Year Party Budget' and contains the following data:

| Item | Anticipated Cost | Encumbered | Paid | Funds Remaining |
|-----------------------|------------------|------------------|------------------|-----------------|
| Food and Drink | \$400 | (\$172.00) | \$0.00 | \$228.00 |
| Decorations | \$150 | \$0.00 | (\$135.00) | \$15.00 |
| Book for Each Student | \$225 | (\$224.25) | \$0.00 | \$0.75 |
| Gift for Classroom | \$100 | | | \$100 |
| Total | \$875 | -\$396.25 | -\$135.00 | \$343.75 |

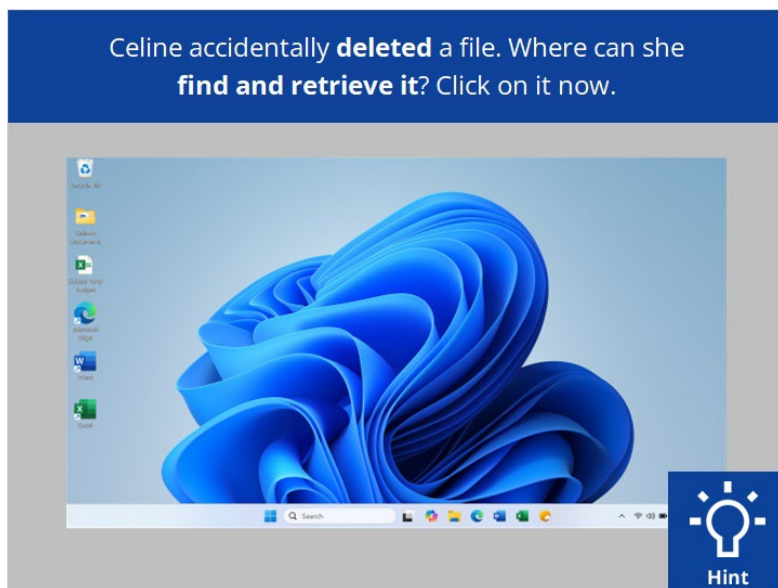
A blue 'Hint' button with a lightbulb icon is located in the bottom right corner of the screenshot.

Celine wants to save the document she is working on. What would she click to save the document? Click on it now. If you need help click the hint button.

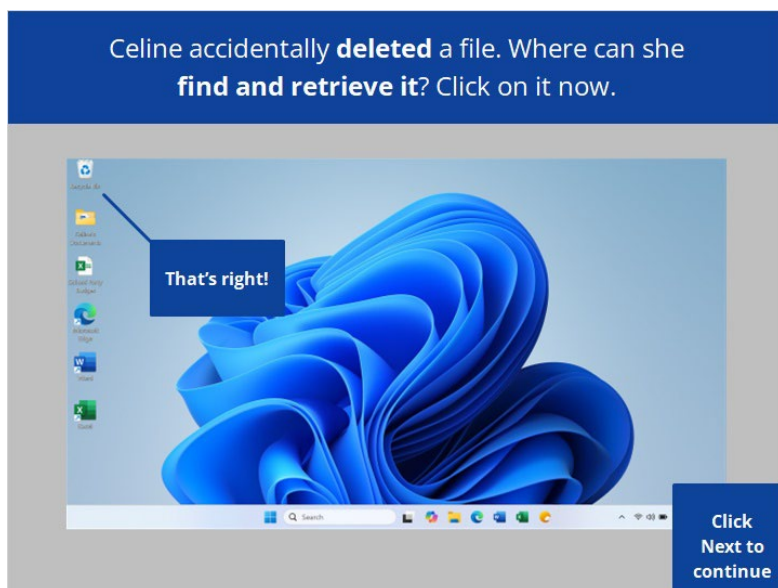
Celine wants to **save the document**. What icon would she click to do that? Click on it now.

The screenshot shows the same Excel spreadsheet as before. A blue callout box with the text 'That's right!' has a blue arrow pointing to the 'Save' icon (a floppy disk) in the 'File' tab of the ribbon. Another blue callout box with the text 'Click Next to continue' is in the bottom right corner.

That's right! Click next to continue.



Celine accidentally deleted a file. Where can she find and retrieve it? Click on it now. If you need help click the hint button.



That's right! Click next to continue.



In this course we learned how to use a computer that has a Windows 11 operating system. Why don't you try exploring some of these features on your own