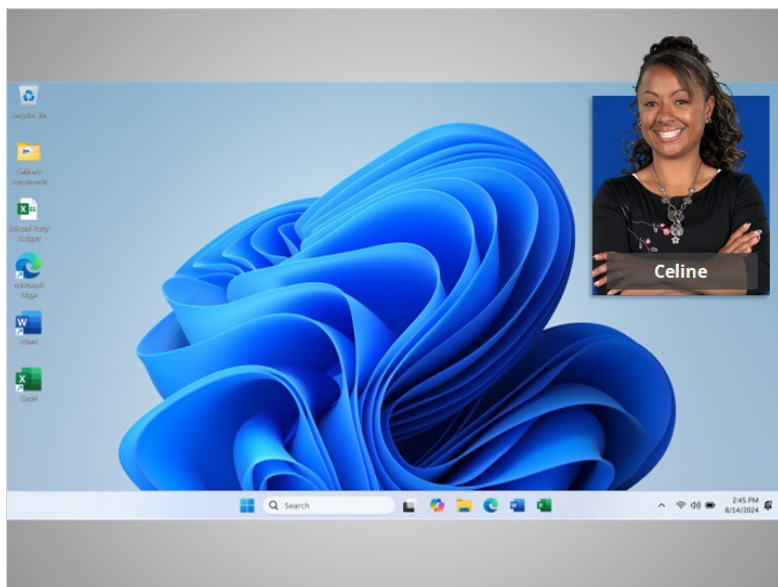


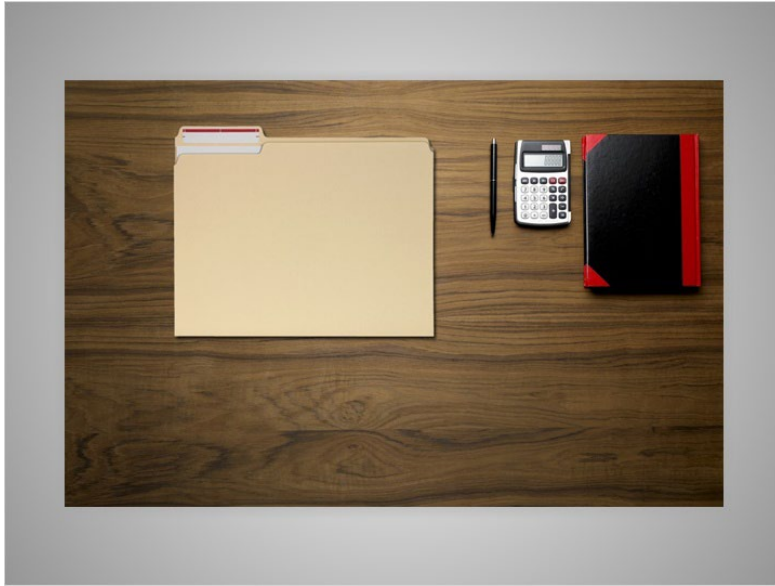
Using a PC Windows 11

Working from the Desktop

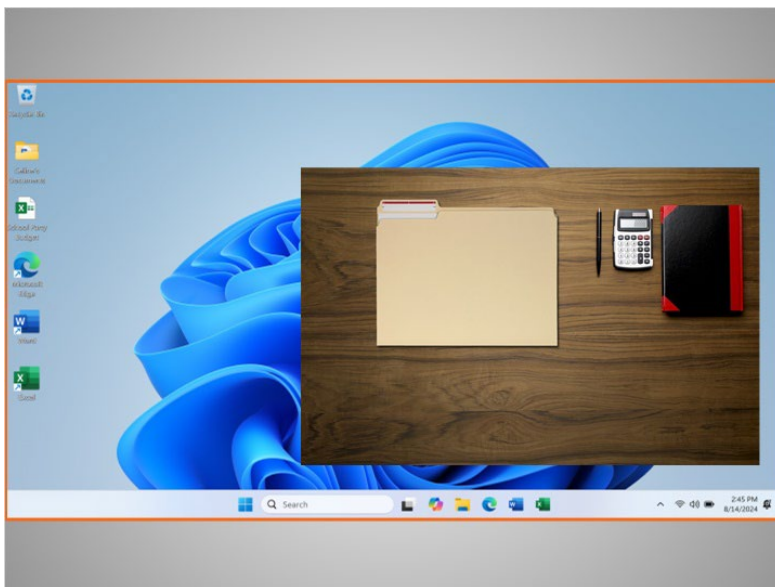


In today's example, Celine is learning how to open applications in the Windows 11 operating system. In this lesson, Celine will learn about the different parts of the computer's desktop, including the taskbar, Start menu, and more.

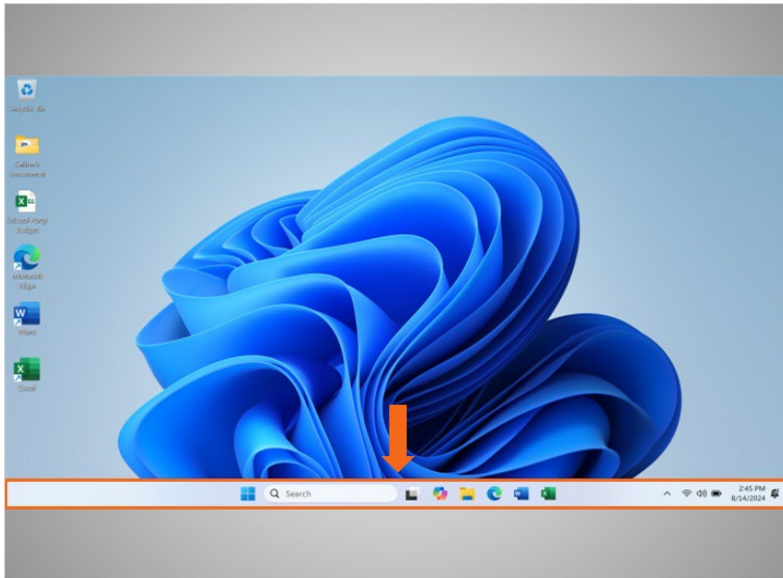
When the computer is turned on, Celine sees what is called the desktop in the monitor. If you're using a Windows computer that has a different version of the operating system running, the desktop may look different.



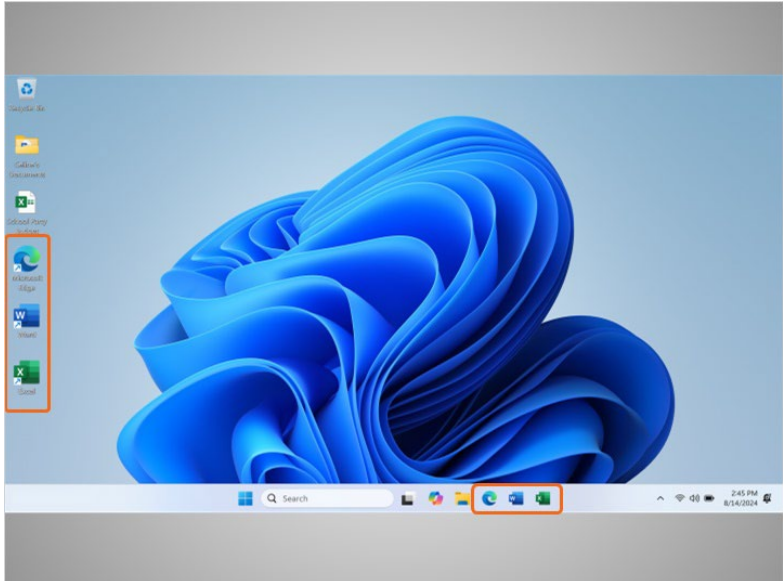
The Windows 11 desktop is just like the top of Celine’s desk at home or at work, where she keeps different folders with papers in them, and other tools she needs to get things done, such as a calculator for math, a pen for writing, or a book for looking things up.



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.



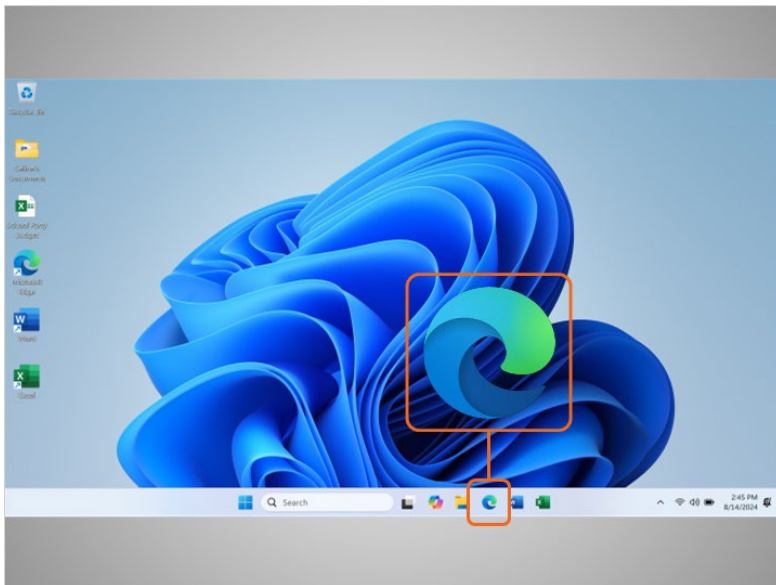
The taskbar is located at the bottom of the screen. It is the section of the desktop that provides access to programs, settings, notifications, and control functions. Let's explore some of the things you can do with the taskbar.



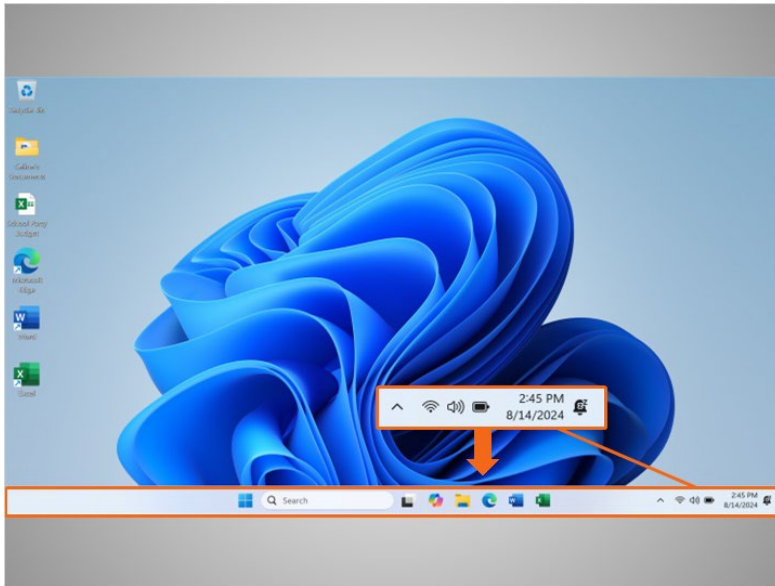
It can show you shortcut icons for commonly used applications much like the icons on the desktop. Applications are tools that allow you to do things like write letters and search the internet. Celine will learn how to add and remove applications from the desktop and taskbar later in the lesson.



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,

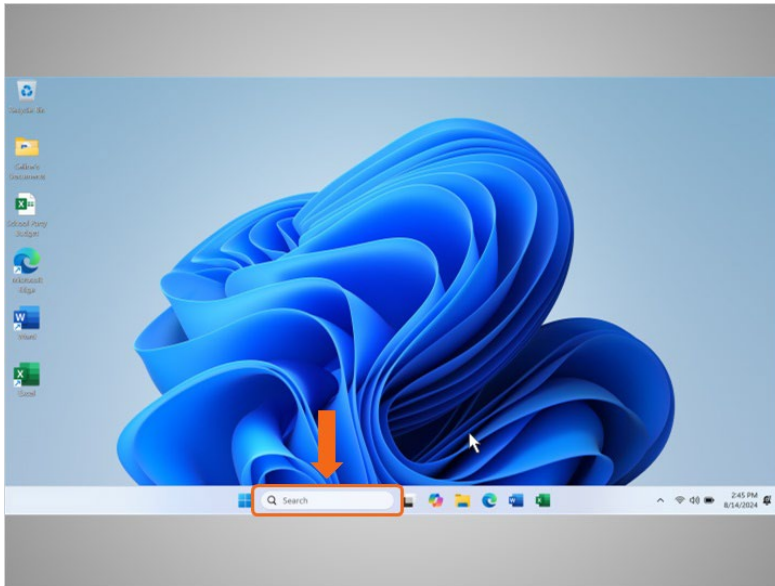


and the Edge browser which allows her to search the web.

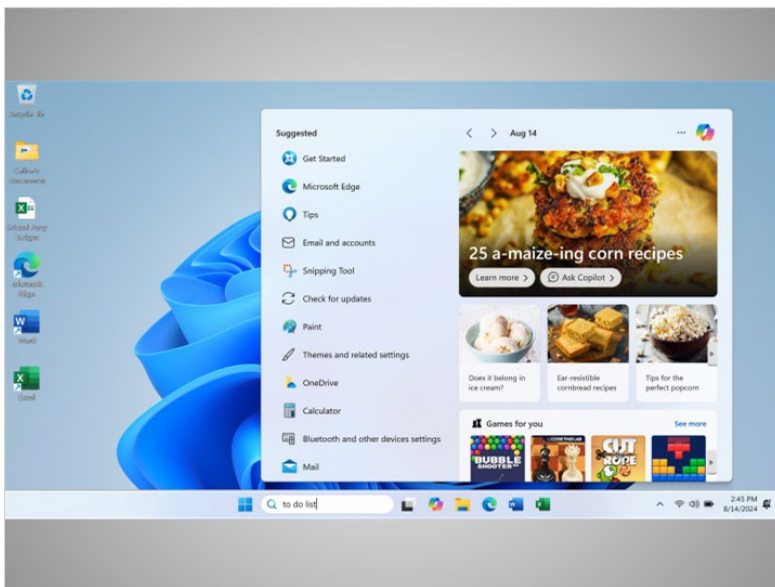


The taskbar also shows an icon for any task or program that is currently open. You can use these buttons on the taskbar to switch between the different windows you have open.

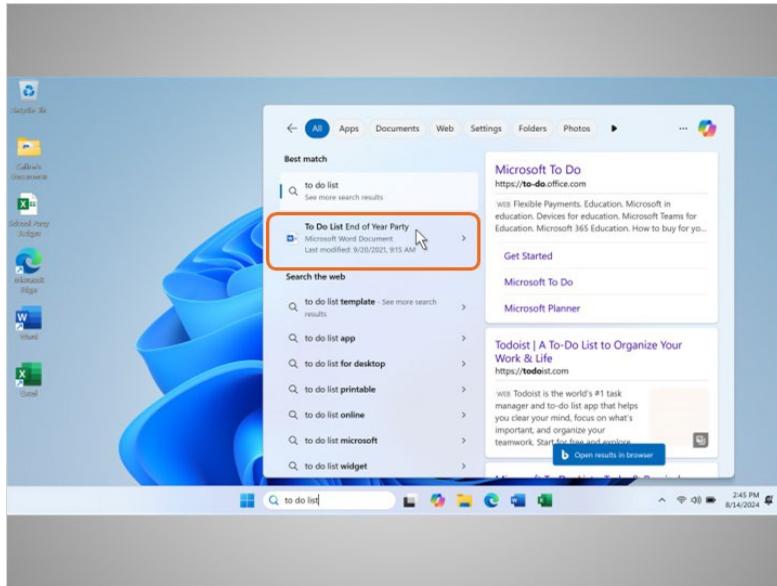
Information like the date, time, and volume control are also found on the right edge of the taskbar.



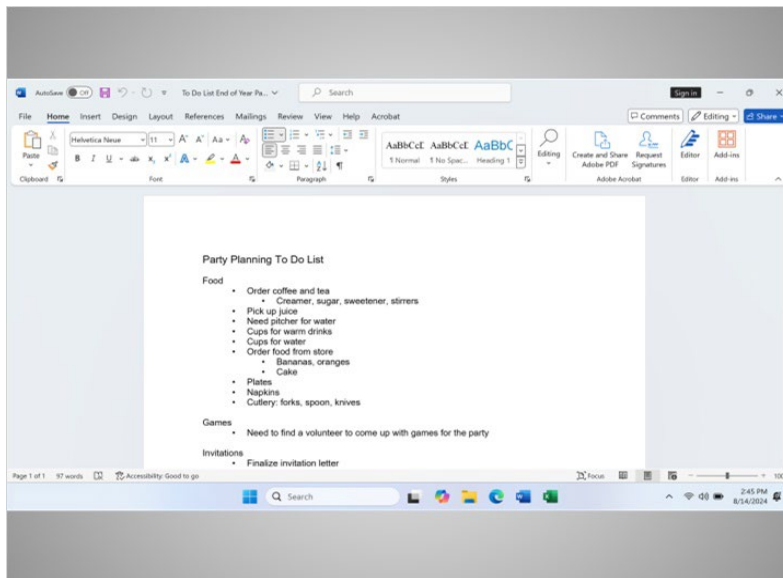
If you can't find what you are looking for on your computer, like a specific file, specific computer setting, or an application, you can use the search box located in the taskbar. The search box will also search for things on the web. The search box is located at the center of the taskbar.



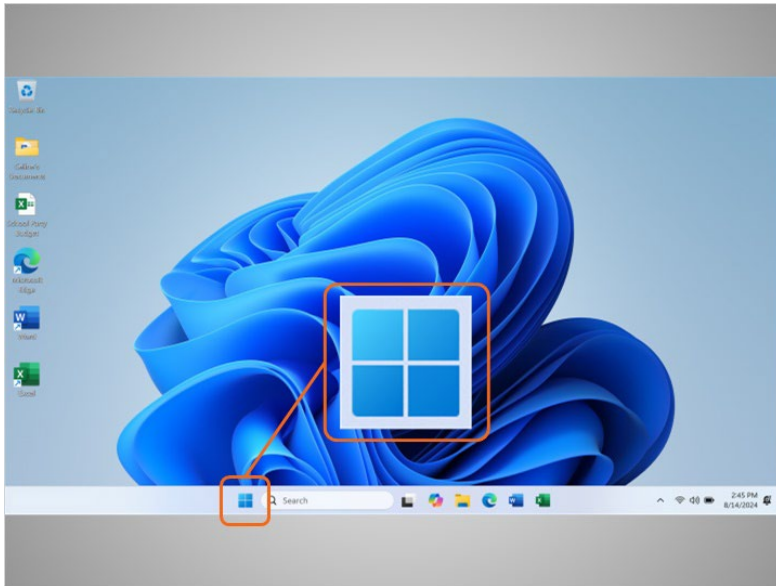
Celine created a to do list in Word, but she can't remember where she saved it. She decides to search for the document. When she clicks in the search box, a menu pops up. She types "to do list" into the search box.



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

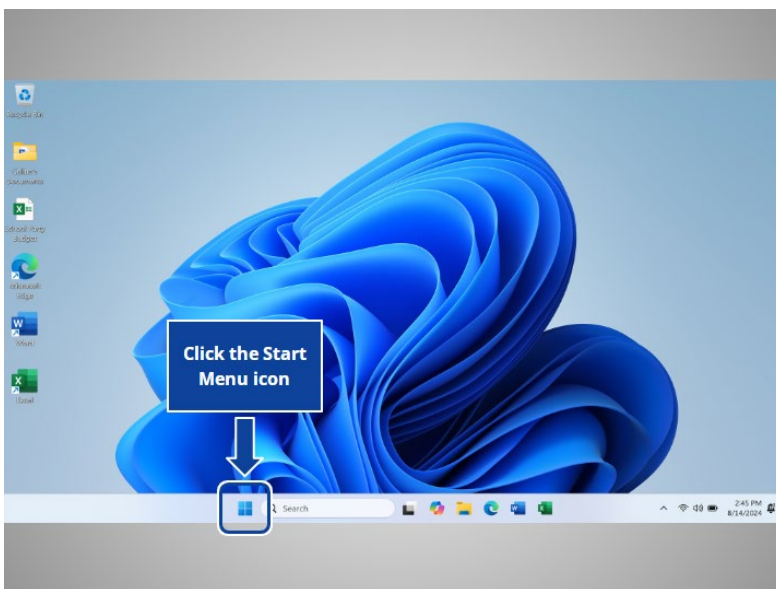


to open the document.

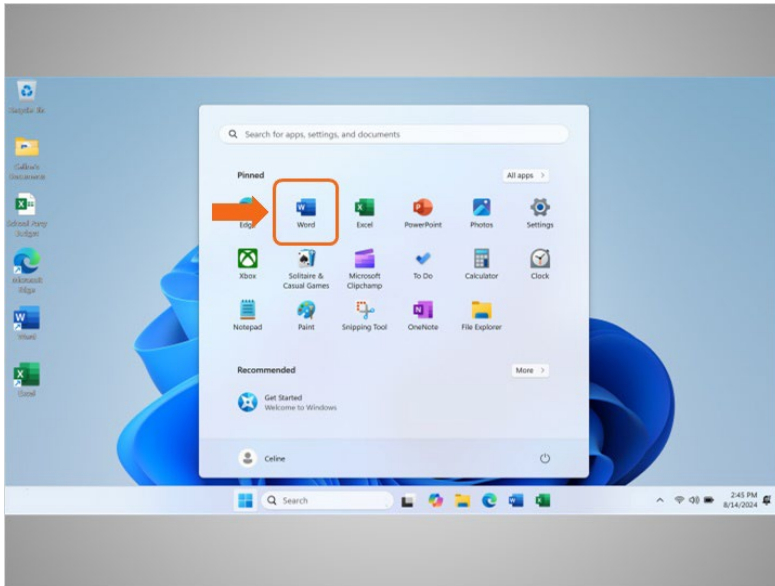


Back on the desktop, we can see that the taskbar also includes the Windows icon.

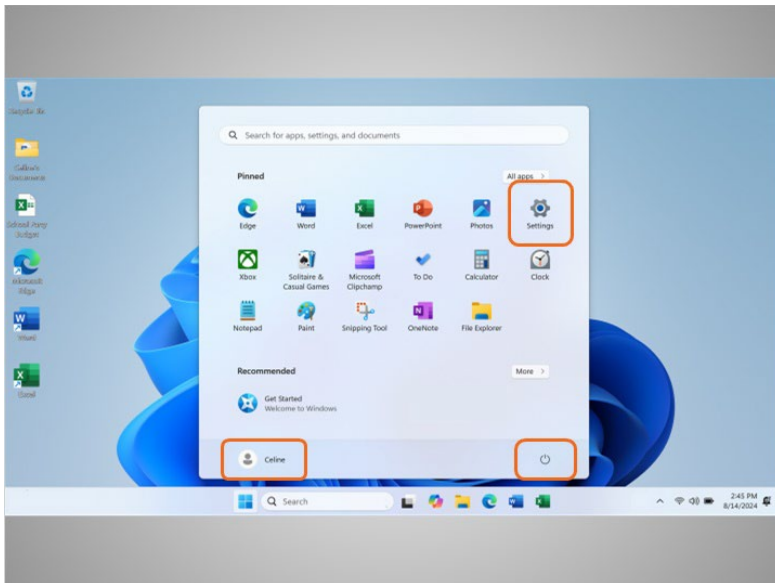
While the taskbar has the most commonly used applications on it, it may not have all of applications available on the computer.



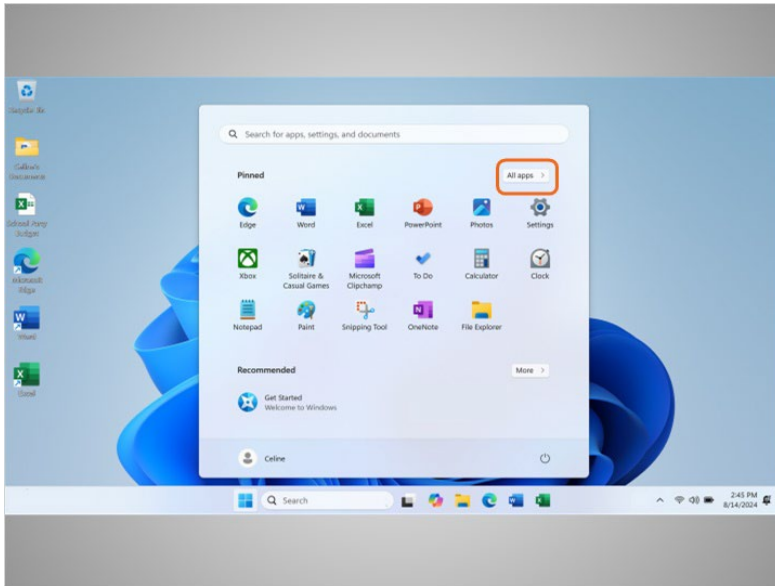
If Celine clicks on the Windows icon, it will launch the start menu, which will allow her to see all of the computer's applications. Would you help Celine and click on the Windows icon to open the Start menu?



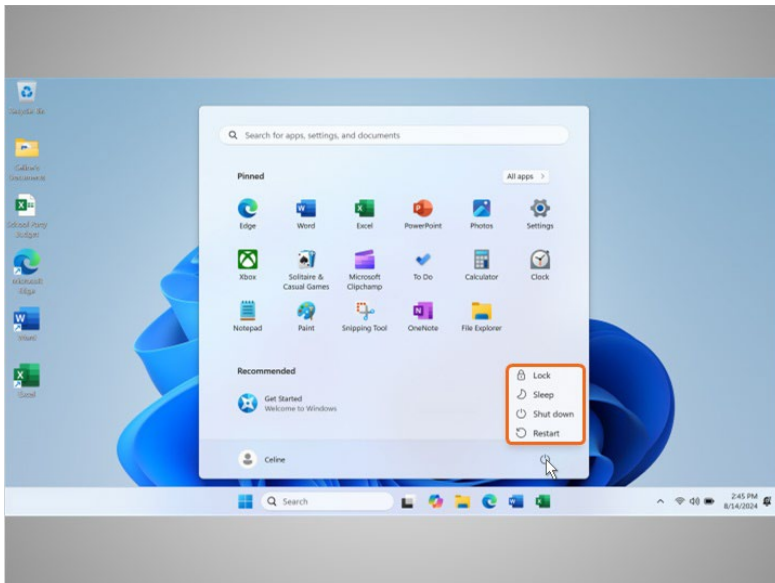
Great job! The Start menu is another way Celine can open Microsoft Word.



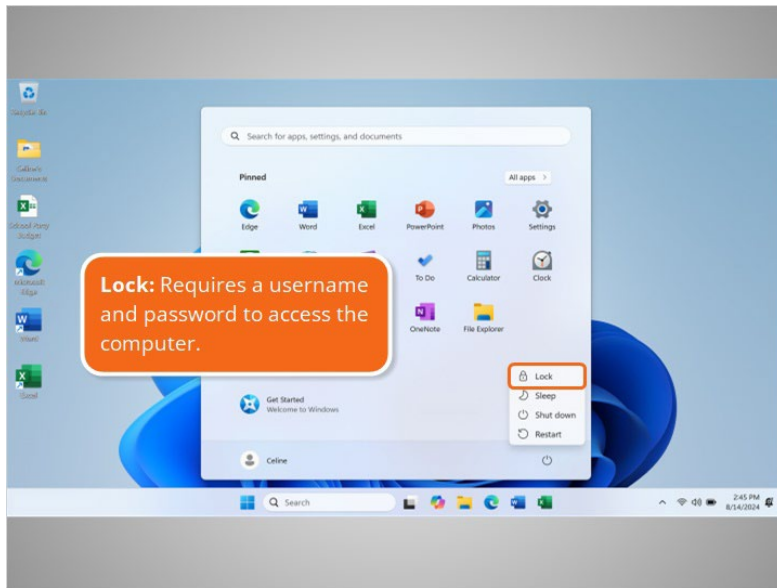
Celine can do more than just access applications from the Start menu. Let's look more closely at the other menu items that Celine will want to know about: "Power", "Account", "Settings",



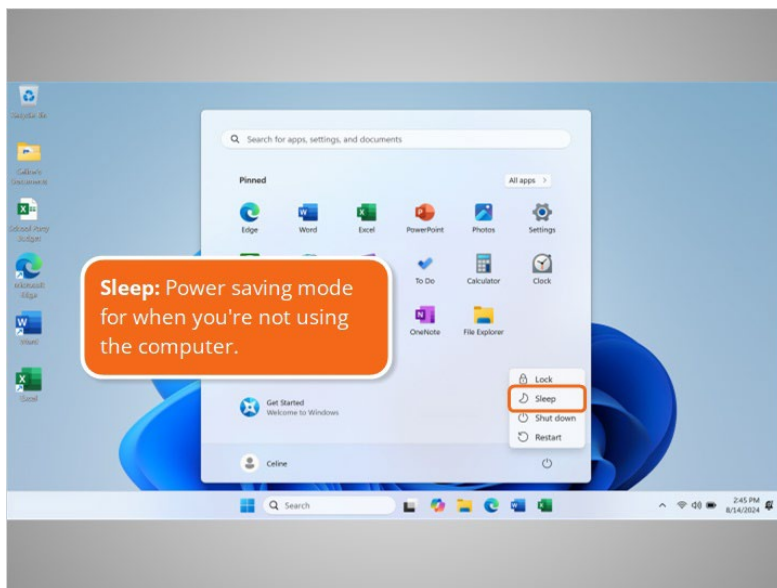
and “All Apps”.



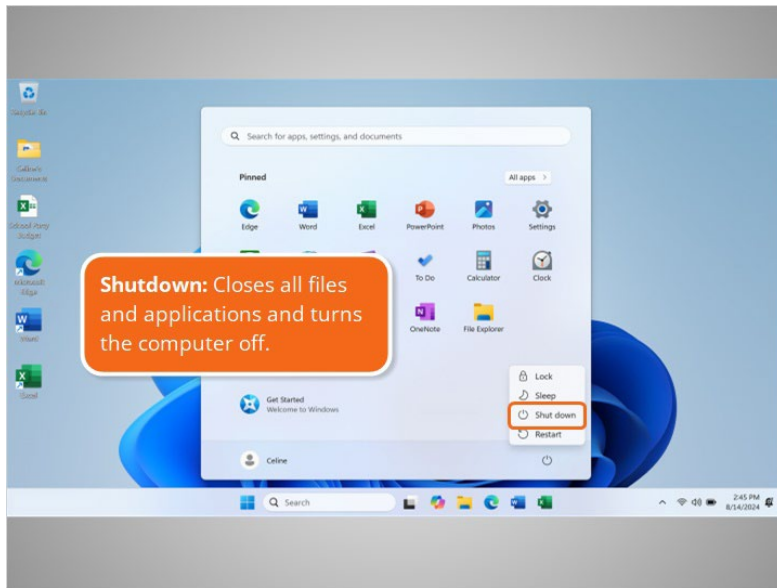
When Celine clicks on the power button it opens a menu where she can choose to restart, shut down, put the computer to sleep, or lock her account.



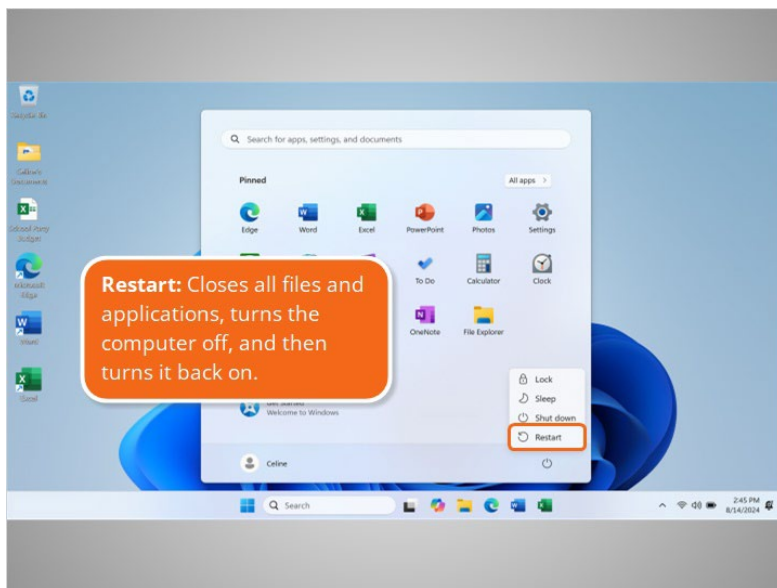
Use “Lock” to keep your files and applications safe while you are away. To access your files, you must log into the computer with your username and password.



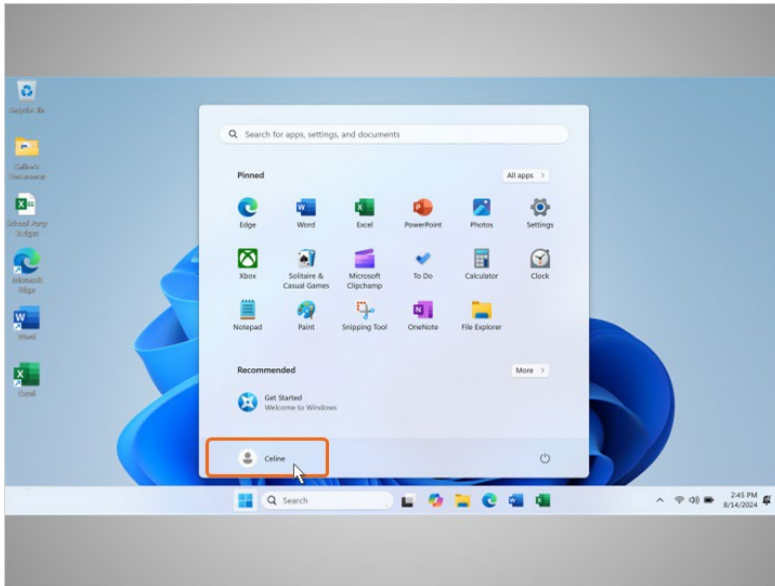
Use “Sleep” when you’re going to be away from your PC for just a little while. It reduces the amount of power your computer uses but wakes up quickly so you can start working again right away. If you do not use your computer for a while, it may automatically set itself to sleep.



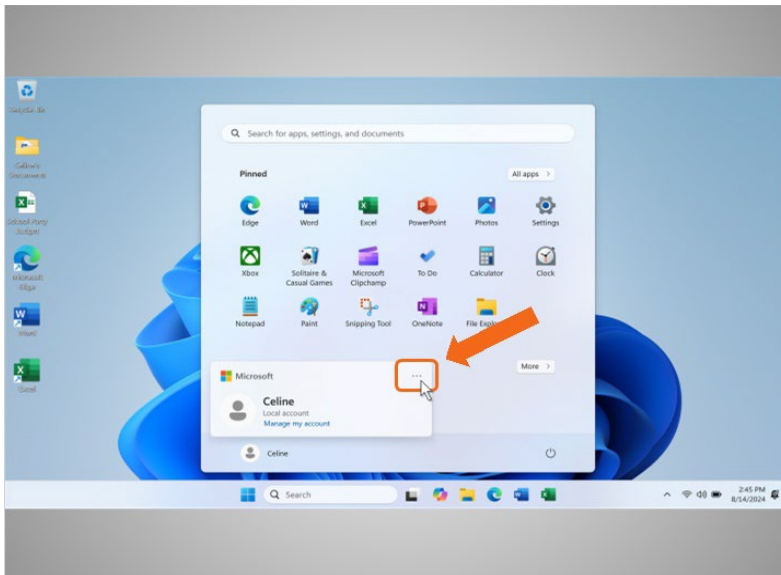
“Shutdown” closes all open files, applications, and processes running on the system and then turns the computer off.



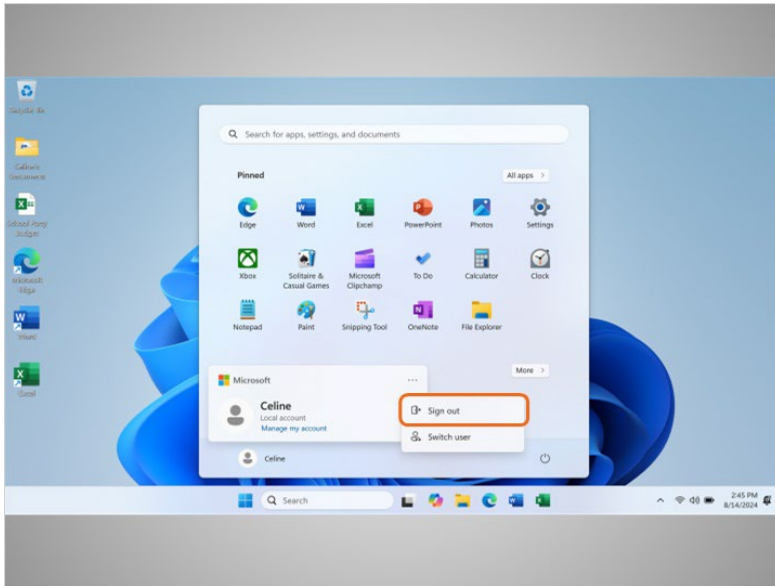
“Restart” closes all the open files, applications and processes running on the system, turns the computer off, and then turns the computer back on.



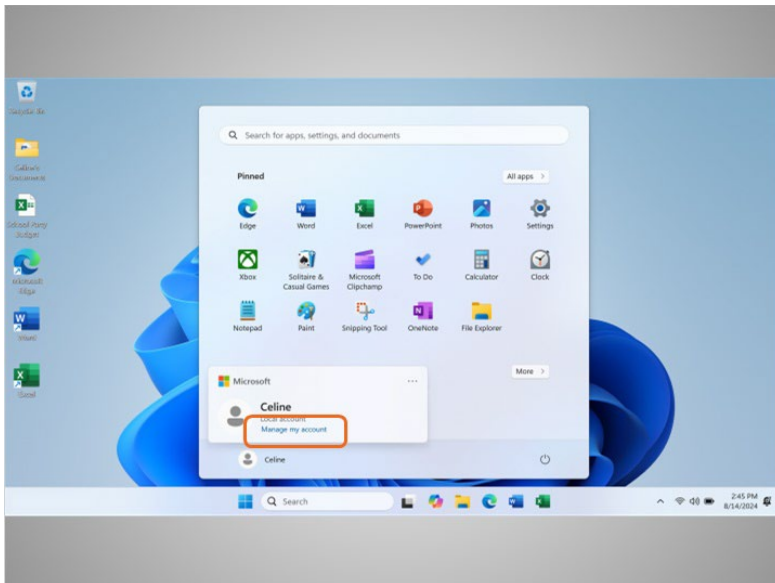
When Celine clicks on her name in the Start menu,



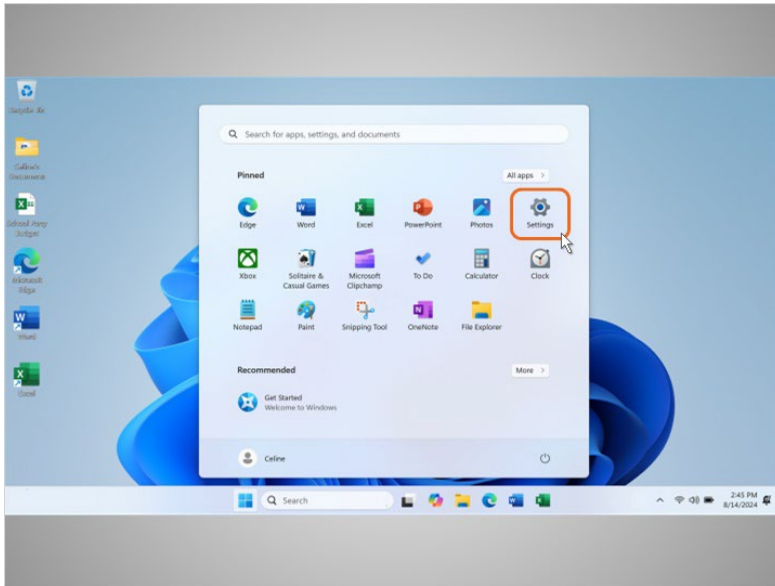
the Account menu appears. In this menu, Celine can sign out of her account by clicking the three dots,



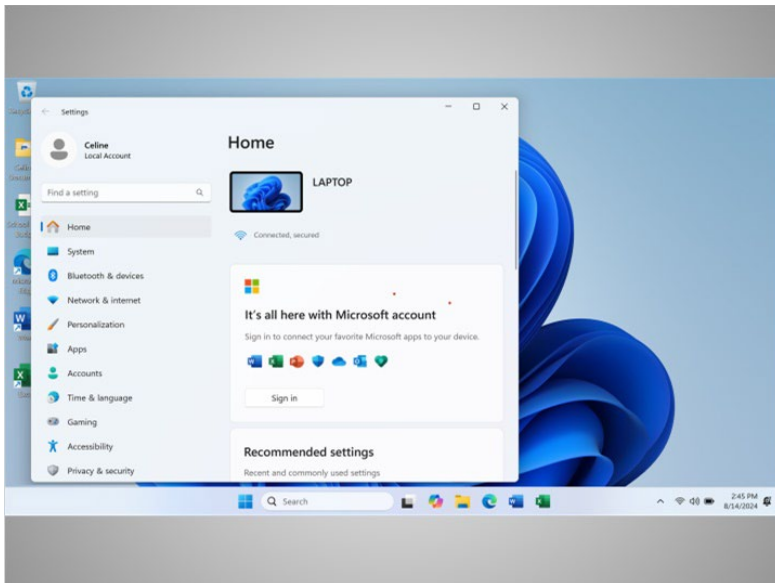
which opens more options, then “Sign Out”.



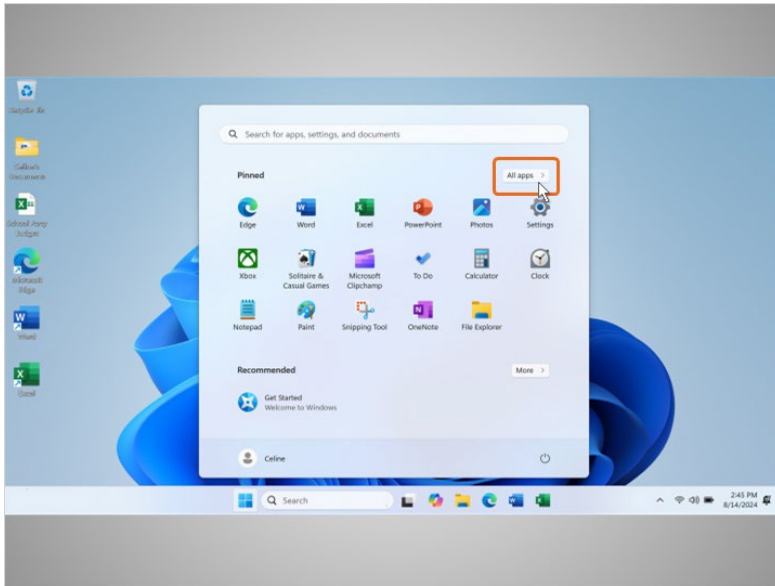
She can also change settings that are unique to her account on the computer by clicking “Manage My Account”.



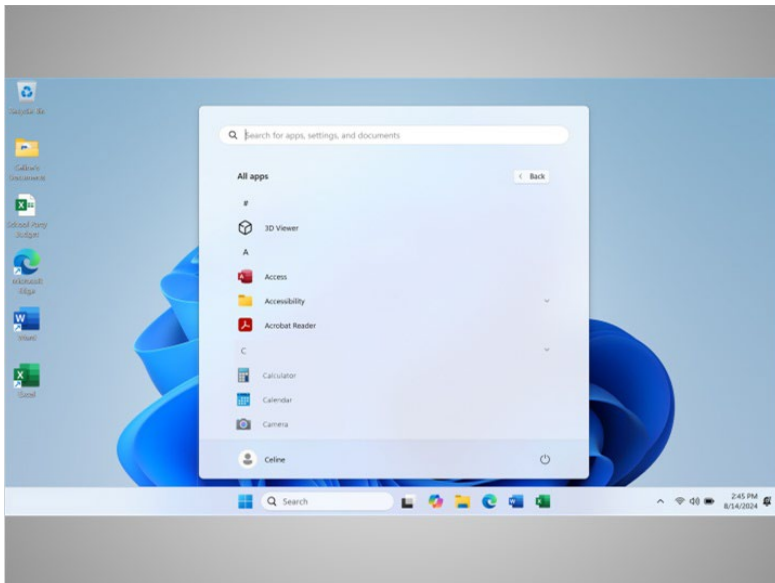
When Celine clicks the “Settings” icon



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

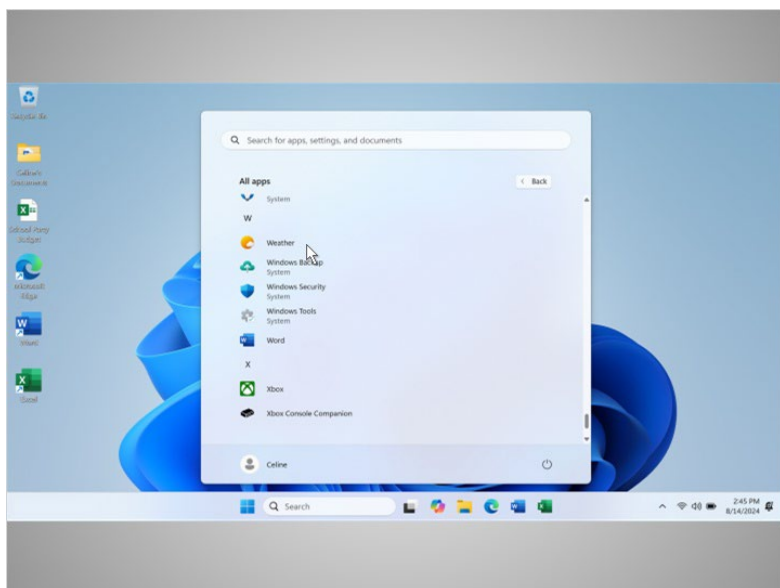


Back on the Start menu, Celine clicks “All Apps”. “Apps” is short for applications.

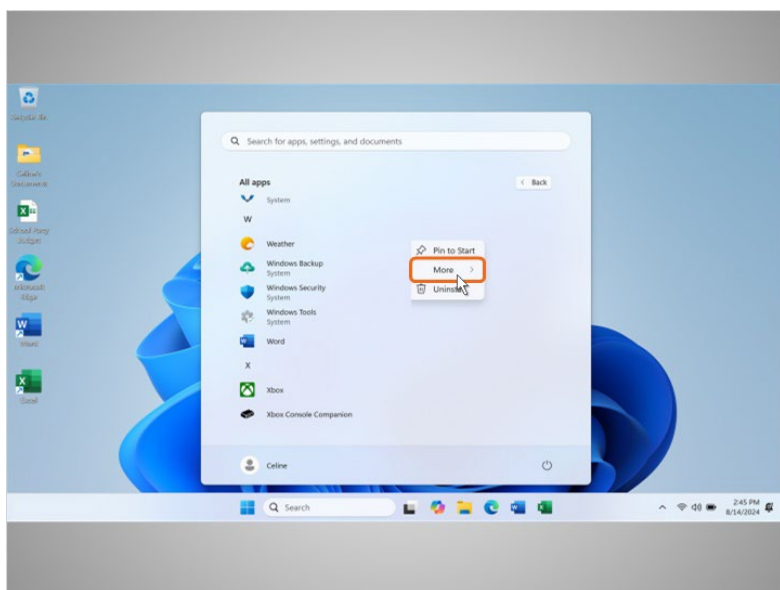


On the All Apps menu she can see a list of all the applications available on the computer in alphabetical order.

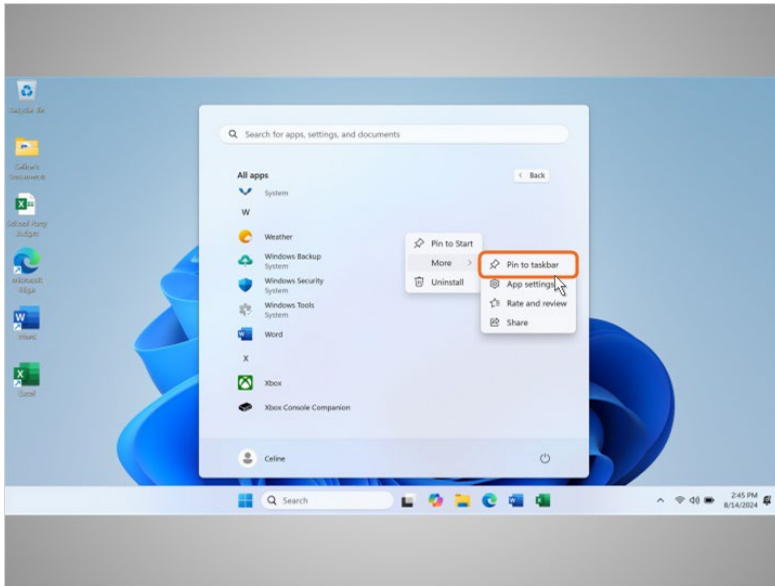
Celine uses the Weather app often. There are a few ways she can make the Weather app easier to find. To add the Weather app to the taskbar and Start menu,



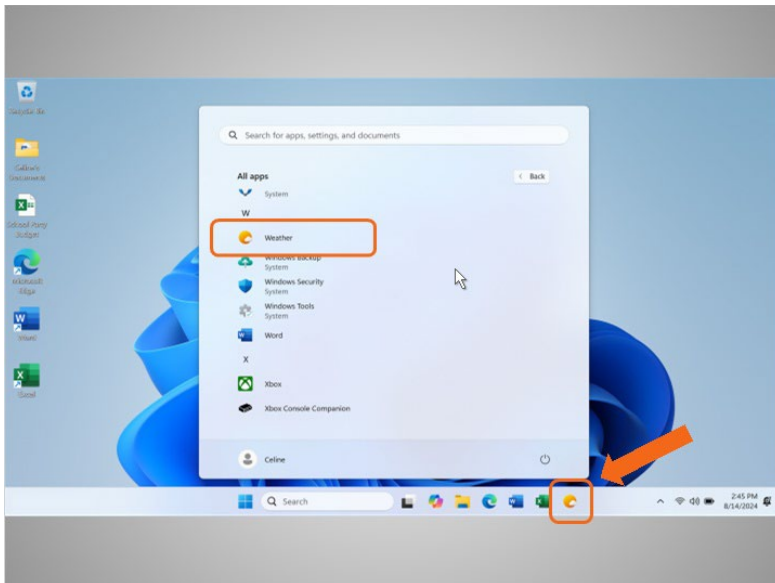
Celine scrolls down to find the Weather app and then uses her mouse to right click on the Weather app.



A menu appears. Celine clicks "More",

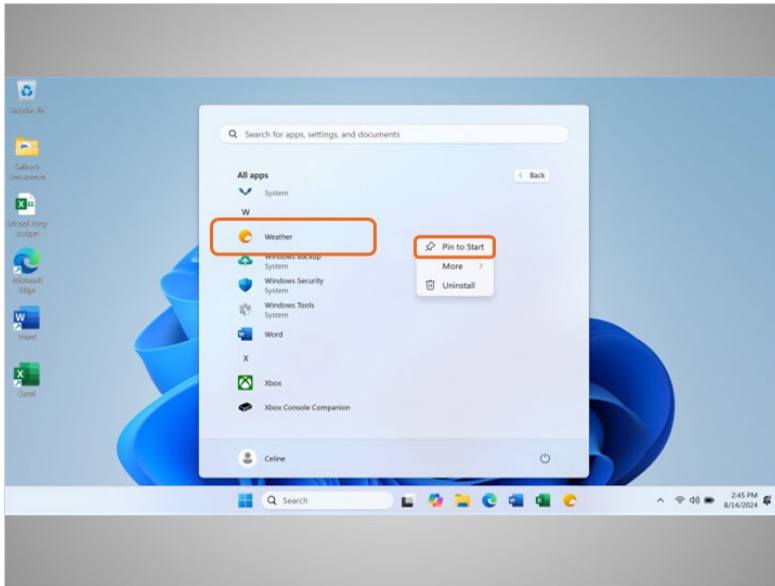


then clicks “Pin to taskbar”,

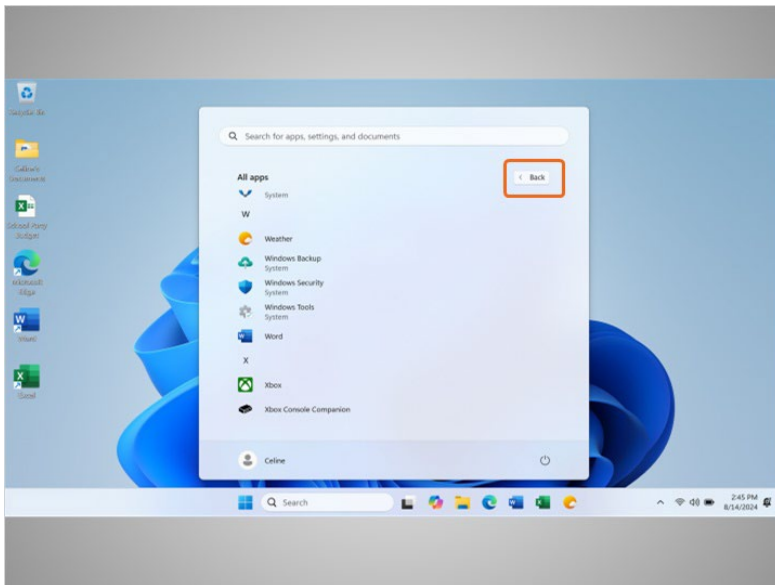


which saves the Weather app icon to the taskbar. The Weather app is now in the taskbar!

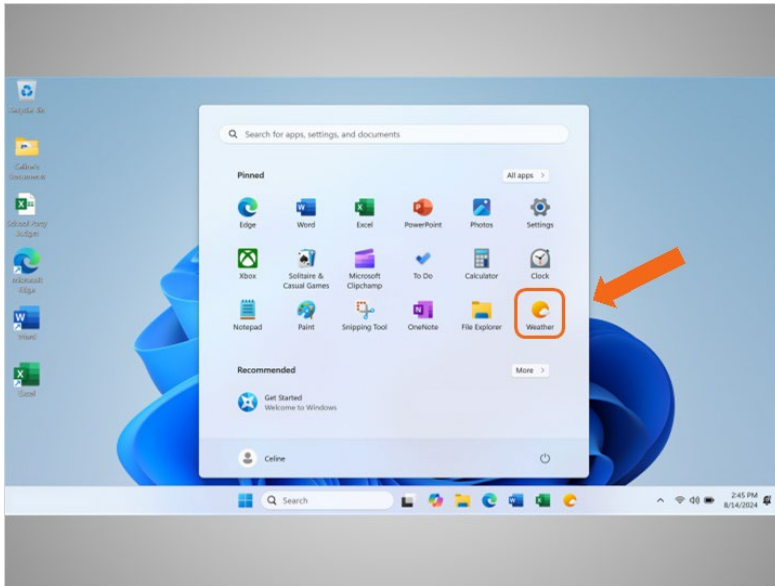
Even though Celine has added the Weather app to the taskbar, she can still find it in the All Apps alphabetical list, too!



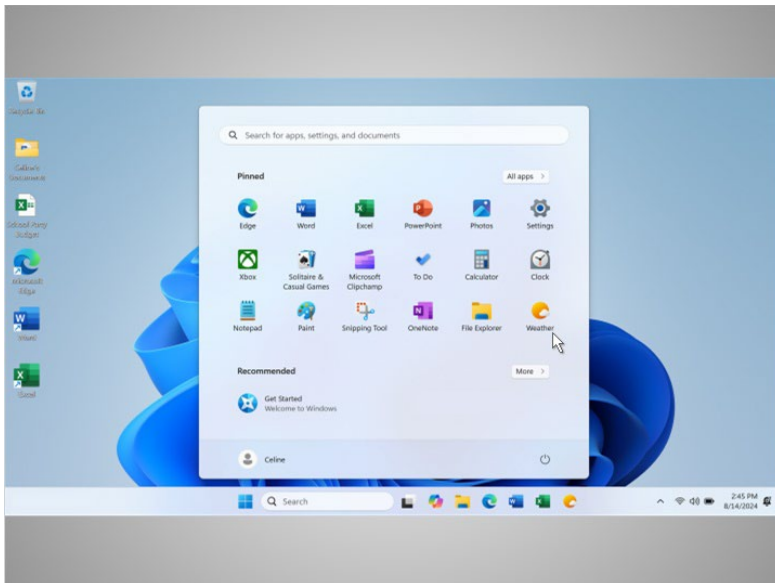
Celine can also add the Weather app to the Pinned section of the Start menu. To do this, she would right-click on the Weather app from the All Apps menu, then click on “Pin to Start”.



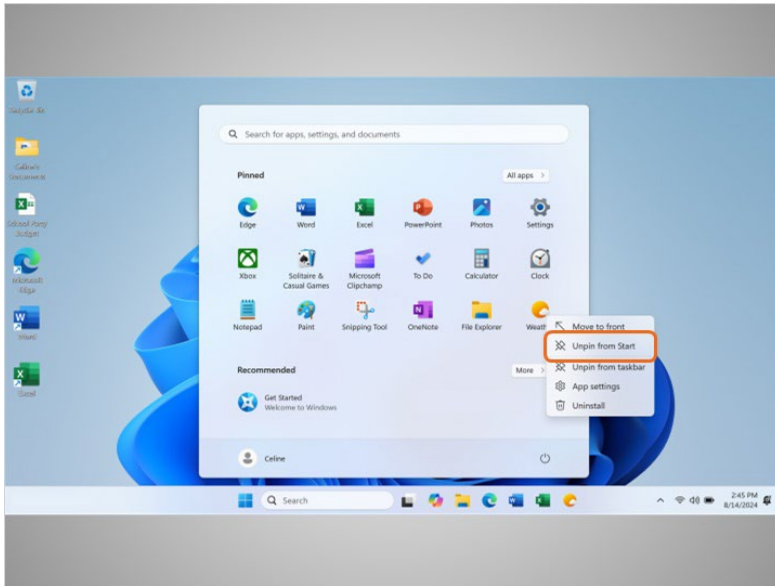
To see the Weather app in the Start Menu, Celine clicks “Back”.



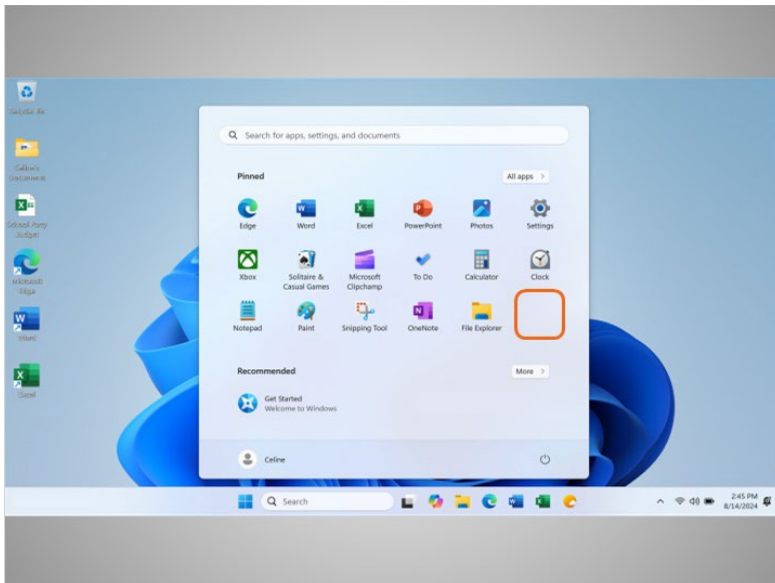
And the Weather app is now in the Start Menu.



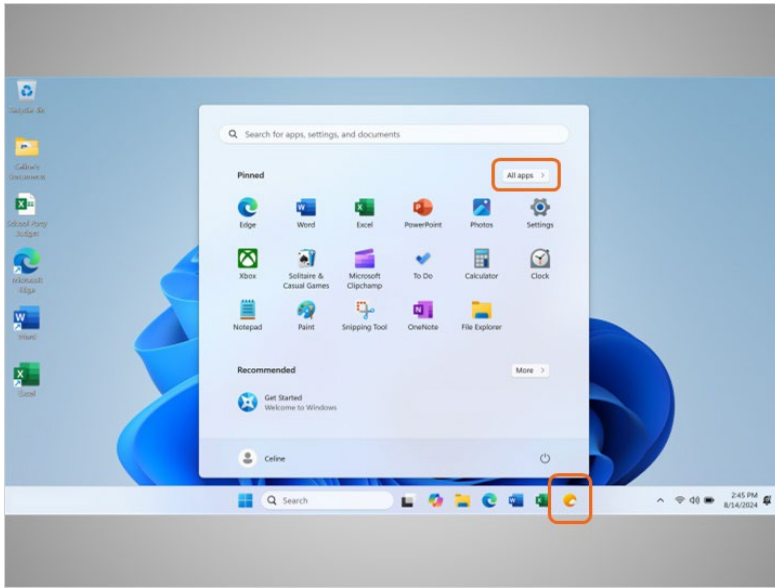
Celine decides to remove the Weather app from the Start menu. To do this, she right clicks on the Weather app icon,



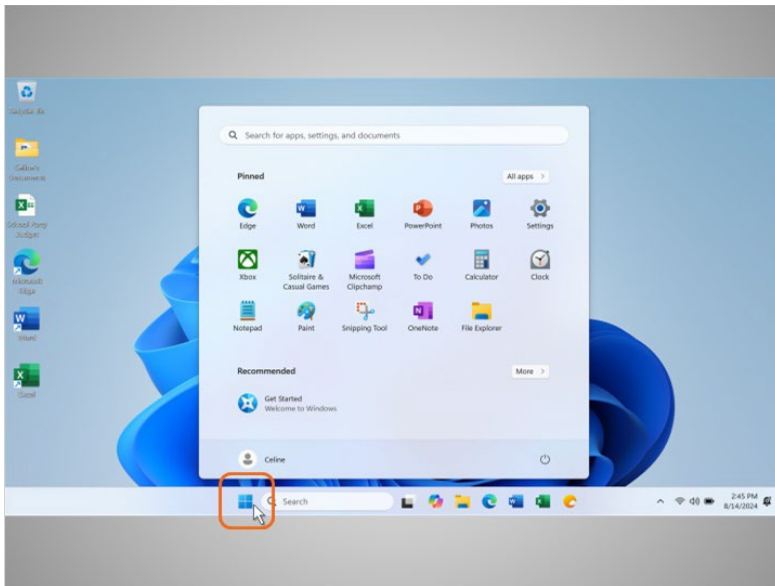
clicks “Unpin from Start”



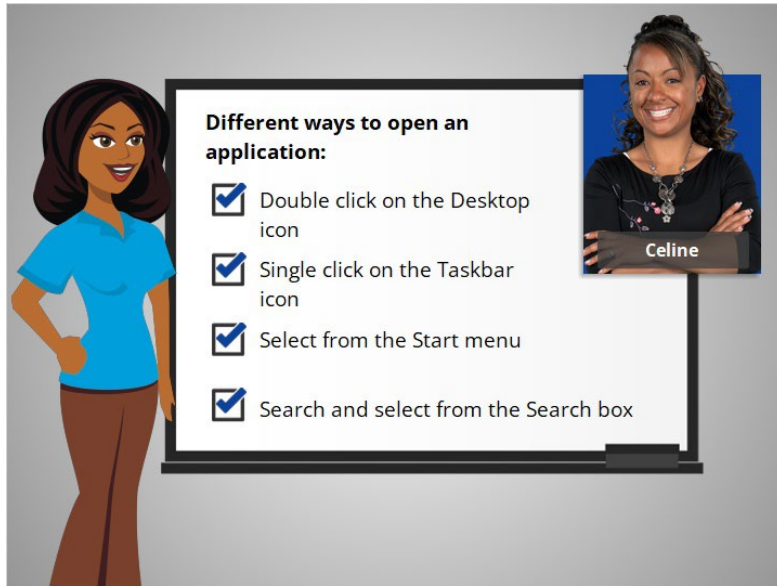
and the Weather App no longer displays on the Start menu.



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.