Windows 11 for Beginners

GoSkills online course syllabus

Saturday, July 12, 2025

Skill level Beginner	**Lessons** 46	**Accredited by** CPD
Pre-requisites None	**Versions supported** Windows 11	**Video duration** 4h 47m
Estimated study time 12h for all materials	**Instructor** Deborah Ashby	

Introduction

1 **Course Introduction**

An Introduction to the course and Windows 11.

2 **Upgrade from Windows 10 to Windows 11**

How to upgrade from Windows 10 to Windows 11.

3 **What's Different in Windows 11?**

Understand the differences between Windows 10 and Windows 11.

Get Started in Windows 11

4 **Log in to Windows 11**

Understand the different ways to log in to Windows 11.

5 **Explore the Windows Interface**

Get familiar with the Windows interface, layout and structure.

6 **System Settings**

Know where to go to access and adjust system settings.

7 **Connect Bluetooth Devices**

Connect Bluetooth devices such as headphones to Windows 11.

File Explorer

Organize the Desktop

20 Organize Desktop Items
Organize and arrange items on the desktop.

21 Personalize the Desktop
Make Windows 11 your own by personalizing the desktop.

22 Personalize the Task Bar
Personalize the task bar so that you have easy access to the applications and utilities that are important for you.

23 Use Multiple Desktops
Work more efficiently using multiple workspaces.

24 Snap Windows
View multiple windows at once using snapping.

Work with Applications

25 Access Microsoft 365 Applications
Learn how to access Word, Excel, PowerPoint, Outlook, and other Microsoft 365 applications in Windows 11.

26 Organize and Edit Photos
Use the Photos application in Windows 11 to store, organize, and edit photos.

27 Browse the Web with Microsoft Edge
Learn how to personalize and browse the web with Microsoft Edge.

28 Send and Receive Messages and Calls
Use the built-in Teams app to send and receive messages and calls.

29 Take Screenshots with the Snipping Tool
Use the Snipping Tool to take screenshots and paste them into other applications.

30 Use Sticky Notes
Use the Sticky Notes app to create digital Post-it Notes.

31 Organize Tasks with Microsoft To Do

Create and organize to-do items and tasks using the To Do app.

Use Mail, Address Book and Calendars

32 Link Online Accounts

Link Windows 11 Mail, Address Book, and Calendars to your online accounts.

33 Use the Mail App

Use the Windows 11 Mail App to view and manage emails.

34 Use the Calendar

Use the Windows 11 Calendar App to view and manage your calendar appointments, meetings, and events.

35 Create and Manage Contacts

Create and Manage Contacts and People.

Install Applications

36 Install Applications from the Microsoft Store

Download and install 3rd party applications from the Microsoft Store.

37 Uninstall Applications

Uninstall applications from Windows 11.

Notification Settings

38 Manage Notifications

Manage how notifications are delivered in Windows 11.

39 Use Focus Assist

Know where to go to toggle on Focus Assist so you only receive the most important notifications.

Cortana and Search

40 Use Windows Search
Use Windows Search to find files, folders, people, and applications.

41 Use Voice Commands with Cortana
Search for items on your PC using your voice and Cortana.

Account Settings

42 Change Password and Sign In Options
Learn where to go to change your Windows 11 password and modify your sign-in options.

43 Manage Multiple Accounts
Set up multiple local or Microsoft 365 accounts on the same PC.

Back Up Data

44 Set a Backup
Understand the importance of backing up data and explore the available methods.

45 Archive Files to External Devices
Free-up space on your PC by moving files from your local drives to an external device.

Course Close

46 Course Close
Course Close and Instructor Sign Off.

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