

# 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

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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

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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.

8 Mouse and Trackpad Options  
Learn how to change how the mouse and trackpad functions.

9 Quick Settings  
Adjust common functionality using Quick Settings.

10 Connect to the Internet  
Connect Windows 11 to the Internet and manage your WiFi settings.

11 Set Up a Printer  
Set Up a Printer on Windows 11.

12 Update Windows 11  
Install scheduled and manual updates.

## File Explorer

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13 Understand the Folder Structure  
Get familiar with File Explorer and understand how files and folders work.

14 OneDrive in File Explorer  
Learn how to connect, open, and work with OneDrive files in File Explorer.

15 Folder Shortcuts  
Create shortcuts to frequently used folders.

16 Customize File Explorer  
Learn how to customize File Explorer so it work for you.

17 Create, Rename and Delete Folders  
Know how to create new folders, rename existing folders, and delete folders in File Explorer.

18 Move and Copy Files and Folders  
Move and Copy Files and Folders from one location to another.

19 Extract Zip Files  
Understand what zip files are and how to extract the contents to a folder.

# Organize the Desktop

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## 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

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## 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

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- 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

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- 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

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- 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

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**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

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**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

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**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

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**46** Course Close  
Course Close and Instructor Sign Off.

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