



**Ihr Ansprechpartner**

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# Windows 11

## Quickstart

### Module 1: First Glance

- The Userinterface
- File Explorer (first glance)

### Module 2: Apps & Windows

- Customize the Start Menu
- Pin Apps to Taskbar
- Arrange Windows on Desktop manually
- Snap-Layouts and Snap-Groups
- Virtual Desktops
- The Calculator (Oldie but Goldie)

### Module 3: The File Explorer

- Customize »Quick Access«
- Customize »Home-Tab«
- Jumplists
- Navigate the folder maze
- Views
- Select multiple Elements
- Create new Elements
- Ad Columns in »Details View«
- Add Files to Favorites
- Sort, filter and group Files
- Create ZIP-File
- Extract ZIP-File
- The Recycle Bin

### Module 4: Search & Find

- The Taskbar Search Box
- The File Explorer Search Box
- Search Options
- Search- and Indexing Options

### Module 5: Selected Settings

- Customize the Taskbar
- Access to the System Settings
- Manage Notifications
- Adjust Display Resolution
- Hiding Desktop Icons during Meeting
- The classic Control Panel
- Background, Colors and Themes
- Textcursor Indicator
- Adjust Mouse Pointer Size and Colour
- Set Standard Printer
- Cutomize Energy Management (Laptop)
- Updating a WiFi-Connection

### Module 7: Microsoft Edge

- Browser Startup
- Page Settings for new Tabs
- Show / Hide Favorites Bar
- Customize Favorites Bar
- Synchronize Favorites across Devices
- Export / Import Favorites
- Customize Toolbar
- Manage Cookies
- Customize Default Search Engine
- Set Default Browser
- Take a Screenshot