Using Microsoft Windows 11 with Copilot

Days: 1

Prerequisites: To ensure your success in this course, you should have some experience using a personal computer and the Internet.

Audience: This course is designed for end users who want to be productive with the Windows 11 features and functionality, especially Copilot.

Description: Whether you're new to computers or have used them in the past, this class will help you become more comfortable using Windows® 11 by familiarizing you with the Windows 11 user interface and its basic capabilities. In this course, you will explore the Windows 11 environment, work with locally installed apps, use Copilot in Windows and Copilot in Edge, browse the Internet, access and organize files and folders stored on the computer and in OneDrive®, and manage basic Windows 11 settings.

Course Objectives: In this course, you will perform basic work-related tasks using the Windows 11 operating system. You will:
- Navigate in Windows 11 and use Copilot.
- Use locally installed and cloud-based Windows 11 apps.
- Use the Edge browser and Copilot in Edge.
- Manage files and folders.
- Configure the Windows 11 environment and secure your Windows 11 computer.

OUTLINE

LESSON 1: ACCESSING WINDOWS 11
- Topic A: Sign In to Windows 11
- Topic B: Navigate the Windows 11 Desktop
- Topic C: Use the Start Menu
- Topic D: Access Copilot in Windows 11

LESSON 2: WORKING WITH APPS
- Topic A: Use Windows 11 Apps
- Topic B: Use AI-Enhanced Apps
- Topic C: Multitask with Multiple Open Apps
- Topic D: Install Apps

LESSON 3: USING WEB RESOURCES
- Topic A: Use Microsoft Edge
- Topic B: Use Copilot in Microsoft Edge
- Topic C: Configure Microsoft Edge
- Topic D: Use Cloud-Based Apps

LESSON 4: MANAGING FILES AND FOLDERS
- Topic A: Manage Files and Folders with File Explorer
- Topic B: Store and Share Files in OneDrive
- Topic C: Find Files, Folders, and Apps

LESSON 5: CONFIGURING WINDOWS 11
- Topic A: Configure Settings
- Topic B: Use Common Windows System Tools
- Topic C: Manage Printers and Other Devices
- Topic D: Use Accessibility Features

LESSON 6: SECURING YOUR COMPUTER
- Topic A: Manage Passwords and Sign-In Options
- Topic B: Manage Windows Security
- Topic C: Manage Windows Updates

APPENDIX A: NAVIGATION AND SELECTION TECHNIQUES

APPENDIX B: KEYBOARD SHORTCUTS
APPENDIX C: WINDOWS ADMINISTRATIVE TOOLS