

Windows 11 – New Features

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Agenda

- ▶ Is Windows 11 Worth the Upgrade?
- ▶ New Settings
- ▶ New Start Button Layout
- ▶ Applications
- ▶ Personalization
- ▶ Storage – One Drive

Is Windows 11 Worth It?

- ▶ According to [Microsoft's current support plan](#), Windows 10 will lose support for future feature and **security updates** on October 14, 2025. After that date, any business, regardless of size, will incur a significant risk of liability for using Windows 10. With that in mind, upgrading to Windows 11 is obviously necessary and entirely worth the time and effort.
- ▶ Windows 11 is designed to take advantage of the latest in both hardware and software security protocols, something Windows 10 is not able to do. These security measures help the operating system fend off various cyberattacks and malware including software viruses and ransomware. Because Windows 11 is a free upgrade to Windows 10, for most businesses and individuals there is little reason not to upgrade.

Windows Security

- ▶ In Settings, click **Privacy & Security**
- ▶ Click **Windows Security**
- ▶ Make sure all protection areas have a green check
- ▶ If you install any third-party anti-virus software, Virus & threat Protection will be “unchecked”
- ▶ No longer need any anti-virus software



Minimum Requirements for Windows 11

To install or upgrade to Windows 11, devices must meet the following minimum hardware requirements:

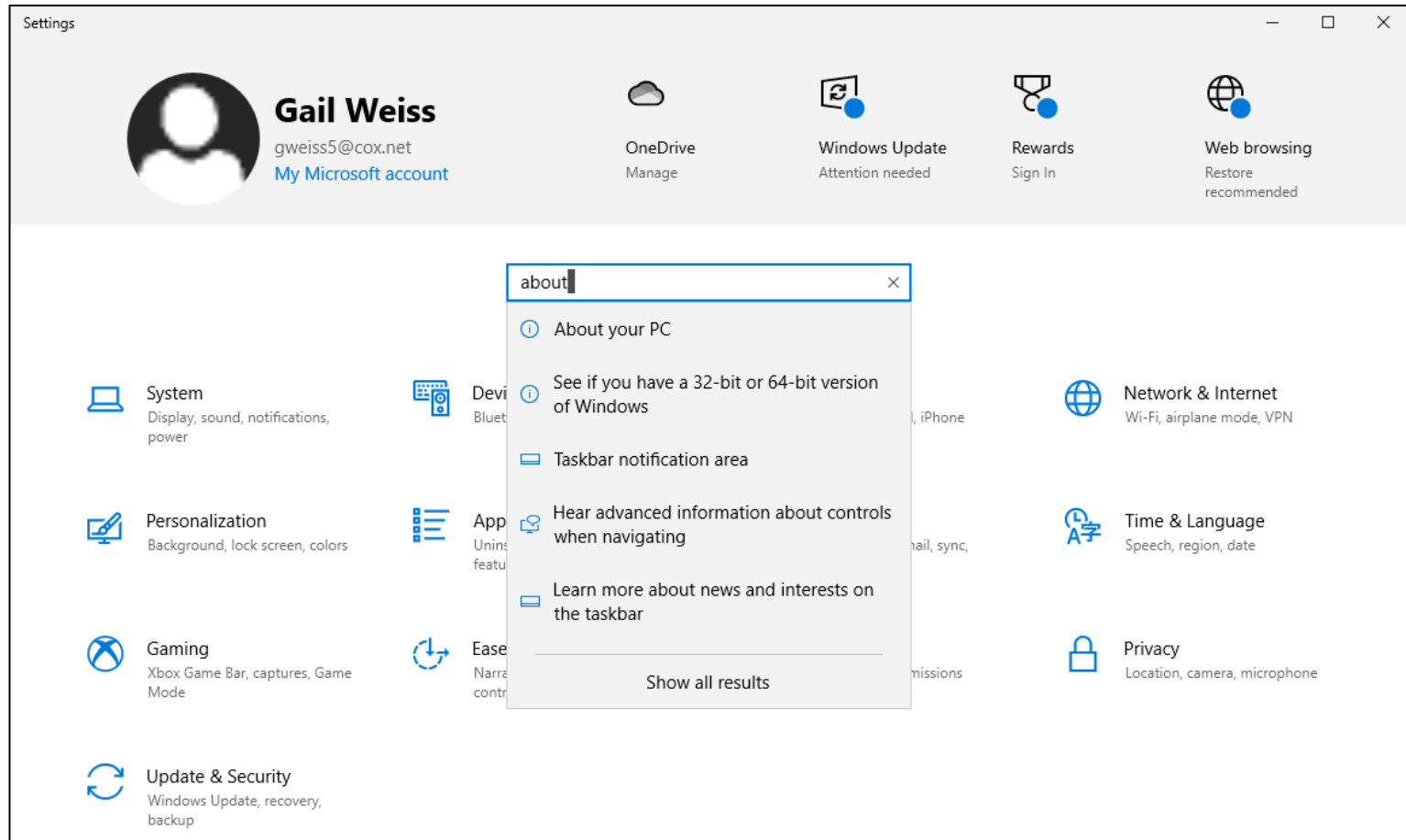
- Processor: 1 gigahertz (GHz) or faster with two or more cores on a compatible 64-bit processor or system on a chip (SoC).
- Memory: 4 gigabytes (GB) or greater.
- Storage: 64 GB or greater available disk space.

Recommendation for Buying a new PC with Windows 11

- ▶ Processor (CPU – “Brains”) – Intel CORE i7
- ▶ Memory – 8 gigabytes
- ▶ Storage – 512 gigabytes

Checking Specs on Old Computers

- ▶ In Settings – search for ABOUT to view the specs of your computer.



About Command

Can View PC Specs

About

Your PC is monitored and protected.

[See details in Windows Security](#)

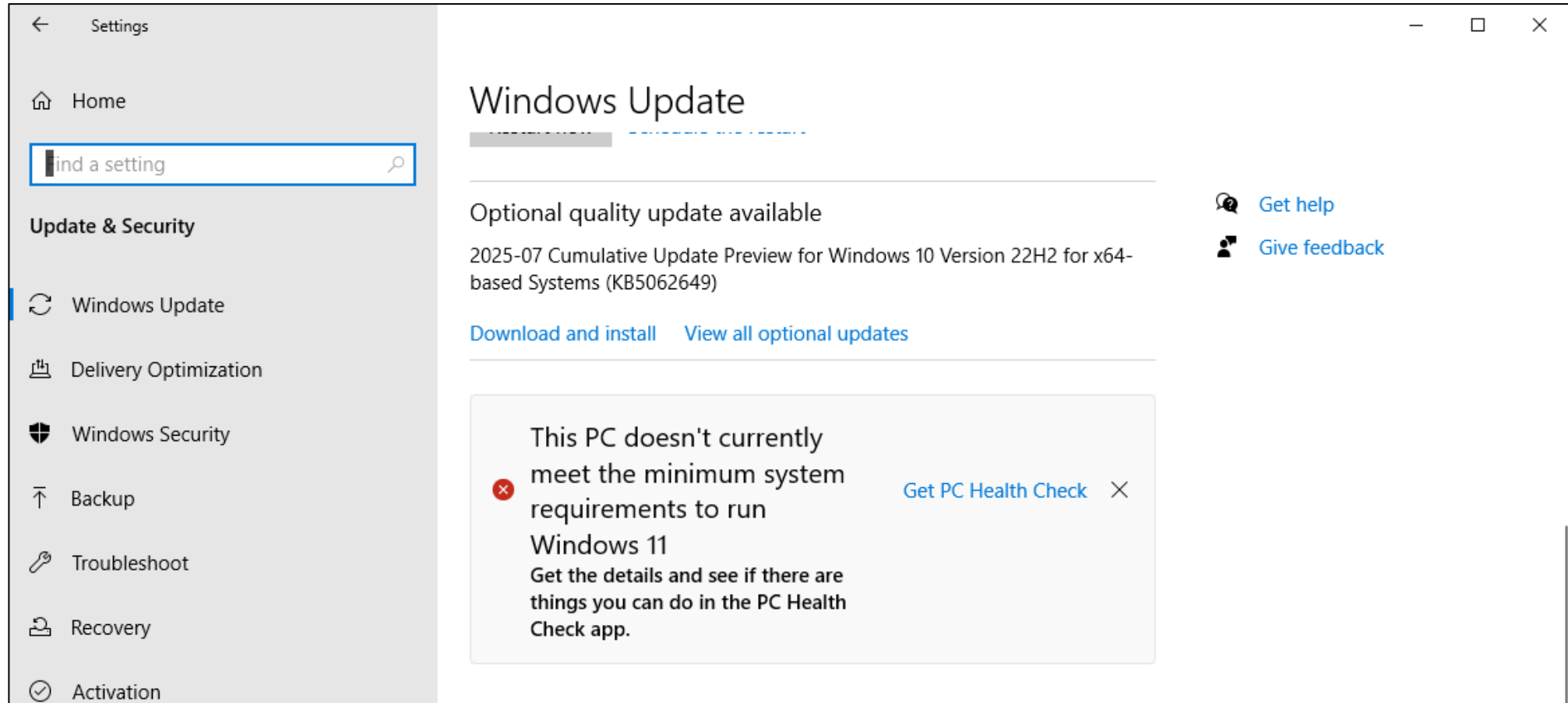
Device specifications

23-d050xt

| | |
|---------------|---|
| Device name | PCWeiss |
| Processor | Intel(R) Core(TM) i5-3330S CPU @ 2.70GHz 2.70 GHz |
| Installed RAM | 6.00 GB (5.87 GB usable) |
| Device ID | 999A3F94-2D02-417F-B401-C1A37BFAC48A |
| Product ID | 00326-10000-00000-AA763 |
| System type | 64-bit operating system, x64-based processor |
| Pen and touch | Touch support with 10 touch points |

Check Windows Update – PC Health Check

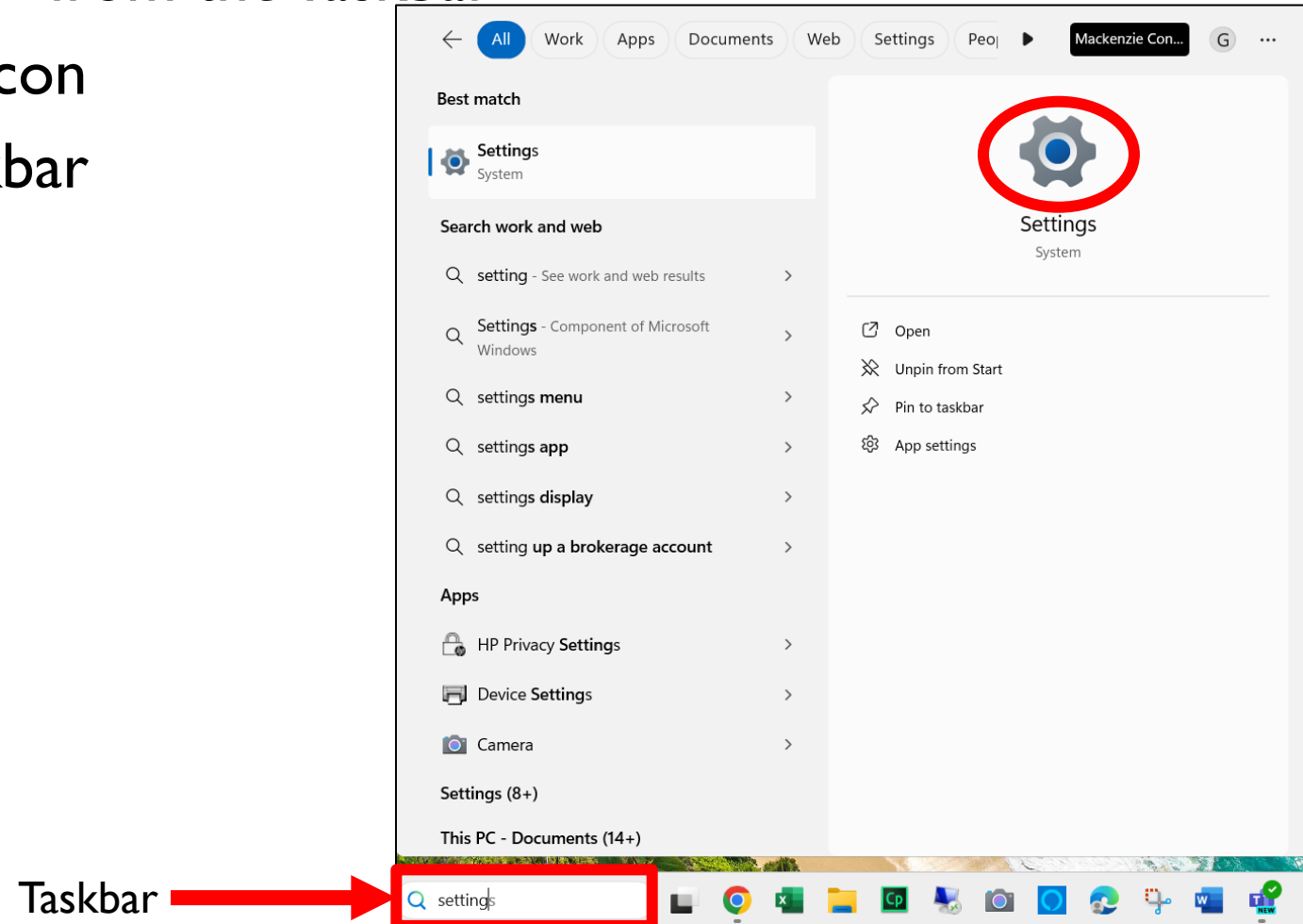
- ▶ In Settings, search WINDOWS UPDATE to check minimum requirements:



New Settings

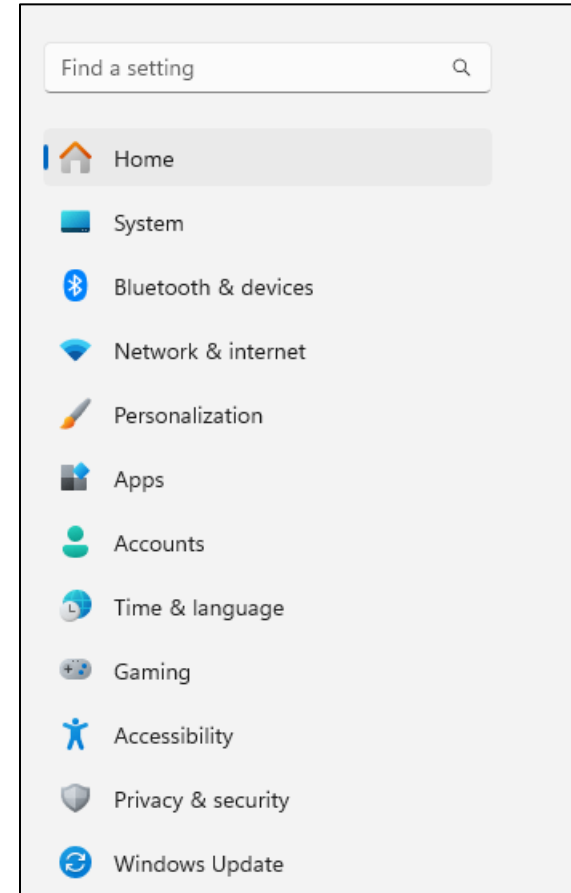
New Settings

- ▶ Search for “settings” from the Taskbar
- ▶ Click the Settings Icon
- ▶ Pin to Start or Taskbar



Finding a Setting

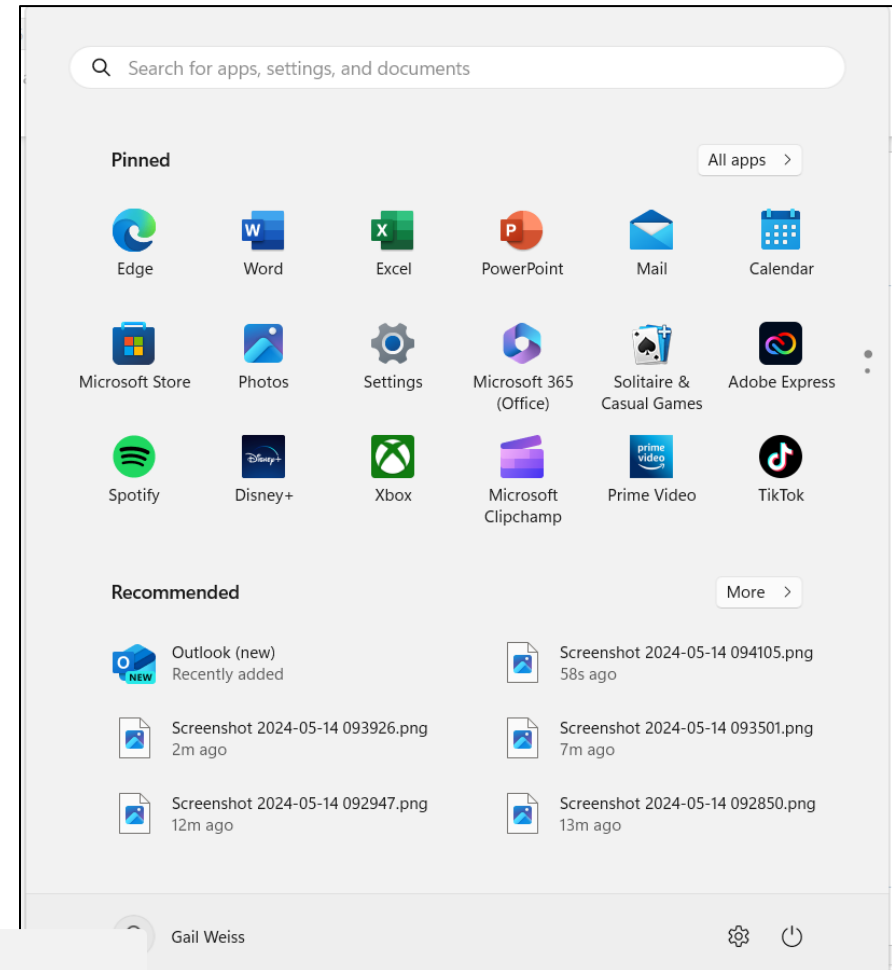
- ▶ Click ***Find a setting*** and enter the setting you are looking for.



New Start Button Layout

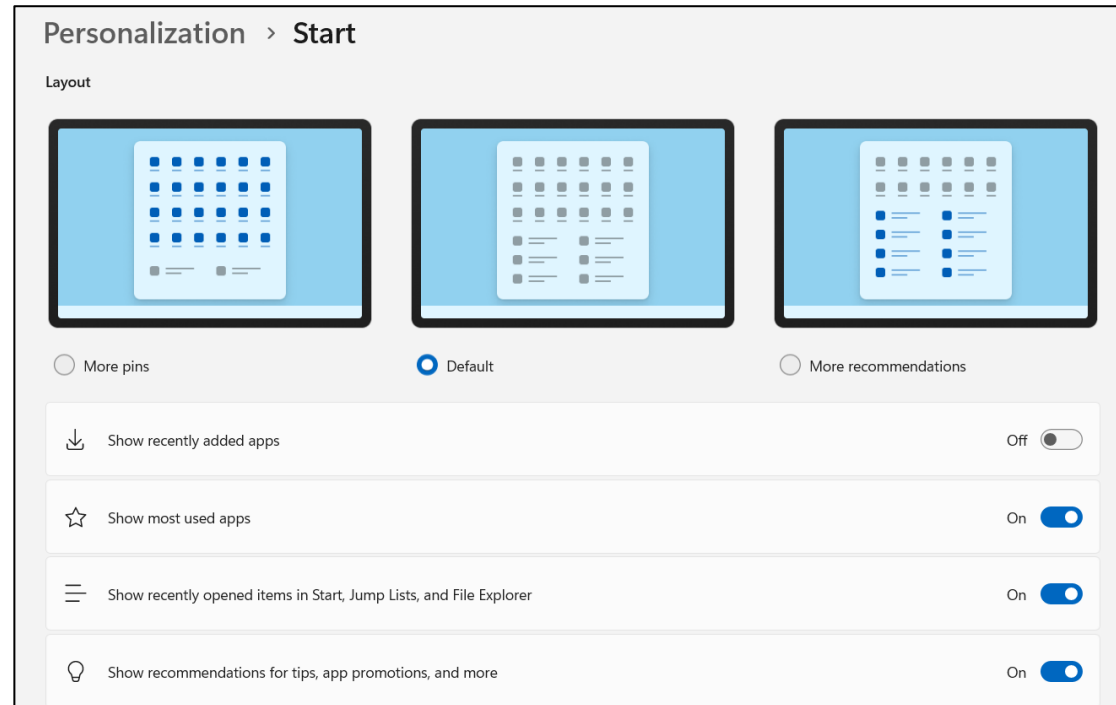
New Start Menu

- ▶ Click Windows icon
- ▶ Icons appear similar to Smart Phone
- ▶ Recommended – Most Recent Files Used



New Start Button Layout (Settings)

- ▶ In Windows 11, the newly centered Start button uses the cloud and [Microsoft 365](#) to show recent files.
- ▶ Settings - Personalization - Start

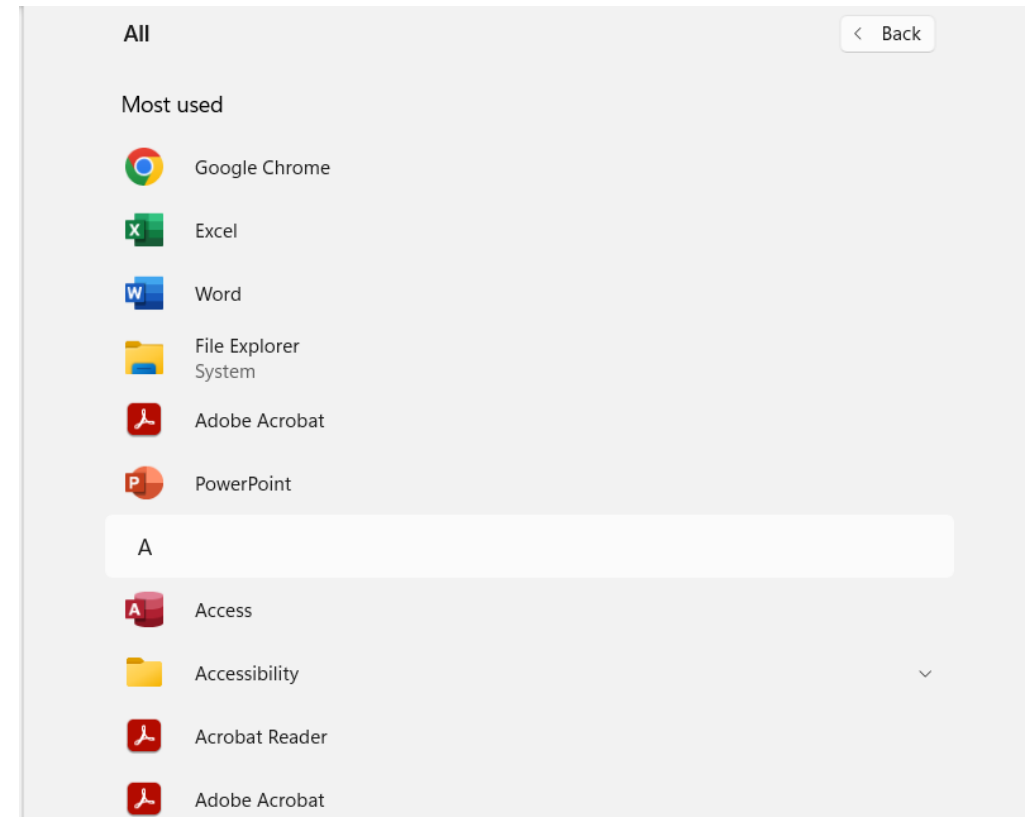


Applications

List of Apps & Uninstalling Apps

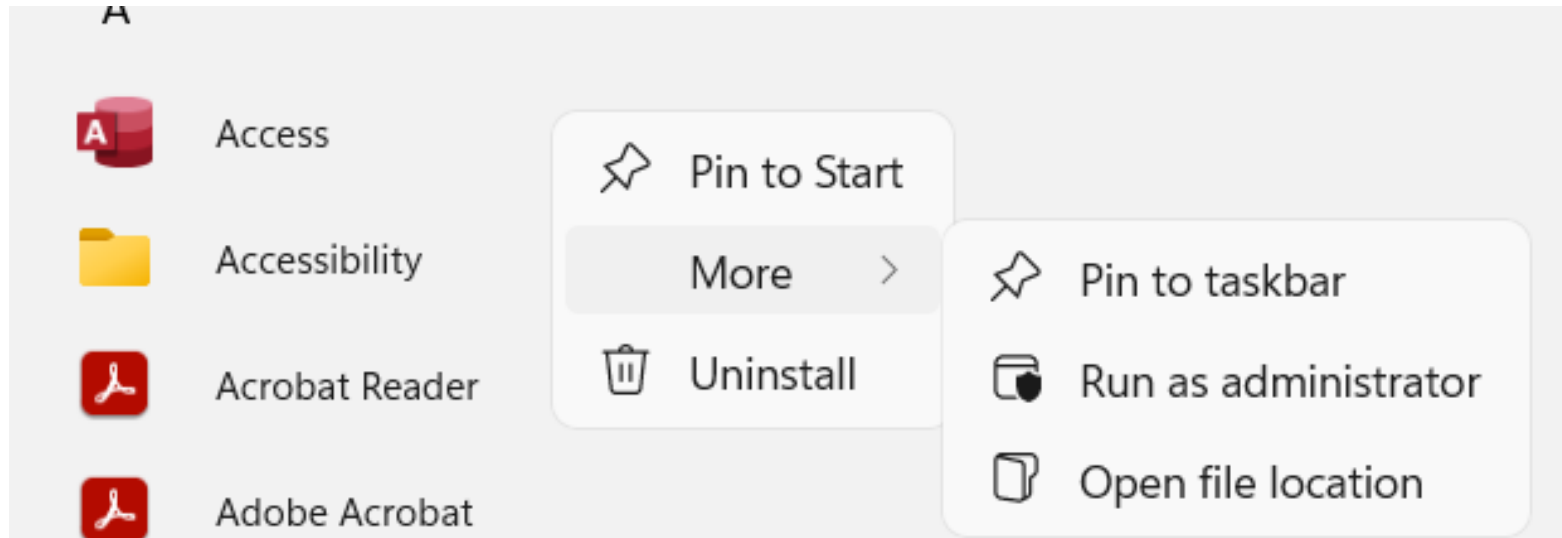
Applications Pinned to Start Button

- ▶ Most used applications will be pinned to Start Button
- ▶ Click **All** from Start Button to view all applications on Computer
- ▶ Most used applications listed first and then in alphabetical order



Options for Applications

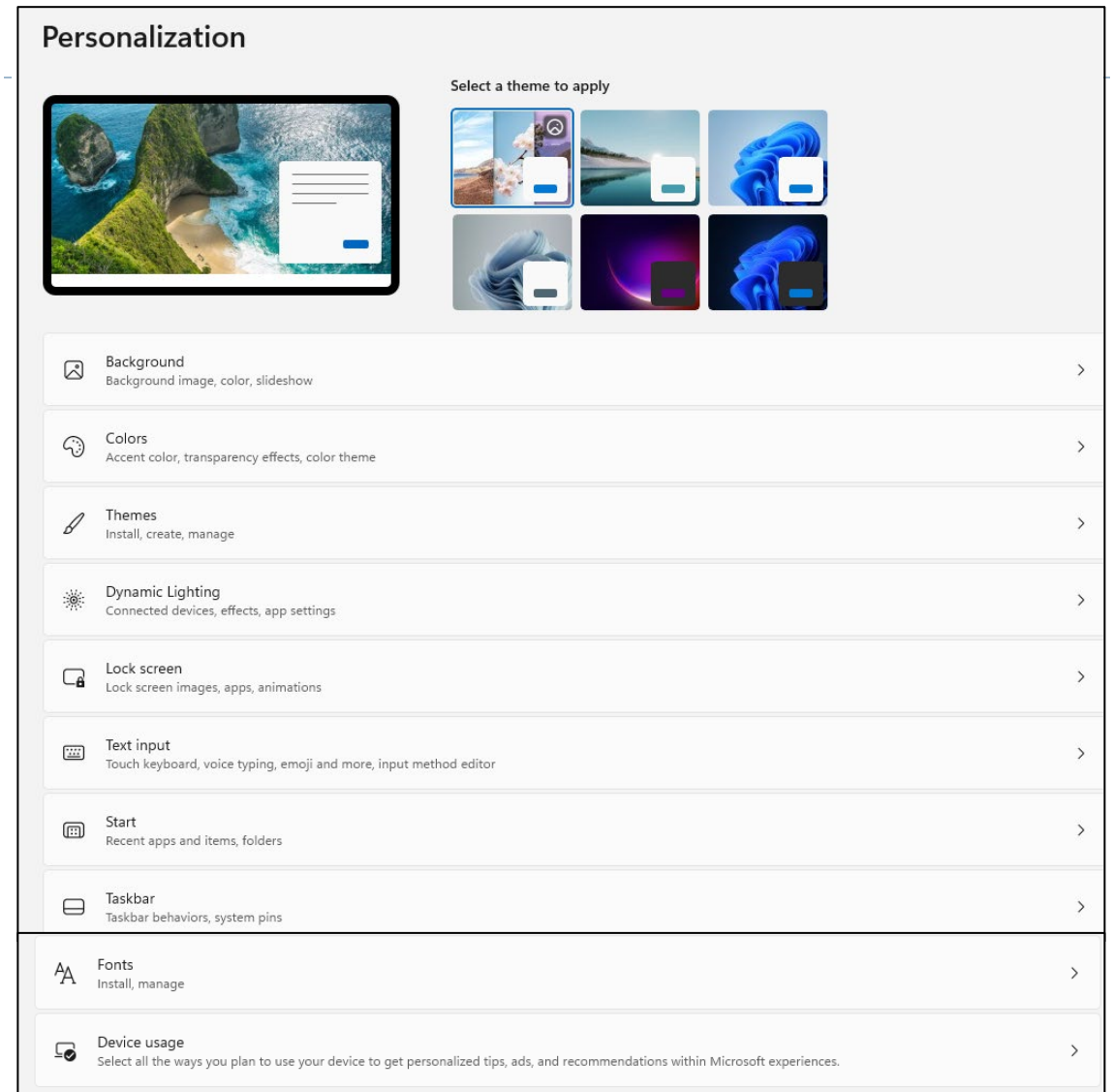
- ▶ Right-mouse click on an application listed and choose to:
 - ▶ Pin to Start
 - ▶ Pin to Taskbar
 - ▶ Uninstall the Application



Personalization

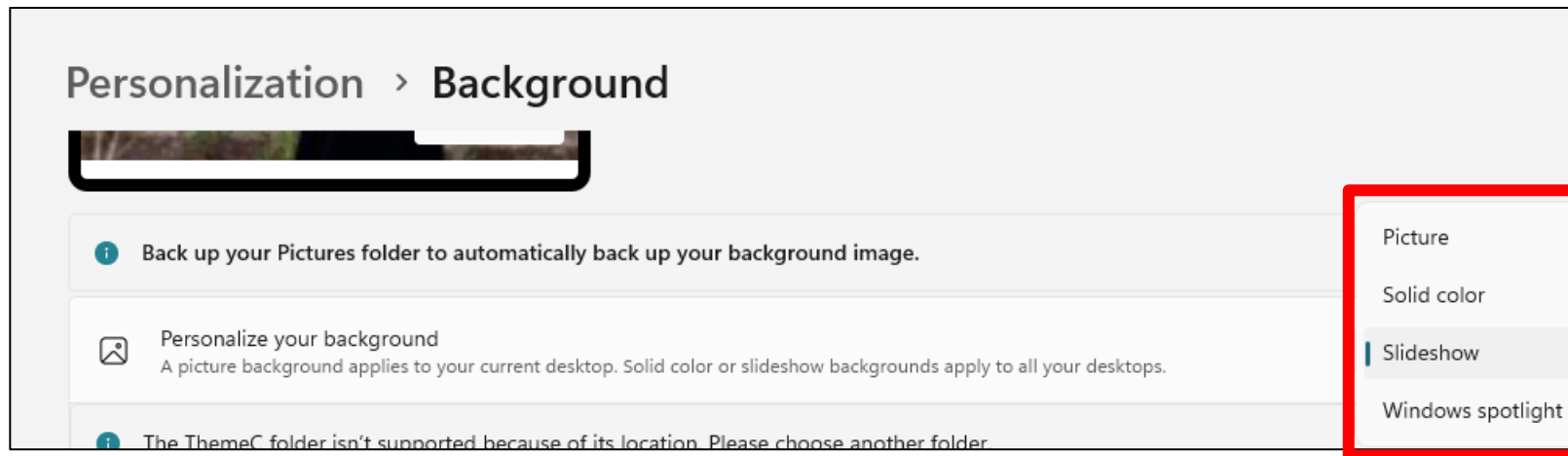
Personalization – Setting Up Your Own Preferences

- ▶ Click Settings - Personalization
- ▶ List of options to personalized your desktop



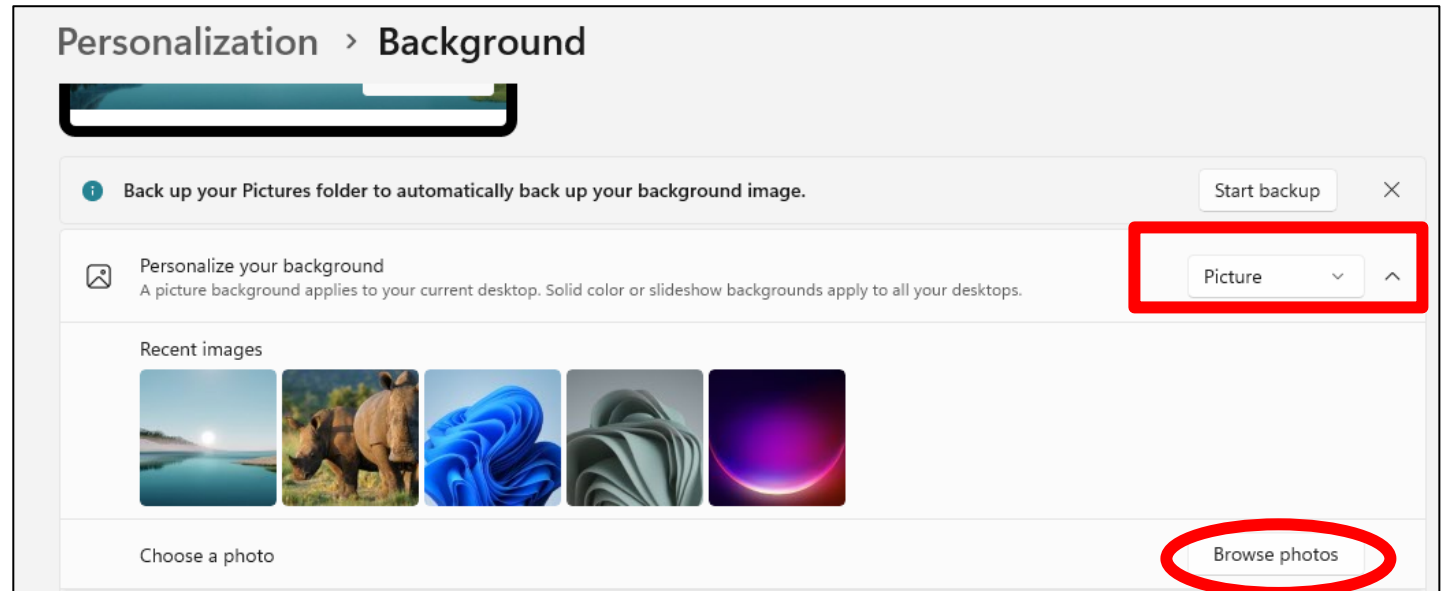
Personalization - Background

► Options for Desktop Background



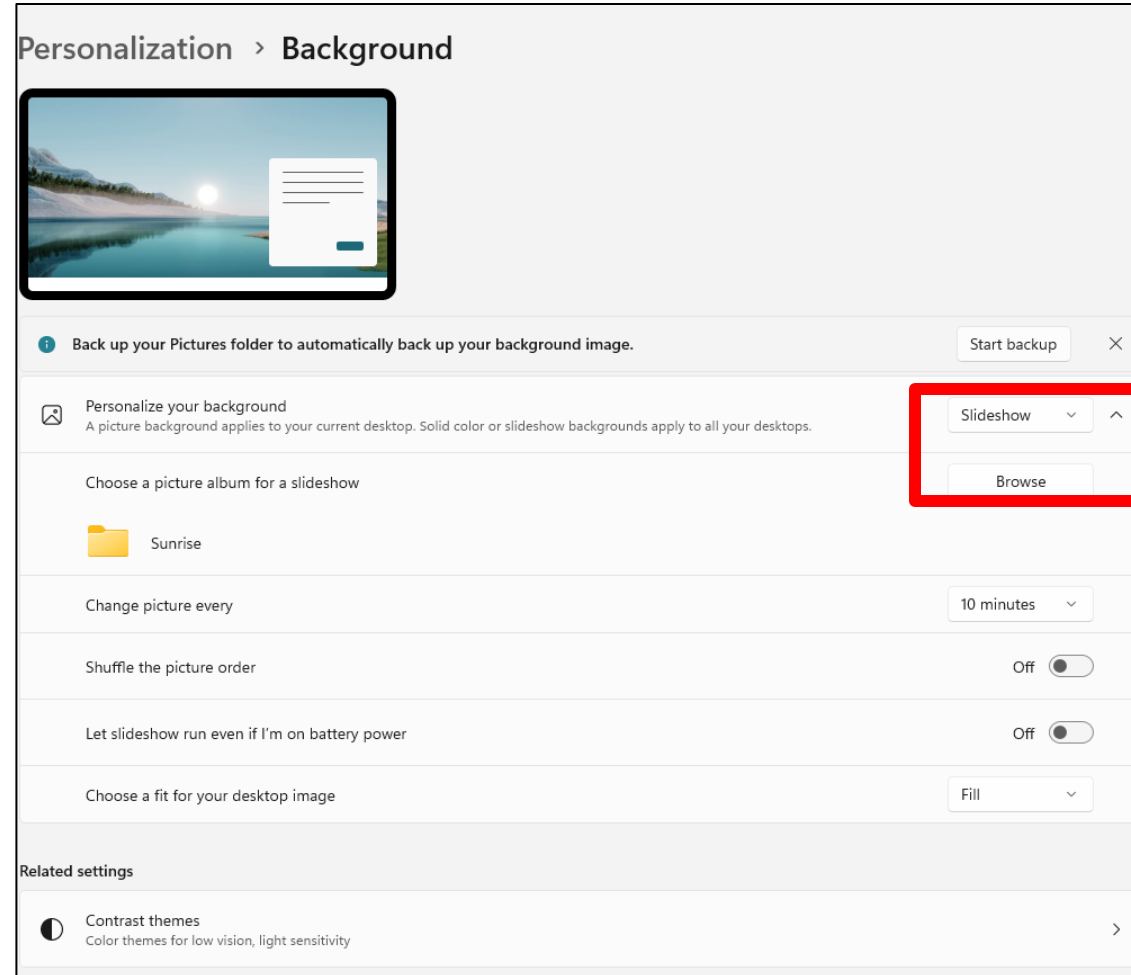
Background - Picture

- ▶ Select **Picture**
 - ▶ Chose a Recent Image
- or
- ▶ Click **Browse photos** to add a photo to your desktop



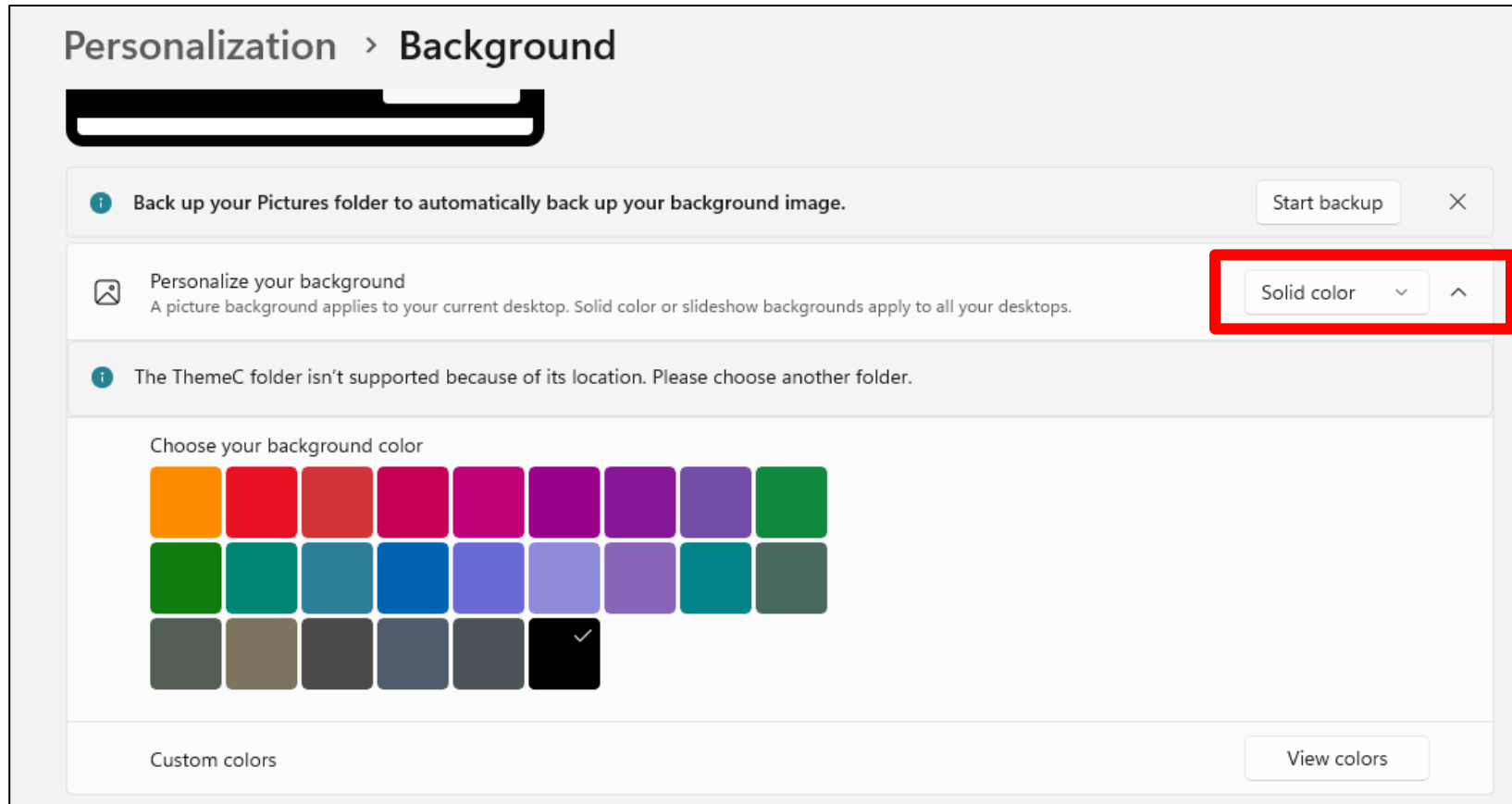
Background - Slideshow

- ▶ Select **Slideshow**
- ▶ Click on **Browse**
- ▶ Select the folder that contains your photos
- ▶ Select how often the pictures change



Background - Color

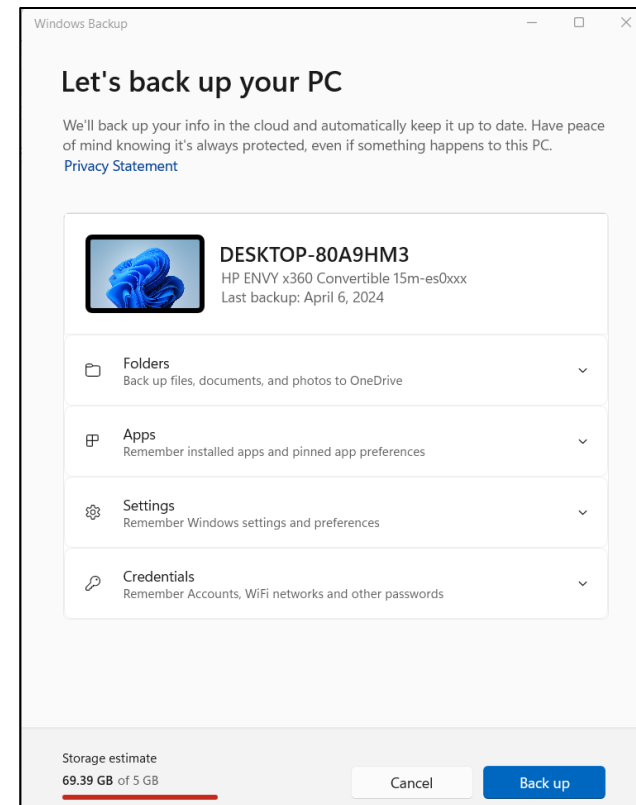
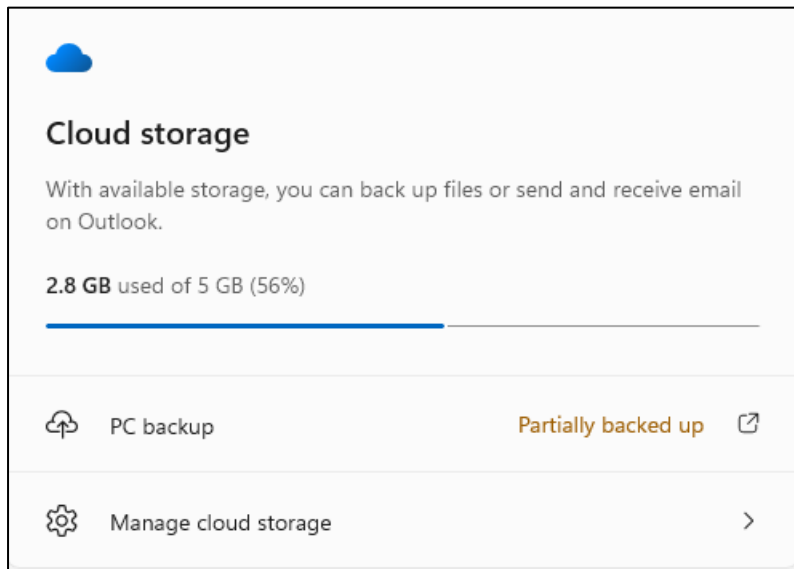
- ▶ Select **Solid Color**
- ▶ Choose a background color



Storage – One Drive

Settings – Home – Cloud Storage

- ▶ You can use OneDrive (Microsoft) to backup your files
- ▶ Select **Settings – Home – Cloud Storage - PC backup**



Home – Cloud Storage – Manage cloud storage

▶ Select **Settings – Home – Manage cloud storage**

The screenshot displays the Microsoft storage management interface. It features a main overview section on the left and a detailed usage breakdown on the right.

Microsoft storage
This includes files, photos, attachments, and more across your Microsoft account. 2.8 GB / 5 GB

Microsoft 365 Family
Premium productivity apps, OneDrive cloud storage, and more

Try Microsoft 365 for free
Share with up to 5 others. Each person gets the latest premium Microsoft 365 apps, 1 TB of cloud storage, and more.

[Try for free](#) [Learn more](#)

Icons for Word (W), Excel (X), PowerPoint (P), OneDrive (O), and Outlook (N).

Microsoft storage
This includes files, photos, attachments, and more across your Microsoft account. 2.8 GB / 5 GB

Total used: 56% used

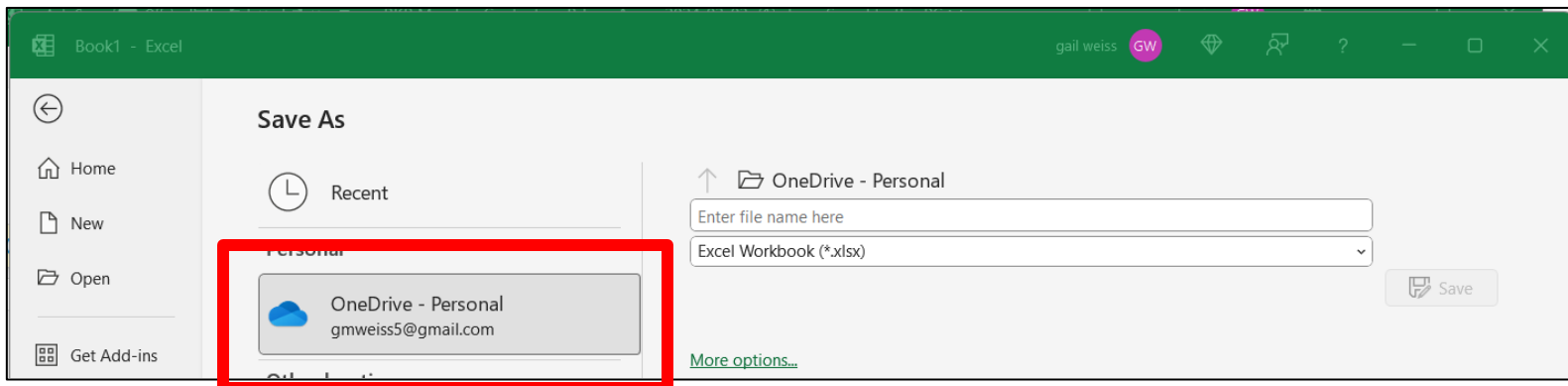
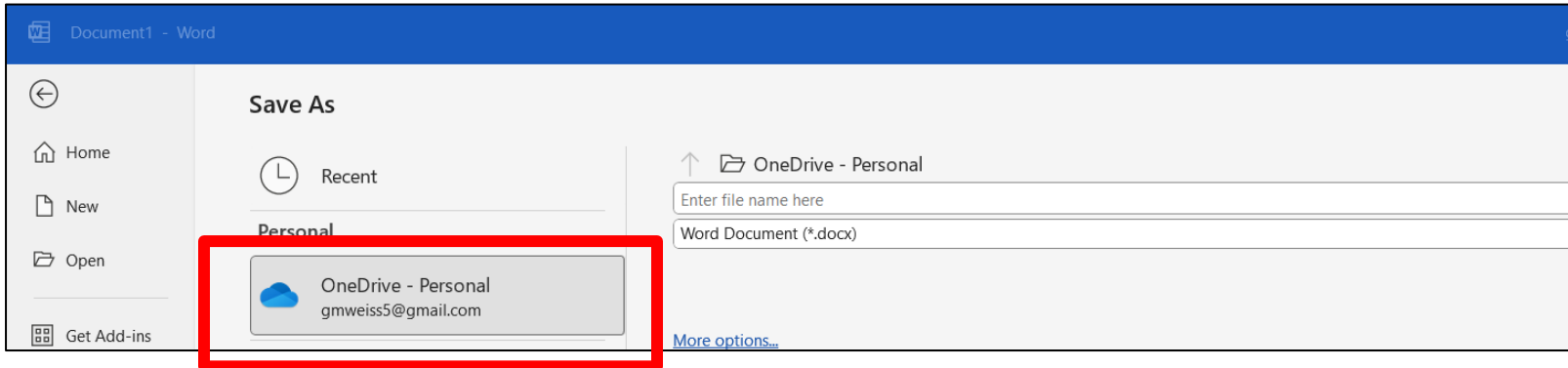
2.8 GB / 5 GB

[Get more storage](#)

| Service | Usage |
|-----------------------|--------|
| OneDrive | 2.8 GB |
| Outlook (Attachments) | 0 |

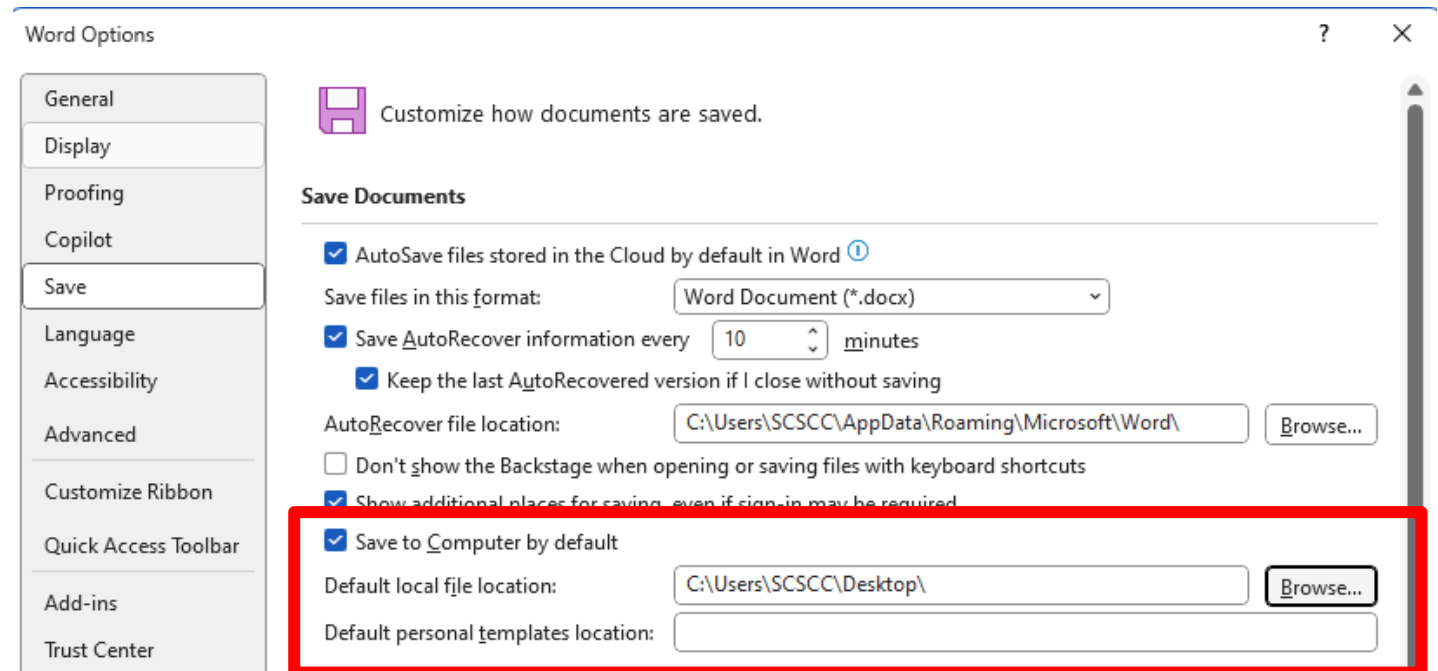
All MS Office Apps – Default to One Drive

- ▶ Word, Excel, PowerPoint, Outlook, etc.



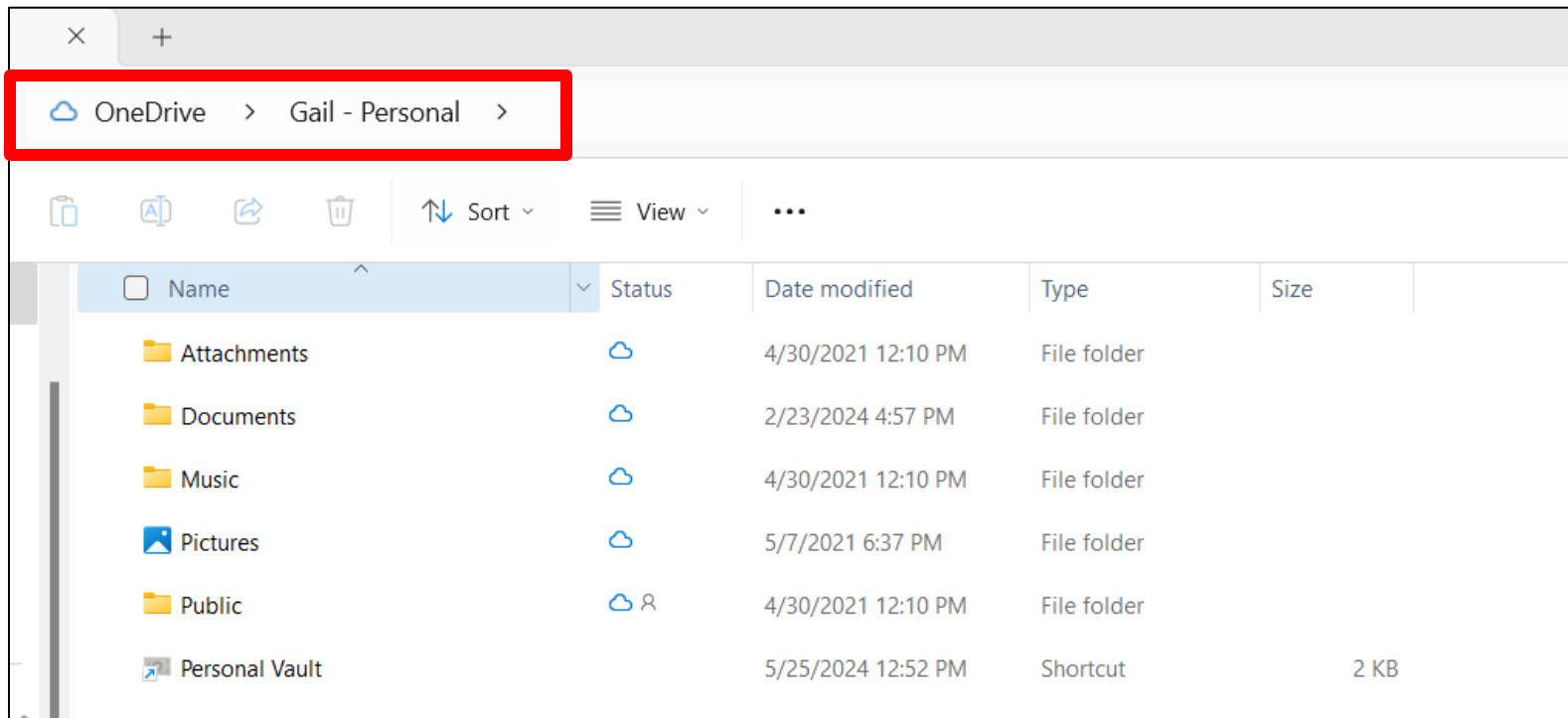
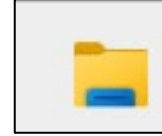
MS Office Applications – Saving Files to Computer

- ▶ If you want to save your files to the computer's hard drive (C:\) instead of the One Drive:
- ▶ In the application, select **File – Options – Save**
- ▶ Check **Save to Computer by default**
- ▶ Change the Default to the C:\ drive



One Drive Access for File Explorer

- ▶ Go to File Explorer
- ▶ Click “Your Name” - Personal



Voice Activation

Voice Activated Navigation

- ▶ When enabled, the Windows 11 voice activated navigation system allows users to choose which button to click, move the cursor to specific areas on the screen, cut and paste from the clipboard, and otherwise navigate and input information into the system as if it were typed from the keyboard.
- ▶ The Windows 11 voice activated navigation system is part of the system accessibility features, but it is a powerful tool that just about everyone will find useful at one time or another.

Setting Up Voice Assess

Figure A

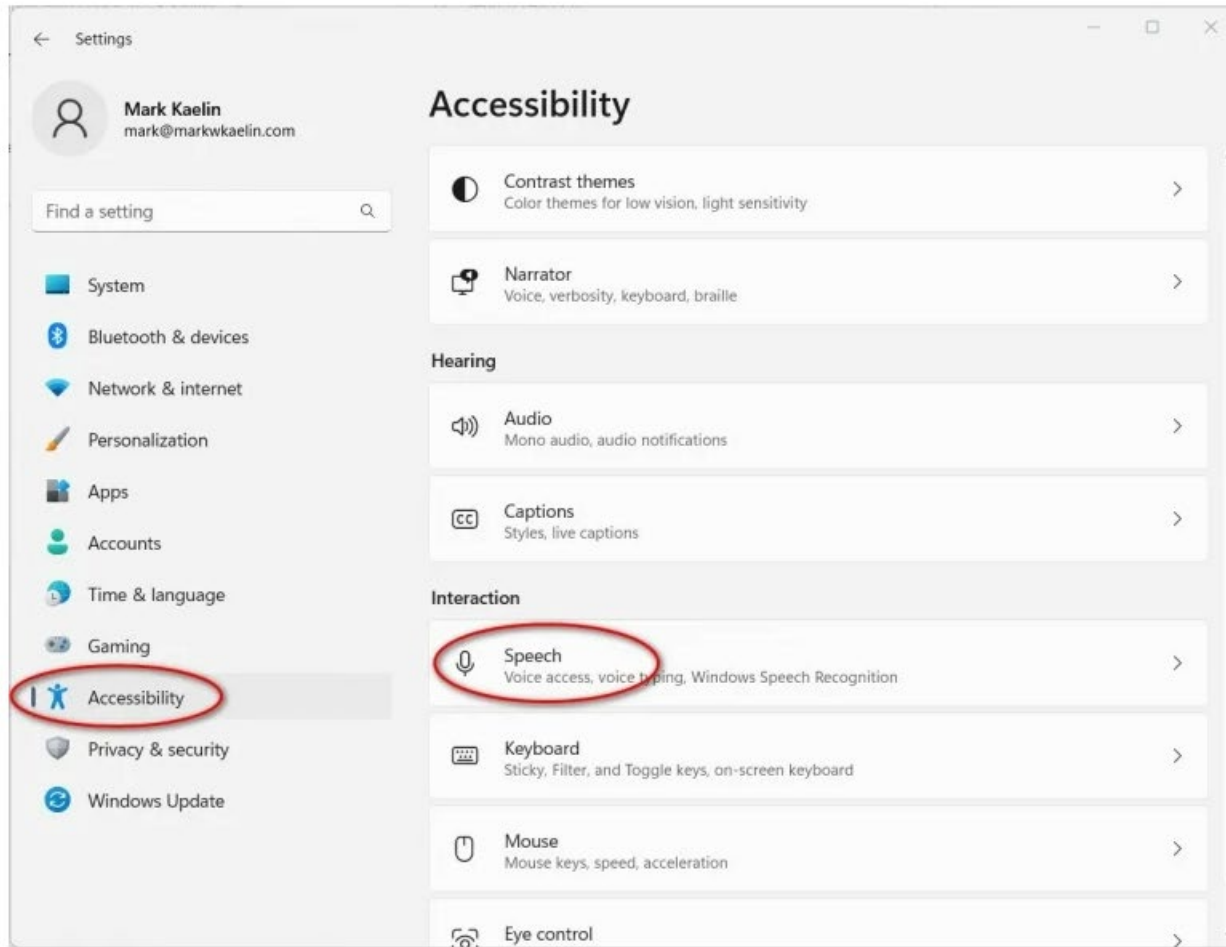
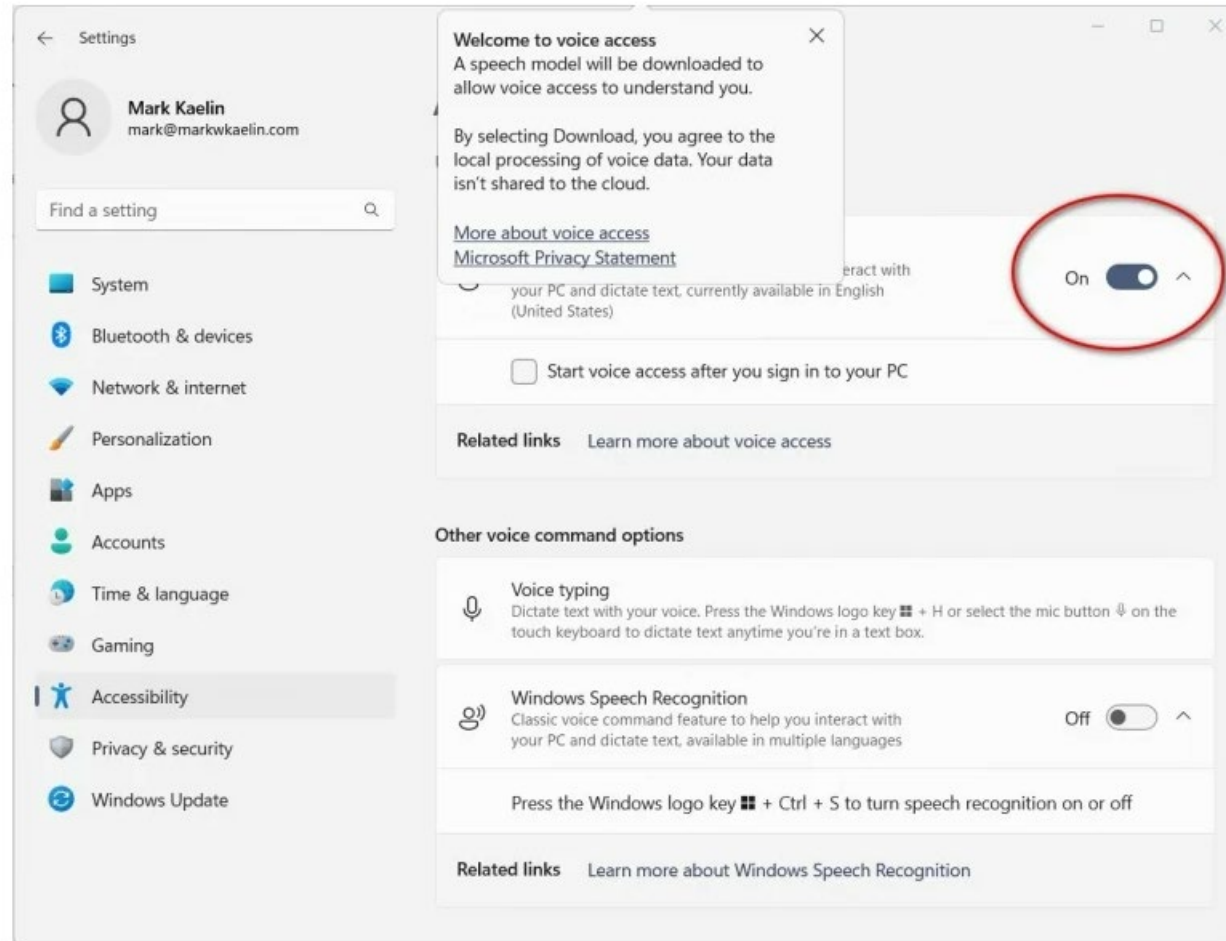


Image: Mark Kaelin/TechRepublic

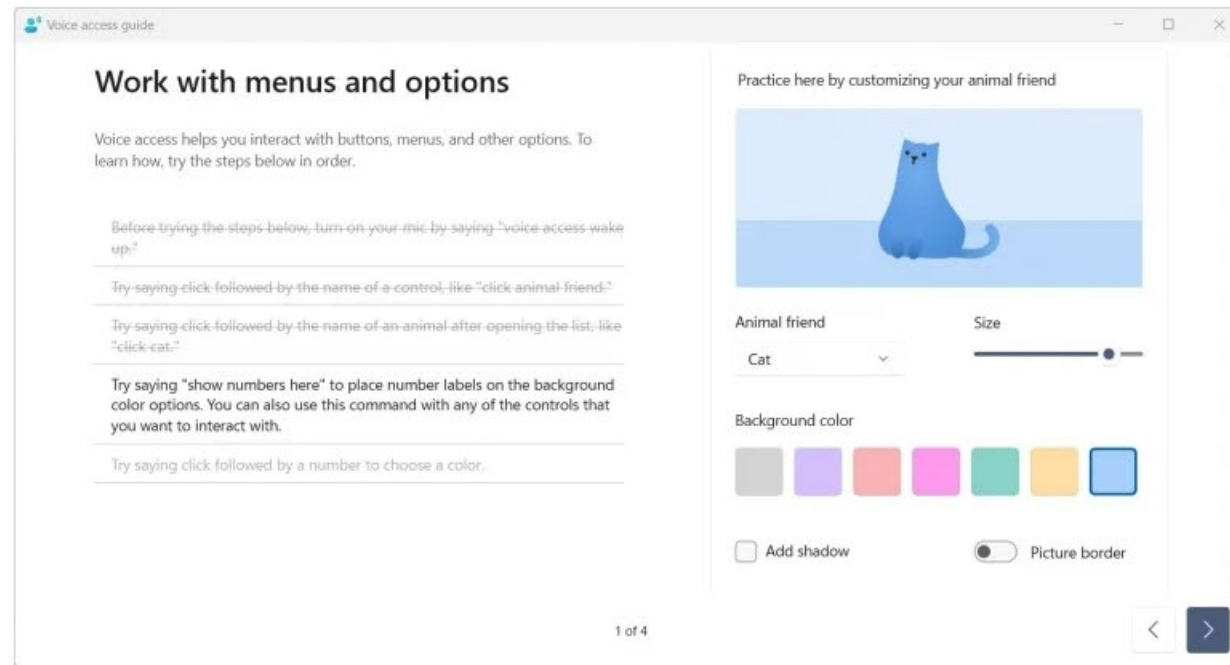
Voice Access (Settings)

Figure B



Voice Access

Figure C



Voice Access Commands

Figure D

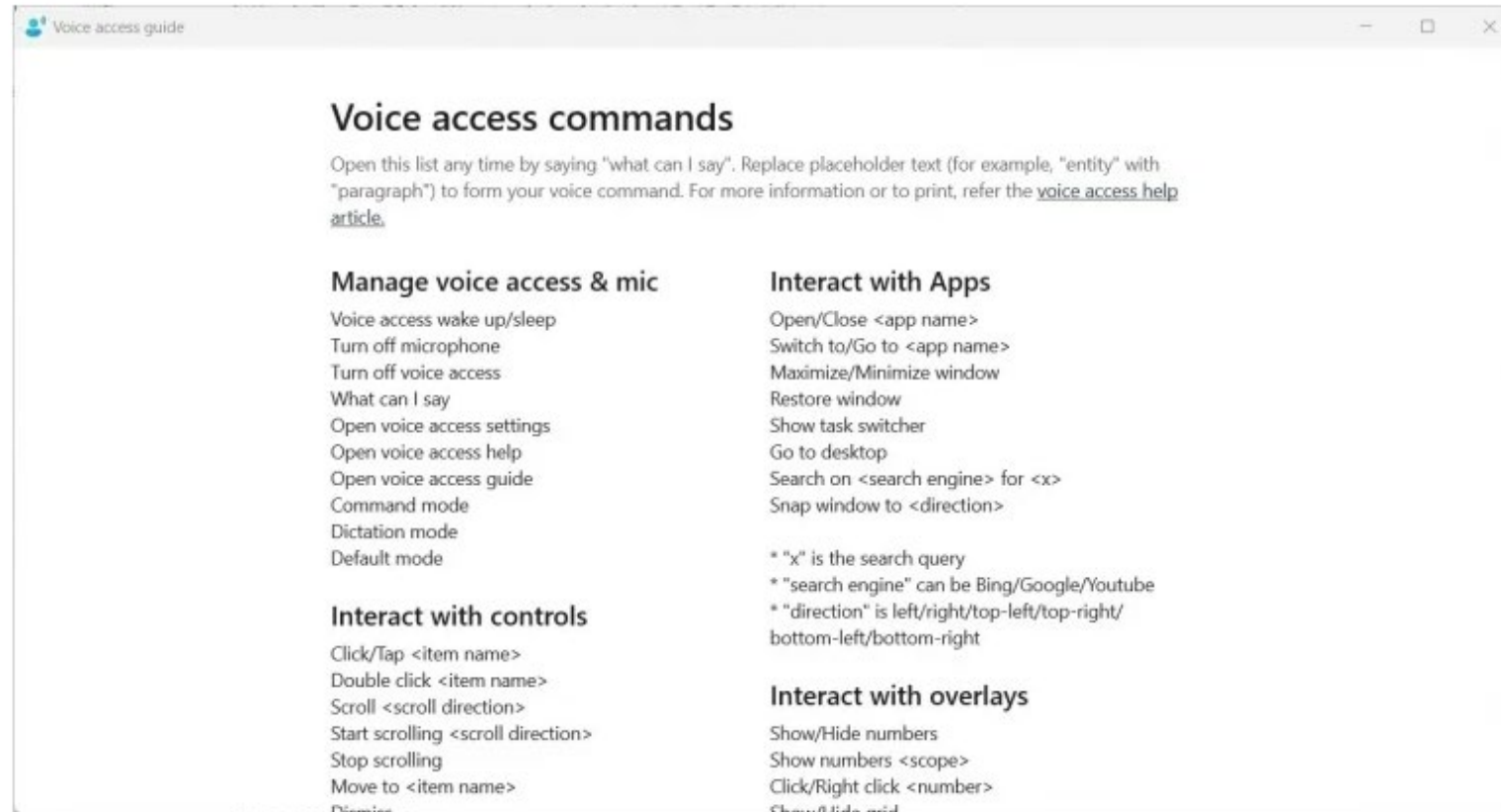


Image: Mark Kralin/TechRepublic