Windows 11 – Applications & Files Saturday, 6/22/24

Gail Weiss gmweiss5@gmail.com

Agenda

- Windows & Sizing
 - Snap Windows
- Storage
 - One Drive
 - Hard Drive Storage
- Copying
 - Snipping Tool
 - Clipboard
- Applications
 - List of Installed Apps
 - Uninstalling Apps
- Co-Pilot Preview (AI)

Windows & Sizing

SnapWindows

System – Multitasking – Snap Windows

- Click System Multitasking
- Click down arrow to the right of the On Switch to view options

Syst	System > Multitasking							
₿	Snap windows Snap windows to automatically resize and arrange them into layouts							
	Vhen I snap a window, suggest what I can snap next to it							
	Show snap layouts when I hover over a window's maximize button							
	Show snap layouts when I drag a window to the top of my screen							
	Show my snapped windows when I hover over taskbar apps, in Task View, and when I press Alt+Tab							
	✓ When I drag a window, let me snap it without dragging all the way to the screen edge							

Snap Feature – Viewing Multiple Windows

Open Multiple Applications

Drag one window to the top to view snap layout



or

- Hover over the Maximize icon (upper right)
- Select a layout to view multiple opened windows



Sizing The Screen

- While surfing the net, to increase the screen size, press the Ctrl Key and the Plus Sign
- To decrease the screen size, press the Ctrl Key and the Minus Sign
- Using Google Chrome Click Menu in the upper right corner select Zoom and select a percentage
- Most applications have a Zoom feature in the View Menu

		९ ★ 🚺	:
	New tab	Ctrl+T	
Ct	New window	Ctrl+N	I
₽	New Incognito window	Ctrl+Shift+N	1
	Person 1	Not signed in	
©a	Passwords and autofill	>	
3	History	>	
₹	Downloads	Ctrl+J	I
☆	Bookmarks and lists	>	
Ď	Extensions	>	
Ū	Delete browsing data	Ctrl+Shift+De	
Q	Zoom –	90% + ::	

Storage

One Drive and Hard Drive (C:\)

Settings – Home – Cloud Storage

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

Clo	ud storage		
With on O	available storage, you can back up utlook.	files or send and receive emains	ail
2.8 G	B used of 5 GB (56%)		
ጭ	PC backup	Partially backed up	Ø
ණ	Manage cloud storage		>

Windows Back	kup		- 0	\times				
Let's	Let's back up your PC							
We'll ba of mind Privacy	ack up your info in the cloud and auto I knowing it's always protected, even i Statement	matically keep it up t f something happens	to date. Have pea s to this PC.	ce				
	DESKTOP-80A HP ENVY x360 Conv Last backup: April 6,	9HM3 ertible 15m-es0xxx 2024						
Đ	Folders Back up files, documents, and photos to	OneDrive	~					
۴	Apps Remember installed apps and pinned ap	p preferences	~					
ιĝi	Settings Remember Windows settings and prefere	ences	~					
P	Credentials Remember Accounts, WiFi networks and	other passwords	~					
<u></u>								
69.39 GE	s of 5 GB	Cancel	Back up					

Home – Cloud Storage – Manage cloud storage

Select Settings – Home – Manage cloud storage



All MS Office Apps – Default to One Drive

• Word, Excel, PowerPoint, Outlook, etc.

🕮 Document1 - Word gai							
\bigcirc	Save As						
斺 Home	L Recent	1 DreDrive - Personal					
🗅 New	\bigcirc	Enter file name here					
	Personal	Word Document (*.docx)					
Den Open	OneDrive - Personal gmweiss5@gmail.com						
🔠 Get Add-ins		More options					
CELACCINS		More options					

Book1 - Excel		gail weiss 🐨 ↔ ਨ⊽ ? —	o x
\bigcirc	Save As		
☆ Home		1 🗁 OneDrive - Personal	
New		Enter file name here	
🗁 Open	OneDrive - Personal	Excel Workbook (*.xlsx)	ave
🔠 Get Add-ins	gmweiss5@gmail.com	More options	

One Drive Access for File Explorer

Go to File Explorer



Click "Your Name" - Personal

× +				
🛆 OneDrive > Gail - Personal >				
Î ▲ I I I I I I I I I I I I I I I I I I	\equiv View $\scriptstyle{\scriptstyle imes}$			
Name	✓ Status	Date modified	Туре	Size
Attachments	6	4/30/2021 12:10 PM	File folder	
Documents	6	2/23/2024 4:57 PM	File folder	
Music	6	4/30/2021 12:10 PM	File folder	
Pictures	6	5/7/2021 6:37 PM	File folder	
Public	△ 8	4/30/2021 12:10 PM	File folder	
Personal Vault		5/25/2024 12:52 PM	Shortcut	2 KB

System – Storage (C:\ drive)

- What's On My Hard Drive (C:\)
- Click System Storage

Syst	tem > Storage		
Win	ndows (C:) - 475 GB		
175 GB u	used	300 (GB free
	Installed apps 64.0	6 GB/175 GB used	>
₽	Desktop 33.	2 GB/175 GB used	>
D	Other 11.4	6 GB/175 GB used	>
\bigcirc	OneDrive	1 GB/175 GB used	>
⑪	Temporary files 1.6	7 GB/175 GB used	>

System – Storage

What's On My Other Drives

yst	tem > Storage	
₽	Desktop 33.2 GB/175	GB used
D	Other 11.6 GB/175	GB used >
\bigcirc	OneDrive 2.81 GB/175	GB used >
⑩	Temporary files 1.65 GB/175	GB used
ow mo	e management	
	Storage Sense Off Automatically free up space, delete temporary files, and manage locally available cloud content Off	• >
Q	Cleanup recommendations Over 512 MB of storage available.	>
තු	Advanced storage settings Backup options, Storage Spaces, other disks and volumes	^
	Storage used on other drives	>

Storage on Other Drives

Viewing Storage on both One Drive and Hard Drive

	age usage		
75 G	B used	300 GB free	
his i	s how your storage is used and how you can fre	e up space.	
Ŧ	Installed apps	64.6 GB	
_	Uninstall unused or undesired apps & features		
	System & reserved	59.1 GB	
	System files help Windows run properly		
	Desktop	33.2 GB	
-	Manage the Desktop folder		
π	Other	11.6 GB	
~	Manage other large folders		
	OneDrive	2.81 GB	
	Remove unused cloud-backed content		
Î	Temporary files	1.65 GB	
	Choose which temporary files to remove		
\leq	Mail	1.41 GB	
	Manage mail with the default app		
~	Pictures	173 MB	
	Manage the Pictures folder		
1	Music	28.7 MB	
	Manage the Music folder		
-	Documents	276 KB	

Storage on Hard Drive (C:\) in File Explorer

- Go to File Explorer
- Select This PC



COPYING

Snipping Tool & Clipboard

Copying

Select Text or Image

Ctrl + C

or

From click Copy Icon from Home Ribbon from any MS Office Application



Snipping Tool – Capturing Screen

- Search or click Snipping Tool
- Capture Screen Image

or

Press Windows Key + Shift Key + S





Copy Image to Clipboard

Click Copy Icon



Paste from Clipboard

Ctrl + V

or

 Click Paste from Home Ribbon in any MS Office Application



Editing from Google Chrome

In Google Chrome, click Menu – Find and edit



Clipboard – Stores Copied Items

- Click System Clipboard Click On
- Press Windows Key + V to view Clipboard History
- Select Items to Paste from History

 System > Clipboard

 Image: Clipboard history
Save multiple items to your clipboard—press the Windows logo key III + V to view your clipboard history and paste from it

—							×
۲	\odot	GIF	;-)	%č ∆+			
Clipbo	ard						Clear all
System	Clipboard	maa am dhadaaa ayo bigb	• 1 to remy year style and	l aus magnadus et		14 C	
							☆
System	Clipboard	www.co.in	a Vandersoaretik ant	D anny georgean Direct		a 🜑	
							☆
€ 100 00 0 € 200	anan 175 tan		T climba has				
une Riveran	and a second	erd Iz					\$2
-		-	÷		7.2		

Applications

List of Apps & Uninstalling Apps

System - Apps

Click System – Apps

📄 Apps

View Applications Stored on PC

Apps						
	Installed apps Uninstall and manage apps on your PC	>				
P a	Advanced app settings Choose where to get apps, archive apps, uninstall updates	>				
۲	Default apps Defaults for file and link types, other defaults	>				
Do	Offline maps Downloads, storage location, map updates	>				
Ø	Apps for websites Websites that can open in an app instead of a browser	>				
	Video playback Video adjustments, HDR streaming, battery options	>				
G	Startup Apps that start automatically when you sign in	>				

List of Installed Applications

Apps

- Installed apps
 - Uninstall and manage apps on your PC

Click Settings – Apps – Installed apps

Apps > Installed apps	_	
Search apps Q	Ŧ	88 ⊞
∓ Filter by: All drives ✓ ↓ Sort by: N 134 apps found	ame (A to	Z) ~
Adobe Acrobat 24.002.20759 Adobe Systems Incorporated 5/14/2024	3.14 GB	
Adobe Acrobat Reader 24.002.20759 Adobe Systems Incorporated 5/14/2024	803 MB	
Adobe AIR 30.0.0.107 Adobe Systems Incorporated 2/2	23/2023	
Adobe Captivate 2019 (64 Bit) 11.5.5 Adobe Systems Incorporated 2/23/2023	3.10 GB	
Adobe Captivate Quiz Results Analyzer 11 Adobe Systems Incorporated 2/23/2023		

Uninstalling Applications

Click the three dots to the right of the application

Click Uninstall



Apps at Startup

Click Settings – Apps – Startup

List of Apps that Load when PC is turned on



Co-Pilot (AI)

Preview

CoPilot Preview

Click Settings – Personalize – Taskbar – CoPilot Click On

Personalization > Taskbar

Taskbar items Show or hide buttons that appear on the taskbar	^
Q Search	Search box 🗸
😋 Copilot in Windows (preview)	On 💽

Co-Pilot in Taskbar

Icon will appear in Systems Tray



Co-Pilot Preview

- Click Co-Pilot Icon
- Type in your question
- Co-Pilot will respond

Copilot (preview)	С			×	
Tin the What are some daily habits of people	successfu	I	Why the s	y dc sea	
Hi Gail, ask me anything or pick a suggestion to	get start	ted!	¢	t)	
Illustrate an image of a book transformine taking readers on an adventure	ig into a	hot air t	oalloon,		
Choose a conversation s More Balanced Copilot uses Al. Check for mistakes. Ter	tyle	ivacy			
Get Copilot Pro → Link your work and personal account	nts to ha	ave long	er		
Ask me anything	1				
	↓ (*)	(╦) 2:55 F 6/6/20	О 24		