

Windows 11 – Applications & Files

Saturday, 6/22/24

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Agenda

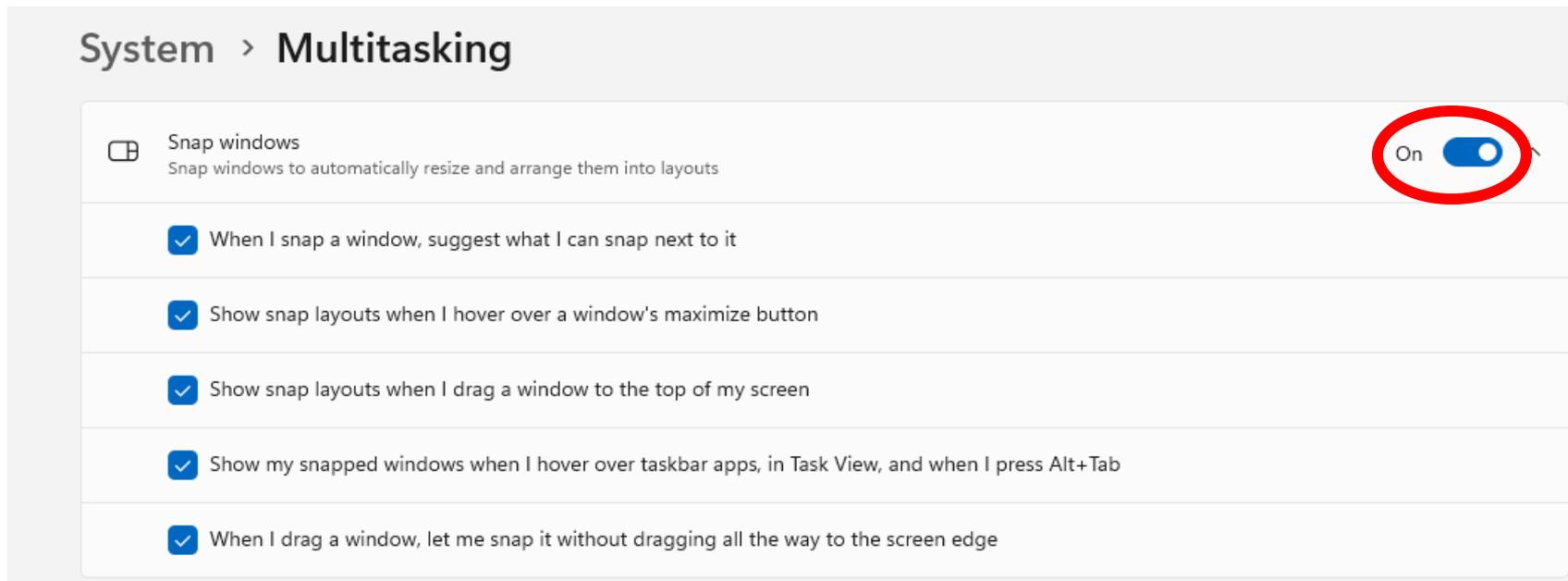
- ▶ Windows & Sizing
 - ▶ Snap Windows
- ▶ Storage
 - ▶ One Drive
 - ▶ Hard Drive Storage
- ▶ Copying
 - ▶ Snipping Tool
 - ▶ Clipboard
- ▶ Applications
 - ▶ List of Installed Apps
 - ▶ Uninstalling Apps
- ▶ Co-Pilot Preview (AI)

Windows & Sizing

SnapWindows

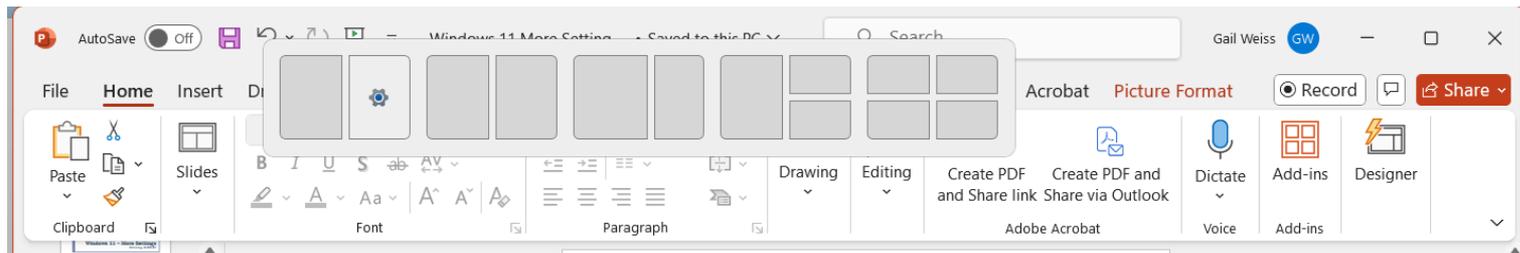
System – Multitasking – Snap Windows

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



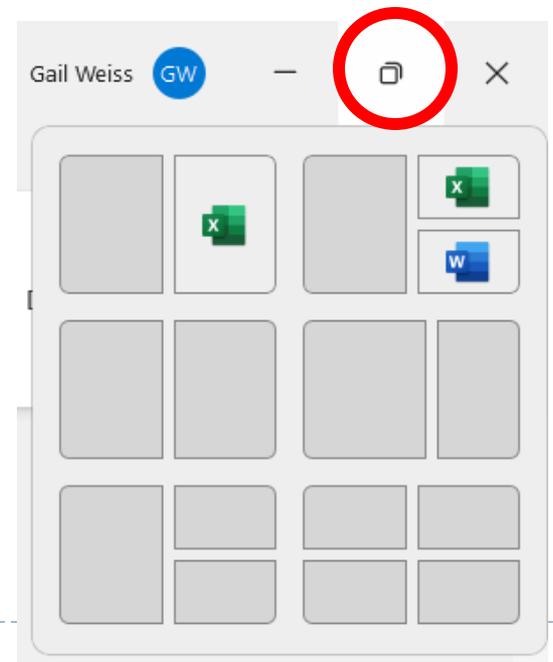
Snap Feature – Viewing Multiple Windows

- ▶ Open Multiple Applications
- ▶ Drag one window to the top to view snap layout



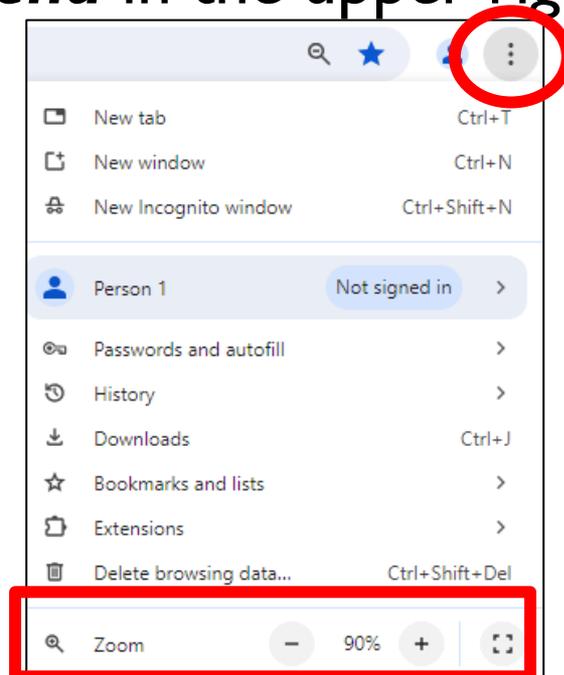
or

- ▶ 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



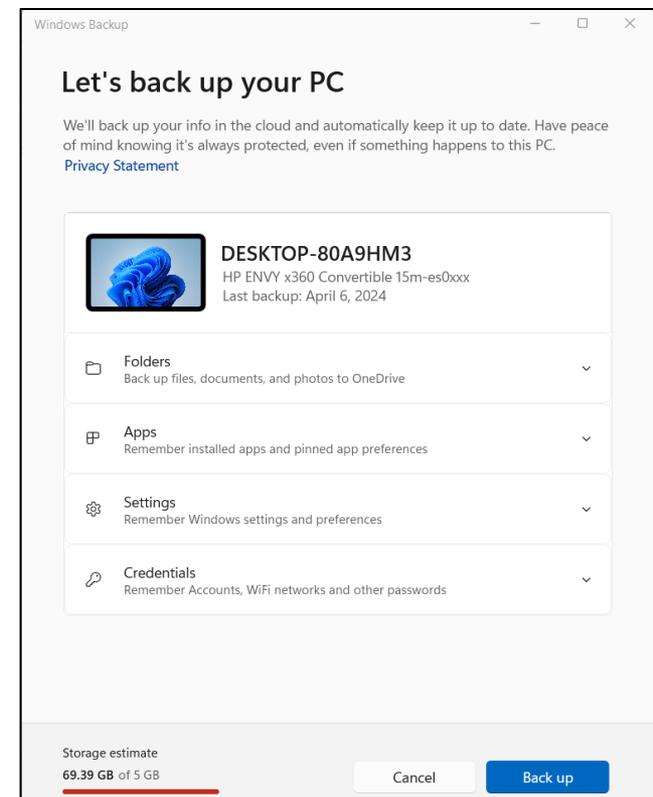
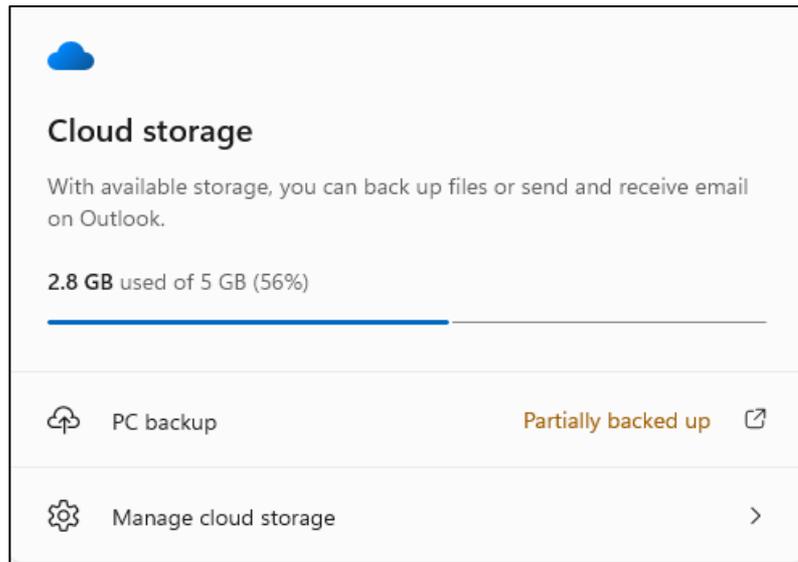


Storage

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**



Home – Cloud Storage – Manage cloud storage

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

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.

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W X P
O N

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

Total used 56% used

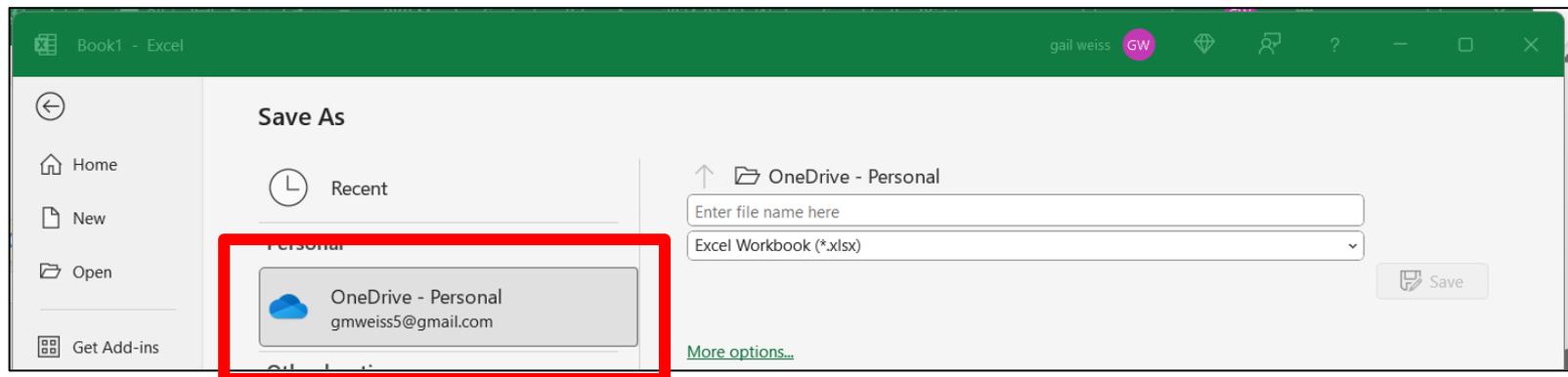
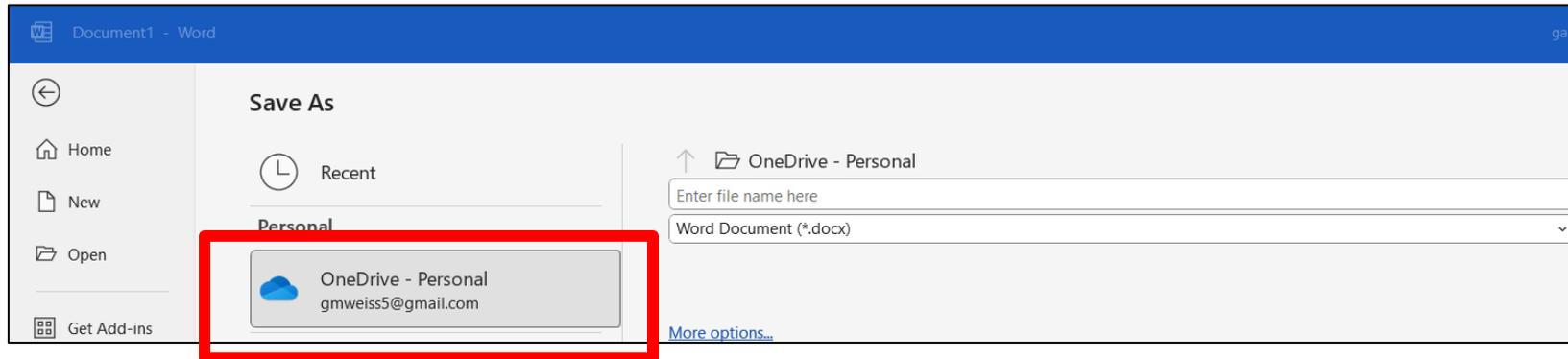
2.8 GB / 5 GB

[Get more storage](#)

OneDrive	2.8 GB
Outlook (Attachments)	0

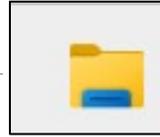
All MS Office Apps – Default to One Drive

► Word, Excel, PowerPoint, Outlook, etc.

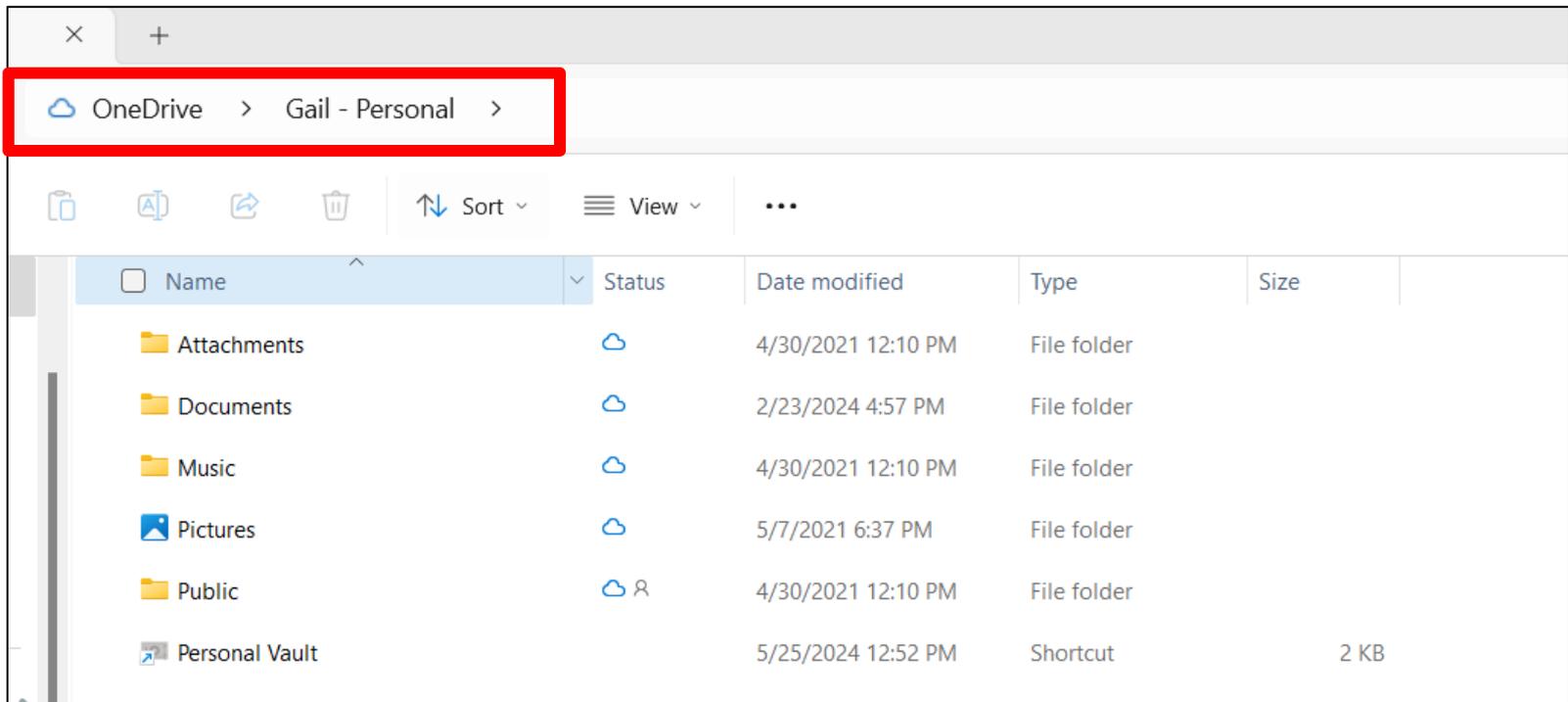


One Drive Access for File Explorer

▶ Go to File Explorer

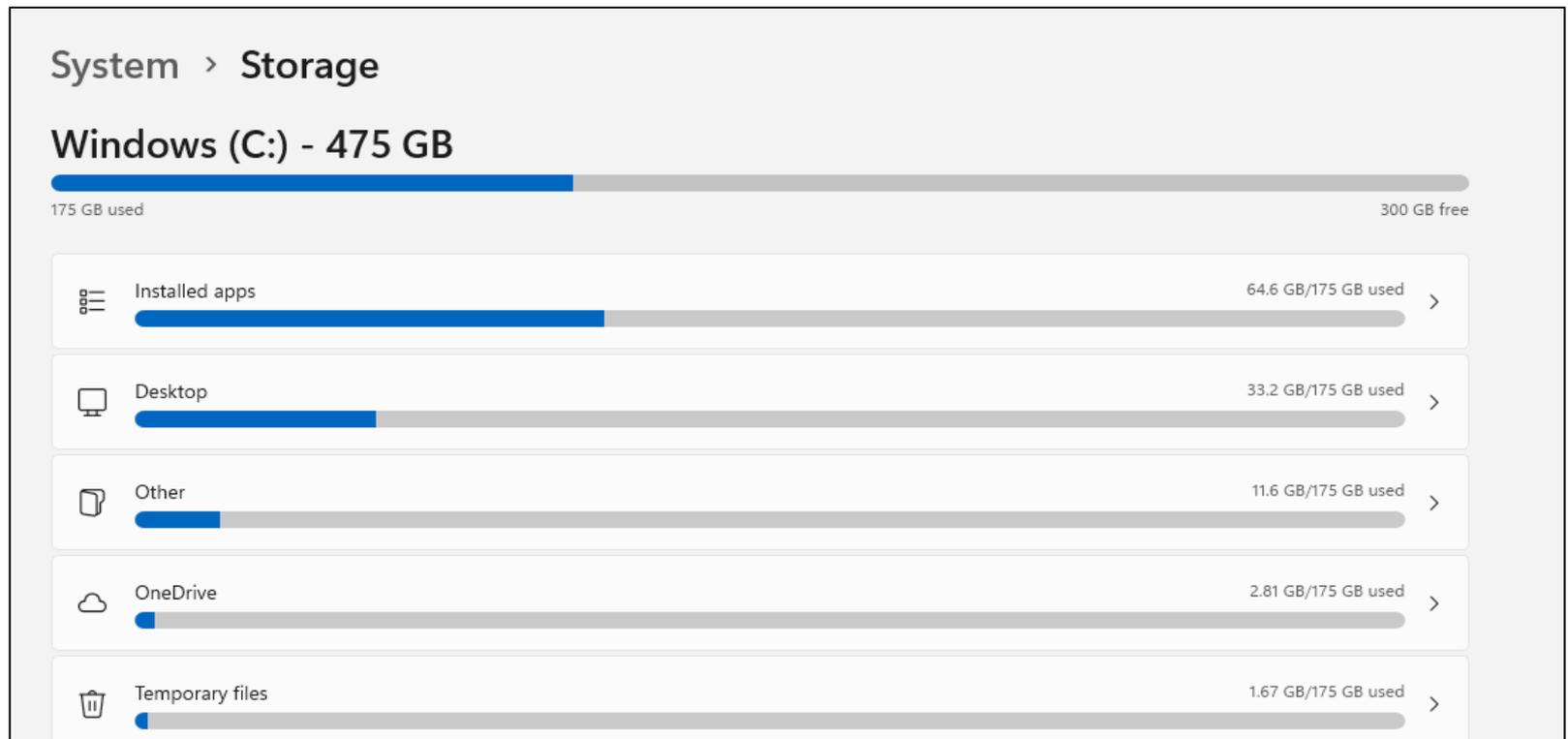


▶ Click “Your Name” - Personal



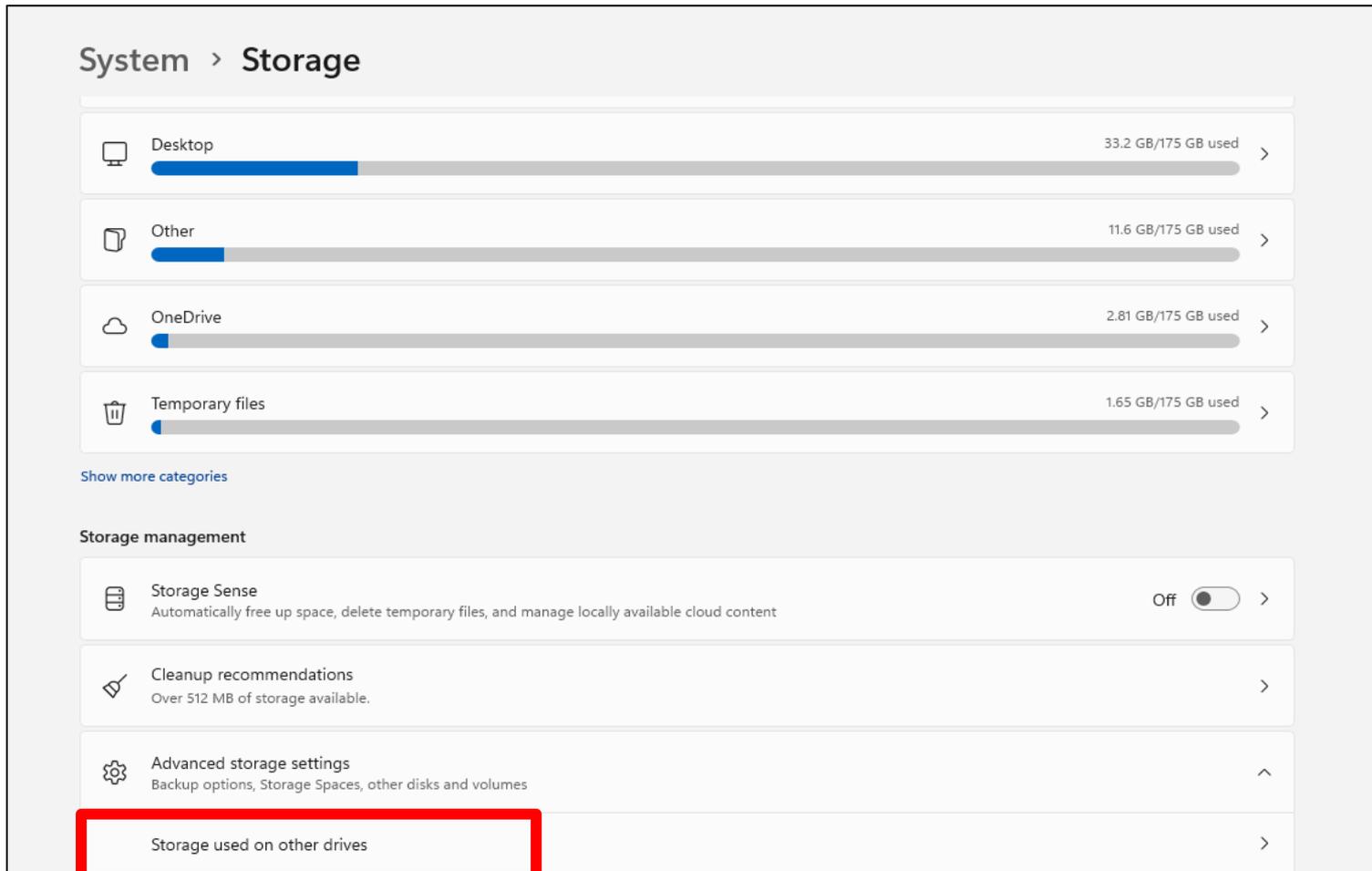
System – Storage (C:\ drive)

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



System – Storage

▶ What's On My Other Drives



The screenshot shows the Windows 'System > Storage' settings page. It features a list of storage categories with progress bars indicating usage. Below this is a 'Storage management' section with several options, including 'Storage used on other drives' which is highlighted with a red box.

System > Storage

Category	Usage
Desktop	33.2 GB / 175 GB used
Other	11.6 GB / 175 GB used
OneDrive	2.81 GB / 175 GB used
Temporary files	1.65 GB / 175 GB used

[Show more categories](#)

Storage management

- Storage Sense**
Automatically free up space, delete temporary files, and manage locally available cloud content. **Off**
- Cleanup recommendations**
Over 512 MB of storage available.
- Advanced storage settings**
Backup options, Storage Spaces, other disks and volumes
- Storage used on other drives**

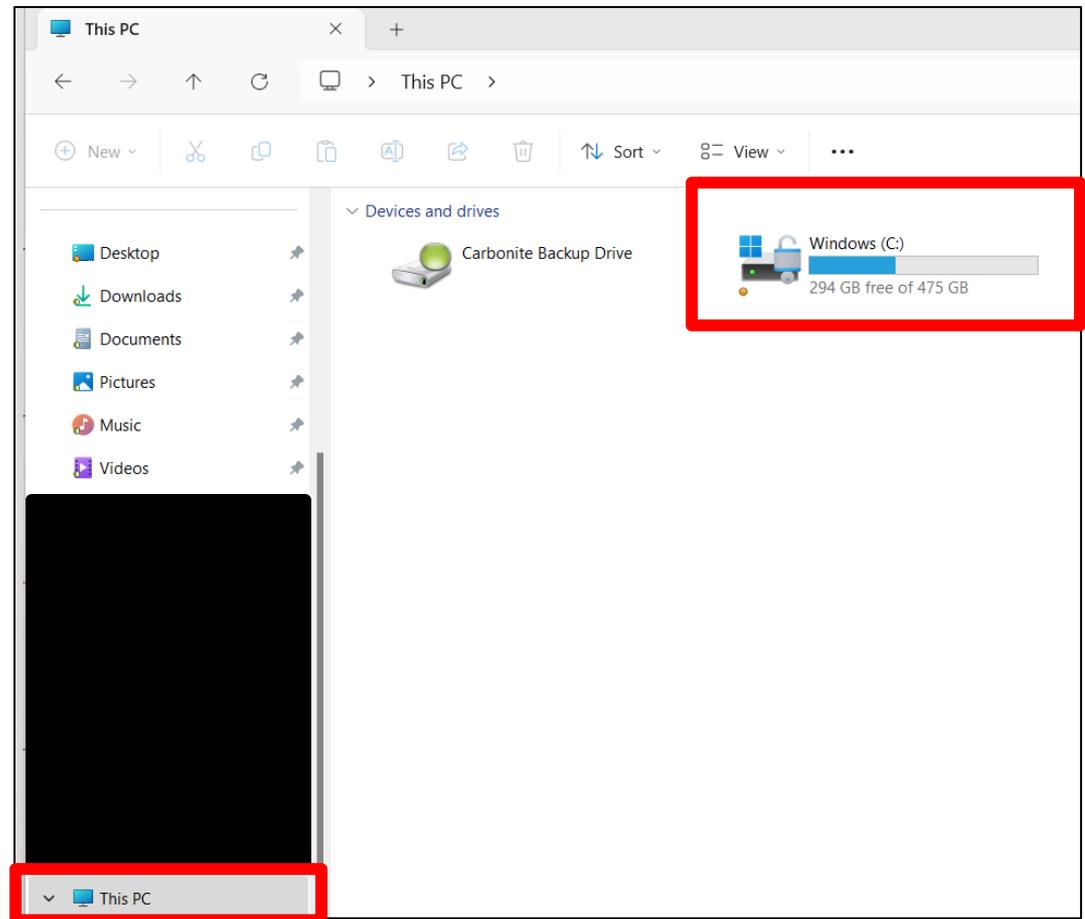
Storage on Other Drives

▶ Viewing Storage on both One Drive and Hard Drive



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

- ▶ Go to File Explorer
- ▶ Select *This PC*





COPYING

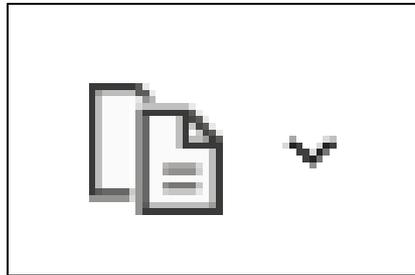
Snipping Tool & Clipboard

Copying

- ▶ Select Text or Image
- ▶ Ctrl + C

or

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



Snipping Tool – Capturing Screen

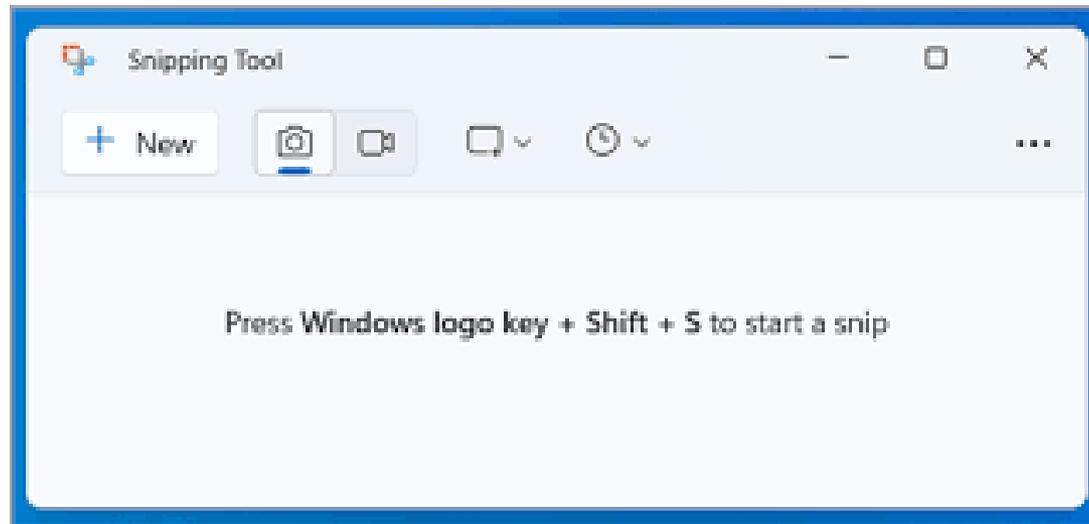
▶ Search or click Snipping Tool



▶ Capture Screen Image

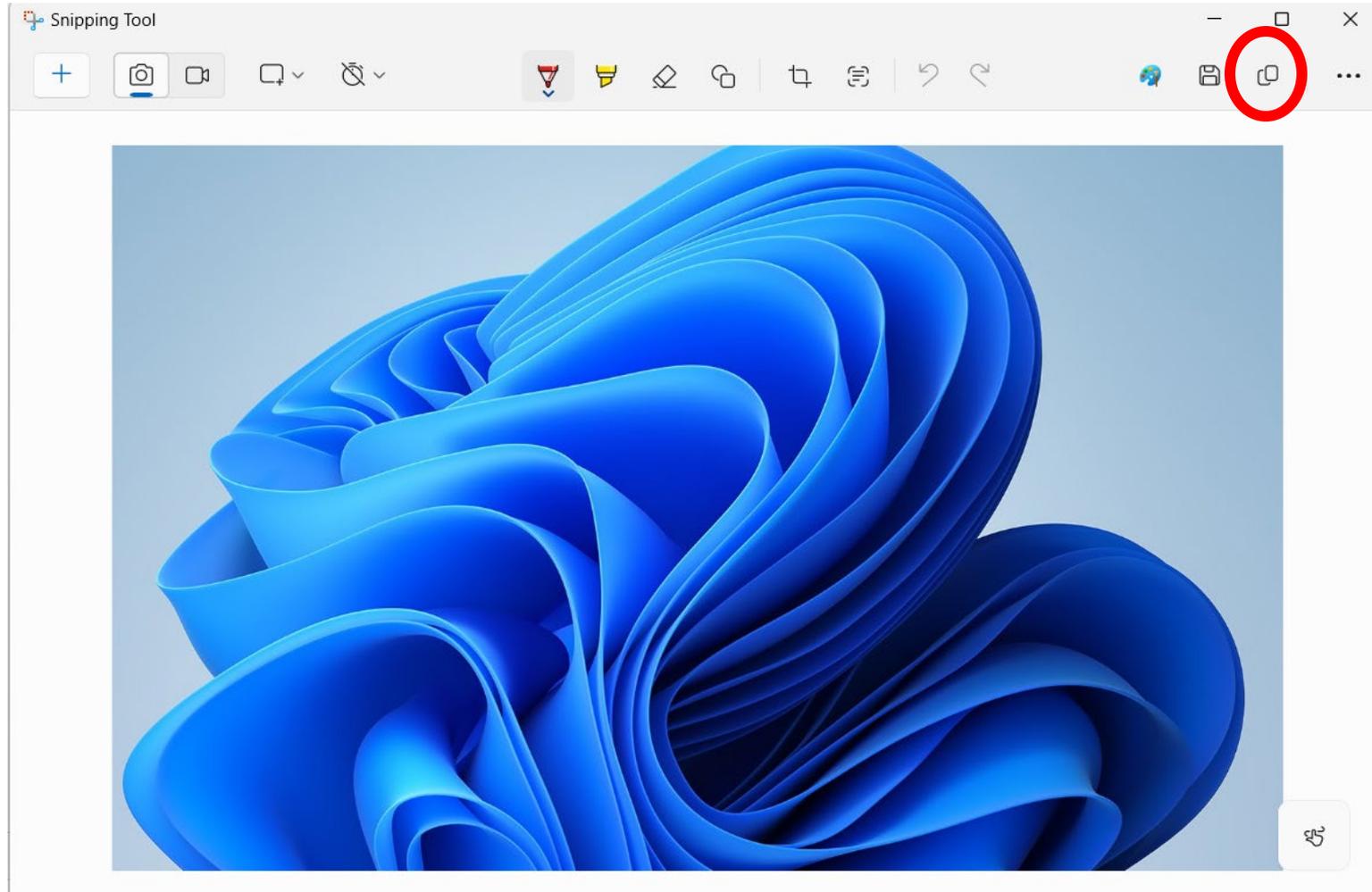
or

▶ Press Windows Key + Shift Key + S



Copy Image to Clipboard

▶ Click Copy Icon

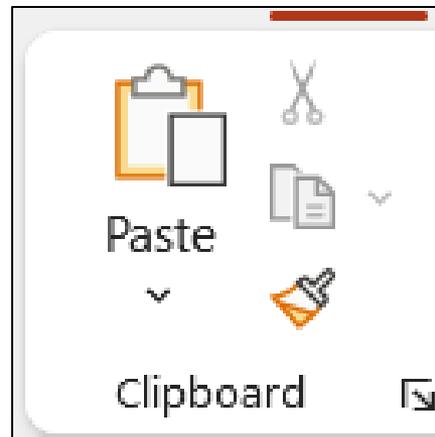


Paste from Clipboard

▶ Ctrl + V

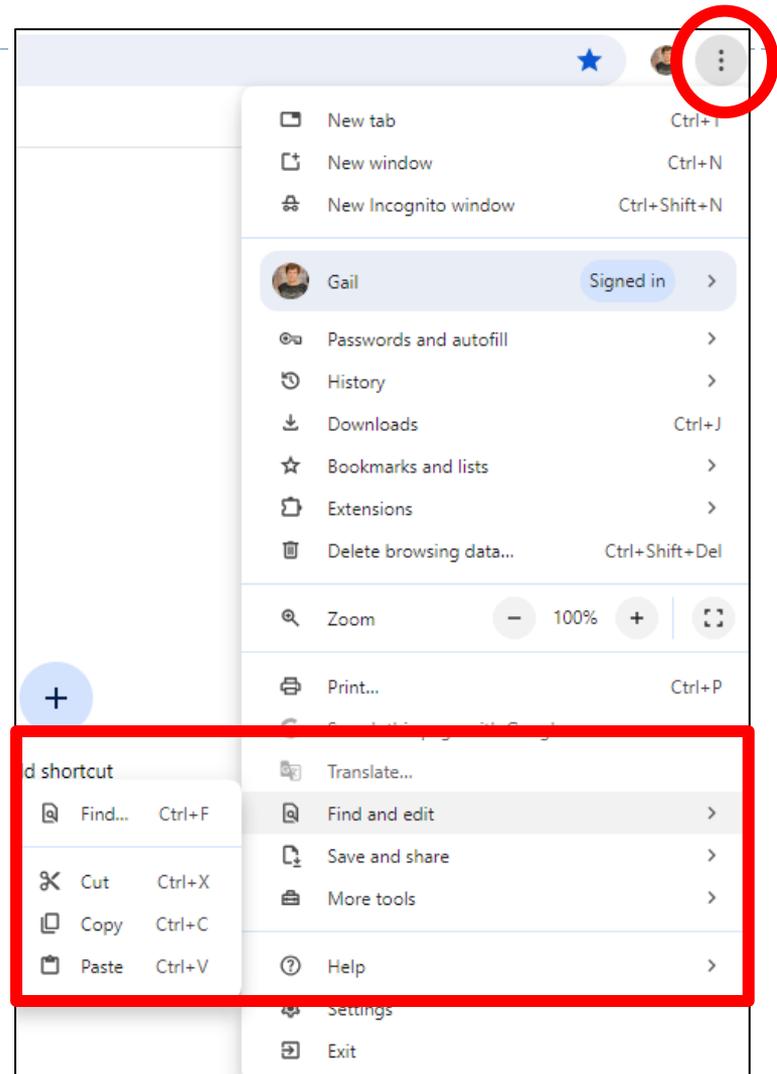
or

▶ Click Paste from Home Ribbon in any MS Office Application



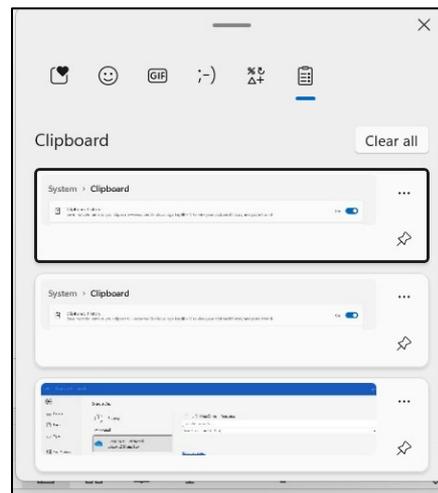
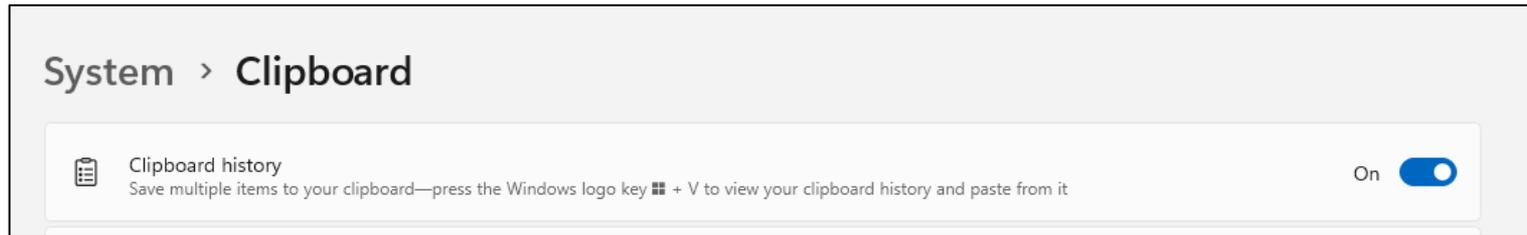
Editing from Google Chrome

- ▶ 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



Applications

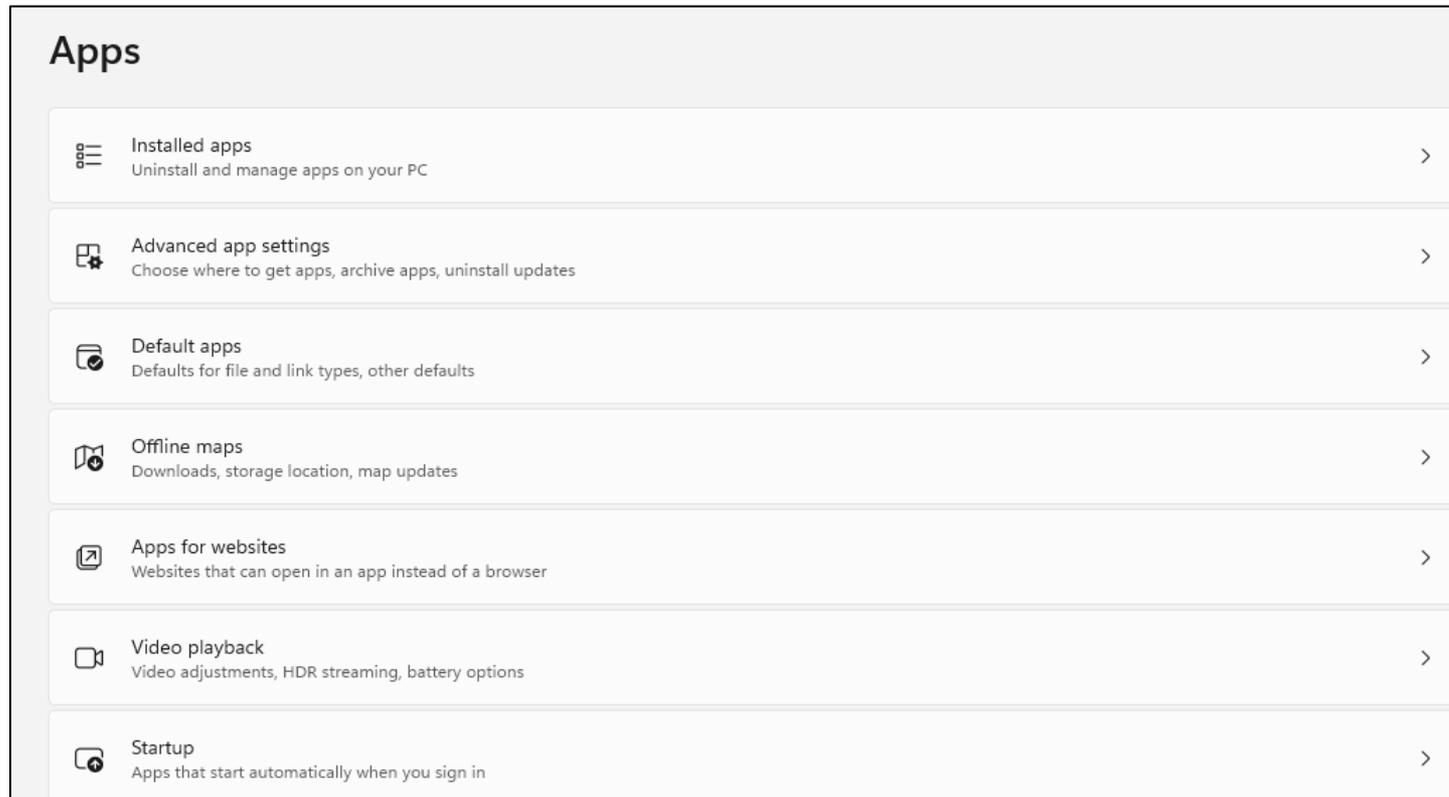
List of Apps & Uninstalling Apps

System - Apps

▶ Click **System – Apps**



▶ View Applications Stored on PC



List of Installed Applications

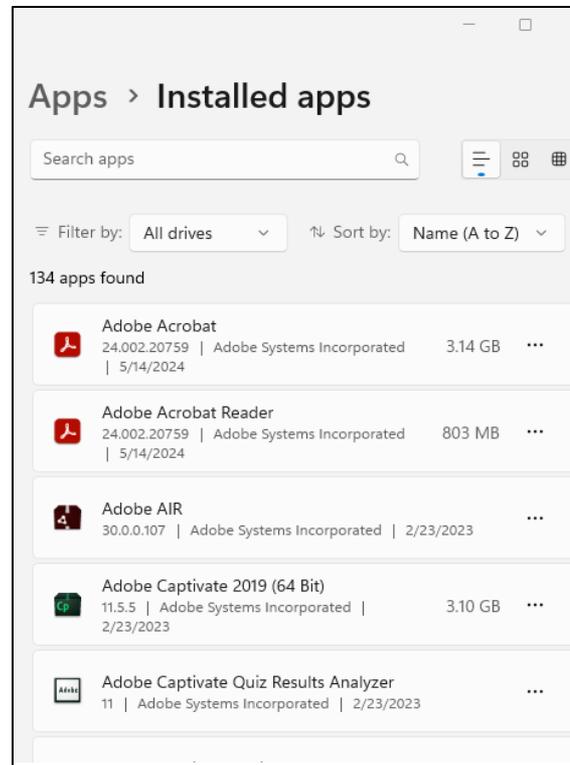
Apps



Installed apps

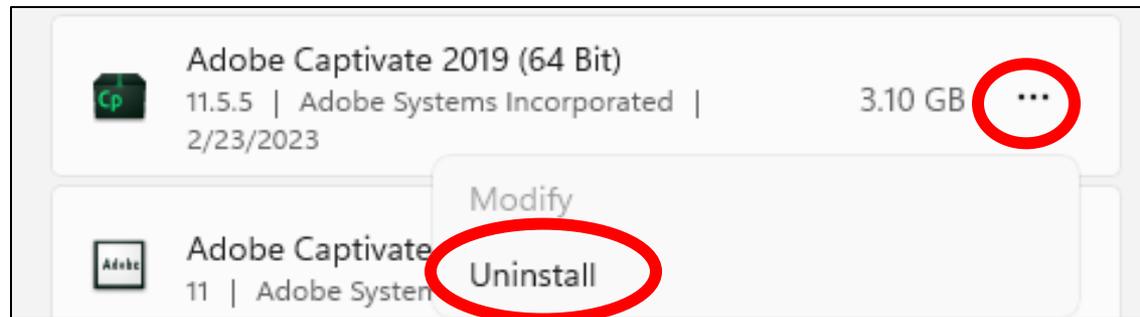
Uninstall and manage apps on your PC

- ▶ Click **Settings – Apps – Installed apps**



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

The screenshot shows the Windows Settings application, specifically the 'Apps > Startup' section. The title 'Apps > Startup' is at the top left. Below it, a subtitle reads: 'Apps can be configured to start when you log in. In most cases, apps will start minimized or may only start a background task.' To the right of this subtitle is a 'Sort by:' dropdown menu currently set to 'Name'. The main content is a list of 12 applications, each with an icon, name, publisher, and a toggle switch for its startup status. The toggle switches for most apps are turned 'On' (blue), while 'Alexa' is turned 'Off' (grey). Each row also includes a small square icon with a checkmark to the right of the toggle.

App Name	Startup Status
Acrobat Collaboration Synchronizer 24.2 (Adobe Systems Incorporated)	On
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Adobe GC Invoker Utility (Adobe Systems, Incorporated)	On
Adobe Updater Startup Utility (Adobe Systems Incorporated)	On
Alexa (AMZN Mobile LLC.)	Off
CCXProcess (Adobe Inc.)	On
Carbonite User Interface (Carbonite, Inc.)	On
Citrix Connection Center (Citrix Systems, Inc.)	On
Citrix FTA, URL Redirector (Citrix Systems, Inc.)	On
ExpressVPN.NotificationServiceStarter (ExpressVPN)	On
HP Command Center Lanucher (HP Inc.)	On
HP One Agent Service (HP Inc.; HP Development Company, L.P.)	On



Co-Pilot (AI)

Preview

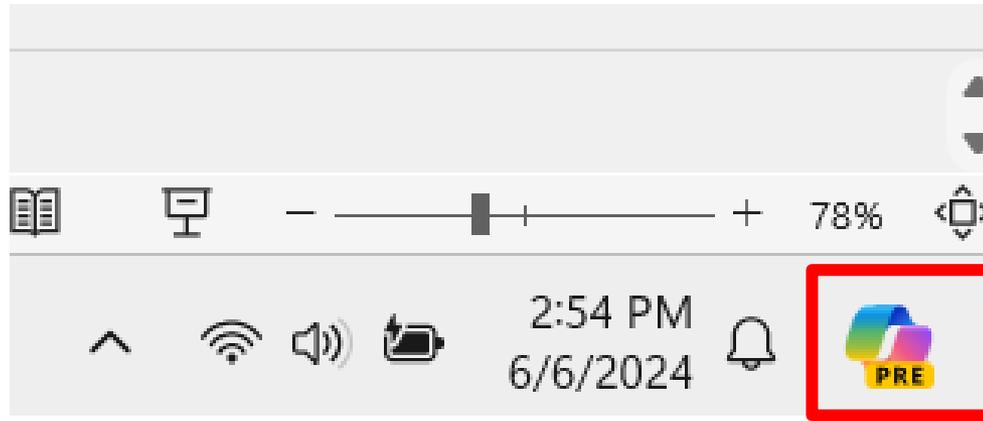
CoPilot Preview

- ▶ Click **Settings – Personalize – Taskbar – CoPilot**
- ▶ Click 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

