

# **Windows 11 Cheat Sheet**

**Saturday, 4/26/25**

**Gail Weiss**

**gmweiss5@gmail.com**

# Agenda

---

- ▶ Is Windows 11 Worth It?
- ▶ Minimum Requirements
- ▶ New Start Layout
- ▶ Snap Feature (Viewing Multiple Windows)
- ▶ Chat from MS Teams
- ▶ Lockscreen Widgets
- ▶ Microsoft Store Downloads
- ▶ Android Apps
- ▶ Voice Access
- ▶ Personalization and Themes
- ▶ ClipChamp
- ▶ CoPilot
- ▶ Security

# 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.

# 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

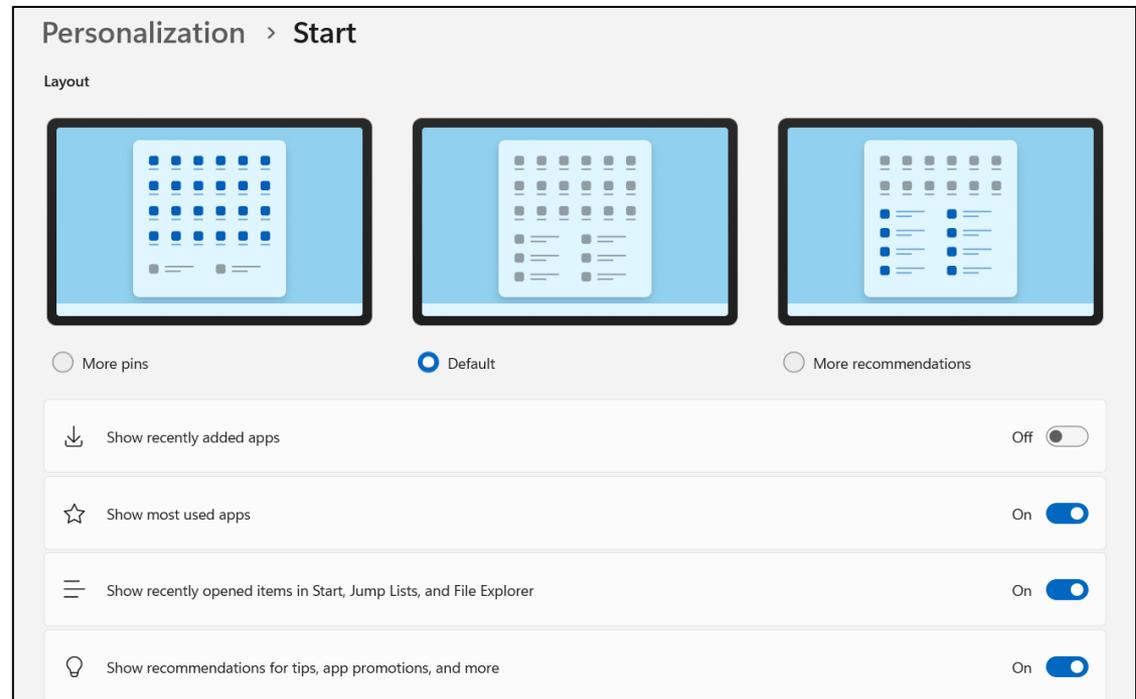
# Windows Security

- ▶ 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



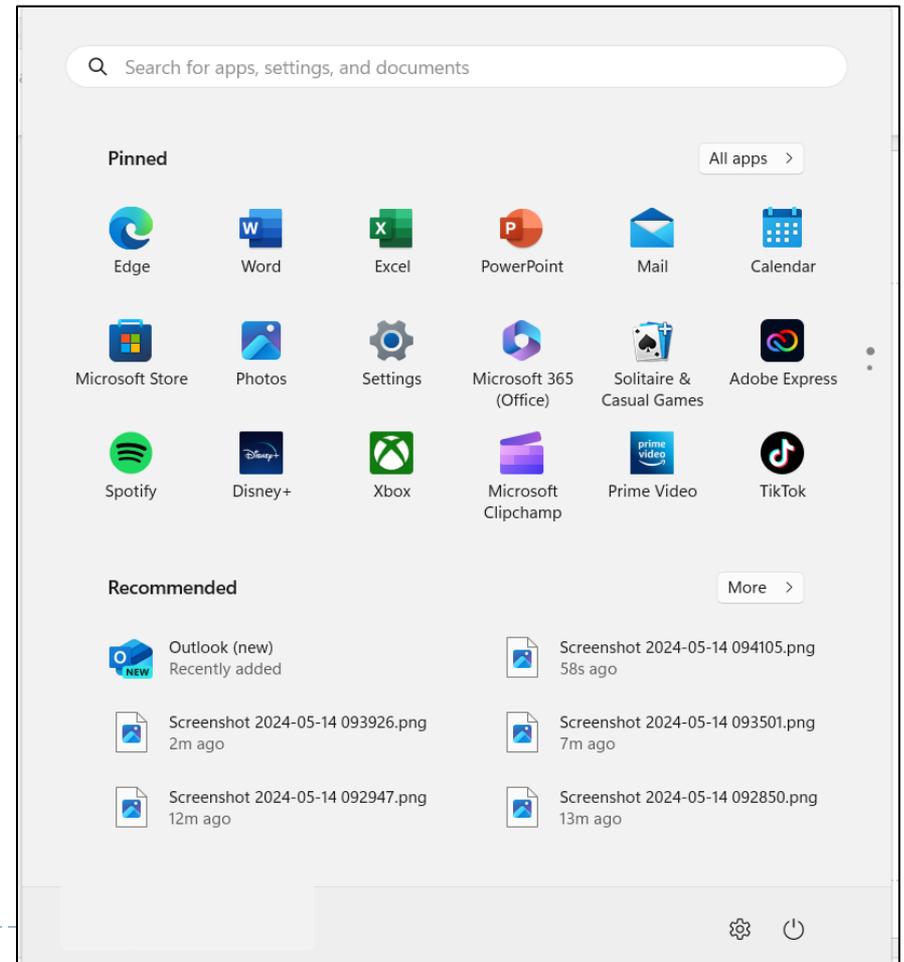
# New Start Layout (Settings)

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



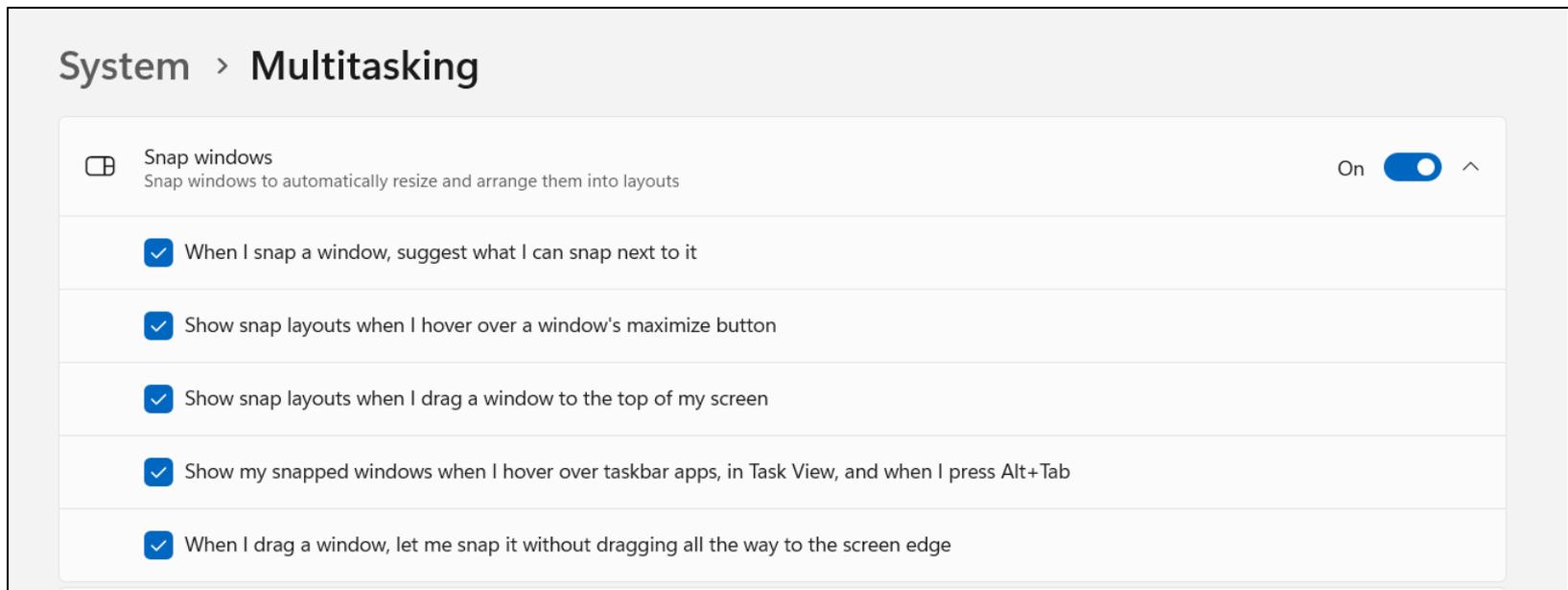
# New Start Menu

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



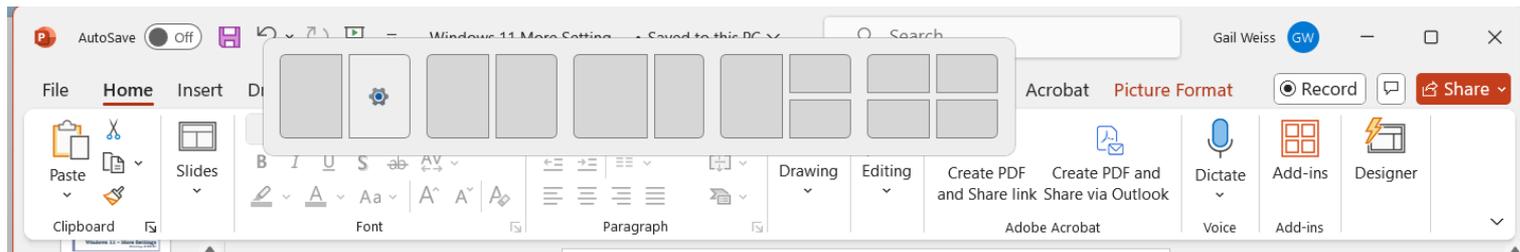
# Snap Layouts, Snap Groups and Desktops (Settings)

- ▶ A new set of features in Microsoft Windows 11 is the introduction of Snap Layouts, Snap Groups and Desktops. These offer a “powerful way to multitask and stay on top of what you need to get done.



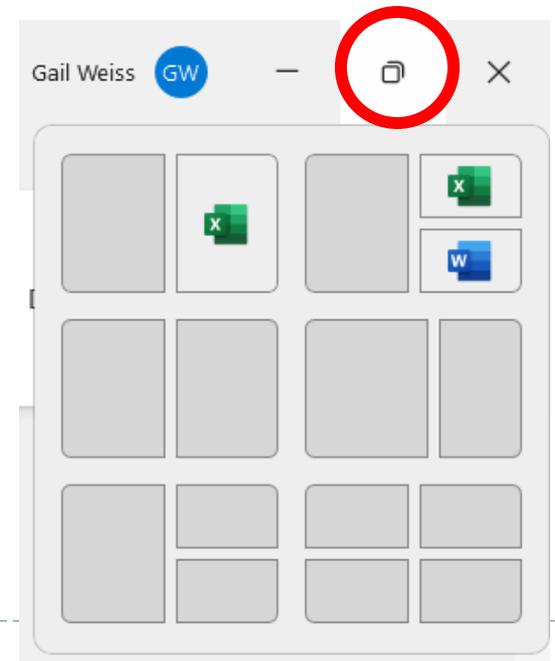
# Snap Feature – Viewing Multiple Windows

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



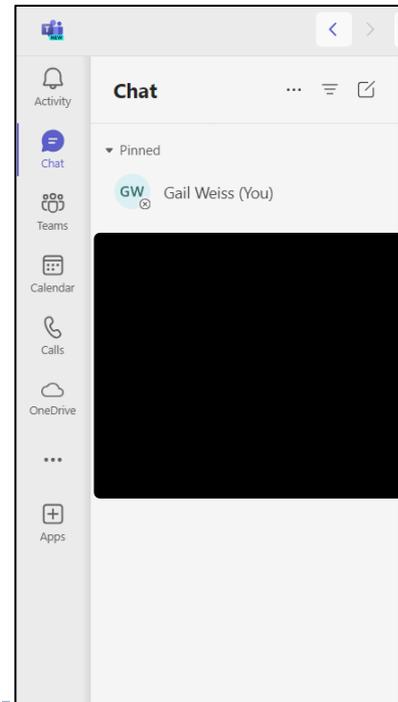
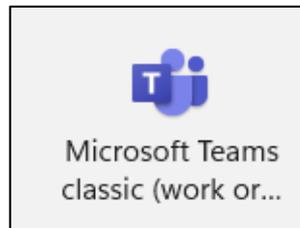
or

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



# Chat from Microsoft Teams (Application)

- ▶ In Windows 11, Microsoft integrates Chat from [Microsoft Teams](#) into the taskbar, so users can instantly connect via text, chat, voice or video with personal contacts, regardless of which platform or device is being used across Microsoft Windows, Android or iOS.



# Lockscreen Widgets

- ▶ Windows 11's new Widgets are a personalized feed powered by [artificial intelligence](#) and [Microsoft Edge](#). Instead of using a phone to check news, weather, or notifications, now users can open their Windows 11 desktop to see a similarly view.



# Lock Screen (Settings)

---

## Personalization > Lock screen



 Back up your Pictures folder to automatically back up your lock screen image.

Start backup



 Personalize your lock screen

Windows spotlight ▾

 Lock screen status  
Choose an app to show detailed status on the lock screen

 Weather and more ▾

Show the lock screen background picture on the sign-in screen

On

Make the lock screen image react when I move my PC

On



# Widgets - Settings

---

Personalization > Taskbar

Taskbar items  
Show or hide buttons that appear on the taskbar

Search	Search box
Copilot in Windows (preview)	On <input checked="" type="checkbox"/>
Task view	On <input checked="" type="checkbox"/>
Widgets	On <input checked="" type="checkbox"/>

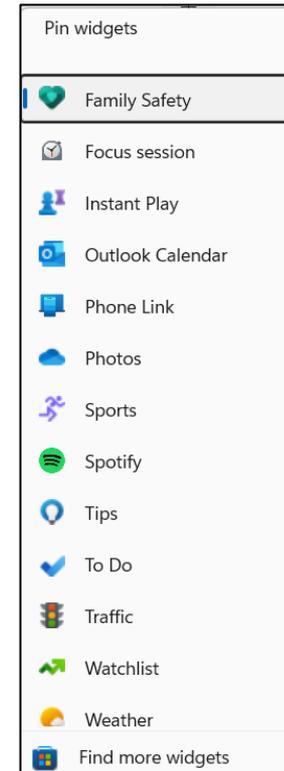
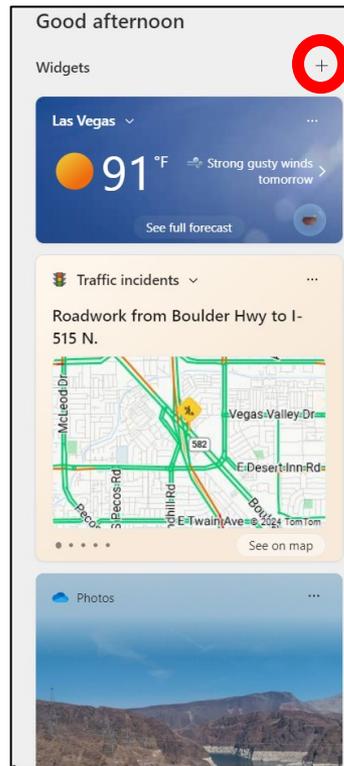


# Pinning Widgets

- ▶ Click the Widgets icon in the lower left corner.
- ▶ Click the plus sign to edit the Widgets.
- ▶ Select a widget and click **Pin**.

91°F  
Sunny

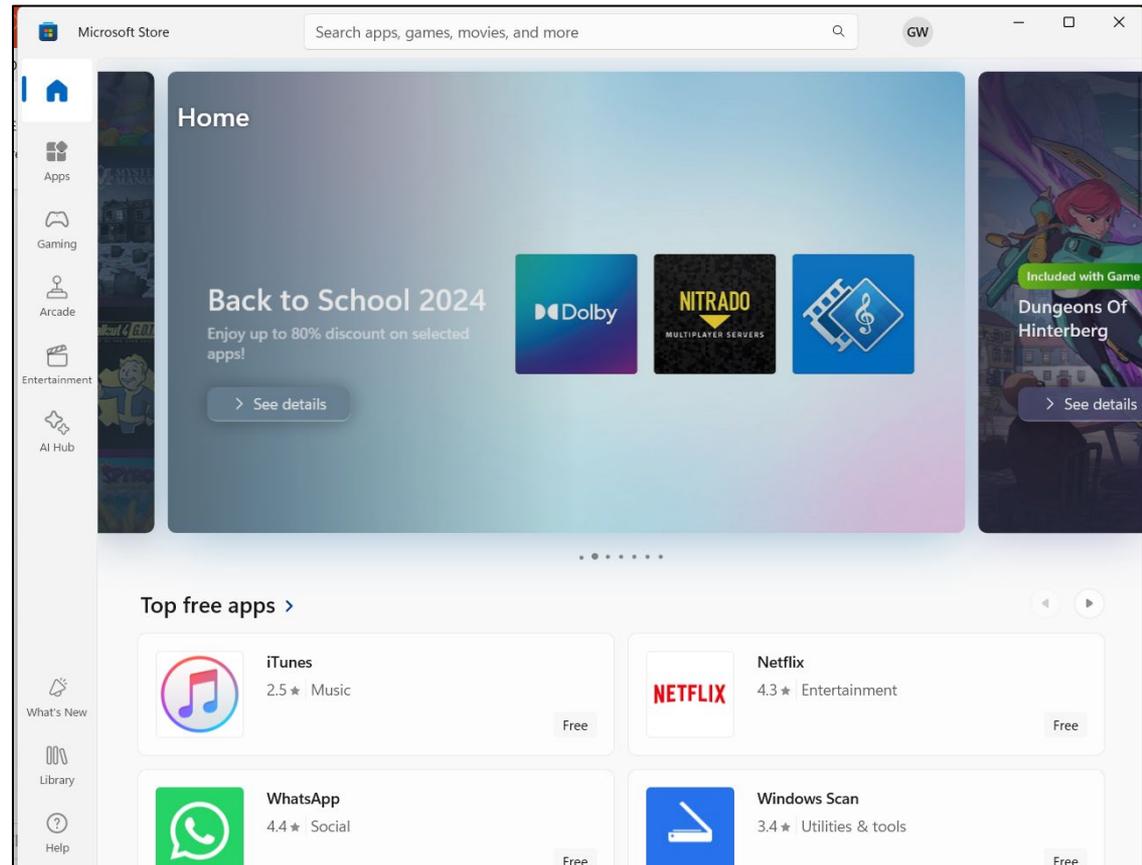
Pin



# Microsoft Store overhaul

- ▶ The Microsoft Store has undergone a major overhaul; users now have one safe location for apps and content to watch, create, play, work and learn. According to Microsoft, the Store “has been rebuilt for speed and with an all-new design that is beautiful and simple to use
- ▶ Leading first- and third-party apps such as Microsoft Teams, Visual Studio, Disney+, Adobe Creative Cloud, [Zoom](#) and Canva have also been added to the Microsoft Store.

# Microsoft Store



# 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

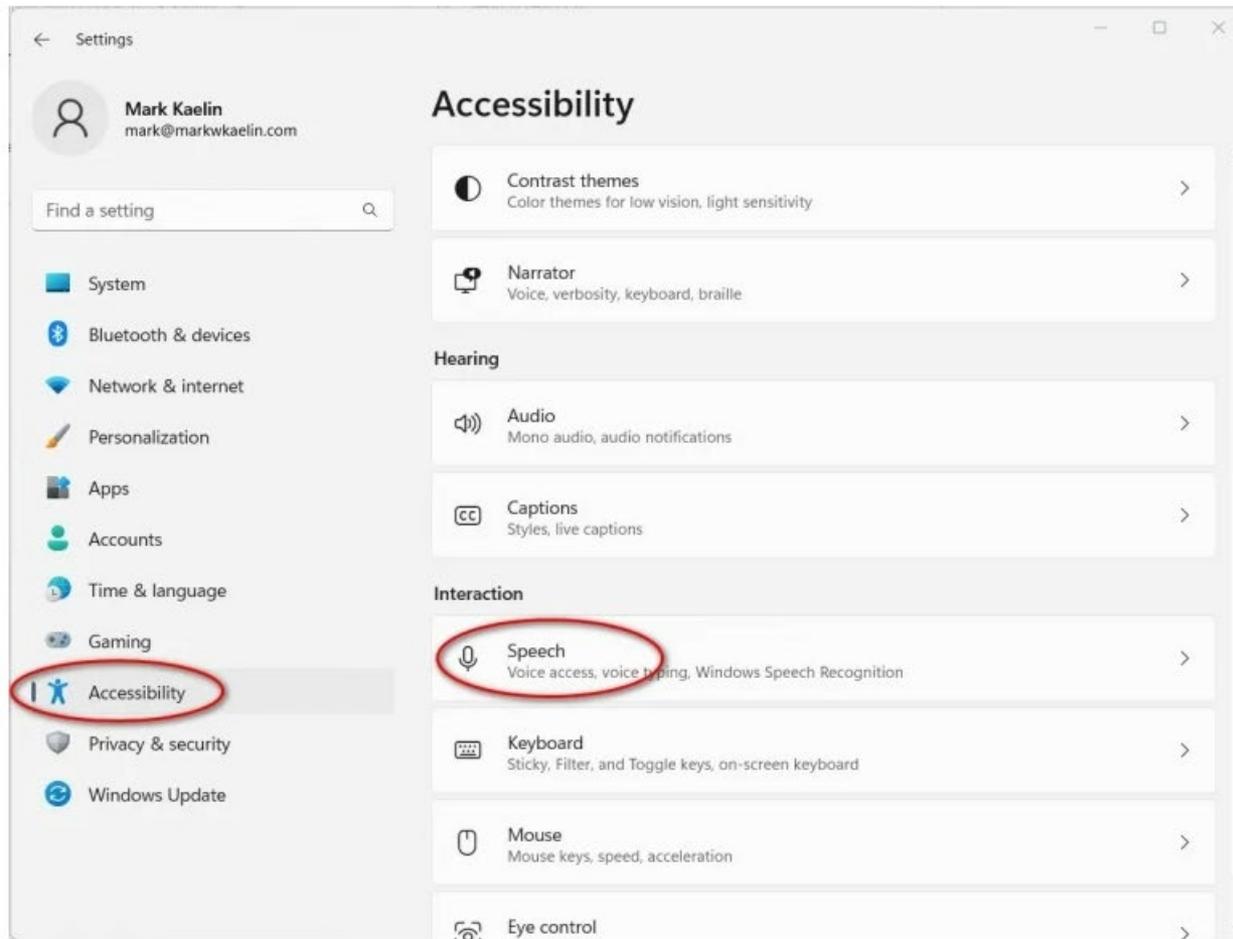
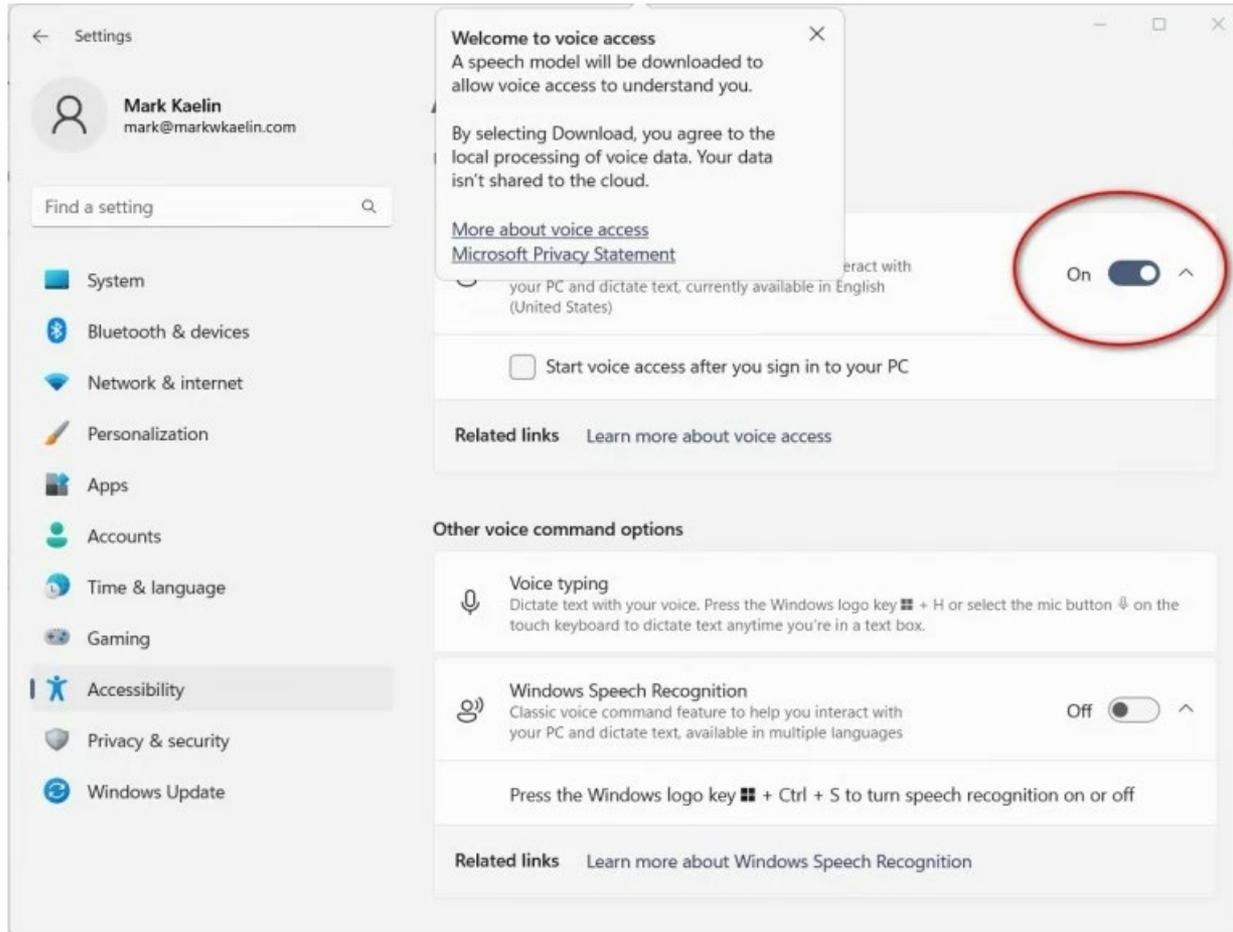


Image: Mark Kaelin/TechRepublic

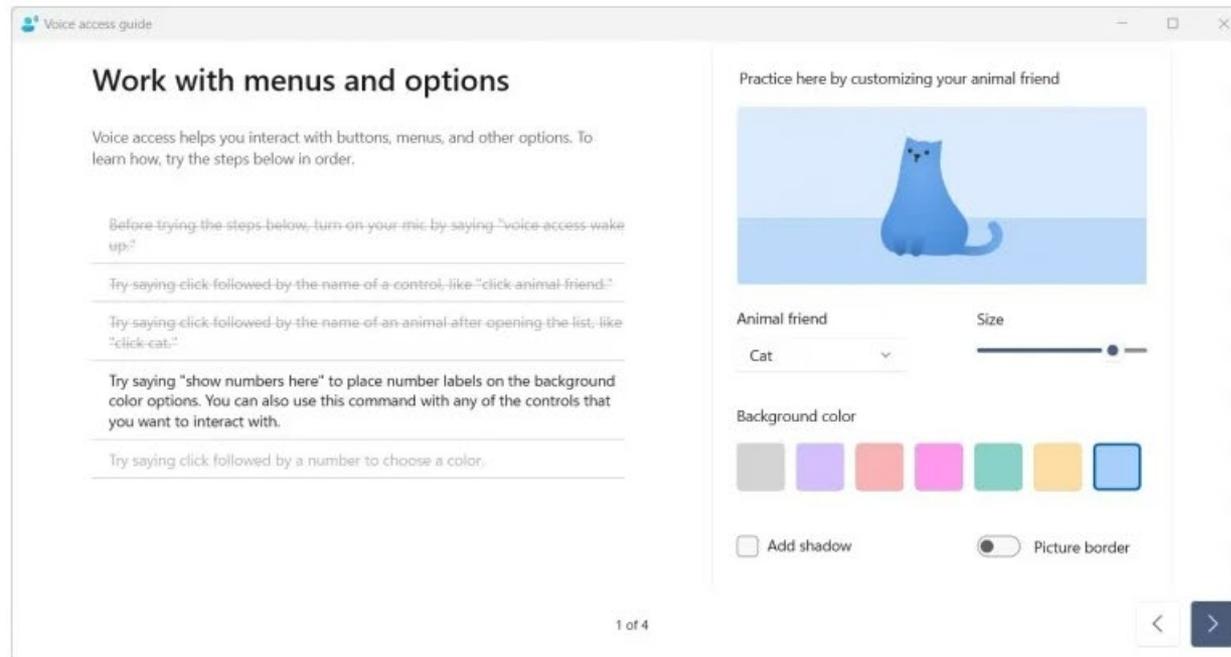
# Voice Access (Settings)

Figure B



# Voice Access

Figure C



# Voice Access Commands

Figure D

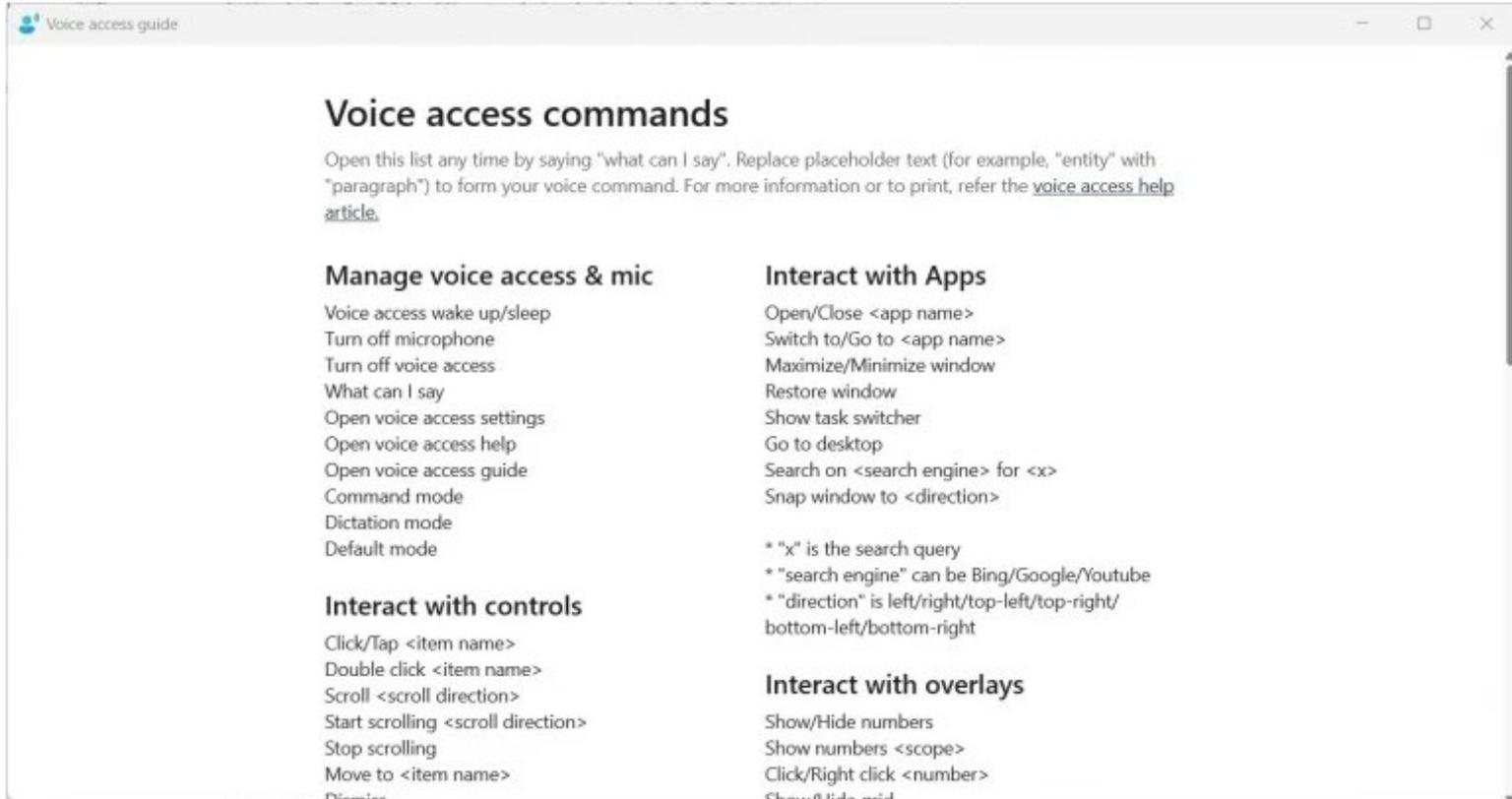
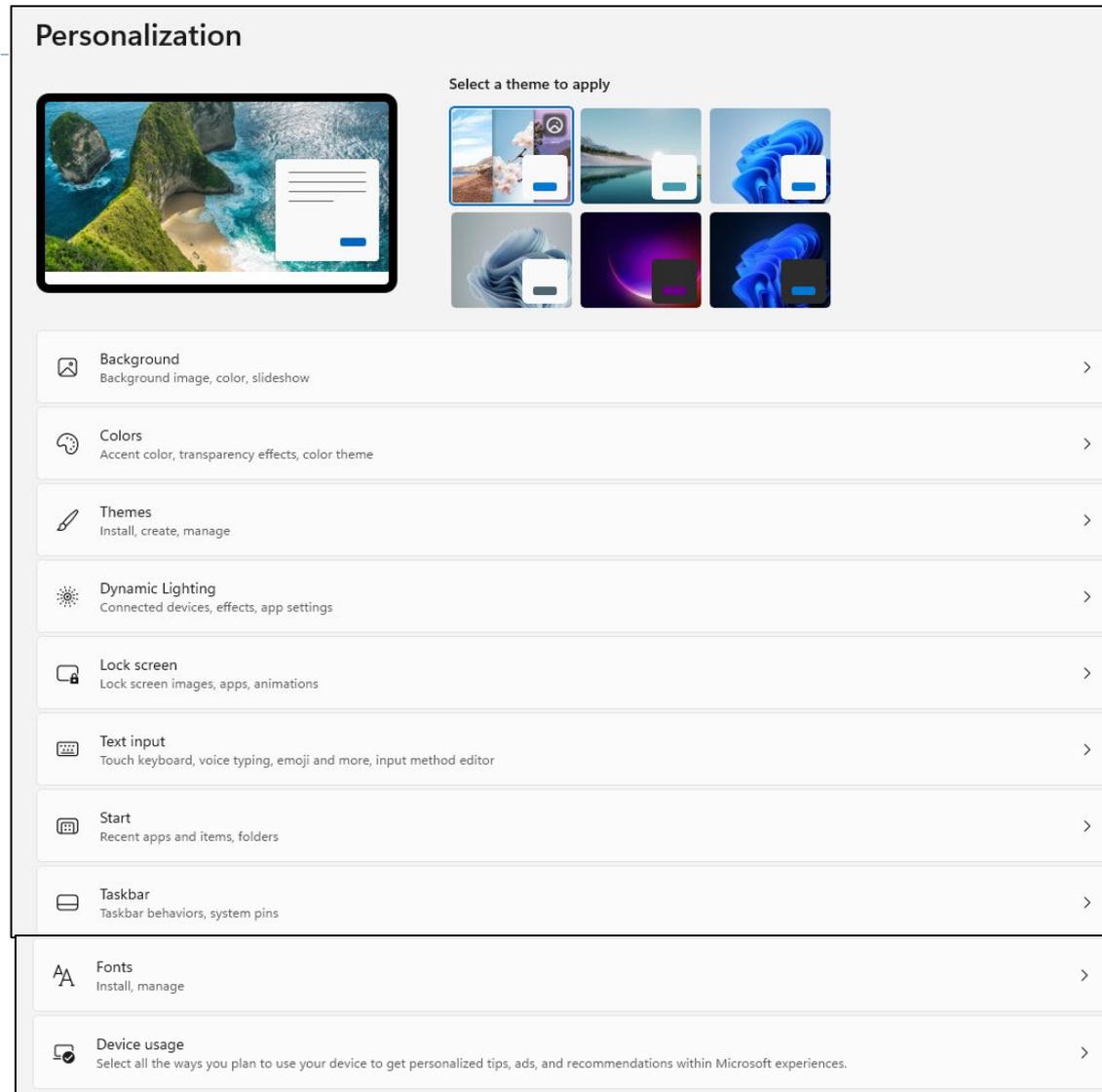


Image: Mark Koalin/TechRepublic

# Personalization – Setting Up Your Own Preferences

- ▶ List of options to personalized your desktop



The screenshot shows the Windows Personalization settings application. At the top, the title "Personalization" is displayed. Below the title, there is a large preview area on the left showing a desktop background of a tropical beach. To the right of the preview, the text "Select a theme to apply" is followed by a grid of six theme thumbnails. Below the preview and theme selection area, there is a list of settings categories, each with an icon, a title, a brief description, and a right-pointing chevron arrow:

- Background**: Background image, color, slideshow
- Colors**: Accent color, transparency effects, color theme
- Themes**: Install, create, manage
- Dynamic Lighting**: Connected devices, effects, app settings
- Lock screen**: Lock screen images, apps, animations
- Text input**: Touch keyboard, voice typing, emoji and more, input method editor
- Start**: Recent apps and items, folders
- Taskbar**: Taskbar behaviors, system pins
- Fonts**: Install, manage
- Device usage**: Select all the ways you plan to use your device to get personalized tips, ads, and recommendations within Microsoft experiences.

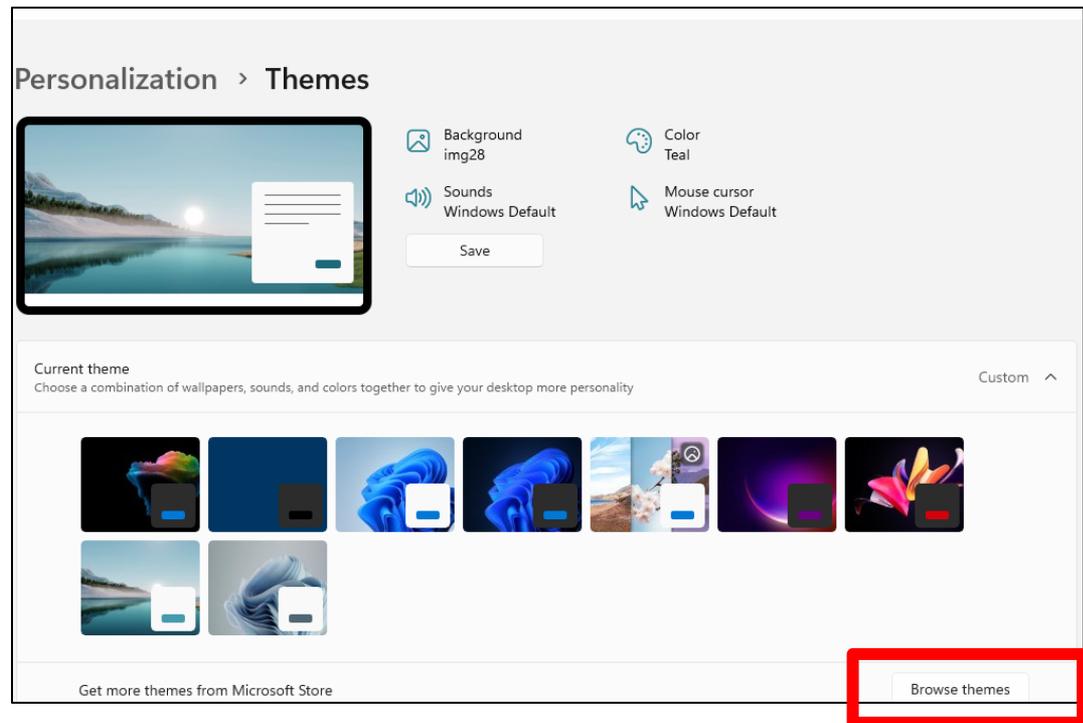
# Personalization – Themes (Settings)

▶ Click **Personalization – Themes**

▶ Select a **Current Theme**

or

▶ Click **Browse themes**



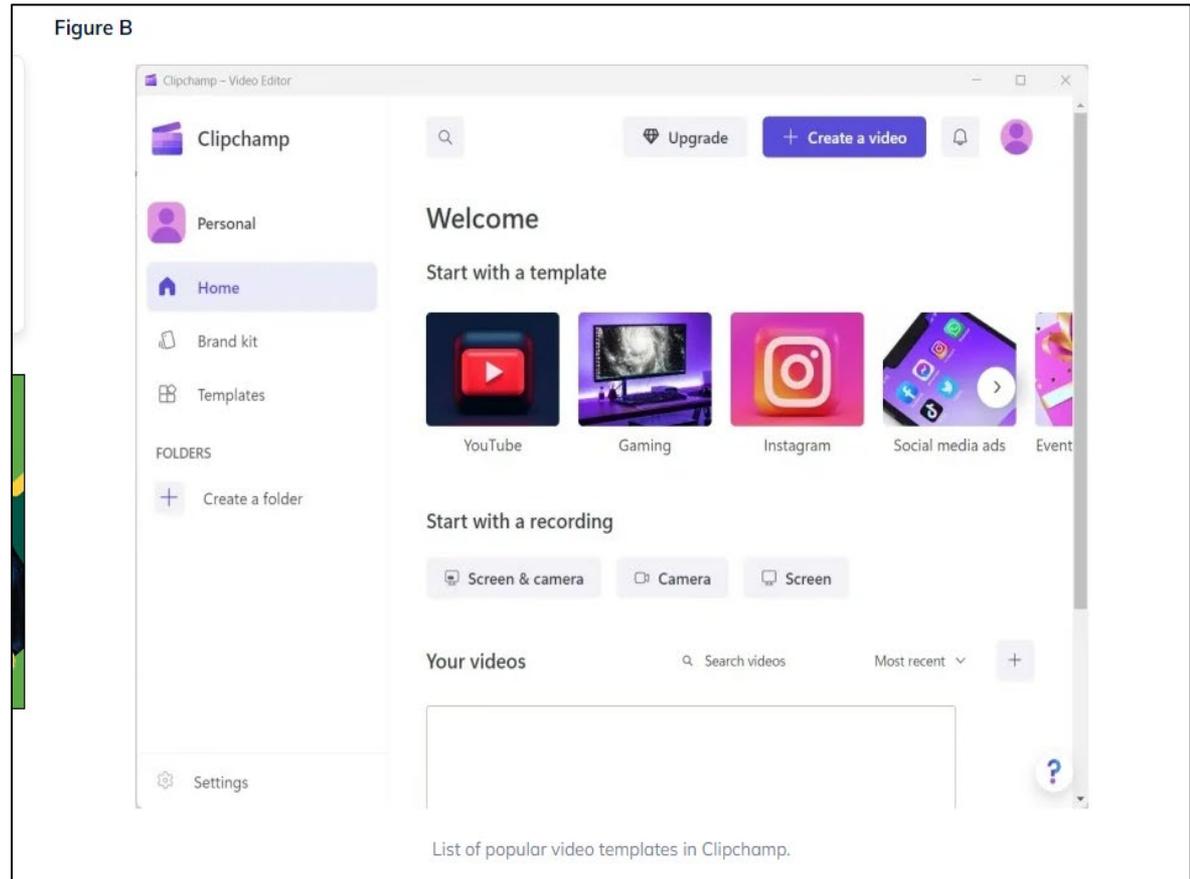
# ClipChamp (Application)

- ▶ Like Mail, Paint and other free basic apps in [Windows 11](#), the personal version of Clipchamp is a functional video editor. Clipchamp is not designed to outperform other full-featured third-party apps, but it will help you create and edit simple and effective professional-looking videos without overwhelming you with the bells and whistles often associated with dedicated video editing applications.

# Clipchamp

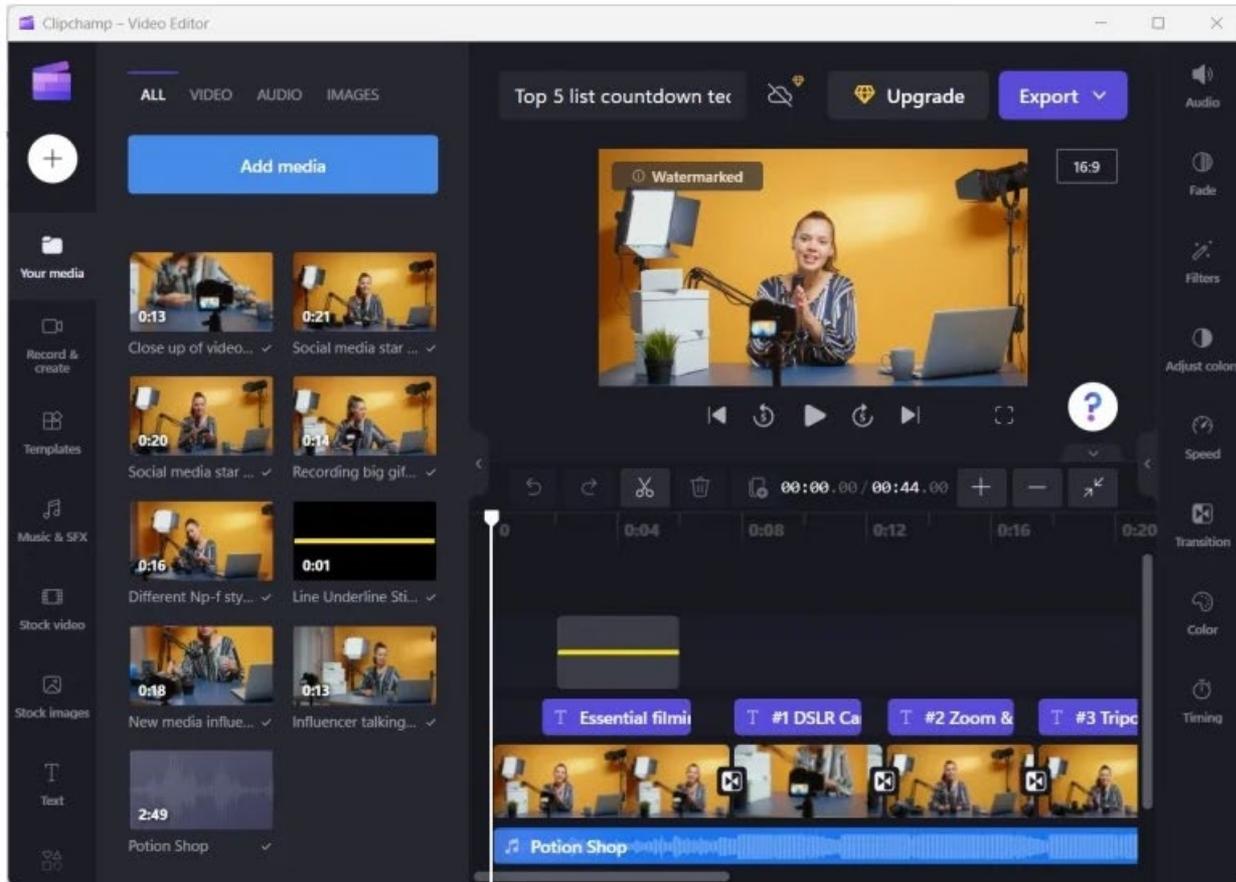


Figure B



# ClipChamp

Figure D



# MS 365 Copilot

- ▶ Microsoft 365 Copilot is an AI-powered tool that helps with your work tasks.
- ▶ It assists with a variety of tasks, such as transforming documents into presentations, editing photos, summarizing emails and meetings, managing PC settings like enabling battery saver and accessing information from different apps and platforms.
- ▶ Users enter a prompt in Copilot and Copilot responds with AI-generated information. The responses are in real-time and can include internet-based content and work content that you have permission to access.

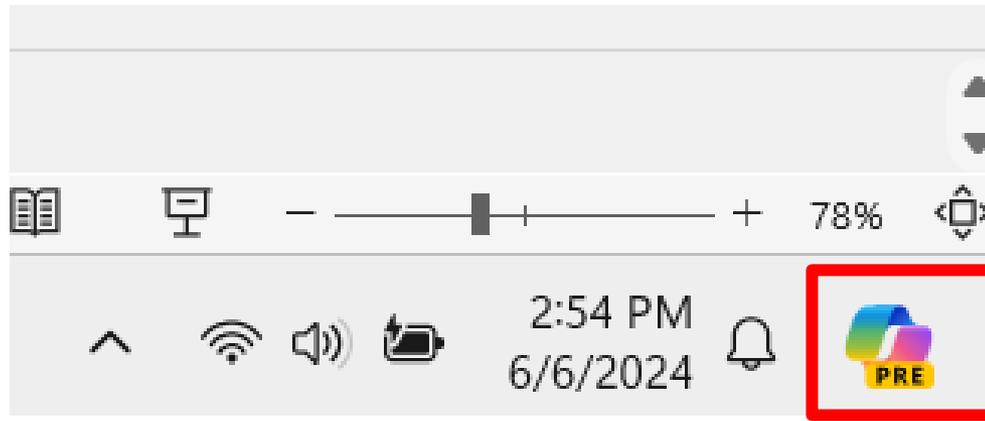
# CoPilot Preview (Settings)

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



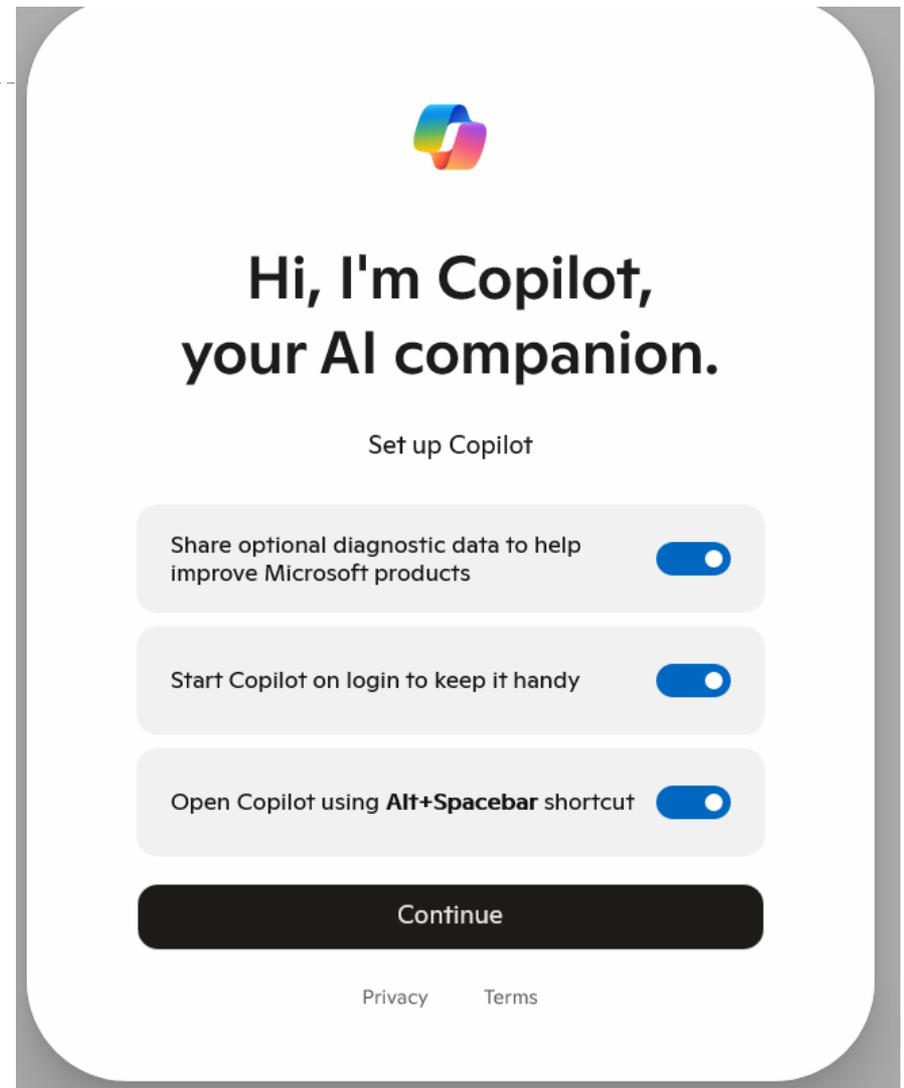
# Co-Pilot in Taskbar

- ▶ Icon will appear in Systems Tray



# Co-Pilot Preview

- ▶ Click **Co-Pilot** Icon
- ▶ Click Continue
- ▶ Select the options



# Copilot Preview

- ▶ Type in your message and Copilot will respond

**Good afternoon, Gail**  
**What can I help you with today?**



Message Copilot

