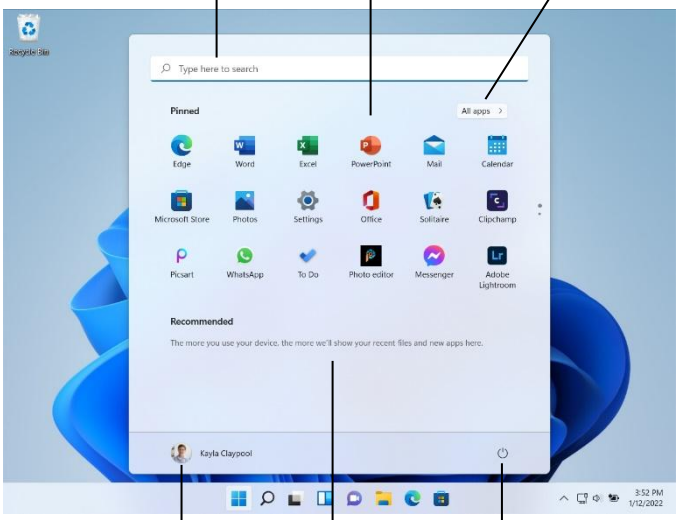
Windows 11: What's New

Cheat Sheet

CustomGuide

The New Start Menu



Using the New Start Menu

Use the **Search** field at the top of the Start menu to search for apps and files on your computer, as well as information on the internet.

The **Pinned Apps** grid gives quick access to the apps you use the most.

The **All Apps** list displays every app installed on your computer. Click the **All Apps** button to display the list.

The **Recommended Apps and Files** group shows files you've recently opened, so that you can jump right back in. This list will be empty at first, and fill with items as you use your computer.

Click the **User Icon** to sign out, switch users, lock your computer, or change your account settings.

Click the **Power Button** to put your computer to sleep, shut it down, or restart it.

The Redesigned File Explorer

Using the New Toolbar

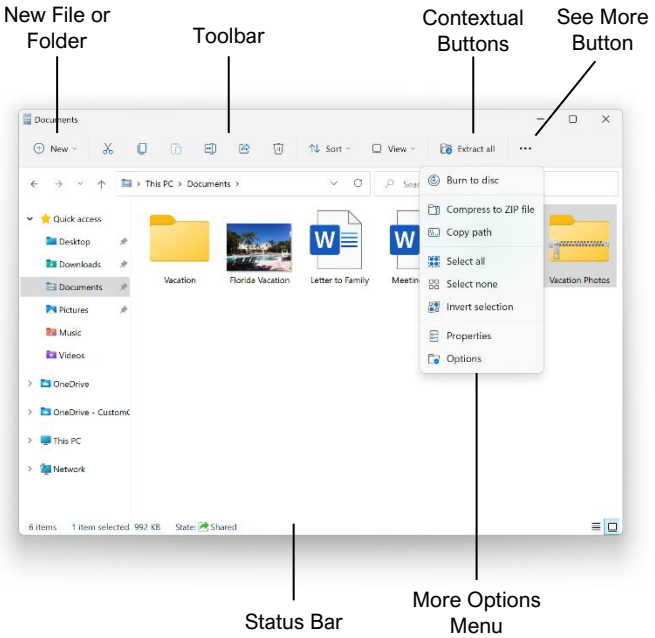
The ribbon from previous versions of File Explorer has been replaced by a toolbar, with icons for common commands.

Buttons on the toolbar allow you to **cut**, **copy**, and **paste**, as well as **rename**, **share**, and **delete** files and folders. You can also sort files and folders and change views.

New contextual buttons will appear on the toolbar, based on what is currently selected.

Additional commands can be found in the **See More •••** menu.

The right-click menu has also been redesigned with a similar look. Some common commands appear as a row of buttons at the top of the menu (or at the bottom, if the menu appears near the bottom of the screen, so that the buttons are closest to the mouse cursor). Select **Show More Options** in the right-click menu to see the classic right-click menu with additional options.



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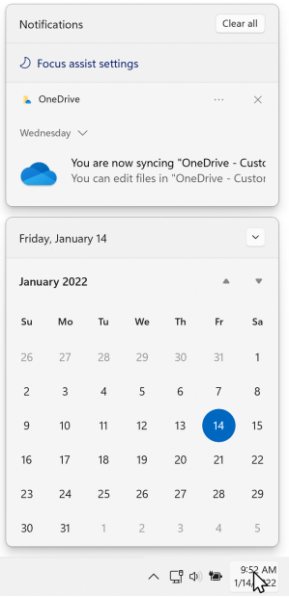
The Updated Notification Center



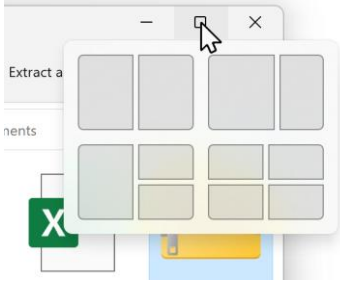
Click the **Date and Time** on the end of the taskbar to open the Notification Center.

The top panel shows notifications you've received and haven't interacted with yet, grouped by the app that triggered that notification.

Click a notification's **Close** button to clear that particular notification. Click an app group's **Close** button to close all of the notifications from that app. Click the **Clear All** button to clear all of the notifications at once.

The bottom panel displays a calendar for the current month.

Arrange Windows with Snap Layouts



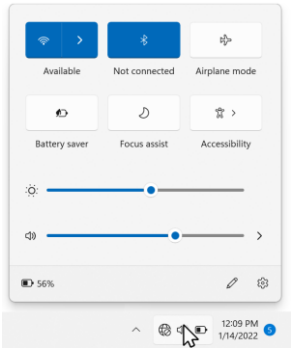
Hover your mouse cursor over a window's **Maximize** button to reveal the Snap Layouts menu.

Select a region in a snap layout to place the current window in that position.

Click window thumbnails as they're shown to fill in the other regions of the snap layout.

Hover your mouse over the taskbar app icon of an app in the group, then select the Snap Layout group to bring all its windows back to the front.

The Quick Settings Menu



Click the **Network, Volume, and Battery** status icons to open the Quick Settings menu.

Toggle switches for various features are based on your computer's capabilities.

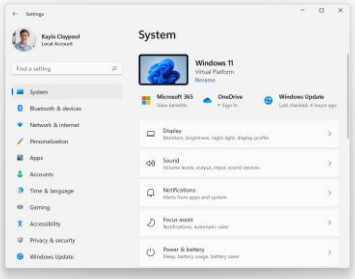
Click a toggle switch to enable or disable that feature.

Use the sliders to adjust screen brightness and volume.

Use the **Edit Quick Settings** button to add new features, remove ones you don't need, and change the layout of the buttons.

Click the **Settings** button as a shortcut to the Settings app.

The Redesigned Settings App



The Settings app has been redesigned to make it easier to find the settings you need.

Use the **Search** field to search for a specific setting.

Click a category in the left pane to display its settings.

Click a settings subcategory to view its settings.

Click in the heading to move up a level.

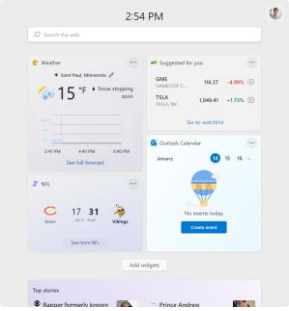
Built-In Teams Chat

Click the **Chat** button on the taskbar to open Teams.

Click the **Chat** button, then enter a contact's name, phone number, or email address to start a new chat.

Select a chat from the Recent list to resume it.

The Widgets Board



Click the **Widgets** button on the taskbar to display the Widgets board.

Click some information in a widget to see more about it.

Click the **More Options** (•••) button and select a new size for a widget.

Click and drag a widget by its titlebar to move it around the Widgets board.

Click the **More Options** (•••) button for a widget, then select **Customize** to change its settings.

Click the **More Options** (•••) button for a widget, then select **Remove Widget** to remove it from the Widgets board.

Click the **Add Widgets** button, then click a type of widget to add it to the Widgets board.

The Updated Task View

Click the **Task View** button on the taskbar to display Task View.

Click the **New Desktop** button to add a new virtual desktop.

Click and drag a window to another desktop's thumbnail to move it to that desktop.

You can rename virtual desktops. Click a desktop's name text field to enter a text entry mode, then enter a new name.

You can now give each virtual desktop a unique background image. Right-click a desktop's thumbnail and select **Choose Background** to open the Settings app to the Background settings.

Focus Sessions

Click the **Network, Volume, and Battery** icons to open the Quick Settings menu, then click the **Focus Assist** button to cycle through Focus Assist modes.

- **Priority Only** will hide all notifications except those that are set as High Priority. You can choose which notifications are high priority in the Focus Assist settings in the Settings app.
- **Alarms Only** will hide all notifications except for alarms that you've set.

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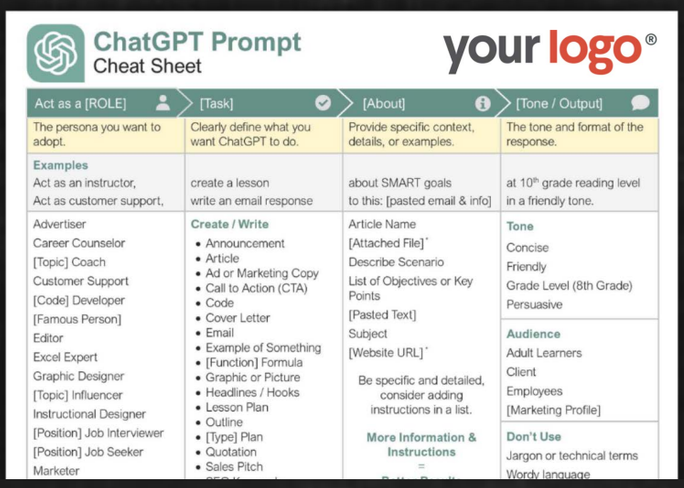

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