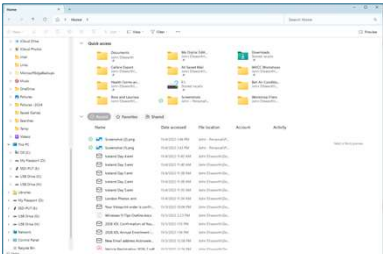




D
E
S
K
T
O
P

F
E
X
P
L
O
R
E
R



Windows 11 Tips

Helpful Tips, shortcuts, tools
New Windows 11 Users



TASK BAR

1

Keyboard Shortcuts

- A keyboard shortcut uses two or more keys pressed at the same time to cause a specific action.
- Win 11 has 30 or more shortcuts and will probably continue to add.
- Here are some of them that I find most useful and we can try them.
- Ctrl + C: Copy; Ctrl + X: Cut; Ctrl + V: Paste (also right click to format)
- Win + E: Open File Explorer 
- Win + H: Start dictation (voice typing)
- Win + V: Open clipboard history
- Win + Shift + S: Open the Snipping Tool to take a partial screenshot
- Win + Print Screen: Capture a full screenshot and save it to the "Screenshots" folder
- Alt + F4: Close the active window or application

2

Control Your PC with Voice Access (Windows 11)

- **Voice Access** is a comprehensive accessibility tool in Windows 11.
- Allows for **PC control** (opening apps, clicking buttons) *and* **text authoring** (dictation/editing) without a keyboard or mouse.
- To Enable: : Go to **Settings \Accessibility \Speech**. Turn on the **Voice access** switch. *A control bar will appear at the top of your screen.*
- Press the Microphone Icon to turn on/off. Various key-words (**OPEN, DICTATE, etc**). *Example: OPEN WORD.*
- Say "**What can I say?**" while Voice Access is listening to see a full list of commands.

3

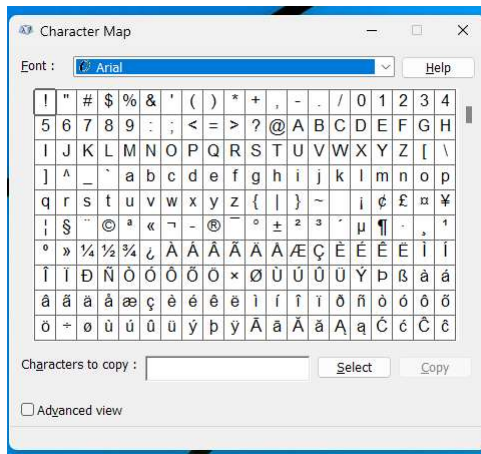
Dictate with Ease: Windows 11 Voice Typing

- **Open Word or Outlook:** Click into the body of your document or email message. **Start Voice Typing:** Press the keyboard shortcut: {**Windows Key + H**}
- **Look for the Microphone:** Click the **Dictate** button (it looks like a microphone) and wait for it to start listening.
- Speak the words you wish to add text to the document. They should automatically appear.
- **Essential Commands:**
 - * "**period**" / "**full stop**" = . * "**comma**" = , * "**new line**" = Inserts a line break. * "**new paragraph**" = Starts a new paragraph. * "**delete that**" = Deletes the last spoken word or phrase. * "**Stop listening**" = Pauses dictation.

4

CharMap is standard in Windows

- Sometimes you need a special symbol; British pound, French accent.
- Windows has a feature for that “CharMap”



é

5

Windows Clipboard and History Explained

- The Windows Clipboard is a temporary storage area in your computer's memory that holds data—such as text, images, or files—that you have cut {Ctrl+X} or copied {Ctrl+C}.
- When you use the paste {Ctrl+V} command, the content from the clipboard is inserted into your active application or location.
- Alternatively, you can Right Click and select the format of the paste.
- Traditionally, the clipboard could only hold one item at a time, meaning that every new cut or copy operation replaced the previous content. In Windows 11 it holds 25 items.

6

How to Use Clipboard History

- Enabling Clipboard History (If Needed).
- The first time you try to access the history, you may need to enable it:
- Press the Windows logo key + V.
- If it's not enabled, a small window will appear with a "Turn On" button. Click it to activate the feature.
- Alternatively, you can go to Settings > System > Clipboard and toggle the "Clipboard history" switch to On.
- To use Clipboard History:
- Press the Windows logo key + V keyboard shortcut to open the clipboard panel.
- The panel displays your recent items (text snippets, image thumbnails, etc.).
- Click on any item in the history to paste it into your current application.

7

Managing the Items in your Clipboard History

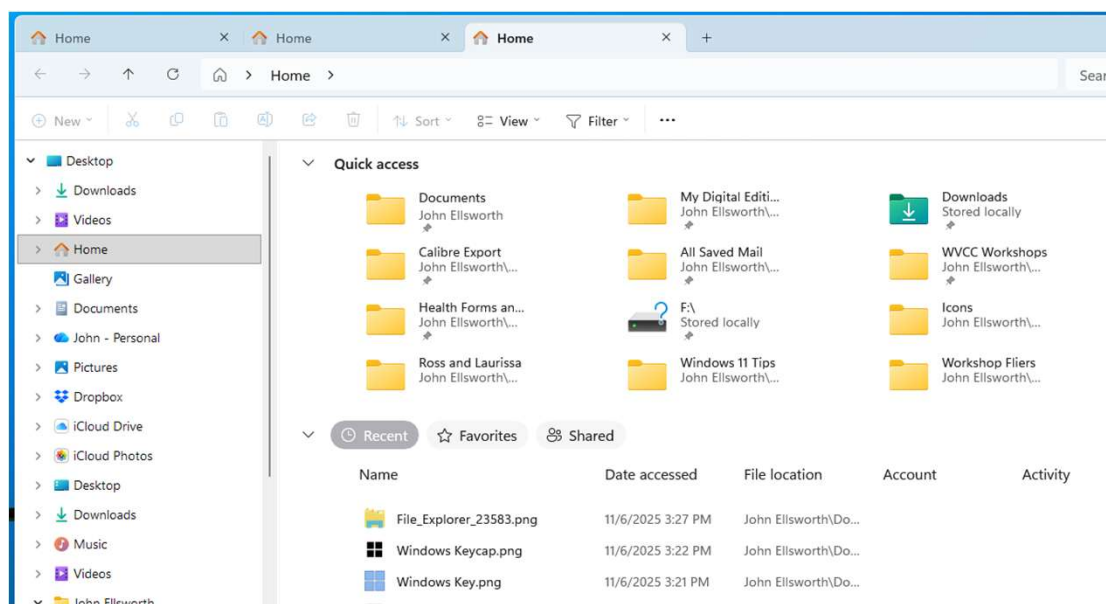
- **Pin an item:**
- Click the three dots (...) next to an item and select Pin (or click the pin icon).
- Pinned items are not deleted to make room for new copies and are not cleared when you restart your computer.
- This is useful for frequently used items like addresses.
- **Delete an item:**
- Click the three dots (...) next to an item and select Delete (or click the trash can icon).
- **Clear All:** At the top of the clipboard, you can click Clear all to remove all unpinned items from the history.

8

What's New in File Explorer

- Use  + E to open File Explorer 
- You now can have multiple Tabs to select. This allows easy moves between Directories.
- Quick Access box shows recent items and they can be pinned.
- Recent Files are shown.
- Ribbon now has icons.

9



10

Questions About Windows 11

- You are required to have a Microsoft Account.
- You can buy Office 2024 or Office 365 (yearly)
- Start Menu now on Windows Key 