

GETTING THROUGH THE DIGITAL DOOR Windows 11 Basics

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Building Vibrant Communities Program Nova Scotia Department of Communities, Culture, Tourism and Heritage

Windows 11 Basics

- 1. How to turn on your computer
- 2. How to sign in to your Windows 11 computer
- 3. Desktop and Start Menu
- 4. Windows File Explorer / How to find your files
- 5. How to connect your Windows 11 computer to the internet
- 6. How to browse the internet on Windows 11 computer
- 7. How to shut down your computer
- 8. How to charge you computer

1. How to turn on your computer



2. How to sign in to your Windows 11 PC



It is important to create a password so only you can use your computer. Write your password down and store in a safe place in case you forget it.

3. Desktop and Start Menu

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start menu.

4.Windows File Explorer



Once you open the file explorer box you can then find the file you are looking for.							
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5. How to connect to the Wi-Fi

Step 1: To get started, click on the Start button then click on Settings.



Step 2: Select Network & internet on the left side of the page, and then click on Wi-Fi on the right.



Step 3: Make sure Wi-Fi button is turned on Select the Show Available Networks



Step 4: Pick the Wi-Fi connection you want, then click connect.

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Step 5: To get into a private Wi-Fi you will need a password.



NOTE: Many public Wi-Fi like the library do not need a password to use them. You should not use a public Wi-Fi for personal banking like online banking because it is not safe. 6. How to browse the internet on Windows 11 PC



Google Web Browser



7. How to shut down your computer



button to turn off the computer.

8. Charging your laptop computer

All laptop computers come with a power cable. To recharge the laptop, **connect the power cable to a mains power wall socket, and plug the other end into the power socket on the laptop**. You can continue to use your laptop while the battery is charging.



DO NOT let the battery lose its full charge. Charge the battery in your laptop computer when it gets to 20%. When charging your laptop computer fully charge it to 100%.