



» **Tip icons:** These point out helpful suggestions related to tasks in the step lists.

» **Bold:** We use bold for figure references as well as for when you have to type something onscreen using the keyboard.

Many figures have notes or other markings to draw your attention to a specific part of the figure. The text tells you what to look for; the figure notes help you find it.

» **Website addresses:** If you bought an e-book, website addresses are live links. In the text, website addresses look like this: www.dummies.com. See Chapter 6 for information on browsing the web.

» **Options and buttons:** Although Windows 11 often uses lowercase in option and button names, we capitalize the text for emphasis. That way, you can find a button labeled Save Now, even though onscreen it appears as *Save now*.

How to Read This Book

You can work through this book from beginning to end or simply look at the table of contents or index to find the instructions you need to solve a problem or learn a new skill whenever you need it. The steps in each task get you where you want to go quickly, without a lot of technical explanation. In no time, you'll start picking up the skills you need to become a confident Windows 11 user.

Technology always comes with its own terms and concepts, but you don't need to learn another language to use a computer. You don't need any prior experience with computers or Windows. Step-by-step instructions guide you through specific tasks, such as accessing the news or playing a game. These steps provide just the information you need for the task at hand.

Foolish Assumptions

We assume that you have a computer and want clear, brief, step-by-step instructions on getting things done with Windows 11. We assume also that you want to know just what you need to know, just when you need to know it. This isn't Computers 101. This is Practical Windows 11. As an old friend of one of the authors said, "I don't want to make a watch; I just want to know what time it is."

How This Book Is Organized

This book is divided into four parts to help you find what you need. You can read from cover to cover or just jump to the page that interests you.

- » **Part 1: Getting Started with Windows 11:** In Chapter 1, you turn on the computer and get comfortable with essential parts of Windows 11, such as the Start screen, as well as how to use a mouse, touchscreen, or keyboard. Explore features of Windows 11 apps in Chapter 2. To customize Windows 11 to work better for you, turn to Chapter 3. In Chapter 4, you create and modify user account settings, such as passwords. Discover the desktop, how to manage windows, and how to customize the desktop in Chapter 5.
- » **Part 2: Windows 11 and the Web:** Use the web to stay current and keep in touch. Turn to Chapter 6 to use Edge to browse the web. Send and receive email in Chapter 7. Stay in touch with friends and family with Microsoft Teams in Chapter 8. Turn to Chapter 9 to explore a handful of apps that can help you stay in touch with friends and get to know the outside world better.
- » **Part 3: Having Fun with Windows 11:** If you haven't been having any fun until now, we've failed you. Expand your tools and toys in Chapter 10 by connecting to Microsoft Store to install new apps. In Chapter 11, you enjoy photos on Windows 11 and put your own photos on the computer. If you want to listen to music and watch a video, see Chapter 12.

» **Part 4: Beyond the Basics:** In Chapter 13, you learn about the care and feeding of Windows 11, which requires a little maintenance now and then. Find out how to connect a printer and other hardware, such as a mouse and a second screen, in Chapter 14. Do you appreciate the saying “a place for everything and everything in its place”? Chapter 15 is where you find out how to organize your documents. And finally, you back up your files to insure against loss and refresh Windows 11 when it gets cranky, in Chapter 16.

Beyond the Book

In addition to what you’re reading right now, this book comes with a free, access-anywhere Cheat Sheet that helps you search the web without a browser, quickly locate recently used files from the Start screen, view file extensions in File Explorer, and take a screenshot. To get this Cheat Sheet, simply go to www.dummies.com and search for “Windows 11 For Seniors For Dummies Cheat Sheet” by using the Search box.

1

Getting Started with Windows 11