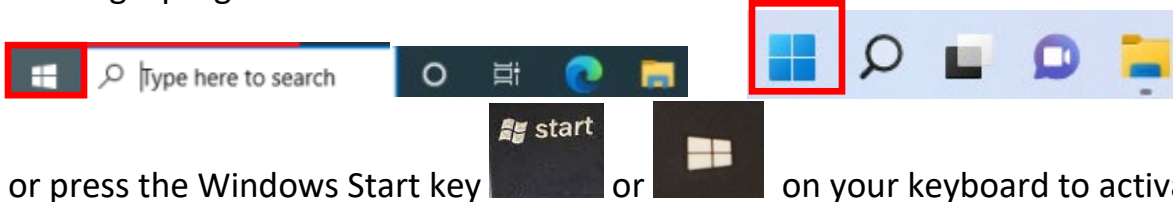


Windows 10→Windows 11 Crash Course and Cheat sheet

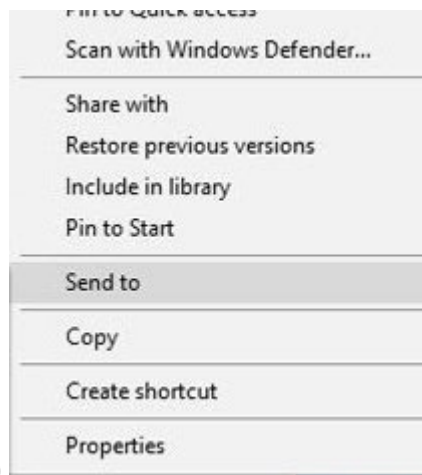
Old Minimize icon		Newer Minimize icon	
Old Maximize icon		Newer Maximize icon	
Old Restore icon		Newer Restore icon	
Old Close/eXit icon		Newer Close/eXit icon	

Starting a program is the same in all Windows: hit the Windows Start button on your screen

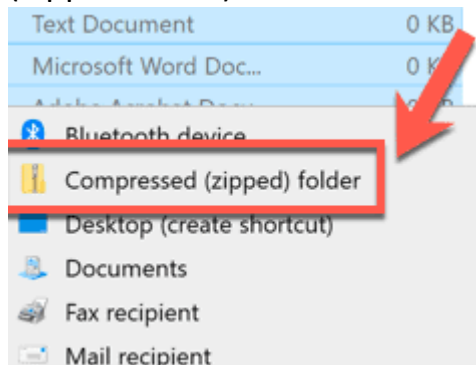


or press the Windows Start key or on your keyboard to activate search... then start typing the name of the program you want to start.

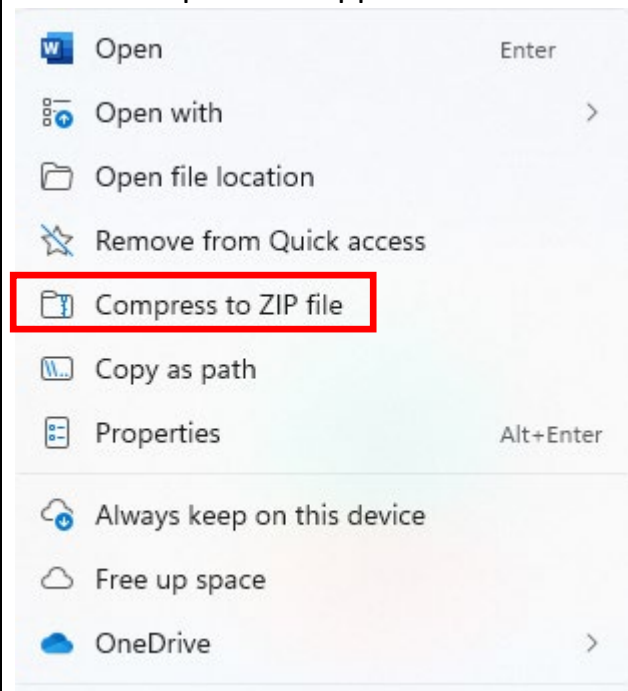
Zippping a file Windows 10,
right click the folder or file you wish to zip,
 and
 select Send to >, then select Compressed



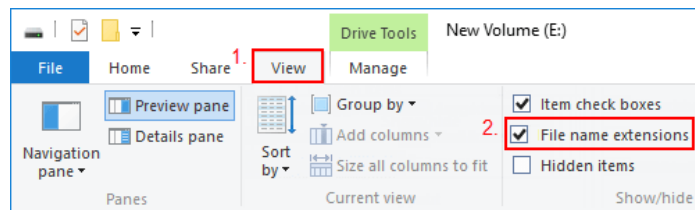
(Zipped folder)



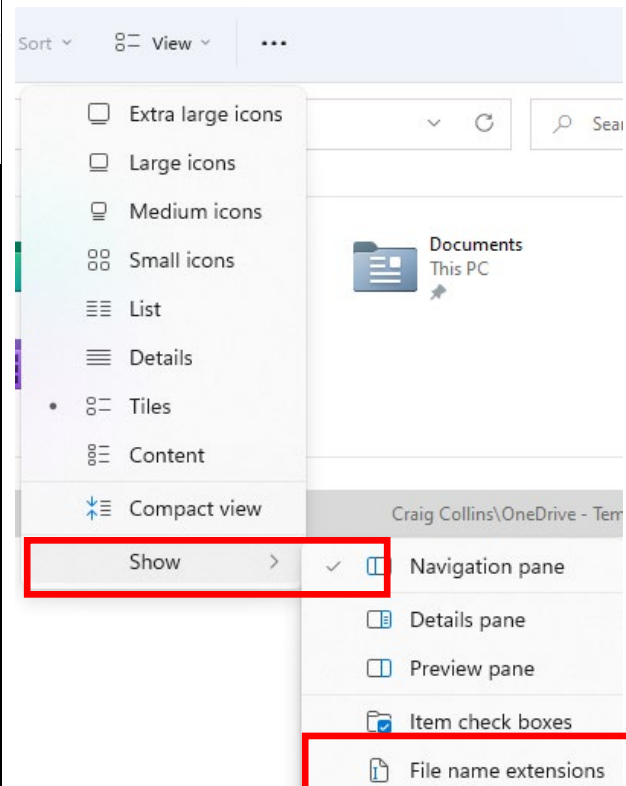
Zippping a file Windows 11,
right click the folder or file you wish to zip,
 and
 select Compress to Zipped file



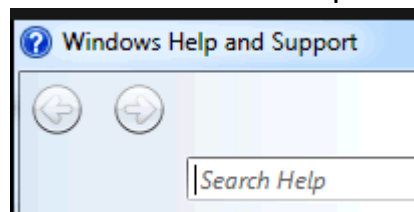
Viewing full file names Windows 10,
Open File Explorer
select View,
click the box labeled File name extensions



View full file names Windows 11,
Open File Explorer,
select the View menu,
select Show> and select File Name
extensions



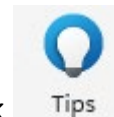
The old Windows Help and Support tool



To find **Tips in Windows 11**, click



then click



In older versions of Windows, to set up
multiple windows that did not overlap you
would drag one window to the left of the
screen until it popped into position, the
select another window and drag it to the
right side of the window, until it popped in

In 11, to organize windows on your
monitor, hover above the Restore button,
then select the layout you wish to use



To switch between Windows two quickly, in any version of Windows:
Press and hold the Alt key down, touch tab, then let go. [Alt]+[Tab]

To cycle between windows,
Press and hold the Alt key down, touch tab, repeatedly until the window you wish to use is selected, then let go.

To see all the open windows at once, press and hold Start, then touch tab [Start]+[Tab]

To select multiple items in any version of Windows:
Use your mouse to draw a box around a group of items, or
Click the first item, hold down the [Shift] key, and select the last item in the group, or
Click the first item, hold down the [Control] key, and select items to add to the group, or
Press and hold [Control], touch the letter A and let go {Control}+[A] to select ALL

To rename a file in any version of Windows:
right click the file name, select rename and go into rename mode, or
click the filename and pause to enter into rename mode.

Sign out in Windows 10

RIGHT CLICK Start button on the screen



click Shut down or sign out>
select Sign out

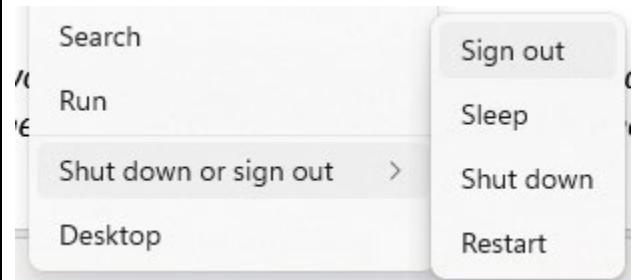


Sign out in Windows 11

RIGHT CLICK Start button on the screen



Click Shut down or sign out>
select Sign out



Individual Windows 10 Crash Course topics:

Windows 10 Start icon <https://www.youtube.com/watch?v=b4elkGSQv5I>

Windows 10 Cortana <https://www.youtube.com/watch?v=79ys8Ls7QTE>

Windows 10 Task View <https://www.youtube.com/watch?v=A2M9RgPnySk>

Windows 10 Notifications, Desktop Peek <https://www.youtube.com/watch?v=iu7ecKm7FpQ>

Windows 10 This PC/File Explorer: Starting, Change icon size <https://www.youtube.com/watch?v=FLp5zAdnoVw>

Windows 10 This PC/File Explorer: Stop hiding extensions <https://www.youtube.com/watch?v=gnCSW5ZL6aY>

Windows 10 This PC/File Explorer: View Properties <https://www.youtube.com/watch?v=cGAQmzctULs>

Windows 10 This PC/File Explorer: Select files, zip files, rename files <https://www.youtube.com/watch?v=UBMjr6E8yxU>

Windows 11 YouTube coming soon