

# Windows 11 Quick-Start Guide

Windows 11 is an updated operating system that allows you to use the same familiar tools and processes that you are used to, with a few updates to help increase productivity by simplifying design elements. Below are a few of these updates to help get you started.

## → START MENU

The start menu is located in the middle of the task bar at the bottom of your screen. The icons in this image may differ from yours, but to access the start menu, click the Windows icon on the far left.



Click the power button (1.) in the bottom right corner to shut down, restart, or put your computer to sleep.



Click "all apps" (2.) to scroll through a list of all of the applications on your computer.



Click the magnifying glass to search for applications.



Click the "desktop workspace" button to create or access your other workspaces in order to keep your work organized and easily accessible.

## → QUICK ACCESS

Click the icons in the systems tray for quick access to sound, battery, brightness, wifi network, and other common settings.



## → SNAP LAYOUTS



Hover over the "maximize" button to choose a layout that you would like your window to "snap" to. You can then choose which other windows you'd like to display in the remaining layout. The image below is an example of 4 windows in a snap layout.

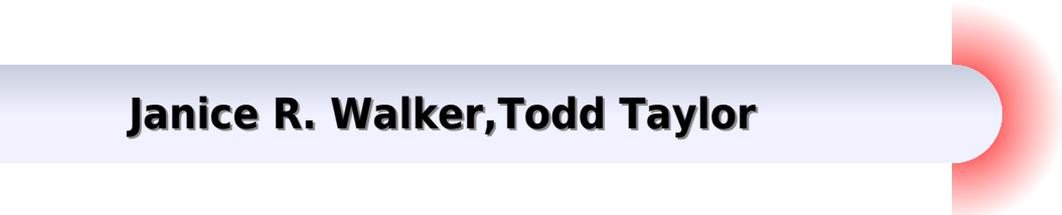


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# Franklin Covey Quick Start User Guide

**Janice R. Walker, Todd Taylor**



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## **Table of Contents Franklin Covey Quick Start User Guide**

1. Understanding the eBook Franklin Covey Quick Start User Guide
  - The Rise of Digital Reading Franklin Covey Quick Start User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Franklin Covey Quick Start User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Franklin Covey Quick Start User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Franklin Covey Quick Start User Guide
  - Personalized Recommendations
  - Franklin Covey Quick Start User Guide User Reviews and Ratings
  - Franklin Covey Quick Start User Guide and Bestseller Lists
5. Accessing Franklin Covey Quick Start User Guide Free and Paid eBooks
  - Franklin Covey Quick Start User Guide Public Domain eBooks
  - Franklin Covey Quick Start User Guide eBook Subscription Services
  - Franklin Covey Quick Start User Guide Budget-Friendly Options
6. Navigating Franklin Covey Quick Start User Guide eBook Formats

- ePub, PDF, MOBI, and More
  - Franklin Covey Quick Start User Guide Compatibility with Devices
  - Franklin Covey Quick Start User Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Franklin Covey Quick Start User Guide
    - Highlighting and Note-Taking Franklin Covey Quick Start User Guide
    - Interactive Elements Franklin Covey Quick Start User Guide
  8. Staying Engaged with Franklin Covey Quick Start User Guide
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Franklin Covey Quick Start User Guide
  9. Balancing eBooks and Physical Books Franklin Covey Quick Start User Guide
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Franklin Covey Quick Start User Guide
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Franklin Covey Quick Start User Guide
    - Setting Reading Goals Franklin Covey Quick Start User Guide
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Franklin Covey Quick Start User Guide
    - Fact-Checking eBook Content of Franklin Covey Quick Start User Guide
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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