

Pin App Shortcuts to the Start Menu

If you want to be able to easily find apps in the Start menu, you can pin them.

1. Right-click **Start**
2. Press the **All Apps** button to see a list of system apps
3. Right-click on the app that you want to pin
4. Right-click **Pin to Start**

Change the Color of the Start Menu

1. Open the Settings app
2. Select **Personalization** from the menu on the left
3. Choose **Colors**
4. Look for *Accent color* and expand this area
5. You'll see a color palette with a range of colors. Choose the color you want
6. You'll see a slider next to the words "Show accent color on Start and taskbar." Slide this to the "on" position
7. Right-click **Done**

QuickStudy

System Updates

To update your system:

1. Open the Settings app
2. Choose **Windows Update** from the menu on the left
3. Right-click **Check for Updates**
4. If updates are available, you'll see the words "updates available," along with a list of the updates that you need to install
5. Right-click **Download Now** to begin the updates
6. Some updates may require you to install a program or restart the system to complete. If this is needed, you'll see **Install Now** or **Restart Now** options pop up on the screen. Select these options to move forward with the update



Security

Smart App Control

Smart App Control works with other security tools (such as antivirus software) to help enhance your safety when running apps on the system. If the system believes the app to be safe it will allow it to run, but if it believes the app includes malicious code it will block the app from running.

- To turn Smart App Control on or off:
 1. Right-click on the **Start** button on the taskbar
 2. Type "smart app control" in the search field
 3. Choose **Smart App Control** in the list of results to open the menu
 4. Under *Smart App Control*, you'll see radio buttons with options. Select **On** or **Off**

Personal Data Encryption

Personal data encryption allows you to protect the data stored on your device by encrypting the system drive automatically.

- To enable or disable device encryption:
 1. Open the Settings app
 2. Choose **Privacy & Security** from the menu on the left
 3. Choose **Device Encryption**
 4. Toggle the **Device encryption** switch to the "on" or "off" position



Sign Out

Signing out of the system will help to protect your data and allow other people to use the system with their profiles.

1. Right-click on the **Start** button on the taskbar
2. Right-click on the profile icon to access your profile
3. Choose **Sign Out** from the menu



New Shortcuts in Windows 11

Shortcut Key	Function
Windows key (WIN) + N	Access the Notifications panel
WIN + A	Open Quick Settings (previously, Action Center)
WIN + W	Open Widgets
WIN + Z	Open Snap Layouts. Use the arrow key to select a snap layout
WIN + Up Arrow	Snap active window to the top half of display
WIN + Down Arrow	Snap active window to the bottom half
WIN + Left/Right Arrow	Snap active window to the left or right half
WIN + C	Open Microsoft Teams chat

NOTE: For more shortcuts, tips, and tricks, see *QuickStudy Microsoft Windows 11 Tips and Tricks*.

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