

Useful Settings in Windows 11

Desktop

- Right click anywhere on the desktop
 - View large/medium/small icons – highlight keyboard shortcuts (Ctrl + Shift + n)
 - View Discuss snapping icons to grid for neatness

Settings Menu

- System / Display
 - Scale & layout
 - Scale - look at different options, and explain why one is recommended (best for font scaling)
 - Display resolution – demonstrate different resolutions – explain some may alter aspect ratio, and they change “everything”, so not so much on screen.
- System / Bluetooth & Devices
 - Turn off touch pad when using a mouse
 - Touchpad
 - Remove the tick (by clicking on it) in front of Leave touchpad on when mouse is connected.
 - Mouse
 - Swap if left-handed – probably too late if users didn’t know!
 - Pointer speed – slow it down if needed
 - Mouse Pointer and touch – change size, contrast, colour and indicator/trails/shadow
 - Accessibility mouse settings – double click speed / click lock / use arrow keys
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 - Touchpad
 - On/off – option to leave on when mouse connected. Best to turn off, to prevent extraneous movement with wrist
 - Curser speed – to suit
 - Taps – discuss using or not. Don’t worry about 3 of 4 finger gestured!
- System / Power & battery
 - Screen sleep & hibernate timeouts – differences between plugged in & battery

- Lid, power & sleep button controls – run through options of Do nothing, sleep, hibernate & shut down
- Energy recommendations – look at options
- Show % of battery remaining on the taskbar
 - If the battery icon is already showing, but not the percentage of battery remaining:
 - Locate the Battery Percentage toggle the switch On.
 - If you want to hide it later, simply toggle the switch Off.
- Personalisation
 - Run through Background, Colours and Themes (briefly?)
 - Start / other / folders. Look at what happens when you turn some of these on. May be useful for some?
 - Personalisation / Start
 - To show folders on Start next to the Power button
 - Click on Folders
 - From the list that appears move the button on the toggle switch to the left for any of the ones you would like to see on Start, usually ones you use.
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- Accounts
 - Sign in options – look at recommended options (face/fingerprint/pin. Re-explain passkeys)
- Apps
 - Installed apps – this is where you uninstall (three dots)

Start Menu

- To add or remove an app from the Pinned section
 - To add an app, find the app you want to add.
 - Right click on the icon for the app to see the menu.
 - Click on Pin to Start.
 - The icon will show up in the Pinned section.
 - To remove an app, right click on the icon you
 - want to remove and click on Unpin from Start.
 - The icon won't appear in the Pinned section, but this does not delete the app.
- To remove the Recommended section
 - Open Settings
 - Click on Personalisation
 - Click on Start

- Turn off by sliding the button on the toggle switch to the left to remove any of the items you'd rather not see.
- The Recommended panel will not appear on the Start Menu.
- You will now see the All will be next, and you can choose how they are displayed.
- Click on the way you want your apps to be shown. If you choose List they will show as they were in Windows ten in Alphabetical order, and you can click on the letters to find the app you want.

Recycle Bin

- To move files to the recycle bin or permanently delete them
 - Right Click on Recycle Bin
 - Select Properties
 - Either select Custom Size or Don't move files to the Recycle Bin. Remove files immediately when deleted.
 - Option tick or untick Display delete confirmation dialogue
- To empty the Recycle Bin
 - Right click on Recycle Bin
 - Click on Empty Recycle Bin
- Delete files in the recycle bin or downloads folder after a set time
 - Settings / System / Storage
 - Storage Sense
 - Configure cleanup schedules