

## What's New and Different in Windows 11

### Quick Reference Guide (QRG)

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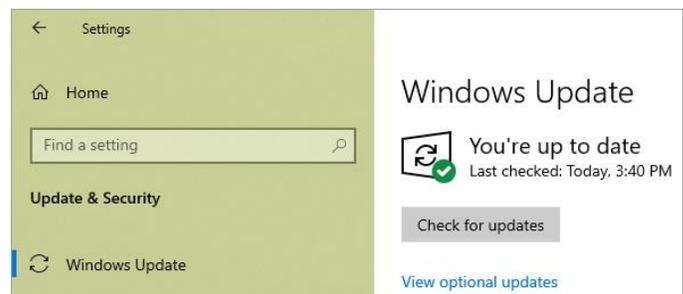
**W**elcome to the Tech-Talk Database ([www.tech-talk.com](http://www.tech-talk.com)). Login in with your organization's member username and password.

If you have upgraded to Windows 11, or are planning to soon, we'll take you on a tour of the major updates. Here are some of the biggies:

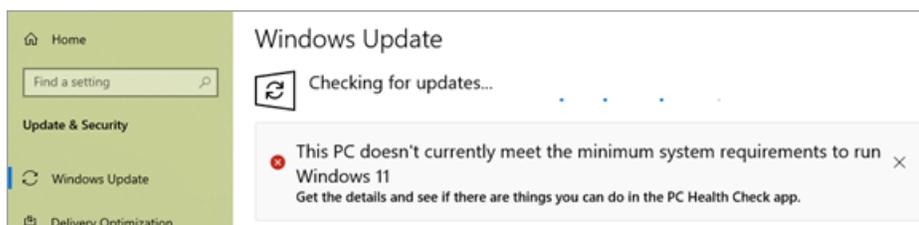
- A brand new interface and taskbar.
- New widgets - how to use and organize them.
- Snap layouts to take advantage of bigger screens.
- Updated Microsoft Teams integration.
- Android app integration.
- BONUS #1: Windows Dictation.
- BONUS #2: Settings You May Want to Change.
- BONUS #3: New Built-in App: Clipchamp Video Editor.

Windows 11 was launched in October 2021 and is the *default* platform when you purchase a *new* computer. **You can convert from Windows 10 to 11** fairly easily (and at no cost) if you're in a position to make software updates on your computer.

To check and see if you can upgrade from Windows 10 to 11, go to *Start*, then select *Settings*, *Update and Security*, *Windows Update* and click the *Check for Updates* button.



Don't worry if you get a message like in the image below. If your computer isn't compatible for some reason, Microsoft plans to support Windows 10 until October 2025.



### A Brand New Interface and Taskbar

The first thing you'll notice is the **Start menu has moved!** It has been traditionally in the bottom *left* corner of the screen, but in Windows 11, it has been moved to the center of the screen within the Taskbar – front and center.

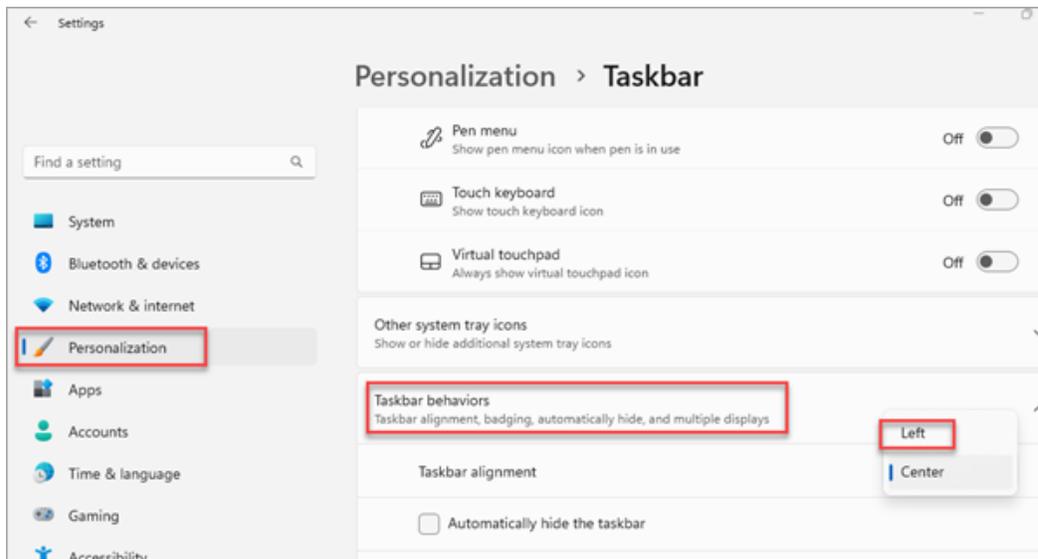
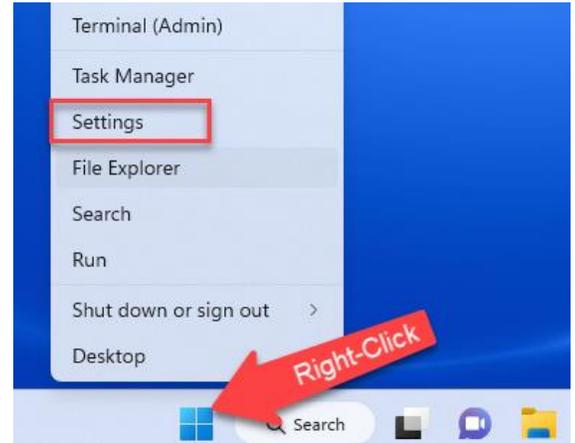


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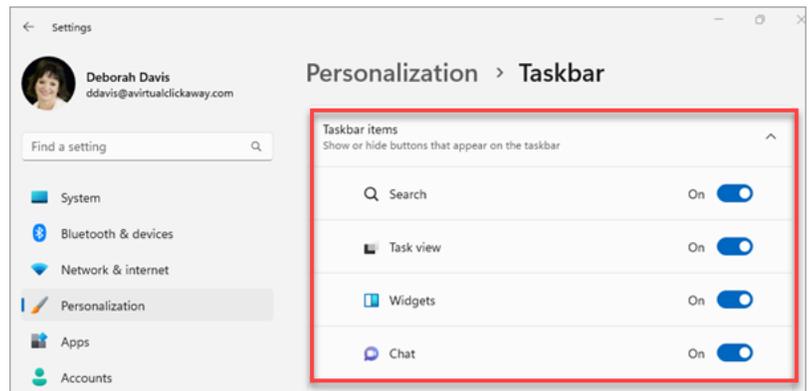
## Customizing Your Taskbar

Everyone has their own way to work, favorite programs, apps and shortcuts, so here are some tips to navigate this new layout and customize your Windows 11 Taskbar to meet your needs:

- **Start Menu.** When you click on the Start button (the Windows icon), some of the options you're used to in Windows 10 are not showing. To get to items like *Settings*, the secret is to **RIGHT-CLICK on the Windows icon**.
- **Move the Start menu back to the left.** If you feel more comfortable with the Windows 10-like settings, you can move the Start menu to the left by right-clicking on *Start*, choosing *Settings*, then select *Personalization*. From the center menu, select *Taskbar*. Scroll to the bottom and go to *Taskbar behaviors* and click the *Taskbar Alignment* and choose *Left* instead of *Center*.



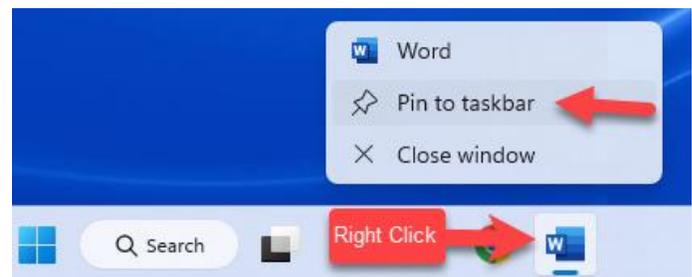
- **Customize Apps in the Taskbar.** Before you leave the Taskbar Personalization window, **if you don't use some of the default programs** that are pinned to the Taskbar, you normally can right-click and choose to remove them. However, there are a few that are locked in place, and you need to go to *Settings* to make changes. For example, if you don't use the Chat feature, to remove it from the



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Taskbar to make room for another shortcut, in the Taskbar personalization window, you can toggle OFF items you don't want visible.

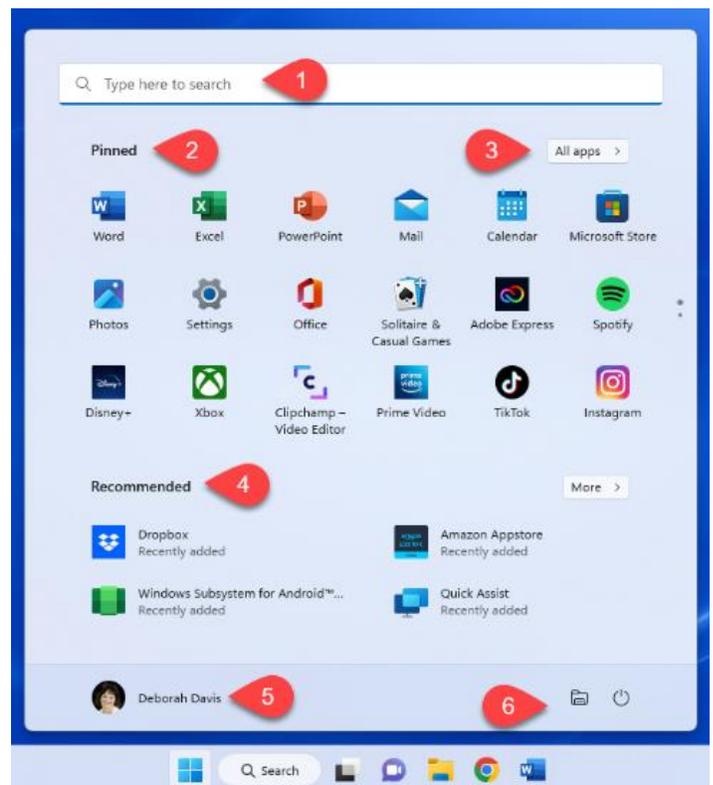
- **Add Apps to Taskbar.** To add shortcuts to your Taskbar for quick access to your favorite programs, the easiest way is to open the app, then right-click on it in the Taskbar and choose *Pin to taskbar*. If the app is not open, go to the *Start* menu, find the app in the pinned list or in the All apps section, right-click and choose *Pin to taskbar*.



### The New Start Menu

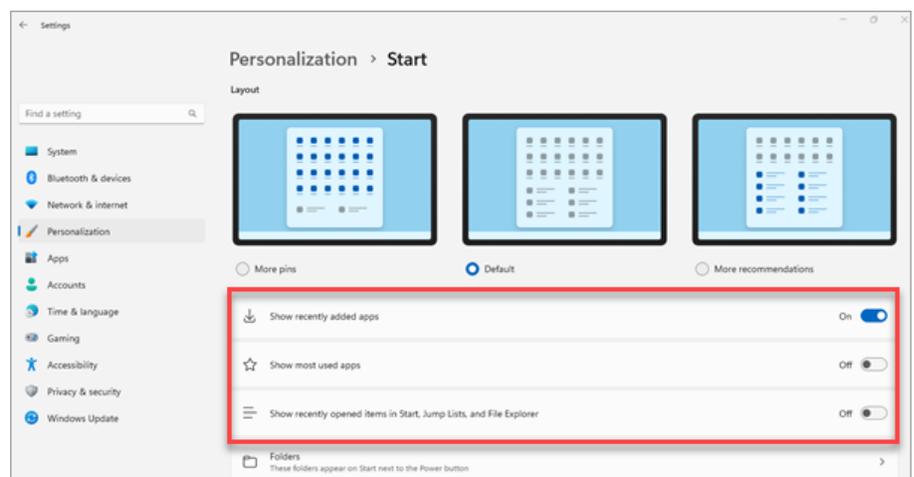
When you click on the Start Menu it looks a bit different than prior versions of Windows.

1. **Search bar** at the top
2. **Pinned apps** in the middle
3. **All apps** button to view alphabetical list to the upper right
4. A **"Recommended"** section near the bottom
5. **Your Profile icon/name** in the bottom left
6. A place to add more **Shortcuts** to folders



### Modify Your Start Menu

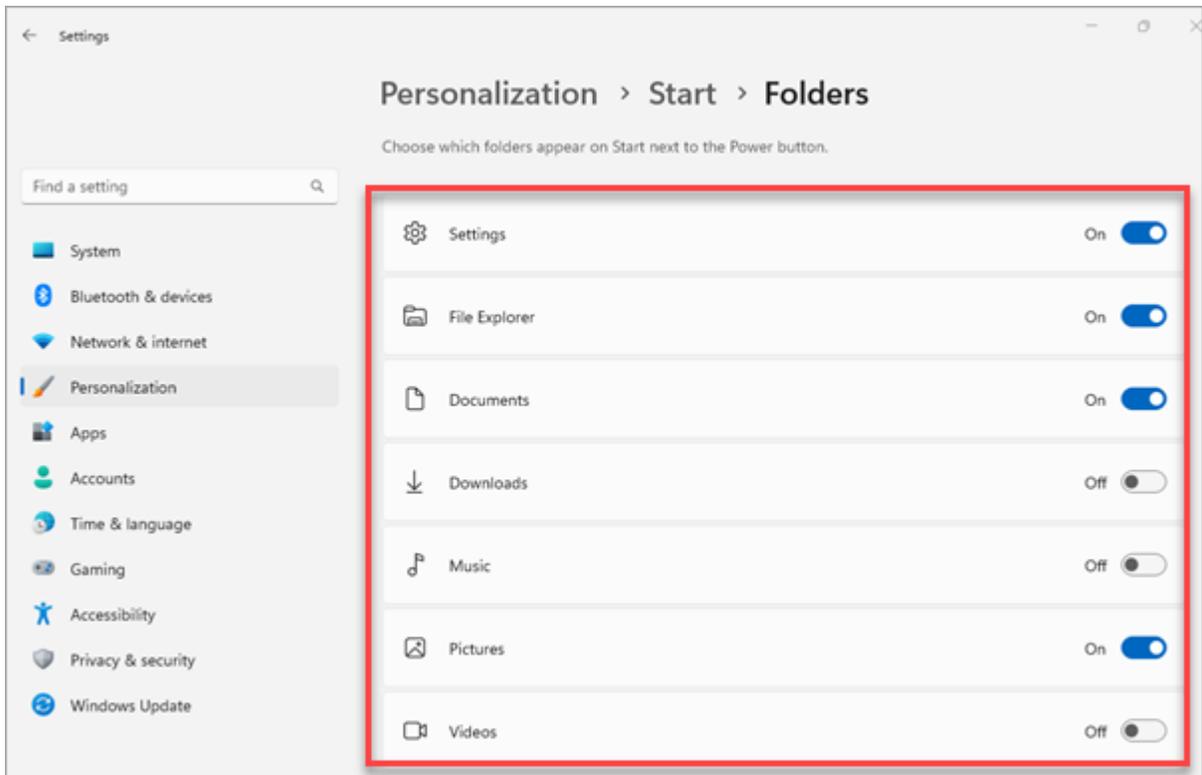
- **To delete an app** from the *Pinned* apps section that you don't use very often, right-click and choose *Unpin from Start*.
- **To add an app** that you want in the Pinned apps section, go to *All apps*, find the app, right-click on it and choose *Pin to Start*.
- You can also **change what shows below in the Recommended section** if you don't like what's showing. Right-click on the Windows button and select *Settings*. From the left menu select *Personalization* and then click on *Start* from the list. Toggle off any of the three options:



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Show recently added apps, Show most used apps and Show recently open items in Start, Jump Lists, and File Explorer.

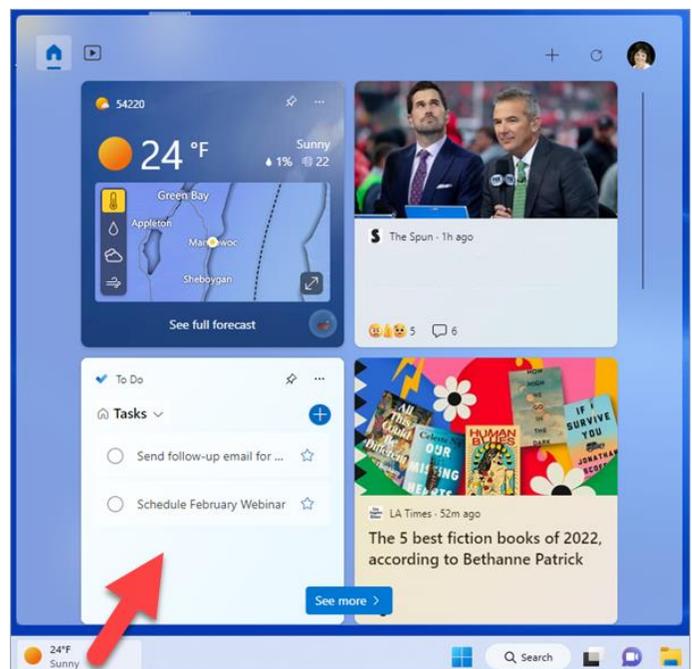
- **To add items in their place, click the *Folders* option in *Personalization* select *Start*. Now you can turn toggle ON some shortcuts to add to the Start menu.**



## New Widgets

Previously called the *News and Interests Panel* in Windows 10, the new name in Windows 11 for this feature is *Widgets*. This AI powered personalized feed is updated. Microsoft wants it to be your at-a-glance resource displaying News, Weather, and Financial info. But it now also gives you a glimpse of your Outlook calendar (if you use it), the Microsoft To-Do list, recent photos – and other widgets that you can add.

- **To open the Widgets area, click on the weather/news icon in the bottom left corner.**
- When you open the Widgets panel it slides over your desktop. You can also **open it to view in full screen** by clicking on the square icon with an arrow in it (in the top left of the screen) next to the Home button.

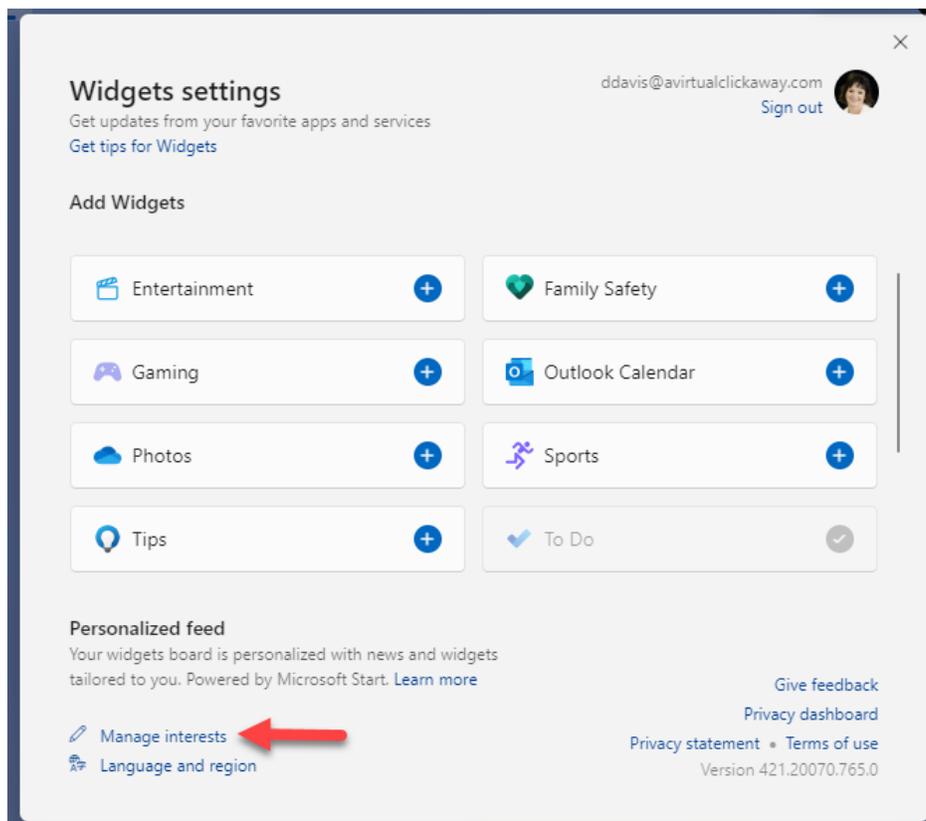
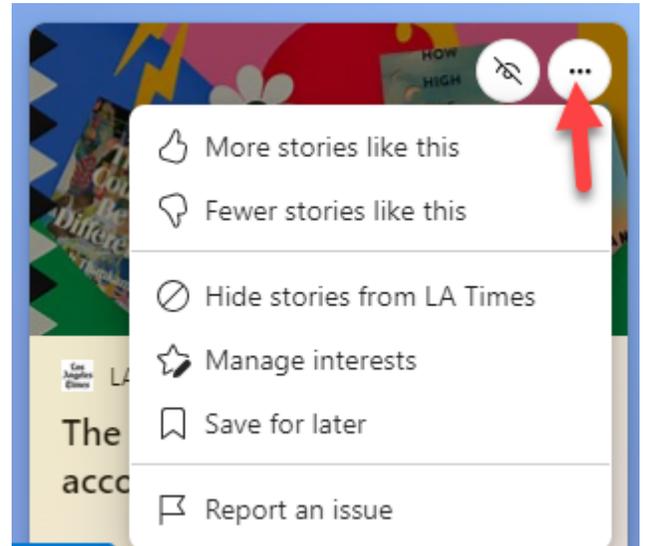


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- For some widgets like *Weather* and *Traffic*, you can **change your location**.
- For *Sports* you can **select the teams to follow**.
- *Watchlist* shows stock listings. Click the *Settings* button to add stocks to pin to your listing.
- For the Widgets already showing, more options are found in the *Settings* icon (three horizontal dots) in the upper right. For example, in *News Stories*, you can **give it a thumbs up or down** to relay feedback on what types of news items you want to see.
- For the *Weather* app or *Stocks*, in *Settings* you can **hide, customize or pin the widget** – and change the size.

### To Add or Remove Widget Categories:

- Open the Widgets area and click the *Plus* sign in the header to open the *Widgets Settings* window.
- Toggle on new widgets from the list. Over time, you can bet that Microsoft will be adding more options to this list.
- Click the *Manage interest* link at the bottom to open the *My Interests* page of Microsoft News in your web browser. Here, you can select the topics that interest you under categories like News, Entertainment, Sports, like books, movies. This way your news feed will have more curated topics for you.



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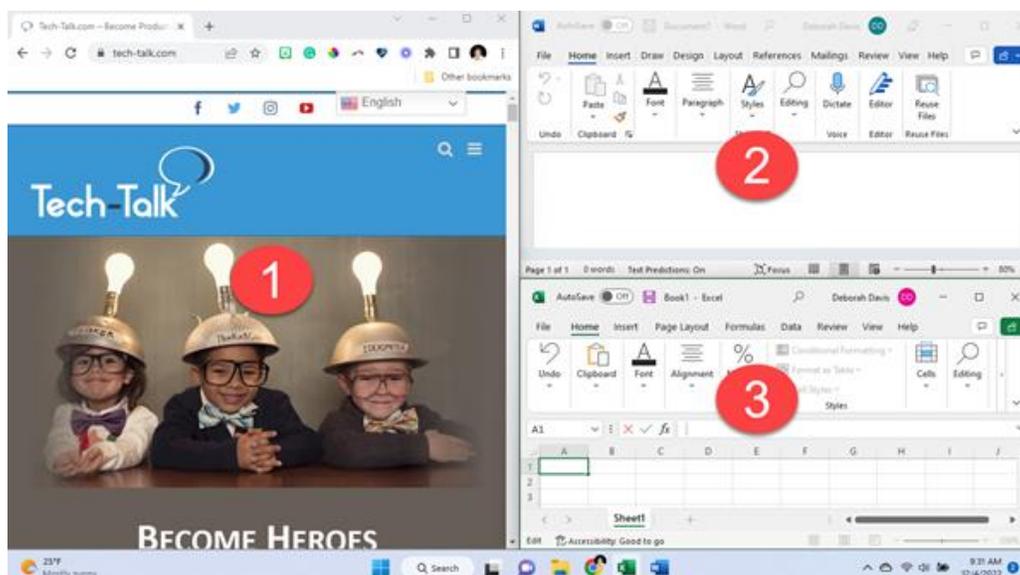
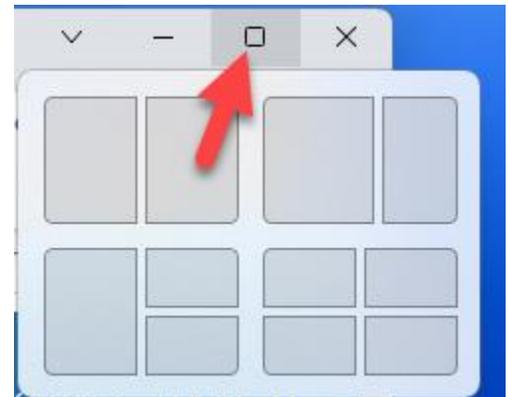
### Improved Snap Layouts

**What is a Snap Layout?** You've been able to "Snap" since Windows 7. **It allows you to organize your screen space.** The layout will display whatever you have open... documents, web pages, spreadsheets. Before Snap, if you wanted to view multiple programs on one screen you need to play around with the size of each window and drag them to different sections of your screen. With Snap, it does it for you.

You may not have used Snap in older Windows versions as it wasn't as intuitive. You had to know keyboard shortcuts, or where to click to make it work.

**In Windows 11, they made it easier to find and use.**

- With an app open (your email, an Internet window, a Word doc) **hover your mouse over the Maximize button** in any program that you have open, and "Snap Layout" options will appear based on the programs that you have open on your desktop.
- If you have a small screen, there are layouts with 4 options (as in the image to the right). On larger monitors you'll have up to 6 choices.
- **Select a section** by clicking on it in one of the layouts based on what apps you want to be displayed. Windows will organize your open apps based on your choice.
- If more than one open apps fills one of the slots, just click on the app you want in that position and the other app will move to an open slot.



- You can still **open a program full screen**. Just click on the app from the toolbar and **press the maximize icon** from the header.
- When you want to return to the layout you created earlier, just **hover over one of the apps in that Snap group in your tray** and you'll see a preview of the Snap layout. Click on it to restore the entire group. You don't have to re-create it after doing something else on your monitor.

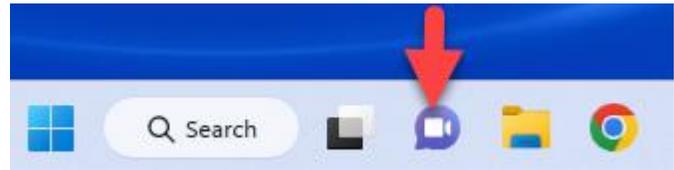
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### Updated Microsoft Teams Integration

**Microsoft Teams has been added front and center to the new Windows 11 Taskbar.** Why? Before the pandemic Teams had about 20 Million users. By the end of 2021 (because more workers needed a way to collaborate while working remotely) monthly active users jumped to more than 250 Million!

**The main change to the integration is that a Teams Chat icon has been added to the toolbar.** Now, before I get you excited, the huge downfall of the integration of Teams is that this integration in the Taskbar **is only for personal accounts.** For work or school accounts, you still need to download and install a separate app.



**However, if you use a Teams Personal account,** this shortcut is designed to give you quick access to making calls, starting a chat or connecting to the Teams app.

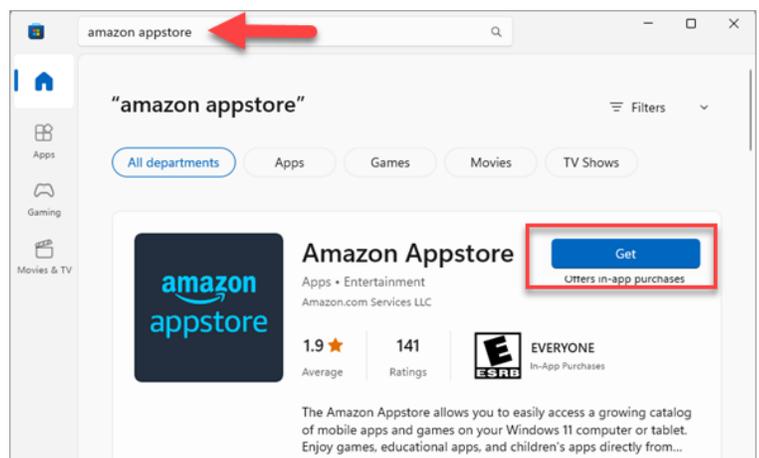
**If you don't use Teams or have a work or school account,** you can follow the steps in this article above to **remove it from the Taskbar.**

### Android App Integration

If you have an Android device and **want to use some of the same apps on your desktop,** you can now run Android apps in Windows 11 through the Microsoft Store (via the Amazon Appstore). **This is a move by Microsoft to start merging mobile and laptop devices.**

First, so that Android apps will work in Windows 11, you need to have *both* the 1) *Amazon Appstore* and the 2) *Android Subsystem for Windows* installed. Windows 11 should already have the Android Subsystem for Windows installed, but if you walk through this process and are prompted to download it, you can via the [Microsoft Store](#).

- Before you can download apps, you need to install the *Amazon Appstore* (you only need to do this one time). Type *Microsoft Store* in the Search area in the Taskbar and select it.
- In the search bar at the top, type *Amazon Appstore* and click on the button to get it.
- Follow the prompts to install it.
- You'll need to sign into your Amazon account to be able to download Android apps for Windows.
- **NOTE:** Not all apps you have on your Android device are available, but popular ones like TikTok can be added.
- To download apps in the future, open the *Amazon Appstore* app from your programs to find new app choices.
- **NOTE:** Your computer must meet the requirements of the app so check for compatibility before downloading.



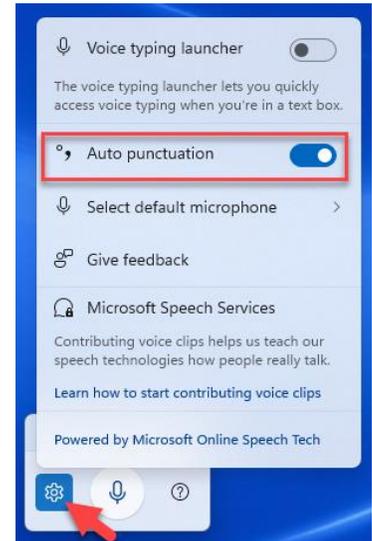
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### BONUS #1: Windows Dictation – Now with Auto-Punctuation

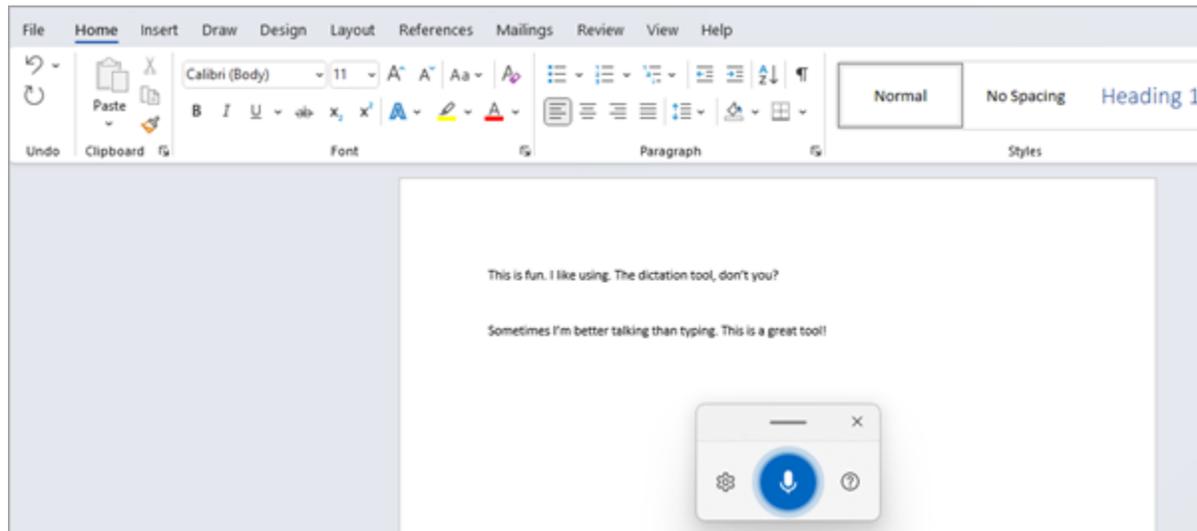
If you enjoy using the Windows dictation feature in Windows 10 but are annoyed with the extra “cleanup” you need to do so that your text includes punctuation, Windows 11 solves that! It now has an option for Auto punctuation. **You just need to turn it on when using Dictation first.**

- Press **Windows + H** key to open the Dictation/Voice typing.
- Click on the *Settings* gear and make sure the *Auto punctuation* is toggled ON.



#### To Use the Dictation Feature:

- Open a Word document (or Notepad... whatever tool you're dictating into), click into the text field in the document.
- Press **Windows + H** key to open the Dictation/Voice typing.
- Then click on the *microphone* icon in the Voice typing tool to activate it. Punctuation is now added! **You can even give commands like “new paragraph,” “new line,” “All caps word,” and more.** See a full list of commands on the [Microsoft Support page](#).



**This upgrade makes the dictation tool much more useful in Windows 11!**

### BONUS #2: Windows 11 Settings You May Want to Change

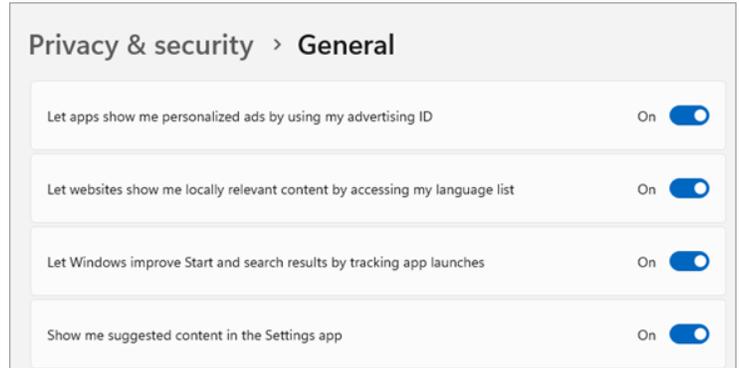
**There are settings** that you want to look at that **have an impact on your privacy and Windows 11 functionality**. For each of these, start by going to the Windows icon in the Taskbar, right-click and choose *Settings*.

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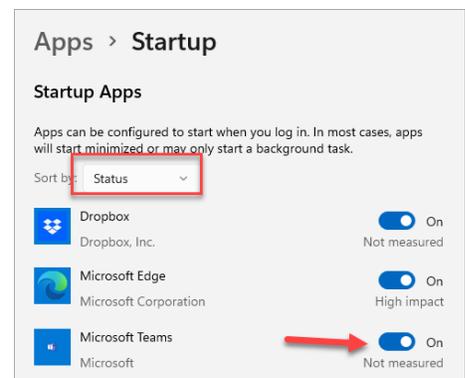
**Notifications** – From Settings, select *Notifications*. Scroll to the bottom of the window and under *Additional Settings*, toggle off any of the Windows notifications like *Get tips and suggestions when I use Windows*.



**Advertising** – To turn off ads that seem to pop up occasionally, again, go to the Windows icon in the Taskbar, from *Settings*, click *Privacy & Security* in the left menu, then *General* in the middle window. Toggle off any of the four options at the top:



**Start-up Programs** – From Settings, select *Apps*, then *Startup*. Use the *Sort by* to sort by *Status* so that you can see all that are turned on at the top of the list. When they are toggled ON, they are running when you boot up your system. They consume resources (especially the ones that show *High Impact*).



So if there are apps that you don't use, you can toggle the Start-up to OFF. If you're not sure of an app, it's best to leave it on.

## BONUS #3: New Built-in App: Clipchamp Video Editor

**Clipchamp** is new software that Microsoft acquired. It lets you edit your videos (shorten them, add images, etc.) in a more user-friendly way. It comes pre-installed as part of Windows 11 and is a replacement for Windows 10 Video Editor which wasn't very popular. Depending on when you started using Windows 11, Clipchamp may have first been offered with a \$9/month subscription. However, **currently Clipchamp has a free tier** with options to upgrade to access its premium features.

**With the free version of Clipchamp** you can create and edit videos, add audio and transitions, and export your video as an MP4.

