

Common Windows 11 Questions

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How do I access and **manage the clipboard** history in Windows?

- Press "Windows + V" to open the clipboard history.
- If it's the first time you're using it, you'll have to click "Turn on" to enable clipboard history.
- You can then click on an item in the clipboard history to paste it. Right-click for more options.

How do I **activate Windows**?

- Go to "Settings" > "System" > "Activation".
- If Windows is not activated, you can enter your product key here, or you can purchase a license from the Microsoft Store.

How do I add my computer to a **domain or workgroup**?

- Go to "Settings" > "System" > "About".
- Under "related links", click "domain or workgroup"
- Click "Change"
- In the "member of" section adjust the settings as necessary

How do I adjust **microphone settings** in Windows?

- Go to "Settings" > "System" > "Sound".
- Under "Input", you can choose your input device and adjust the microphone volume.

How do I align **the taskbar icons left or centered**?

- Right-click on the taskbar and choose "Taskbar settings".
- Open "taskbar behaviors"
- Change "taskbar alignment" to center or left.

How do I boot into **Safe Mode** in Windows?

- Click the Start button, then the power button, hold down the Shift key and click "Restart".
- After your PC restarts to the Choose an option screen, select "Troubleshoot" > "Advanced options" > "Startup Settings" > "Restart".
- After your PC restarts again, you'll see a list of options. Select 4 or F4 to start your PC in Safe Mode.

How do I change my **keyboard layout** in Windows?

- Go to "Settings" > "Time & Language" > "Language".
- Under "Preferred languages", click on your language and select "Options" to manage keyboard layouts.

How do I change my mouse cursor in Windows?

- Go to "Settings" > "Bluetooth & Devices" -> "Mouse" -> "Additional mouse options" > "Pointers".
- Here, you can choose and customize your cursor.

How do I change my password in Windows?

- Right click on the start button
- Click settings.
- Select accounts, click sign in options.
- Select password.

How do I change my screen resolution?

- Right-click on an empty area of your desktop and select "Display settings" from the menu.
- Scroll down to the "Display resolution" section and select the resolution you prefer from the drop-down menu.
- Click "Apply" to save the changes, and if prompted, confirm the new resolution.

How do I change the date and time in Windows?

- Go to "Settings" > "Time & Language" > "Date & Time".
- Toggle off "Set time automatically" and "Set time zone automatically", then click "Change" to manually set the date and time.

How do I change the default browser in Windows?

- Open "Settings" and go to "Apps" > "Default apps".
- Select the browser you want, eg Google Chrome.
- Look for the file types that were assigned to Edge, such as .HTM, .HTML, HTTP, HTTPS, and.PDF (unless you have another PDF reader you prefer). Set all these to your default browser (eg Google Chrome).

How do I change the default program for opening files in Windows?

- Right-click on the file you want to change the default program for.
- Select "Open with" > "Choose another app".
- Select the program you want to use to open the file.
- Check "Always".

How do I change the default save location for files in Windows?

- Open the Start menu, click on "Settings".
- Select "System", then "Storage".
- Open "Advanced storage settings"
- Select "Where new content is saved".
- You can select different storage drives for various file types such as documents, pictures, music, and videos. Click on the dropdown menus and choose the desired storage locations.

How do I change the desktop background in Windows?

- Right-click on an empty space on the desktop.
- Choose "Personalize" from the context menu.
- Select "Background".
- Choose a picture, solid color, or slideshow for your background.

How do I change the language in Windows?

- Open "Settings" and go to "Time & Language".
- Click "Language & Region".
- Under the "Preferred languages" tab, click on "Add a language".
- Select the language you wish to add and follow the prompts to install it.

How do I change the mouse sensitivity in Windows?

- Go to "Settings" > "Bluetooth & Devices" > "Mouse".
- Adjust the mouse sensitivity, speed to your preference.
- Click "additional mouse settings" for advanced settings.
- Click "Mouse pointer" to change pointers

How do I change the name of my computer in Windows?

- Go to "Settings" > "System" > "About".
- Under "Device specifications", click "Rename this PC".
- Enter the new name and click "Next". You'll need to restart your computer to apply the change.

How do I change the theme in Windows?

- Right-click on the desktop and select "Personalize".
- Choose "Themes" from the list.
- You can select a theme from the ones shown or click on "Browse Themes" to download new ones.

How do I Change Windows Key?

- Go to "Settings" > "System" > "Activation".
- Click "Change".
- Enter new key.

How do I check for and remove viruses in Windows?

- Click on the shield icon in the taskbar to open "Windows Security"
- Click "Virus & threat protection".
- Click "Quick Scan" to check for viruses.
- If any viruses are found, follow the prompts to remove them.

How do I check my battery health in Windows?

- Open Command Prompt by typing "cmd" in the Start menu and hit Enter.
- Type "powercfg /batteryreport" and hit Enter. This will generate a battery report and tell you where it's saved.
- Navigate to the location in File Explorer and open the battery report for detailed information on your battery health.

How do I check my computer's specs in Windows?

- Go to "Settings" > "System" > "About".
- Under "Device specifications", you'll see details about your processor, installed RAM, and system type.
- Under "Windows specifications", you'll see your edition and version of Windows.

How do I check my internet speed in Windows?

- The best way to check your internet speed is through an online speed test such as the one provided by Ookla ([speedtest.net](https://www.speedtest.net)).
- Open a web browser, go to [speedtest.net](https://www.speedtest.net), and click "Go". The test will measure your download speed, upload speed, and ping.

How do I clean up disk space in Windows?

- Type "Disk Cleanup" into the Start menu and press Enter to open it.
- Select the drive you want to clean up and click "OK".
- Check the boxes next to the file types you want to delete and click "OK", then "Delete Files".

How do I configure auto-correct and typing suggestions in Windows?

- - Go to "Settings" > "Time & Language" > "Typing".
- Here, you can customize spelling, typing, and autocorrect settings.

How do I connect to Wi-Fi in Windows?

- Click on the WiFi icon on the lower right corner of your screen.
- This will bring up a list of available networks. Select the network you want to connect to.
- Click "Connect".
- Enter the security key (if required).

How do I create a new folder in Windows?

- In File Explorer, navigate to where you want the new folder.
- Right-click an empty area, then select "New" > "Folder".
- Type a name for the folder and press "Enter".

How do I create a new user account in Windows?

- You'll need to have administrator privileges to do this.
- Open "Settings" and go to "Accounts".
- Select "Family & other users".
- Under "Other users", select "Add someone else to this PC".
- Follow the prompts to add a new user.

How do I create a Wi-Fi hotspot in Windows?

- Go to "Settings" > "Network & Internet" > "Mobile hotspot".
- Toggle "Share my Internet connection with other devices" to "On".
- Under "Share my Internet connection from", select the network you want to share.
- You can click "Edit" to change the network name and password.

How do I customize the power settings and sleep mode in Windows?

- Go to "Settings" > "System" > "Power".
- Under "Sleep & Nap" Choose when your screen turns off and when your PC goes to sleep.
- For advanced power settings, click on "Additional power settings".
- You can also search for "choose a power plan" to use the control panel app.

How do I customize the Start menu?

- Open Settings, select "Personalization".
- Click the "Start".
- Select a layout from the options at the top.
- To add folders such as "documents", "downloads", "settings", etc click "folders". Turn on/off folders to add/remove them.

How do I customize the taskbar in Windows?

- Right-click on an empty space in the taskbar.
- Select "Taskbar settings".
- In the settings window, you can adjust various settings like taskbar location, whether to hide the taskbar in desktop mode, which icons appear on the taskbar, etc.

How do I customize the taskbar notification area (system tray) icons in Windows?

- Right-click on the taskbar and choose "Taskbar settings".
- Scroll down to "other system tray icons".
- Click on "Select which icons appear on the taskbar" or "Turn system icons on or off" based on your preference.

How do I defragment my hard drive in Windows?

- Type "Defragment and Optimize Drives" into the Start menu and press Enter.
- Select the drive you want to defrag and click "Optimize".
- Windows will defrag/optimize the drive.

How do I disable notifications in Windows?

- Go to "Settings" > "System" > "Notifications".
- Toggle off "Get notifications from apps and other senders", or select individual apps to disable notifications from.

How do I disable startup programs in Windows?

- Press Ctrl + Shift + Esc to open Task Manager.
- Click the "Startup" tab.
- Right-click the program you want to stop from starting up and select "Disable".

How do I enable Bluetooth in Windows?

- Open "Settings" and go to "Bluetooth & Devices".
- Toggle on the Bluetooth switch.

How do I enable dark/light mode in Windows?

- Right click on the desktop, select "Personalize"
- Select "Colors".
- Under "Choose your mode", select "Dark" for dark mode and "Light" for light mode.
- If you want specific configuration select "Custom".

How do I enable or disable Windows Firewall in Windows?

- Using the search bar on the taskbar, search for "Windows Defender Firewall".
- In the menu on the left, click "Turn Windows Defender Firewall on or off".
- Select "Turn on Windows Defender Firewall" or "Turn off Windows Defender Firewall" as needed for both private and public network settings.

How do I extend my screen in Windows?

- Connect your second monitor, TV or projector.
- Press "Windows P" and select "Extend" to extend your display across both monitors.

How do I find the IP address in Windows?

- Press "Windows + R", type "cmd", and hit "Enter" to open the Command Prompt.
- Type "ipconfig" and hit "Enter".
- Your IP address will be displayed next to "IPv4 Address".

How do I format a hard drive in Windows?

- Open File Explorer right-click on the drive you want to format, then select "Format".
- Choose your desired file system and check "Quick Format" if you want a quick format.
- Click "Start". Please note, this will erase all data on the drive.

How do I hide the taskbar in Windows?

- Right-click the taskbar and select "Taskbar settings".
- Under "Taskbar behaviors", turn on "Automatically hide the taskbar".

How do I install new fonts in Windows?

- Download the font you want to install. It usually comes in a .ttf or .otf file format.
- Right-click the downloaded file and select "show more options".
- Select "Install for all users".
- The font will then be available in all applications that use system fonts.

How do I partition a hard drive in Windows?

- You'll need administrator privileges to do this.
- Right click on the Start button and selecting "Disk Management".
- Select the hard drive you wish to partition. Be aware that this will erase any data on the disk.
- Right-click it on 'unallocated'.
- Select 'new simple volume'. Follow the prompts.
- If you want to delete a partition, right click on the partition, select 'delete volume'. Be aware that this will erase any data on the disk.

How do I recover a forgotten password in Windows?

- On the sign-in screen, type your Microsoft account name if it's not displayed.
- Choose "I forgot my password" beneath the password text box.
- Follow the steps to reset your password.

How do I recover deleted files in Windows?

- Open the "Recycle Bin" by double-clicking the icon on your desktop.
- Find and right-click the file you want to restore.
- Choose "Restore". The file will return to its original location before it was deleted.

How do I remove unnecessary startup programs in Windows?

- Press "Ctrl + Shift + Esc" to open Task Manager.
- Click the "Startup" tab.
- Right-click the program you want to stop from starting up and select "Disable".
- Or you can go to settings -> apps > startup.

How do I reset Windows to factory settings?

- Open "Settings" -> "System" -> "Recovery".
- Under "Reset this PC", click "Get started".
- Follow the prompts to reset your PC. Be aware this will erase all data and apps.

How do I restore my computer to an earlier date in Windows?

- Type "Recovery" in the search bar then select "Recovery".
- Click on "Open System Restore" in the new window.
- Follow the prompts to choose a restore point from a date when your system was working correctly.

How do I set a static IP in Windows?

- Go to "Settings" > "Network & Internet"
- Select your connection "Ethernet" or "Wi-Fi" etc.
- Click on your network and then "Edit" under "IP Assignment".
- Change from "Automatic (DHCP)" to "Manual", and enter the IP address, subnet mask, gateway, and DNS servers you want to use.

How do I set up a printer in Windows and print documents?

- Connect the printer to your PC or WiFi and turn it on.
- Open "Settings" and go to "Bluetooth & Devices" > "Printers & scanners".
- Click "Add device" and Windows should detect your printer.
- Follow the prompts to add the printer.
- To print a document, open the document, click "File" > "Print", select your printer, and click "Print".

How do I set up a screensaver in Windows?

- Right-click on your desktop and choose "Personalize".
- Choose "Lock screen" from the left menu.
- Scroll down and select "Screen saver".
- In the new window, you can choose a screensaver, wait time, and other settings.

How do I set up and manage email accounts in Windows Mail?

- Open Mail App then select "Settings" (the gear icon at the bottom of the sidebar).
- Select "Manage Accounts" > "Add account".
- Choose your account type and enter your account details.
- Follow the instructions to complete setup.

How do I set up and use Windows Hello fingerprint authentication?

- Your device will need a finger print scanner for this to work.
- Go to "Settings" > "Accounts" > "Sign-in options".
- Under Windows Hello, choose "Set up" under Fingerprint.
- Follow the prompts to set up your fingerprint.

How do I set up **multiple monitors** in Windows?

- Connect the second monitor to your computer and turn it on.
- Right-click on the desktop and select "Display settings".
- You'll see rectangles at the top of the screen, these represent your monitors. Select a monitor then select "Extend these displays" or "Duplicate these displays", depending on your preference.
- Click "Identify" if you don't know which monitor is which.
- The monitor you use as your primary display should have "make this my main display" ticked.
- Click "Apply".

How do I set up **Windows Hello PIN**?

- Go to "Settings" > "Accounts" > "Sign-in options".
- Under "Windows Hello PIN", you can set up a PIN for sign-in.

How do I **share files and folders** with other users in Windows?

- In File explorer, right-click the file or folder you want to share.
- Select "show more options", then select "Share".
- Choose a person from the list, or type a name to add someone.
- Choose the level of access for this person, either "Read" or "Read/Write", then click "Share".

How do I take a **screenshot** in Windows?

- Press the PrtScn key to capture the entire screen and copy it to the clipboard. You can then paste this into an application like Paint or Word.
- Windows also has a Snipping Tool app, which you can use to capture a specific area of the screen. To do this press Windows Shift S.
 - Click rectangular mode icon on toolbar at top of the screen to select a section to capture or click the full screen icon to capture the whole screen.

How do I **uninstall programs** in Windows?

- Right click on the start menu
- Click "installed apps".
- Click the three dots icon next to app you want to install.
- Click "Uninstall" to remove the program.

How do I update apps in Windows?

- Open the Microsoft Store app.
- Select the "library" icon on the bottom left.
- Click "Get updates" to update all apps, or click "Update" next to individual apps to update them one at a time.

How do I update Windows?

- Open the "Start" menu.
- Select the settings icon.
- Click "Windows Update" in the left-hand pane.
- Click "Check for updates" to see if any updates are available. If updates are found, Windows will download and install them automatically.

How do I use Snap Layouts?

- Click and drag the open window to the top middle of the screen.
- You'll see a bar appear with layout templates.
- Drag the window to one of the placeholders on one of the templates.
- Select any other apps that are open to fill the other placeholders.

How do I use voice typing in Windows?

- Press "Windows + H" to start voice typing in any text field.
- Start speaking and Windows will transcribe your speech into text.

How do I use Windows Ink Workspace?

- Press the Windows Ink Workspace button in the system tray on the right side of the taskbar.
- Here you can write sticky notes, draw in Sketchpad, or draw on a screenshot of your screen in Screen sketch.