

MS Windows 11 Course Outline – Introduction Level (updated January 2026)

Course Objectives

This introduction course is for anyone who wants to understand how to use Windows 11. It's suitable for complete beginners or those who have a little self-taught knowledge. We assume learners will already be familiar with using a keyboard, mouse, computer and assistive technology. By the end of this course, you will be able to

- Do the basic things such as starting up and shut down as well as work with accessibility features such as hearing, mobility and neurodiversity
- Open and work with apps such as the Snipping Tool, Speech Recognition and Sticky Notes
- Keep secure with privacy and security settings
- Manage, move, copy and delete files and folders. Search and use Jump Lists
- Lastly, use Widgets, Virtual Desktops, change Wallpapers, Snap Layouts, the Task Manager and minimise interruptions

Estimated Course duration around 2 hours. Each lesson takes on average 3-5 minutes to complete.

Getting started

- Start Menu & Taskbar
- Shutting Down
- Vision Accessibility
- Hearing Accessibility
- Mobility Accessibility
- Neurodiversity Accessibility

Working with Apps

- Working with Apps
- Snipping Tool
- Sticky Notes
- Playing Music & Videos
- Photos App
- Speech Recognition

Managing Files

- File Explorer
- Move, Copy & Paste
- Compressing Files
- Organising Files & Folders
- Deleting Files & Folders
- Searching
- Jump Lists

Desktop Management

- Using and Customising Widgets
- Virtual Desktops
- Changing Wallpaper & Themes
- Snap Layouts, Assist and Groups
- Task Manager
- Minimising Interruptions
- Personalising the Lock Screen
- Notifications Centre

Keeping Secure

- Privacy Settings
- Security Settings