

# Windows 11

## Quick Reference Guide

A printable large-print companion to your guide.  
Keep this by your computer for quick reminders.  
No passwords, no tiny text.



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## Everyday Icons & What They Mean

This page shows you the most common icons you'll see on your Windows 11 computer.

Each one is like a little “door” to a task—opening email, browsing the internet, checking your Wi-Fi, and more. Think of them like the buttons on a remote control: once you know what each one does, things feel much easier.

ICON	NAME	WHAT IT DOES
	Start Menu	Access all programs and settings
	File Explorer	Browse your folders & files
	Edge	Browse the internet
	One Outlook	Open your email
	Wi-Fi Icon	See if you're connected
	Printer	Print from your computer
	Settings	Adjust display, sound, more
	Volume Icon	Change sound settings
	Recycle Bin	Stores deleted files temporarily so you can restore them.



If you don't recognize an icon, hover your mouse over it—its name usually pops up.

## Everyday Tasks – Where to Click

Here are some of the most common things you might want to do on your computer—like checking your email, browsing the internet, or turning up the sound.

Next to each task, we've listed **where to click** and **what to look for**, so you don't have to guess or search.

What You Want to Do	Where to Click / What to Look For
Check your email	Click the <b>Mail</b> icon or open from the <b>Start Menu</b>
Browse the internet	Click the <b>Edge</b> icon (a blue-green swirl)
Connect to Wi-Fi	Click the <b>Wi-Fi icon</b> near the clock
Turn up the volume	Click the <b>Speaker icon</b> in the bottom-right corner
Find photos or documents	Open <b>File Explorer</b> > choose <b>Pictures</b> or <b>Documents</b>
Print something	Open the file or photo, then press <b>Ctrl + P</b>
Change screen brightness	Click <b>Start</b> > <b>Settings</b> > <b>Display</b>
Shut down the computer	Click <b>Start</b> > <b>Power icon</b> > <b>Shut down</b>












If you're unsure where to find something, click the **Start Menu** and type a word like “email” or “photos.” Windows will help you find it quickly.

## Essential Apps Overview

Windows includes a few helpful apps you might find useful in your daily routine—whether it's checking email, browsing the internet, or looking through your favorite photos.

This page gives you a quick look at each one, so you can decide which ones you'd like to use more often.

ICON	NAME	WHAT IT DOES
	One Outlook	Check and send emails
	Edge	Browse websites and search with Google
	Photos	View, organize, or edit your pictures
	Notepad	Write simple notes or copy and paste text
	Zoom	Make video calls with friends and family
	Calendar	Keep track of birthdays and reminders
	Calculator	Do quick math without pen and paper
	Books	Read large-print eBooks or documents
	Media Player	Listen to music, voice messages, or recordings














Choose 3 or 4 apps you use the most and pin them to your **taskbar** or **Start Menu**—they'll always be just one click away.

## Helpful Keyboard Shortcuts

You don't need to remember dozens of keys. This page lists a few easy combinations that can save time and make your day smoother.

They all use the **Ctrl**, **Alt**, or **Windows** key, usually pressed together with a letter.

Try one or two, and use what feels comfortable.

Keys	What It Does
 + C	Copy selected text or files
 + V	Paste what you copied
 + D	Undo the last thing you did
 + 	Show or hide your desktop
 + E	Switch between open windows
 + P	Print the current page or document
 + I	Open the Settings window
 + L	Lock your screen (helpful for privacy)
 + 	Close the current window



Start with just one shortcut—like **Ctrl + C** to copy. Once you've used it a few times, it becomes second nature. No rush!

## Privacy Basics - 10 Simple Steps

You don't have to be a tech expert to protect your privacy. These simple habits can help keep your information safe while using your computer, browsing the web, or checking your email.

You don't need to do them all at once—just start with one or two. Every small step makes a difference.

#	What do to	Where to Find It
1	Don't connect to public Wi-Fi	Settings > Network & Internet
2	Use a strong password	Settings > Accounts > Sign-in options
3	Turn off unused microphones	Settings > Privacy > Microphone
4	Don't click strange pop-ups	Close them safely
5	Check websites for the lock icon	Look for a small padlock near the web address (top left)
6	Use Windows Update regularly	Settings > Windows Update
7	Don't reuse the same password	Create a simple variation each time
8	Keep camera access off by default	Settings > Privacy > Camera
9	Avoid "free" cleaners or boosters	Many are scams
10	If unsure, ask first	Pause before clicking

## Troubleshooting – Common Issues & Solutions

Everyone runs into small problems now and then. This page lists everyday issues—like no sound or trouble finding a file—and what to try first.

You don't need to remember everything. Just scan the table when something feels off.

Issue	Try This Solution
I can't find a file I saved	Open <b>File Explorer</b> → Check <b>Downloads</b> or <b>Documents</b> folder
My printer won't print	Check it's on → Go to <b>Settings</b> > <b>Bluetooth &amp; devices</b> > <b>Printers</b>
No sound is coming out	Click  in the bottom-right → Make sure it's not muted
I accidentally closed something	Press <b>Ctrl + Z</b> or reopen it from Start menu
My Wi-Fi isn't working	Click  icon → Make sure Wi-Fi is turned on
I clicked something by mistake	Just close the window with the <b>X</b> (top-right corner)
The text is too small	Go to <b>Settings</b> > <b>Accessibility</b> > <b>Text size</b>
I forgot how to get to email	Click the  mail icon or search "Mail" from Start
The computer is frozen or stuck	Try pressing <b>Ctrl + Alt + Delete</b> and click <b>Restart</b>
I see a pop-up asking for my password	<b>Don't type—close the window unless you asked for it</b>



If something doesn't work as expected, take a breath and try the first step in the list. Often, a simple action—like restarting or checking a setting—is all it takes.

## Getting Help & What to Do Next

### Getting Help & What to Do Next

No one remembers everything—and that’s perfectly okay. When something doesn’t go as planned or you’re not sure what to do, here are a few gentle options to guide you forward.

### Press the F1 Key

On many programs, pressing F1 on your keyboard will open a built-in help page with tips and answers.

### Re-read This Guide or the Quick Sheet

You might be surprised how helpful a second look can be. Sometimes it just takes seeing the steps again in a calmer moment.

### Ask Someone You Trust

Family, friends, or neighbors are often happy to help—even for small things. Just saying, “Can you look at this with me?” can go a long way.

### Keep a Trusted Contact Handy

Write down the name and phone number of someone you can call if you're unsure. It's comforting to know help is just one step away.

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_



Getting help isn't a sign you're stuck—it's part of using technology wisely. The best way forward is often just asking or pausing for a moment.

# Introducing Windows Copilot

## What About Windows Copilot?

You may have heard about a new helper called **Windows Copilot**—an AI assistant built right into Windows 11.

We didn't include it in the main guide because:

- Many users still don't have access to Copilot (it's rolling out gradually)
- Not everyone is comfortable with AI tools yet
- We focused on everyday essentials first—no guesswork, no confusion

## What Is Copilot?

Copilot is a new tool in Windows 11 that can help you do everyday tasks by typing or talking.

Think of it like a friendly assistant sitting next to your computer—ready to help only when you ask.

## How to Open Copilot

If you see this icon on your taskbar:



Just click it, and the Copilot panel will open on the right side of your screen.

Things You Can Ask Copilot:

- Try typing or saying:
- “Make text bigger”
- “Open my email”
- “How do I print a photo?”
- “What’s the weather today?”
- “Remind me to take medicine at 8 PM”

## You're Always in Control

- Copilot **won't speak unless you ask**
- You can close it at any time
- You don't need to sign up or pay—just try it if you're curious

## Don't See It Yet?

Not all computers have Copilot yet. Microsoft is releasing it slowly, so you may see it later this year. You don't need it to enjoy Windows—it's optional.



You're always in control: Copilot only helps when you ask. You can ignore it or turn it off.