

PRINTABLE GUIDE

Use a Windows computer for the first time

Practise on a computer already set up. Use harmless tasks: deletion, payments and installation approvals have consequences. Take one action at a time and pause as needed.

Windows 11; already configured computer | 2 min read | 5 steps

Before you start

- ☐ A configured computer and its normal sign-in details
- ☐ The charger, mouse and keyboard if required

1. Start and sign in

Connect power and press the power button once. Wait for the sign-in screen. Use your own PIN, password or supported face or fingerprint sign-in. If it belongs to someone else, use only the access they provided.

- ☐ Done this step

2. Look around the desktop

The main workspace appears after sign-in. Find the taskbar at the bottom and the Start button. Move the mouse to watch the pointer, or use the trackpad gently. A single click usually selects a control.

- ☐ Done this step

3. Open one harmless app

Select Start, type Calculator and open the app result. Try a small calculation. The search may also show web results, so choose the installed app rather than a search advertisement.

- ☐ Done this step

4. Practise closing and returning

Close Calculator using the cross on its window, then open it again through Start. If a different app asks to save changes, read the prompt before choosing. You can leave unfamiliar permission prompts unapproved.

☐ Done this step

5. Finish the session

Save any work, close apps and choose Start > Power > Shut down. Wait for the computer to finish. Do not pull the plug or repeatedly press the power button while it is shutting down.

☐ Done this step

Try it for yourself

Open Calculator, perform one calculation and close it.

☐ I tried the task.

My notes

Must I remember every button?

No. Repeat one useful task and keep this checklist nearby. Familiarity builds through practice, and you can stop at any point.

Official help and the online guide

Windows 11 basics - <https://support.microsoft.com/en-us/windows/meet-windows-11-easily-switch-to-windows-11-3a2aa0a7-9559-431f-91a0-d9ca0a1eb0a5>

Windows shutdown and sleep - <https://support.microsoft.com/en-us/windows/experience/power-battery/shutdown-sleep-or-hibernate-your-pc>

Read online: <https://plaintechguides.com/guides/first-session-windows-computer/>