



**TECH
MADE
SIMPLE**

Everyday Windows 11 Help Guide

Simple Instructions for Everyday Tasks

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A Note from Colin

Hello! I'm Colin McCabe from Tech Made Simple.

This guide is written for you if computers feel confusing or overwhelming. It's step-by-step, clear, and designed especially for older adults who want to use a Mac without stress. Take your time, read slowly, and remember - it's okay to make mistakes. If you ever get stuck, my contact details are right here in this guide.

1. Turning On and Using Your Computer

Step 1: Press the power button. It usually has a circle with a line at the top.

Step 2: Wait for the Windows logo to appear.

Step 3: If asked, click your name and type your password.

Step 4: You will see the desktop with icons and the taskbar at the bottom.

Step 5: To open a program, click once on its picture (icon) on the bottom bar or the desktop.

2. Writing and Copying Words

Step 1: Click the Windows button (bottom left).

Step 2: Type 'WordPad' or 'Notepad' and click on it.

Step 3: Type your note or letter.

Step 4: To copy text, click and drag your mouse over the words.

Step 5: Let go, then right-click and choose 'Copy'.

Step 6: Click where you want the text, right-click again, and choose 'Paste'.

3. Saving Things in Folders

Step 1: When in WordPad or Notepad, click 'File' then 'Save As'.

Step 2: Choose 'Documents'.

Step 3: Type a name for your file, then click 'Save'.

Step 4: To make a folder: Open 'File Explorer', click 'Documents', click 'New Folder', and type a name.

4. Finding Files, Emails, Websites

Finding Files:

Step 1: Click the folder icon on the bottom bar (File Explorer).

Step 2: Click 'Documents'.

Step 3: Double-click a file to open it.

Finding Emails:

Step 1: Open Outlook or go to your webmail site.

Step 2: Click 'Inbox'.

Finding Websites:

Step 1: Open Edge (blue 'e' or wave icon).

Step 2: Click the star icon to find your saved favourites.

5. Using the Internet (Edge and Google)

Step 1: Open Edge.

Step 2: Click in the white bar at the top.

Step 3: Type www.google.com and press Enter.

Step 4: Type what you want to search for in the Google box.

Step 5: Press Enter again.

Step 6: Click a result to read it.

6. Checking Calendar and Invitations

Step 1: Open 'Calendar' from the Windows Start menu.

Step 2: Look for events or invitations.

Step 3: Click Accept, Maybe, or Decline.

Step 4: To add an event, click on the date and fill in the details.

7. Reading and Replying to Emails

Step 1: Open Outlook or Mail app.

Step 2: Click 'Inbox'.

Step 3: Click on an email to read it.

Step 4: To reply, click 'Reply', type your message, and click 'Send'.

Step 5: To check Junk, click 'Junk Email' on the left.

Step 6: Right-click a good email and move it to 'Inbox'.

8. Scanning a Paper Using Windows Scan

Step 1: Put your paper on the scanner.

Step 2: Click the Windows button, type 'Scan', and click on Windows Scan.

Step 3: Click 'Scan'.

Step 4: Click 'View' to see your scanned file.

Step 5: Click 'Save As' to save it in Documents.

9. Using ChatGPT

Step 1: Open Edge.

Step 2: Go to www.chat.openai.com.

Step 3: Log in if needed.

Step 4: Click in the message box.

Step 5: Type your question and press Enter.

Step 6: Wait for the answer.

10. Using Outlook and Switching to Classic View

To check email using Outlook:

Step 1: Click the blue Outlook icon on your desktop or taskbar.

Step 2: Click 'Inbox' on the left.

Step 3: Click on any email to read it.

Step 4: Click 'Reply' to send a reply, type your message, then click 'Send'.

Step 5: To start a new email, click 'New Email' at the top.

If Outlook looks different or confusing:

Step 1: Look in the top right corner for a toggle button that says 'Try the New Outlook'.

Step 2: If it is blue or switched on, click it to switch back to Classic Outlook.

Step 3: Outlook will close and reopen in the Classic layout.

Step 4: You can always switch back by clicking the same toggle again if you want.

Need Help?

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