Using Microsoft® Windows® 11 (with Copilot)
Bridge Document
(from Using Microsoft® Windows® 11)

General Overview

This bridge document is written for instructors who have used Logical Operations' *Using Microsoft® Windows® 11* courseware (product number 091172), and who wish to come up to speed on the new *Using Microsoft® Windows® 11 (with Copilot)* courseware (product number 091177) quickly and efficiently.

Our instructional designers work to retain sequencing and activities whenever possible, while revising course content and flow to align with the updated Windows 11 components and the new Copilot features and to create material that provides for a positive class experience. To that end, two lessons were re-titled and three new AI-enhanced topics were added. Copilot is sprinkled throughout the course where applicable. Finally, the previous Lesson 7 and some of the more advanced administrative topics have been moved into a new Appendix. This change is based on the fact that corporate audiences might have an IT admin to manage the security and administrative controls for the Windows 11 computers rather than students doing so.

Note: At the time of development, Copilot was in the preview stage. Therefore, Copilot-related images and, maybe some functionality, are subject to change.

Specific Changes

- The following new topics were added to cover Copilot and AI-enhanced apps:
  - Topic 1D: Access Copilot in Windows 11
  - Topic 2B: Use AI-Enhanced Apps
  - Topic 3B: Use Copilot in Microsoft Edge
- Students must have a Microsoft account in order to set up Windows 11 because it is required to use Copilot and other AI-enhanced apps. Therefore, because local accounts are not recommended, their coverage has been reduced and the use of picture passwords has been removed.
- Lesson 2: Microsoft is discontinuing WordPad and Mail by the end of 2024.
  - WordPad is no longer used in the course. Either Notepad or EasyRTF (free to download) is used depending on the file format that's required for a particular activity.
  - The Mail app is no longer used in this course. It was announced that the new Outlook app will be the new default mailbox app for new Windows 11 devices.
- Even though Managing Files and Folders remains as Lesson 4, students are introduced to navigating the File Explorer app to open and save files in Lesson 2. Students are briefly introduced to OneDrive in Lesson 3 during the cloud-based apps topic. Both of these sequencing changes are intended to help students with opening and saving files earlier in the course.

- Due to changes in basic hardware components (i.e., optical disc drives no longer included in new laptop computers), the topic on Removable Storage Devices has been incorporated into Lesson 4, Topic A during the discussion on Drives.
- Content that focused on advanced administrative features (i.e., controls and tools) was either moved to Appendix C or removed from the course.

Side-by-Side Comparison of the Course Outlines

091172	091177

1. Accessing Windows 11
   A. Log In to Windows 11
   B. Navigate the Windows 11 Desktop
   C. Use the Start Menu
	1. Accessing Windows 11
	   A. Sign In to Windows 11
	   B. Navigate the Windows 11 Desktop
	   C. Use the Start Menu
	   D. Access Copilot in Windows 11

2. Accessing Locally Installed Apps
   A. Use Apps
   B. Multitask with Open Apps
   C. Install Apps
	2. Working with Apps
	   A. Use Windows 11 Apps
	   B. Use AI-Enhanced Apps
	   C. Multitask with Multiple Open Apps
	   D. Install Apps

3. Accessing Cloud-Based Apps and Content
   A. Browse the Web
   B. Use Cloud-Based Apps
	3. Using Web Resources
	   A. Use Microsoft Edge
	   B. Use Copilot in Microsoft Edge
	   C. Configure Microsoft Edge
	   D. Use Cloud-Based Apps

4. Managing Files and Folders
   A. Manage Files and Folders with File Explorer
   B. Find Files, Folders, and Apps
   C. Store and Share Files with OneDrive
   D. Manage Removable Storage Devices
	4. Managing Files and Folders
	   A. Manage Files and Folders with File Explorer
	   B. Store and Share Files in OneDrive
	   C. Find Files, Folders, and Apps

5. Configuring Windows 11
   A. Configure Settings
   B. Use Windows System Commands
   C. Manage Printers and Other Devices
   D. Use Accessibility Features
   E. Use Windows Tools
	5. Configuring Windows 11
	   A. Configure Settings
	   B. Use Common Windows System Tools
	   C. Manage Printers and Other Devices
	   D. Use Accessibility Features

6. Securing Your Computer
   A. Manage Passwords and Sign-In Options
   B. Manage Windows Security
   C. Manage Windows Updates
   D. Use Other Security Features
	6. Securing Your Computer
	   A. Manage Passwords and Sign-In Options
	   B. Manage Windows Security
	   C. Manage Windows Updates

7. Using Backup and Recovery Tools
   A. Create Backups
   B. Troubleshoot and Repair Your System
	Moved to Appendix C.

A. Switching from Other Operating Systems (removed from course)	A. Navigation and Selection Techniques (new title)