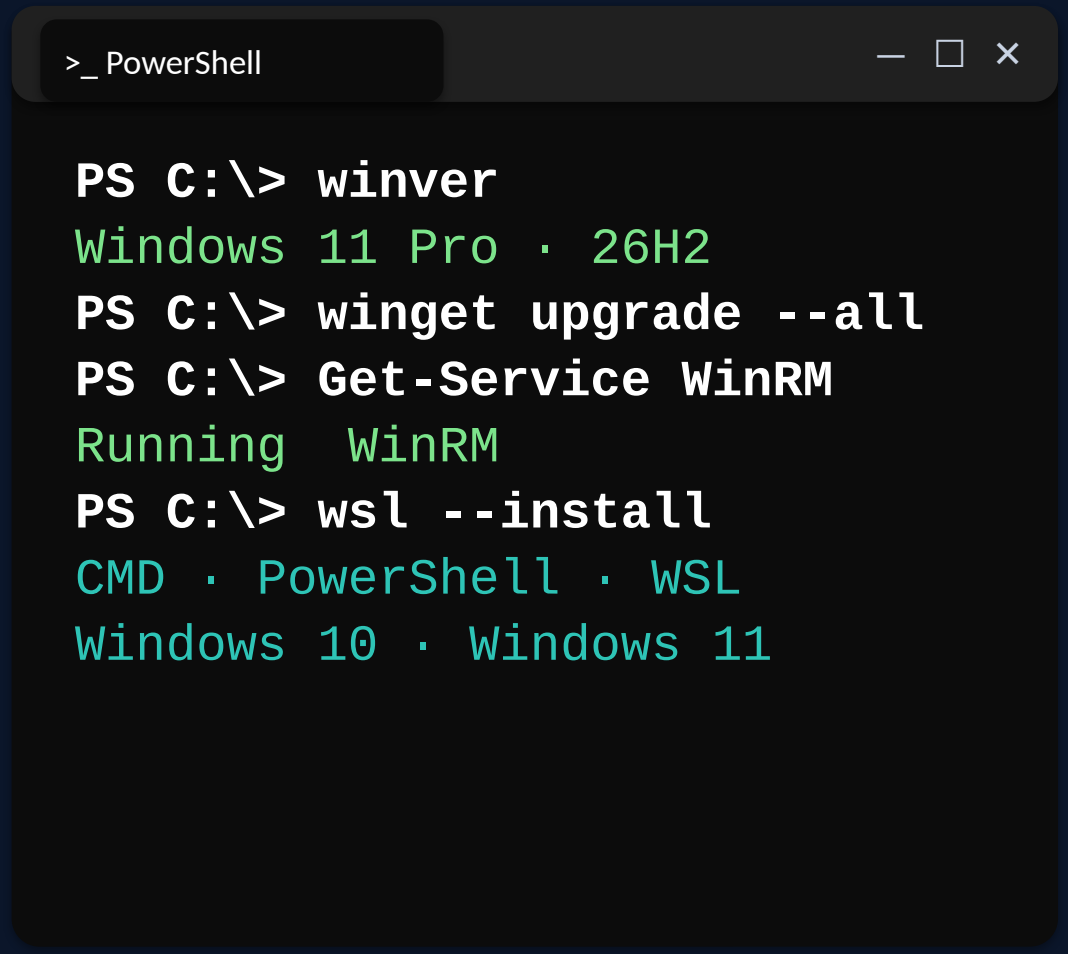


LESSON 3 OF 12

Windows 10 & 11

Desktop · Workstation · Laptop

The Desktop, Settings & Built-in Tools

Full Course · Windows 11 26H2 · Windows 10 22H2

What You Will Learn in Lesson 3

- A tour of the Windows 11 desktop (and what changed from Windows 10)
- Keyboard shortcuts every administrator uses
- File Explorer power skills and special folders
- Settings vs Control Panel: where the admin pages live
- The management consoles (.msc tools)
- Task Manager, Resource Monitor and other built-in tools
- Opening any tool fast from Run, Search or Terminal

A Tour of the Desktop

Part	What it does	Shortcut
Start	Pinned apps, All apps, Recommended files, power	Win
Search	Find apps, files, settings and web results	Win + S
Taskbar	Running apps; centered on 11, left-aligned option	Win + T
File Explorer	Files, folders, drives, network	Win + E
Settings	Modern settings app	Win + I
Quick Settings	Wi-Fi, Bluetooth, volume, brightness, battery	Win + A
Notifications	Notification center and calendar	Win + N

Shortcuts Every Administrator Uses

Shortcut	What it opens
Win + X	Power User menu: Terminal (Admin), Device Manager, Disk Management
Win + R	Run box: type any tool name, such as services.msc
Ctrl + Shift + Esc	Task Manager, directly
Win + L	Lock the screen — every time you walk away
Win + V	Clipboard history
Win + Shift + S	Screenshot of an area (Snipping Tool)
Win + Tab / Win + Z	Task View and virtual desktops / Snap layouts

File Explorer Power Skills

- View > Show > File name extensions — always turn this on
- View > Show > Hidden items — see AppData and other hidden folders
- Type cmd, powershell or wt in the address bar to open a shell there
- Right-click > Copy as path (Ctrl + Shift + C)
- Tabs (Ctrl + T) and split panes with Snap
- Paste a path such as %APPDATA% into the address bar

Special Folders and Environment Paths

```
%USERPROFILE%       C:\Users\wahid              # your home folder
%APPDATA%           ...\AppData\Roaming           # app settings that roam
%LOCALAPPDATA%      ...\AppData\Local             # caches, local app data
%TEMP%              ...\AppData\Local\Temp        # temporary files
%ProgramFiles%      C:\Program Files              # 64-bit apps
%SystemRoot%        C:\Windows                    # the OS itself
shell:startup       your Startup folder (runs at sign-in)

C:\> echo %USERPROFILE%
PS C:\> $env:USERPROFILE ; Get-ChildItem Env:
```

Settings vs Control Panel

Task	Where to go
Version, rename PC, device specs	Settings > System > About
Storage, Storage Sense, cleanup	Settings > System > Storage
Recovery, reset, advanced startup	Settings > System > Recovery
Uninstall apps, startup apps	Settings > Apps > Installed apps / Startup
Updates, update history, pause	Settings > Windows Update
Classic tools: Programs and Features, Device and Printers	Control Panel (still available)

The Management Consoles (.msc)

Command	Console	Use it for
compmgmt.msc	Computer Management	Many tools in one window
devmgmt.msc	Device Manager	Drivers, unknown devices, disable hardware
diskmgmt.msc	Disk Management	Partitions, drive letters, new disks
services.msc	Services	Start, stop and configure services
eventvwr.msc	Event Viewer	System and application logs
taskschd.msc	Task Scheduler	Run programs on a schedule
lusrmgr.msc / gpedit.msc	Local Users / Group Policy	Pro and higher editions

Reading Task Manager Like an Administrator

- Processes: CPU, memory, disk, network per app — sort by the busiest
- Performance: CPU, memory, disk, Wi-Fi/Ethernet, GPU graphs
- Startup apps: disable what you do not need at sign-in
- Users: who is signed in and what they use
- Details: process IDs (PID), priority, command line
- Services: quick view; right-click to open services.msc

More Built-in Tools

Command	Tool	Why it matters
resmon	Resource Monitor	Which process uses the disk or network right now
perfmon /rel	Reliability Monitor	A timeline of crashes, failures and updates
msinfo32	System Information	Hardware, drivers, BIOS mode, Secure Boot
msconfig	System Configuration	Safe Mode boot, boot options
dxdiag	DirectX Diagnostic	Graphics and sound details
cleanmgr	Disk Cleanup	Remove old update files and temp files

Open Any Tool Fast

```
C:\> start ms-settings:windowsupdate     # a Settings page by its URI
C:\> start ms-settings:about
C:\> control                             # classic Control Panel
C:\> explorer .                          # File Explorer in this folder
C:\> compmgmt.msc                        # any console by name

PS C:\> Start-Process taskmgr
PS C:\> Start-Process powershell -Verb RunAs     # new admin window (UAC)
```

Lab: Your Admin Toolkit

```
# 1. Turn on extensions and hidden items in File Explorer (View > Show)
# 2. Pin Terminal to the taskbar; set Terminal to open as Administrator
# 3. Try each shortcut: Win+X, Win+R, Ctrl+Shift+Esc, Win+V, Win+L
C:\> perfmon /rel                          # read your Reliability history
C:\> msinfo32                              # note BIOS Mode and Secure Boot
PS C:\> Get-ChildItem Env: | Sort-Object Name | Select-Object -First 10
PS C:\> explorer shell:startup             # what runs when you sign in?
```

Summary & Homework

- Win + X, Win + R and Ctrl + Shift + Esc are the admin's best friends
- Always show file extensions and hidden items
- Settings for modern tasks; Control Panel and .msc consoles for classic ones
- Task Manager and Reliability Monitor: first stops for a slow or unstable PC
- Homework: open all seven .msc consoles from the Run box
- Homework: disable one unneeded startup app and measure sign-in time

Thank You! 🙏

Free videos & PDFs: www.MyWebUniversity.com

Slides for this lesson: MyWebUniversity.com/presentations

YouTube: @MyWebUniversity · @MyWebUniversity-Dari

Wahidullah Lutfy — Founder and Director of IT of MyWebUniversity, and CS teacher

Book: The Direct Path to Linux Ubuntu (Amazon · Barnes & Noble)

Learn it, then pass it on.