Fifty Ways to Give Your Windows 11 Computer Your Personal Touch

Presented as a service to Sun City Summerlin Computer Club members by Bill Wilkinson

1. Place your favorite website on your Desktop for quick access.

As a matter of convenience, you may wish to place an icon for your favorite website on your Desktop. To do this, follow these steps:

1. Right-click on a blank space on your Desktop.
2. Move to NEW, then over to SHORTCUT.
3. Within the box that appears, type: *www.yourfavoritesite.com* and press next.
4. Name the shortcut: (myfavorite), then click Finish.
5. To access the website, double-click on the newly created shortcut icon.

2. Pin a website to the Apps menu.

1. Open Edge from the Taskbar.
2. Click on the X tab at the top of the Edge window (or press CTRL + T).
3. Access the target website.
4. Click on the three horizontal dots in the upper right corner of the page.
5. Click on **Apps.**
6. Click **Install this site as an App.**
7. Rename the App if desired.
8. Click **Install.**
9. Four additional choices for accessing the App will appear. Your Choice.
10. Click on Start button (lower left corner of Taskbar).
11. The target website is now listed in alphabetical order on the All apps list.

3. Add or remove the traditional "desktop icons".

You can change the icons shown on the desktop. For example, you can enable or disable any of the following icons: This PC, Users' Files, Network, Recycle Bin, and Control Panel.

To enable or disable a "desktop" icon on the desktop, follow these steps:

1. Open **Settings** (Windows + I).
2. Click **Personalization**.
3. Click **Themes**.
4. Move down in center column and click **Desktop Icon Settings**.
5. Check the desktop icons that you want to enable.

6. Uncheck the desktop icons that you want to disable.
7. Click OK.
8. Close Settings.

4. Give your computer a new name.

When you first installed the operating system, you may have been assigned a name for your computer. If you want to give it a new name, follow these steps.

1. Go to **Settings** (Windows + I).
2. Click on **System**.
3. Move down the middle column and click on **About**.
4. Click on **Rename this PC**. (in the upper right corner of the window)
5. After a restart, your computer's name will change.

5. Bump up the size of text, apps, and other items as viewed on your monitor.

1. Go to **Settings** (Windows + I).
2. Click on **System**.
3. Click on **Display**.
4. Click on **Scale**. (you are given four choices)

6. Choose which folders appear on the Start Menu.

The extreme lower row of the Start menu (press Windows key) features the options that are available to you by default. Each can be turned on or off, depending upon which options you wish to use.

To control the options, use **Windows key + I**, then **Personalization**, then **Start**. Generally, you will want to have only the Settings folder turned on. Note that there are eight additional folders from which you may choose.

Close the Start window when you have finished making your choices.

7. There's a fast way to search for an app.

The **all apps** button of the Start menu (located in the upper right corner of the window) lists all the applications, listed alphabetically, that are installed on the computer. A standard strategy for searching is to use the strolling bar to move up and down the list. A faster way to search is to click on any one of the alphabet boxes to bring up the entire alphabet. Simply click on the alpha block that houses your target app. If a letter is not highlighted, it simply means that no app is housed under that particular letter.

8. Move from one of your accounts to the other with just two clicks.

On the Start menu (press Windows key), select your user name/photo (a little circle) located at the bottom of the menu. From there, choose: *Change account settings*. You will be taken to **Accounts** where you will be able to choose between your Microsoft account and your local account.

9. Access 20 special controls with just two keystrokes.

Right-clicking the Start button produces an expanded and specialized set of 20 menu items. (To access the same set of specialized options, press Windows + X.)

For practice and orientation, you may wish to click on several of them, one at a time, to get a flavor of these shortcuts.

10. Reposition your favorite apps to the Start Screen, the Taskbar, or the Desktop.

When you open the Start menu and go to **all apps**, you'll see a small tile for every app on the computer, and you can *pin to start* (aka **pinned area**) any of them with a right-click option. Click on *More* to access the *pin to taskbar* option.

You can also pin a copy of any application to the Desktop where it will become a shortcut icon. It's as easy as a *left drag and drop* from its home location to the Desktop on the right.

11. Unpinning a tile from the Start Screen (aka Pinned Screen) or the Taskbar is not uninstalling it.

Unpinning tiles means that they'll be hidden from the Start screen or the Taskbar but will still be accessible in the Apps view. Uninstalling them, however, will remove them from your computer completely. The good news is that many of these modern apps can simply be re-downloaded from the Windows Store if you ever change your mind later on.

If you uninstall a legacy program (a program that predates Windows 8 or Windows 10), you will need to download and reinstall it from the Internet or a disk just like in previous editions of Windows.

12. To keep things tidy, uninstall apps that you don't use.

Two ways to uninstall an app:

1) Click on the **Start button**, then click on the **all apps** button. Right-click on the target app and select Uninstall. (Note: If the uninstall feature is not present, the app cannot be uninstalled by conventional means.)

2) Right-click on the **Start button**, then left-click on **Apps and Features**. Find the list of installed programs and uninstall programs you don't use and don't need. (Click on the three vertical dots at the end of each program i.d.) This can help speed up your PC, as those programs might include background processes, autostart entries, system services, context menu entries, and other things that can slow down your PC. It'll also save room on your hard drive and improve system security.
(*The Uninstall feature is not available for many of the Windows 11 apps. Microsoft believes that some of them are essential to you, and hence the Uninstall button is greyed out*).

3)

13. Add a splash of color to Start, the Taskbar, and the Action Center.

You computer might not feel personalized to your tastes until you've given it a fresh coat of paint. By default, the Start Menu is set to ignore the color you chose when you set up your Windows 10 user account, so the first priority is to amend that option.

To do so, navigate to **Settings** > **Personalization** > **Colors**. First, turn off the *Automatically pick an accent color from my background.* Now, scroll down to the toggle switch marked *Show color on Start, taskbar and action center* and make sure that it's set to On. You'll then be able to select from a variety of different swatches.

You can also opt to make Start, taskbar and action center transparent with the appropriate toggle switch. These options cater to form, rather than function, so feel free to mix and match as you please until you find a setup that works for you.

14. Choose your app mode to combat eye strain

If you are concerned about eye strain while looking at a computer screen, consider using the Dark App Mode. Find and try it while you are at the bottom of the Colors page. **Settings** > **Personalization** > **Colors.**

The Settings application itself will immediately turn dark, as will many other Modern applications. However, it's up to each software developer to support the dark theme, and some applications will continue using their normal colors.

This option also doesn't affect desktop (legacy) applications, including Windows 10's File Explorer or Microsoft Office, both of which will remain white.

15. Enable the Dark Theme in Microsoft Edge

The Edge web browser included with Windows 10 also has a dark theme. However, its dark theme option is entirely separate from the main option in Settings.

To activate a dark theme in Edge, open the Microsoft Edge web browser, open the menu (three dots near the upper right corner), and select "Settings". Select "Dark" under "Choose a theme".

16. Don't have the Taskbar's Search box add to the clutter.

To change the Search tool from one option to the other, right-click on the Search tool that is showing, move up to Search (or Cortana), then over to *Show search (or Cortana) icon* or *Show search box*.

If neither the search box nor search icon is showing, right-click on the Taskbar area immediately to the right of the Start button, move up to Search (or Cortana), and select either the search box or the search icon.

If Cortana is enabled (which is the default), both the search box and the small circle will state: *Ask me anything.* The small circle icon is replaced by a small magnifying glass icon when Cortana is disabled.

If Cortana is disabled, both the search box and the magnifying glass will state: *Search Windows*. Internet searches will be handled by the Edge browser and the bing search engine.

17. The best way to conduct a search of data files on your hard drive is via File Explorer, not the Taskbar's Search icon.

The File Explorer (Windows + E) search bar which is located in the upper-right corner of the File Explorer window, always starts with "Search," followed by your current location in File Explorer. This search bar functions differently from the search bar found on the taskbar. First, you can use File Explorer's search bar only to search for files and folders on your computer. Also, the search is performed only in your current location. For example, if you're in Documents and you type the

name of a file, Windows 10 searches for it only in the locations found in Documents. Similarly, if you go to the Pictures folder and you type the name of a file, Windows 10 searches for it only in the Pictures folder.

18. Hide the Task View: another way to reduce the clutter on the Taskbar.

There is a **Task View** button that provides thumbnails of all the windows that you have accessed for up to 30 days. When it is enabled, the Task View button will always appear to the immediate right of the search bar/icon.

This feature is enabled by default. If you'd like to hide it, just right-click on a blank area of the taskbar and deselect the *Show Task View button*.

Even with the Task View hidden, you can easily access its content, simply by pressing the **Windows key + Tab**. Press the keyboard combination again and the Task View will disappear.

19. Create quick access to the files that matter most.

The age-old shortcut for accessing File Explorer is **Windows key + E**. An alternative is to have a **This PC** shortcut posted on your Desktop. Double-click on the icon to open the Explorer.

The Quick access page is the shortest route to files you've been working on and folders you often use.

To make sure an important folder shows up in Quick access, right-click the target folder and then select **Pin to Quick access**. A pin icon shows you which folders you've pinned, so it's easy to tell them apart from the rest. They will be prominently clustered at the top of the navigation (left) column. Note that any folder or file that is housed in Quick access is an exact duplicate of its original. Modify a folder or file in Quick access and the modification is processed at its original location.

20. Enable and use the File Explorer's preview pane to preview individual documents, images, and videos.

In File Explorer, you can enable a Preview pane that is shown on the right side of the window. As the name implies, you can use it to preview the contents of certain types of files (text, images, and videos). For example, if you select an image file in File Explorer, you can see a preview of it; if you select a text file, you can preview its contents.

To enable the Preview pane, Open File Explorer (Windows +E) and follow these steps:

1. In the File Explorer window, click the View tab.
2. In the Panes section, click the Preview Pane button. The Preview pane is added to the right side of the File Explorer window.
3. Select several files one by one. You can preview their contents in the Preview Pane if they are text, images, or videos.

To disable the Preview pane, just follow steps 1 and 2 above.

21. Always show the menu bar in all your windows

A feature that Microsoft left out of Windows 7-10 that was in previous versions of Windows going way back to Windows 95 was the Menu Bar with "File, Edit, View, etc." options that appeared at the top of each window. Apparently, the Microsoft engineers didn't think we would want to use it. They were wrong!

Fortunately, there are a couple ways to recover the Menu Bar in all your windows and make it stick.

Just click the Taskbar's Search Box and type **folder options** and then press <Enter>. Click on File Explorer options at the top of the column and then click on the **View** tab if it's not already selected. Now under the Advanced Settings area, check "**Always show Menus**". Click **OK**.

You only have to make this adjustment once. From that point on, the change will be permanent.

22. It's easy to sort files and folders in File Explorer.

File Explorer offers the Sort tool for sorting the files and folders that you're viewing based on criteria such as their name, type, size, authors, and date. To sort the files within a folder, Open File Explorer (Windows +E) and follow these steps:

 Navigate to the folder that you want to sort.

1. Click the View tab on the Ribbon and select Details.
2. Click on the column heading that you want to use as your sort routine.

23. Maximize the ribbon in File Explorer.

By default, the Ribbon is minimized in File Explorer. If you find it useful and you want to have it available, you may want to maximize it all the time.

Here's how to maximize the Ribbon in File Explorer:

1. Open File Explorer.
2. Right-click on the Menu bar. Deselect the *minimize the ribbon* box.
3. Close File Explorer.
4. Open File Explorer again. Now the Ribbon is maximized. File Explorer remembers that the Ribbon was maximized the last time you closed it and will open it that way the next time you open File Explorer.

24. Select multiple files or folders in File Explorer.

When you are working with files and folders in File Explorer, sometimes you may want to select more than one item. For example, you may want to select a group of files and delete them or select multiple folders and move them to another folder. Here's the quickest way to select items in File Explorer:

1. Click the first file or folder that you want to select.
2. Press and hold the Ctrl key on your keyboard.
3. With the Ctrl key still pressed, **click** each file and folder that you want to select.
4. Release the Ctrl key after you select the items. Each of the selected items is highlighted with a blue bar in File Explorer. Now you can apply commands (via right-click on one of them) like Cut, Copy, or Delete to all selected items. As you move from one item to another during the selection process, be careful that you don't drag your mouse while clicking. This action will result in the making of unwanted copies.

25. Check folder sizes at a glance.

When you view Windows Explorer (Windows key + E) in Details view, the Size column shows the space consumed by individual files but provides no information on the size of folders.

To find the total size of any folder (or nested folder), right-click on the target folder, and then click on Properties. The total size of that folder's contents will appear.

This information is especially important if you are planning to copy the entire contents of a folder to another medium, e.g., a flash drive.

26. Change Edge's homepage(s); you can have more than one.

The homepage in Windows Edge is the page that loads automatically each time you start this browser. You can easily change the homepage and make it anything you want. It can be any web page on the Internet. It can be the default page

provided by Edge when you installed Windows 10, the current page that's loaded in the active tab, or a new, empty tab.

To change the Edge homepage, follow these steps:

1. Open Edge.
2. Click on the three horizontal dots that appear near the upper right corner.
3. Move down to **Settings**.
4. Click on Open with *a specific page or pages.*
5. Select *Custom* from the list that appears immediately below.
6. In the *Enter a Web Address box*, type the address of your target homepage.
7. Finally, click the + sign to the right of the homepage you just selected.
8. When you close and then reopen the Edge browser, you will be taken to your preferred homepage.

27. From within the Edge browser, turn on autocomplete.

From within your Edge browser, AutoComplete makes suggestions in a pull-down menu as you type information into your search bar. If this feature has been disabled in your Edge browser, you will certainly want to turn it back on. Follow these steps to do so:

1. Open Microsoft Edge.
2. Click on the Menu icon (three horizontal dots near the upper right corner).
3. Click on **Settings**.
4. Click on **View Advanced Settings**.
5. Turn on the toggle switch to **Show search and site suggestions as I type**.

28. Add frequently used web pages to your Edge favorites.
When you find a Web page that you would like to add to your Favorites for quick access later on, follow these steps.

1. Open the Edge browser.
2. Display the page that you would like to store as a Favorite.
3. Click on the **STAR** on the menu bar.
4. Assign a name to the favorite.
5. Click on either **Favorites** or **Favorites Bar**.
6. Favorites that you pin to the Favorites Bar will appear on a bar near the top of your browser.
7. Click on the Hub tab (three horizontal lines) on the browser's menu bar to view all the webpages in the Favorites list.

29. How to Sign in to your Microsoft Account.

A Microsoft account is an email address and password that you use to sign in to the Windows Store. It's free and easy to set up, and you can do so with any email address you choose, or get a new email address. (For example, you can use your Cox username and password or your Gmail username and password to access your Microsoft account.)

Important note: If you boot to your Microsoft account, you will need to have your password (or pin) to access the account. There are four purposes for having a Microsoft account: shopping in the Microsoft Store, access to OneDrive and its 5 GB of cloud storage, access to free Microsoft Office online apps, and synching files between computers that have the same Microsoft account.

To check whether you're already signed in with a Microsoft account (your first clue will be if you need to sign-in with a password or 4-digit pin): Press Windows + I, then click Accounts. If you're already signed in with a Microsoft account, your name and email address will appear above your account picture. If you're signed in with a local account, you'll see the words Local Account below your name, along with the Connect to a Microsoft account link.

30. How to sign in to a Microsoft Account from a Local Account.

If you're signed in to Windows 10 with a local account, it's easy to switch to a Microsoft account on your PC. Press Windows + I, then Settings. Click Accounts and then click *Sign in with a Microsoft account instead*. You will be asked for your email address and password that you used to establish your Microsoft account.

If you don't have a Microsoft account, you can use any email address that you already have. It can be your email address from Cox, CenturyLink, Gmail, Yahoo, AOL, or any others. In any case, you should enter the password for your chosen email address.

If you haven't accessed your Microsoft account recently, you will be asked to verify your identity by inserting a seven digit numeric code. You can have the code sent to you in one of several ways:

1.   To the inbox of your email address.
2.   To your home telephone number, or
3.   To your cell phone.

You will determine your choices when you set up your Microsoft account the first time.

31. Reasons why you will want a Microsoft Account.

When you sign in to your PC with a Microsoft account, you can obtain apps from the Windows Store, access free online Microsoft Office products, back up your important data and files (up to 5 GB) using OneDrive cloud storage, and keep all your favorite stuff—devices, photos, friends, games, settings, music, and so on— up to date and in sync.

32. Reasons why you will want a local account.

The advantage of having a local account is that a username and password/pin are not needed to sign in. Although you do not have total access to the Windows Store, nor can you use Microsoft's OneDrive cloud storage, you do enjoy all the other advantages of the Windows 10 operating system. Everything else is identical for both accounts—the desktop wallpaper, all the apps, the taskbar icons, the email account, Internet favorites, the data files—everything!

To check whether you're signed in with a Microsoft account or a local account:

1. Press Windows + I.
2. Click **Accounts**. This action will take you to **Your info**.
3. If you're already signed in with a Microsoft account, your name and email address will appear above your account picture. If your email address does not appear, you are on your local account.

33. How to remove your Microsoft account if you want to do so.

If you've already set up Windows 10 with a Microsoft account, you can still undo it. Here's how:

1. Go to **Settings** (Windows + I)> **Accounts** > **Email and app accounts**
2. Click **Sign in with a local account instead** if you are not already there.
3. Follow the steps to set up a local account. Sign out to reboot.
4. At reboot, you will be logged in with your local account, go back to **Settings** (Windows +I) > **Accounts** > **Email and app accounts**
5. In the *Accounts used by other apps* section, click on your Microsoft account (it will be labeled as such), Click on *Remove*.

34. Set up additional local user accounts.

*If more than one person uses your PC, each person should have his own **local account**. Each can sign in and personalize the PC with their own background colors, favorite apps, account picture, a separate email inbox, and more.*

Local user accounts make it possible for more than one person to share a computer, with each person having a private Documents folder, apps, email inbox, and other Windows settings. When you have your own account, you can do all the customization you want to your Windows environment without affecting other user accounts. Other users will have their own visual customization, their own app settings, and so forth.

To add other accounts, go to **Settings**, then **Accounts**, and finally **Family and Other People.**

35. Switch from one account to another on the fly.

If you are signed on to a Local Account and want to convert to your Microsoft Account (or vice-versa), click the *Start* button, then click your avatar at the top of the Start menu's left column. Select *Change account settings.*

This will bring up the Accounts window in Settings. In the *Your info* tab, click *Sign in with a Microsoft account instead/* or *Sign in with a Local account instead.*

36. Set up a pin for your Microsoft account.

To simplify how you log on to your computer via your Microsoft account, Windows 10 allows you to create a four-digit PIN associated with your Microsoft account. After you create a PIN, you can use it to log on quickly to your account.

Here's how to set up a pin for your Microsoft account:

1. Open Settings (Windows + I).
2. Click Accounts and confirm that you are on your Microsoft account.
3. Click Sign-In Options.
4. Click the Add button in the PIN section. You're asked to verify your account.
5. Enter your user account password.
6. Click Sign In. The Set Up a PIN window opens.
7. Type the PIN that you want in the New PIN and Confirm PIN boxes.
8. Click OK.
9. Close Settings.

37. Change or delete your password(s) for your local account

NOTE: YOUR MICROSOFT ACCOUNT REQUIRES A PASSWORD; YOUR LOCAL ACCOUNTS DO NOT REQUIRE A PASSWORD.

1. Go to **Settings** (Winkey + I).
2. Click on **Accounts.**
3. Click on **Your info** to verify your current active account.
4. Click **Sign-in options** in the left column**.**
5. If your Local account has a password, it can be removed here.
   If your Local account has no password, it can be added here.
   Your Microsoft account must have a password. However, it can be changed here; you can also add, change, or remove the four-digit pin here.

38. Automatically sign in to your local account and avoid needing a Lock Screen and a login screen.

Initially, Windows 10 throws up both a Lock screen and a login screen before you can access the Desktop in your local account, but if you don't need to shield your Windows account from prying eyes, you can bypass both the Lock screen and the login screen entirely. Follow these steps. You only need to do this function once:

1. Type **netplwiz** at the search bar.
2. From the search results in the column above, click on netplwiz.
3. In the User Accounts Control Panel, deselect the checkbox that says "Users must enter a user name and password to use this computer."
4. Click OK.
5. Type your password once and then again to confirm it.
6. Click OK again to close the User Accounts tool.
7. When you restart Windows, you'll now bypass the Lock screen and login screen and move straight to the Desktop screen.

39. Add or delete the pictures that identify your accounts

To add a picture (photo) as a unique identifier of your account:

1. Open your Local Account.
2. Under **Create your picture**, click on Browse for one.
3. You will be taken to your picture folder where you can select a picture.
4. Windows 10 allows you to have up to three pictures. One will be your primary picture (larger) and two will be secondary (smaller). In addition, the three pictures are interchangeable.

40. How to change the desktop's background (wallpaper).

The default desktop background or wallpaper in Windows 10 is impressive, but not all users want to keep the same desktop background forever, and many want to change the default desktop background to an image of their choice (including family photos).

When you right-click on the desktop and click the **Personalize** option, the *Background* link will open. From there, you can designate your desktop background as a single picture, solid color, or slideshow.

41. How to change the windows theme. (dozens are available from the Store)

A Windows theme includes the wallpaper used on the desktop as well as settings such as the standard desktop icons (for example, This PC, Network, and Recycle Bin), the visual styles applied to Windows and apps, the mouse cursors, the screensaver that runs when the computer isn't in use, and the sound scheme applied to the operating system. If you get bored with any of the items that are included in the theme, you can change the theme and freshen things up a bit.

To change the Windows theme, follow these steps:

1. Open Settings (Windows + I).
2. Click **Personalization**.
3. Click **Themes**.
4. Click **Theme Settings**. The Personalization window opens.
5. In the Personalization window, click the new theme that you want to apply.
6. If you want more choices, click *Get more themes in the Microsoft store.*
7. Select from dozens of choices.
8. Close the Personalization window.
9. Close Settings.

42. Place a shortcut for shutdown on your desktop

To create a shortcut icon for Shutdown:

1. Right-click on an open area of the Desktop.
2. Go to New, then Shortcut.
3. Enter **shutdown /p** as the location of the item and press Next. (Note the space between shutdown and /p.)
4. Now name the shortcut *Shutdown* and press Finish.

5. Right-click the shortcut that now appears on your Desktop and navigate to Properties.
6. Choose Change Icon in the Shortcut tab and then OK to leave the warning box.
7. Choose (click) an icon of your choice from the list.
8. Finally, click OK.

43. Customize the taskbar.

Just as in older versions of Windows, you can customize the taskbar in Windows 10 in the following ways:

- Lock the taskbar so that other users can't change it.
- Set the taskbar to auto-hide.
- Set the taskbar to use small buttons.
- Change the taskbar's location on the screen from the bottom to the top, or to the left or right of the screen.
- Set how taskbar buttons appear (either always combined with the labels hidden, or combined only when the taskbar is full, or never combined).
- Set whether to use the Peek feature to preview the desktop when you move your mouse to the Show Desktop button at the extreme right end of the taskbar.

To customize the taskbar, follow these steps:

1. Right-click on an open area of the Taskbar.
2. Click **Taskbar settings**.
3. Set how you want the taskbar to behave by checking/unchecking the available settings.
4. Close the Taskbar dialogue screen.

44. Adjusting the Items that Appear in the Notification Area

The Notification Area (formerly known as the Systray or System tray) sits on the far right side of your taskbar. This is where you look to verify your Internet connection, to check your anti-virus program, to check the time and date, to control your speaker volume, and check out the Action Center (the white or black box) for any current issues, to name just a few.

You can control what appears in the Notification Area, by following these steps:

1. Right-click on an open area of the Taskbar.
2. Click **Taskbar settings.**

3. Scroll down the middle column to get to **Notification area.**

4. First, click on *select which icons appear on the taskbar.* From the list that appears, toggle your options on or off.

5. Now, click on *Turn the system icons on or off.* From the list that appears, toggle your options on or off.

45. Set which Quick Actions appear on the Taskbar's Action Center

You can customize the settings to show more or fewer Quick Actions on the right side of the taskbar. Here's how:

1. Open **Settings**.
2. Click **System**.
3. Click **Notifications & Actions**. The settings for notifications and quick actions are shown.
4. In the Quick Actions section, click *Add or remove quick actions*.
5. In the list of icons that appears, set the icons you want displayed to On and the icons you don't want displayed to Off. The icons that you set to On are immediately shown in the Action Center along the right side of the Taskbar.
6. Close the Settings window.

46. Change the Picture Shown on the Lock Screen

If you're bored with the picture used for the Lock Screen, you can change it. Follow these steps:

1. Open **Settings**.
2. Click **Personalization**. All the available personalization settings are shown.
3. Click **Lock screen**. The lock screen-related settings are shown.
4. In the *Choose Your Picture* section, select another picture from those that are included by clicking on it.
5. Close Settings.

If you want to use your own picture, at Step 4, click Browse, navigate to the picture that you want to use, click on the picture, then Choose Picture.

47. Disable programs that run at startup.

Windows 10 offers a startup application manager that is integrated into the operating system. You can prevent those applications from launching at startup to save memory and CPU cycles, as well as speed up the login process.

Right-click the **taskbar** and select **Task Manager**. Click on the *Startup* tab and disable startup applications you don't need. Windows will helpfully tell you which applications slow down your startup process the most. If you need an explanation of any of the applications, right-click on it and select *search online.*

48. Stop background apps from running.

We have access to another group of programs that are called Background apps. These apps, especially ones that you are not using, can be turned "off" in order to conserve power, especially important in a laptop running on battery.

To control these background apps:

1. Select **Settings** (Windows + I)
2. Click on **Privacy**.
3. Click on **Background Apps** near the bottom of the left column.
4. Toggle the button to "off" for the apps that you don't use often.

Please note there is a reason for these background apps to run continuously on your system even when you don't use them. The apps listed on this page receive information, send notifications, and stay up-to-date.