

THE TASKBAR IN WINDOWS 11

Windows 11 taskbar behaves differently from the previous versions. Its right-click menu is different, its settings have been completely overhauled, and even pinning icons to the taskbar works differently.

There are a bunch of new icons that are moved to the middle. These upfront changes are just the tip of the iceberg.

To customize the taskbar, follow these steps:

- a. Right-click on a blank area of the Taskbar.
- b. Click on **Taskbar settings**.
- c. Click on *Taskbar Behaviors* near the bottom of the center column.
- d. Set how you want the taskbar to behave by checking the available settings in *Taskbar Alignment*. (You have two choices: Left and Center.)
- e. Note that you can *hide the taskbar*, *show badges on the taskbar*
- f. Move further down the list to *show seconds in the system tray clock*.
- g. Close the Taskbar dialogue screen.

Modify the Search Icon on the Taskbar.

The oblong icon that appears by default on the left side of the Taskbar consumes a large amount of territory, thus limiting the amount of room for important icons that you probably have selected for instant access from the Taskbar.

Follow these steps to change the search icon on the Taskbar.

- a. Right-click on the Taskbar.
- b. Select Taskbar Settings.
- c. Find Search at the top of the middle column and *choose one of the four choices*.
- d. As you choose, notice what happens to the search icon on your taskbar.

There are three other ways to access search: the Windows key + S; left-click on Windows key; right-click on Windows key.

Disable the Task View: to reduce the clutter on the Taskbar.

There is a Task View button that provides an overview of all your open windows and virtual desktop features. When it is enabled, the Task View button will always appear to the right of the Windows key. This feature is disabled by default. If you'd like to

enable it: Right-click on the Taskbar and then click on Taskbar Settings. You will find Task View as an on/off option among the four *taskbar items*.

Remove the default icons

There are a few icons on the taskbar by default that can't be removed using the right-click unpin function. Other than the Start menu, you can remove the other four icons using the taskbar settings.

- a) Right-click on the taskbar and then click on the Taskbar Settings option.
- b) Here at the top, you'll see all four of the taskbar default items with a toggle button next to them. Just toggle off the items you don't want to see on the taskbar, and they will be removed.

Move taskbar icons to the left. (personal preference)

Go to the taskbar settings as we did above. Then scroll down and open the Taskbar behaviors section near the bottom of the column. Afterward, select Left in the Taskbar alignment option.

Pin app icons to the taskbar

The easiest method is to search for the app using Windows Search and then right-click on it and select Pin to taskbar.

Enable taskbar auto-hide

Windows 11 retains the auto-hide function like in the previous versions, and it can be found in the taskbar settings. Scroll down in the taskbar settings and open the **Taskbar behaviors** section. Here check the checkbox next to the Automatically hide the taskbar option. Now, unless you hover the mouse cursor over the taskbar area, the taskbar will stay hidden.

Make the taskbar transparent.

You can also make the taskbar change its color according to the background and make it look transparent. Here's how:

- a) Click on the Start menu (Windows icon) and select Settings (represented by a cog wheel icon) A shortcut alternative: Windows key + I.

- b) Select Personalization in the left panel and then click on Colors in the center panel.
- c) Enable the Transparency effects option, and it will make the taskbar transparent. (The Transparency effect is especially apparent at both ends of the taskbar.)

Important System Icons (Clock, Volume, Network, Battery) are On by Default

To show or add icons to the taskbar, follow these steps:

- a. Right click on the Taskbar.
- b. Select **Taskbar Settings**.
- c. Select the icons you want to appear under *System Tray Icons* (three options) and *Other System Tray Icons* (seven options).
- d. Turn on the icons you want to appear on the taskbar. (You will probably want to have most in an “off” position. Please note, however, that *Windows Security notification icon* is aka Microsoft Defender. So you will want to have it “on”.
- f. Close the Settings app.
- g. With that, the icons you selected will appear in the taskbar’s right corner.

Show Desktop button on the taskbar

The Show Desktop button on the taskbar is much smaller in Windows 11 and doesn’t show the desktop when you hover the mouse pointer on it. However, if you are still not interested in using this feature and feel like it’s taking unrequired space on the taskbar, you can disable it.

Go to the taskbar settings and open up the *Taskbar behaviors* section. Here uncheck the option *Select the far corner of the taskbar to show the desktop*, and the button will be removed.

Change the taskbar color.

You can use custom colors for the taskbar that won’t be influenced by the color of your theme. Here’s how to do it:

- a) From Windows + I, click on Personalization in the left panel and then select the Colors option.

- b) Select Custom in the *Choose your mode section* and Dark in the *Choose your default Windows mode section*.
- c) Now scroll down and enable the option *Show accent color on Start and taskbar*.
- d) Afterward, set the Accent color option to Manual and choose any color you like below to select as your taskbar color. You can also open up the color wheel by clicking on the Custom colors option to set a custom color.
- e) Make sure that *show accent colors on Start and taskbar* is On.

Warning! Can't Move the taskbar to the side or top

The previous versions of Windows allowed you to drag the taskbar to the top, left, or right side, but Windows 11 has forced it to stay at the bottom.

Pin the Control Panel to the Taskbar (Optional)

Do you find yourself accessing the Control Panel periodically to reset some of your computer's 38 settings? If so, why not place it on your Taskbar for easy access?

To pin the Control Panel icon to the Taskbar:

- a) From the Search bar, type *Control*.
- b) Right-click on the Control Panel icon that appears at the top of the column.
- c) Select *Pin to Taskbar*.
- d) The Control Panel icon will appear on the Taskbar.
- e) Now you can access the control panel whenever you want without all the mouse manipulation.
- f) If you ever want to get rid of it, just **right-click** and select "**Unpin this program from taskbar**".

Pin the Settings button (cog wheel) to the Taskbar as an alternative to pressing Windows + I (Optional)

- a) Click on the **Windows icon** on your keyboard.
- b) In the Start menu that appears, right-click on **the Settings icon** (the cog wheel).
- c) select **More**, then **Pin to taskbar**