# Windows 11 Customization Guide

# A BEGINNERS GUIDE TO CUSTOMIZING WINDOWS TO YOUR PERSONAL LIKING AND FUNCTIONALITY

# AI Statement

This manual was created with the assistance of ChatGPT-4 by OpenAI. Some textual content and images were generated or written directly in natural language.
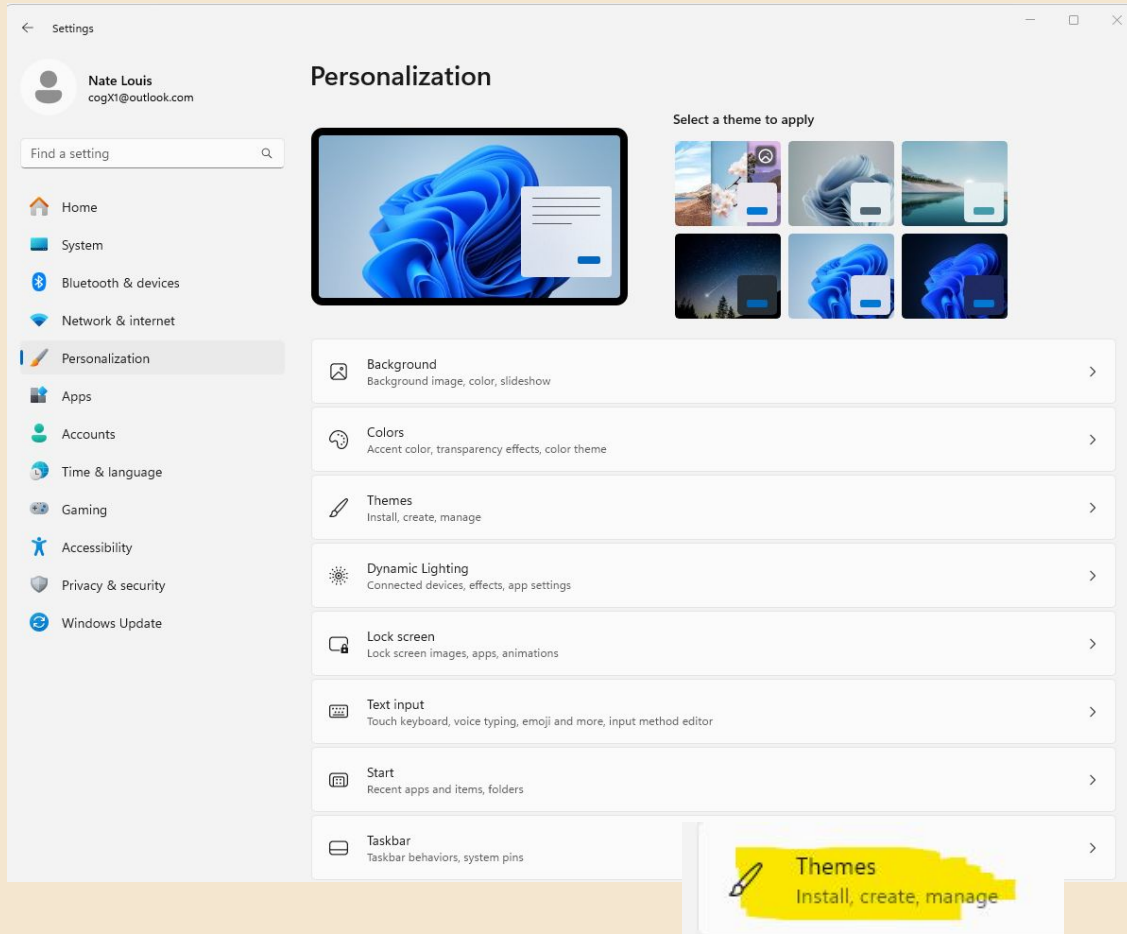
# Table of Contents

# Introduction

This guide is for beginners who want to personalize and optimize their Windows 11 computer. Whether you're setting up a new device or just want to refresh your experience, this manual will walk you through every step with screenshots and explanations.
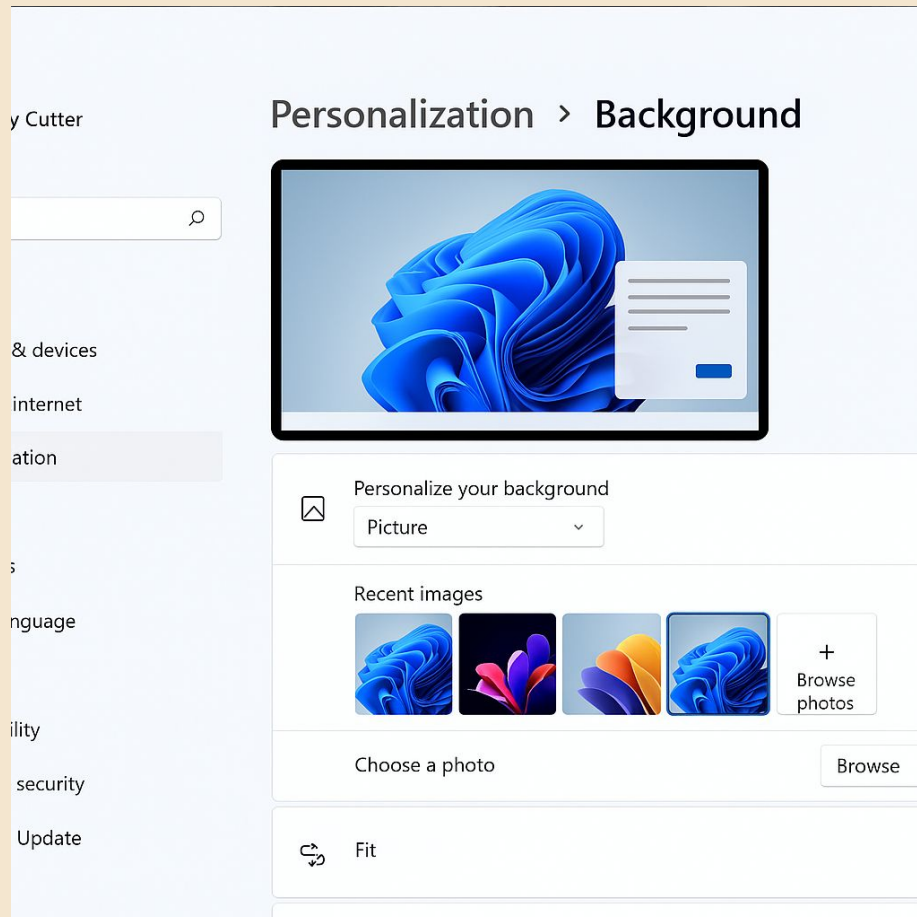
# Choosing a Theme



1. Right-click the desktop > Click **Personalize**
2. Select **Themes** > Choose one of the default or browse Microsoft Store for more

   **Why:** A theme personalizes your entire interface — from wallpaper to sounds and colors.
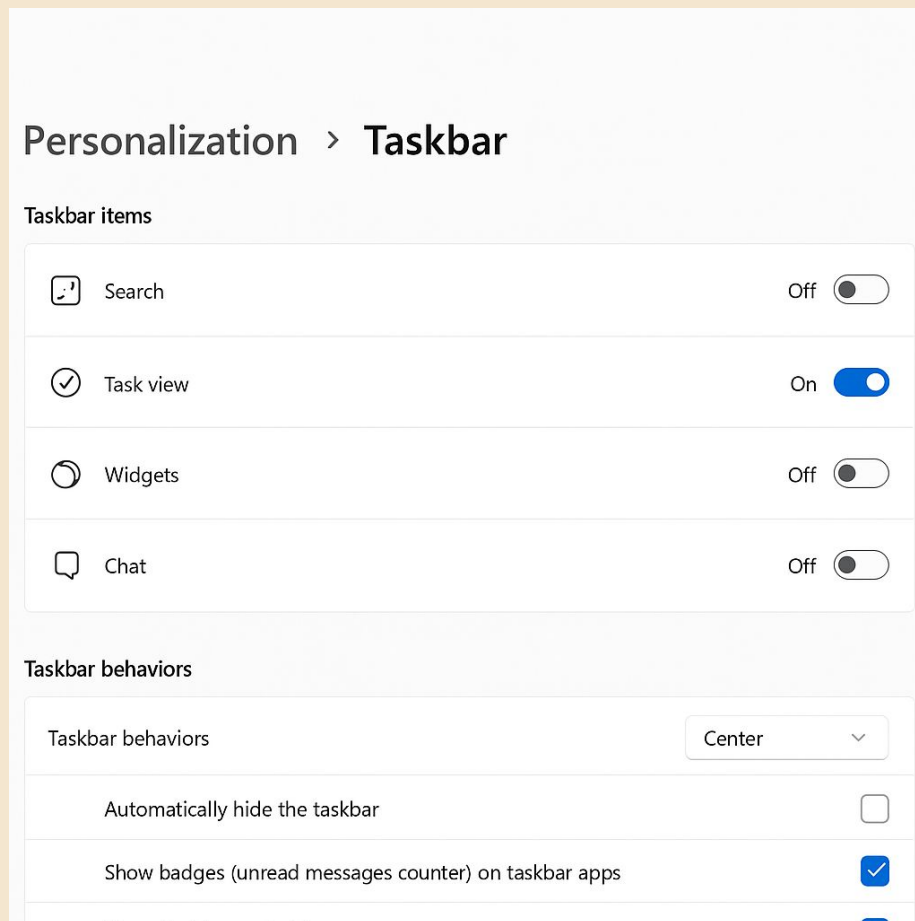
# Changing your Desktop Background



1. Go to **Settings > Personalization > Background**
2. Choose **Picture**, **Solid color**, or **Slideshow**
3. Upload a custom image or pick from stock photos

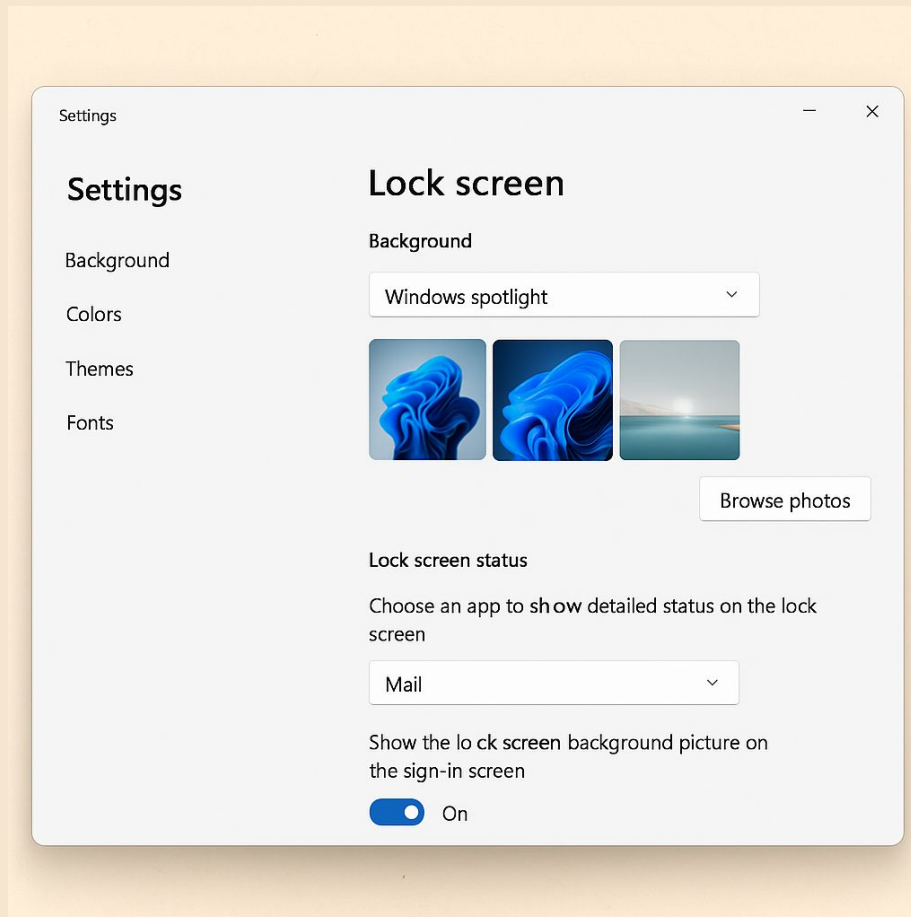**Why:** The background sets the visual tone every time you log in.

# Customizing the Taskbar



1. Go to **Settings > Personalization > Lock Screen**
2. Choose background type and app status display

**Why:** The taskbar is your primary navigation tool. Make it work for you.
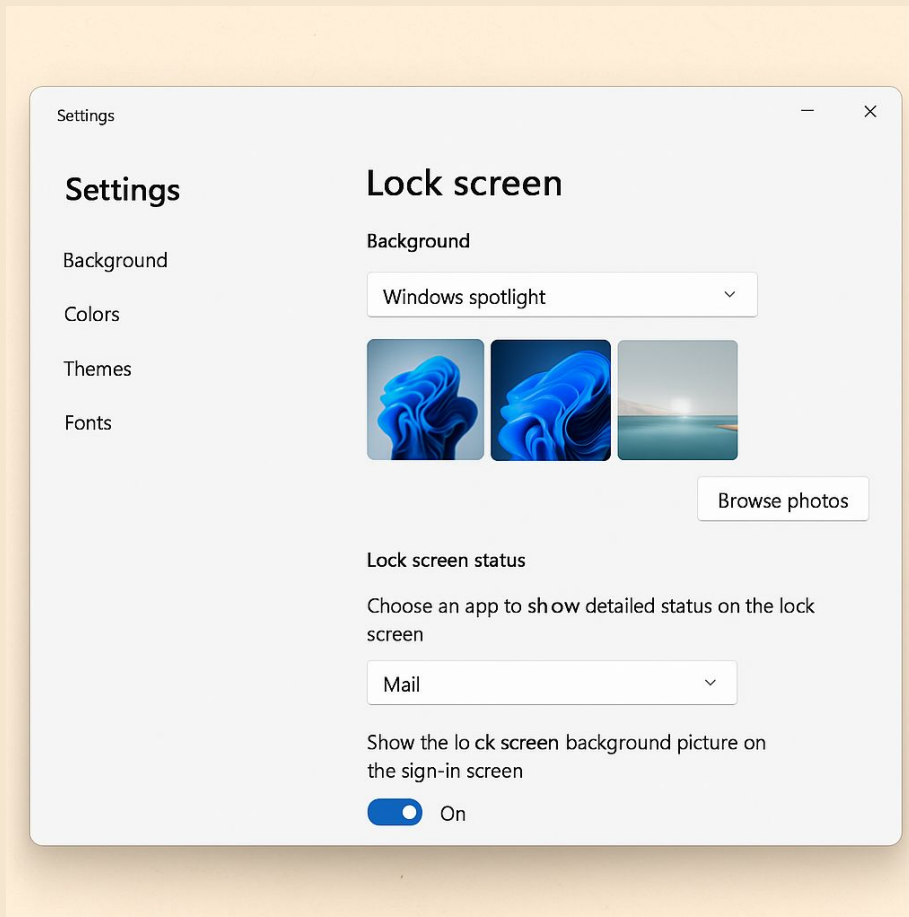
# **Personalizing the Lock Screen**



1. Go to **Settings > Personalization > Lock Screen**
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**Why:** Add utility (e.g., calendar, weather) or aesthetics to your lock screen.

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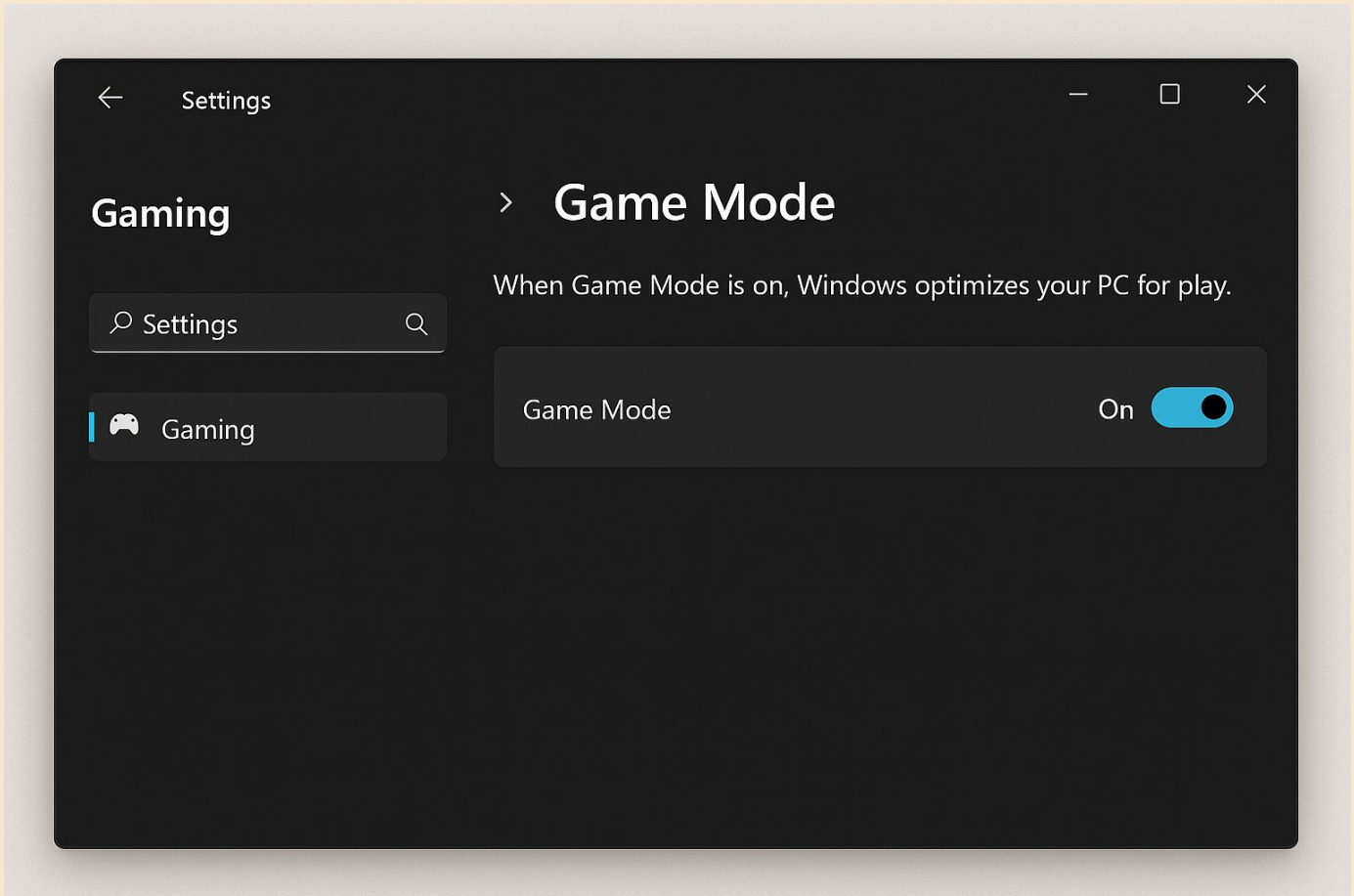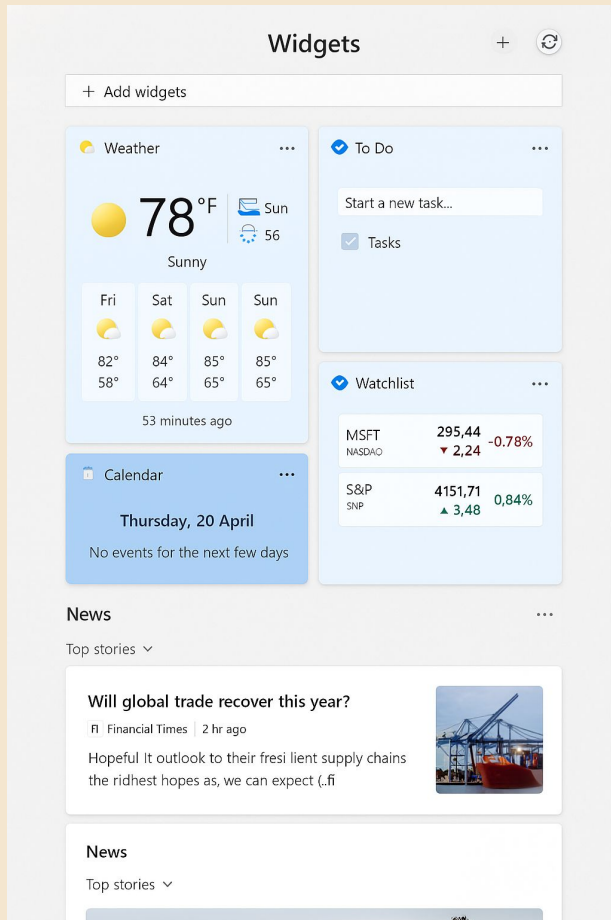
# Enabling Game Mode



1. Go to **Settings > Gaming > Game Mode**
2. Toggle it ON

**Why:** Optimizes your PC's performance while playing games.
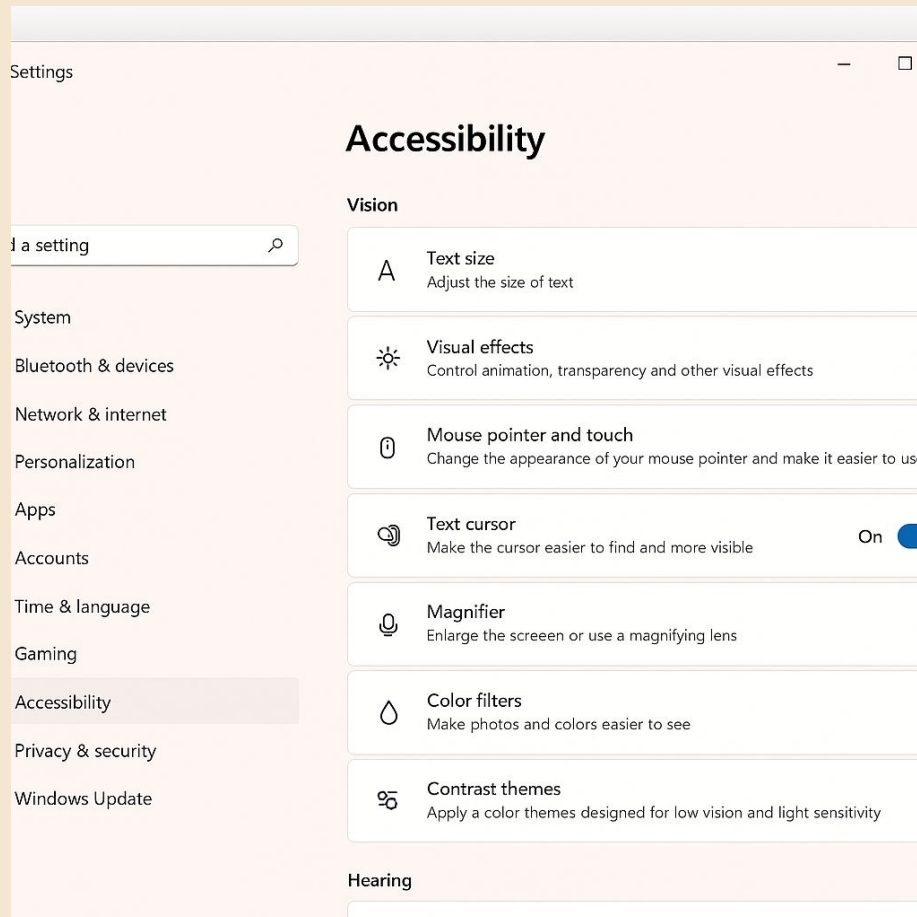
# Using Widgets



1. Click the **Widgets** icon on the taskbar
2. Customize the layout (weather, calendar, to-do, etc.)

**Why:** Stay informed without opening full apps.

# Setting Accessibility Features
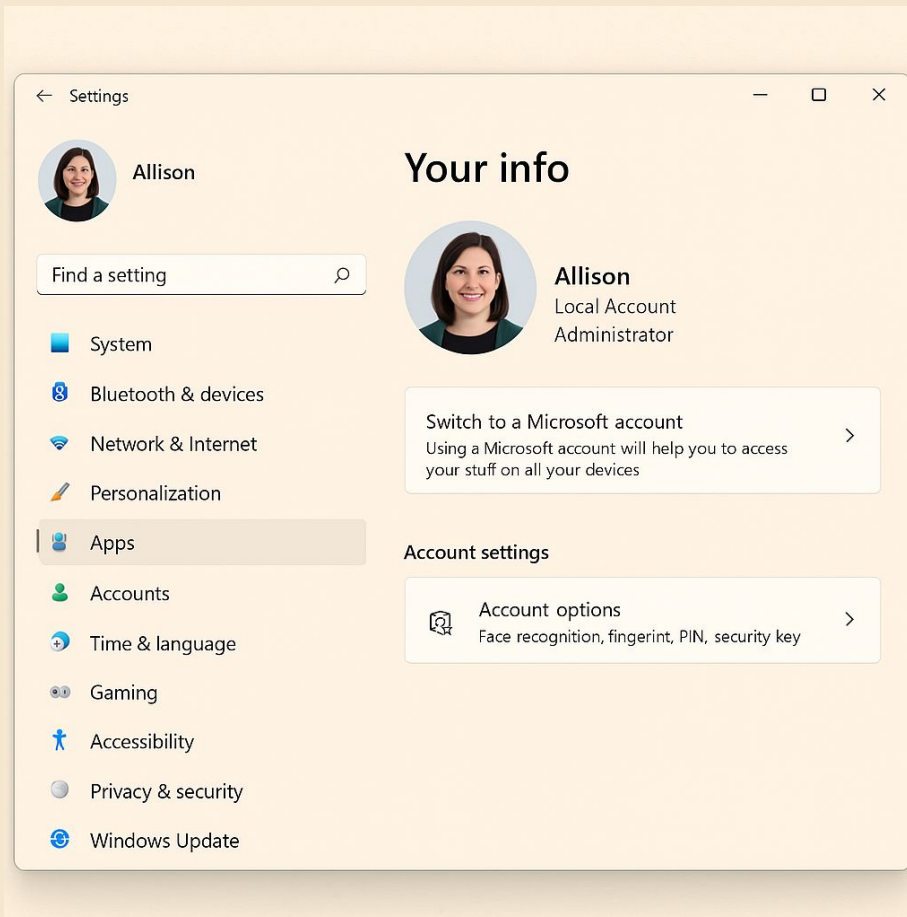


1. Open **Settings > Accessibility**
2. Explore options like Magnifier, Narrator, High contrast, and Subtitles

   **Why:** Makes the system easier for users with different needs.

# Creating a Local or Microsoft Account



1. Go to **Settings > Accounts > Your Info**
2. Choose between Microsoft or local account

**Why:** Microsoft account allows sync across devices. Local offers privacy.

# Installing Apps from Microsoft Store
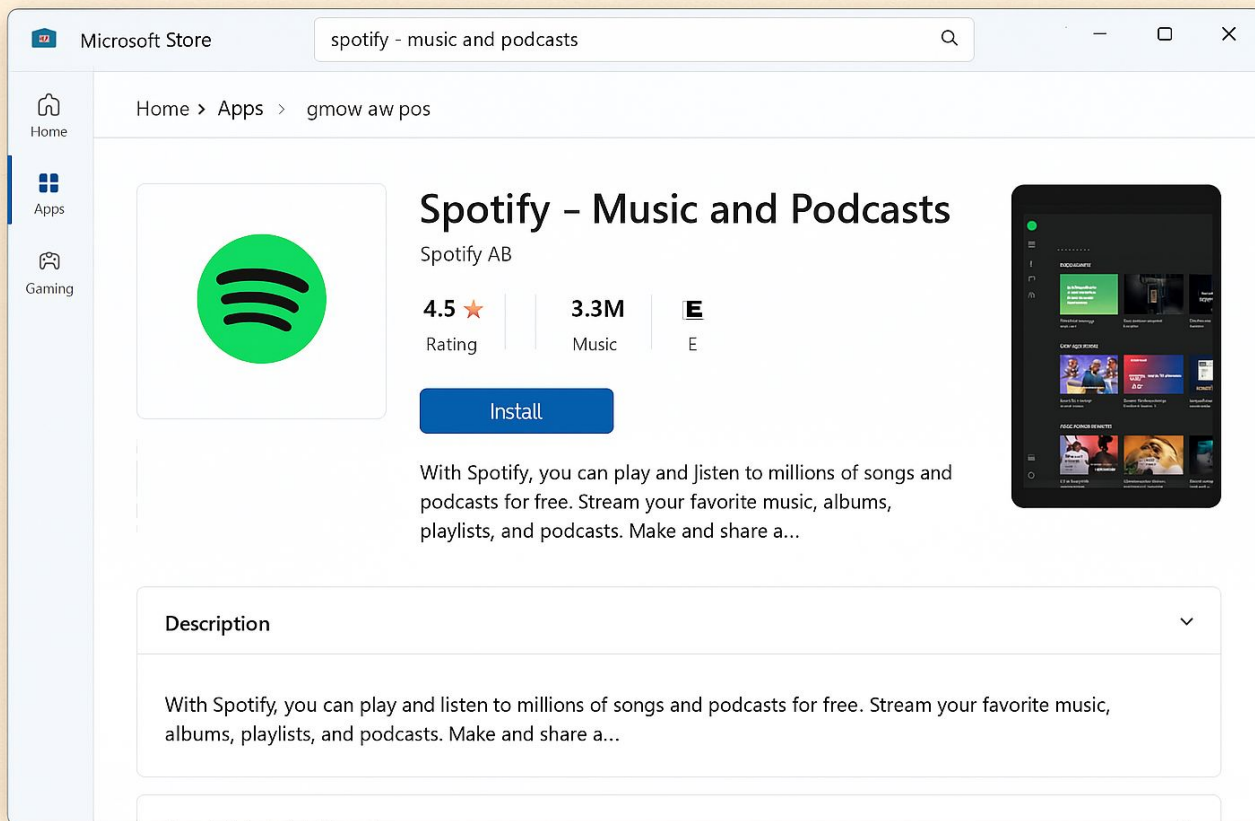


1. Open **Microsoft Store** from the Start Menu
2. Use the search bar to find apps like Spotify, Netflix, or OneNote
3. Click **Get** to install

   **Why:** It's the safest and easiest way to install trusted applications.

# **Pinning Apps to Start Menu**



1. Open Start Menu

2. Right-click an app > **Pin to Start**


   **Why:** Keeps your favorite apps within one click.

# Setting Up Multiple Displays
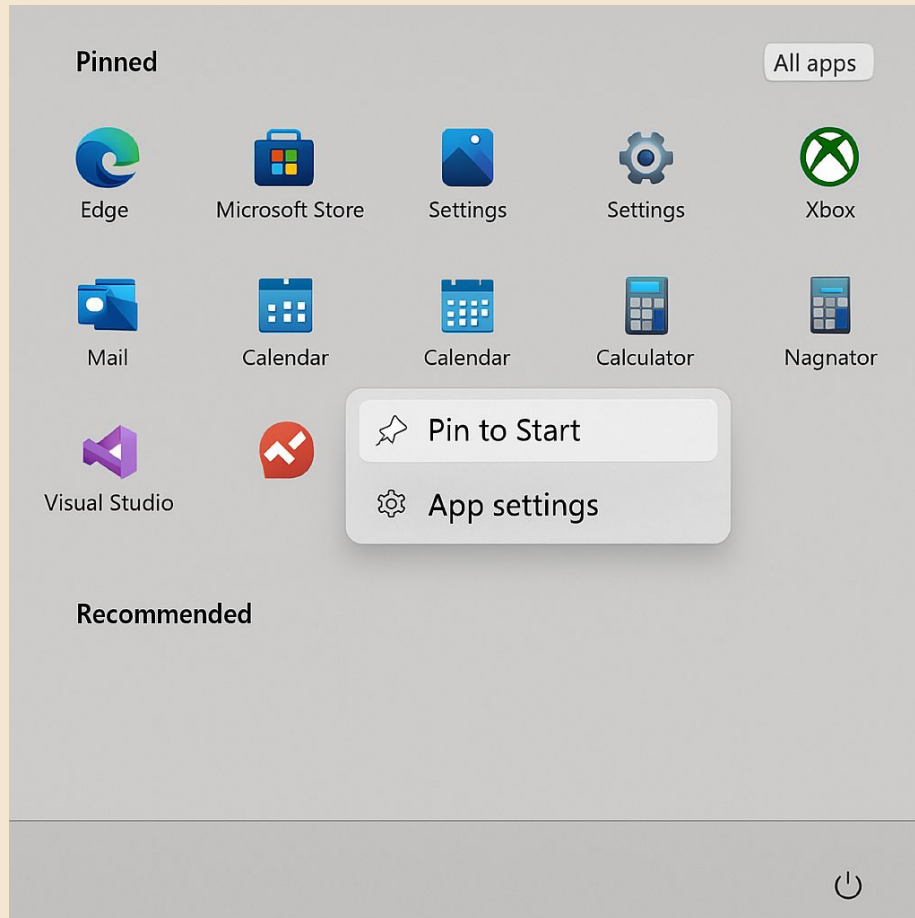
System  ›  Display

**Rearrange your displays**

Select a display to change the setting for it. Press and hold (or select) a display, then drag to rearrange

| 1 | 2 |
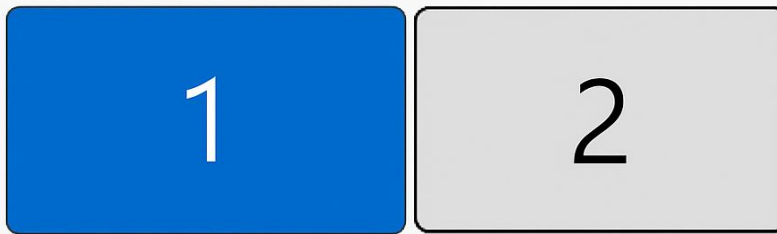
Multiple displays          Extend  ⌄

1.  Plug in a second monitor

2.  Go to **Display Settings > Multiple displays**

3.  Choose **Extend**, **Duplicate**, or **Second screen only**

**Why:** Multi-monitor setups improve productivity for multitaskers.

# Managing Startup Apps

**Task Manager**

Processes　Performance　App history　**Startup apps**　Users　Details　Services

## Startup apps

### Rearrange your displays

Select a display to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.

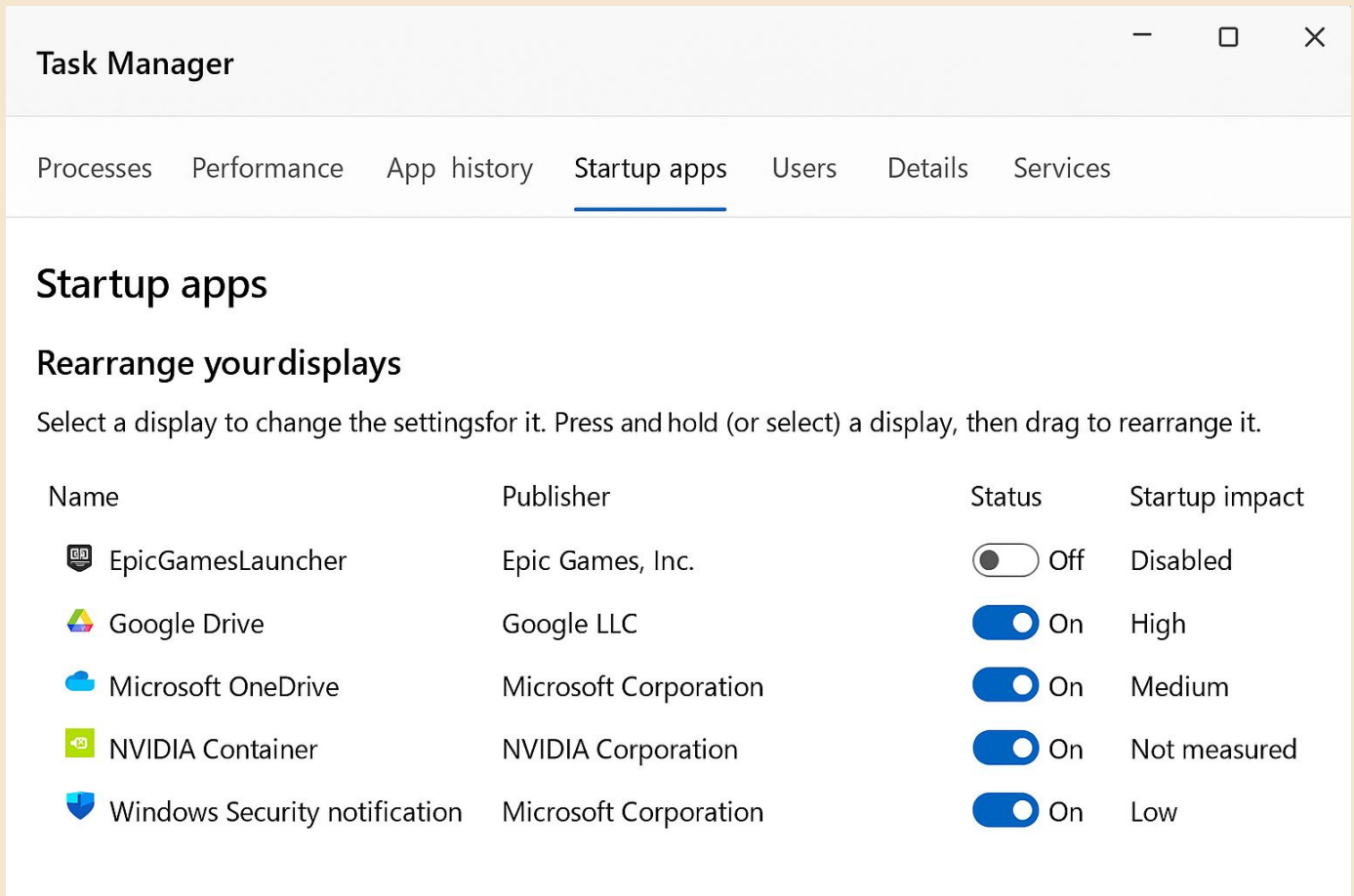| Name | Publisher | Status | Startup impact |
|---|---|---|---|
| EpicGamesLauncher | Epic Games, Inc. | Off | Disabled |
| Google Drive | Google LLC | On | High |
| Microsoft OneDrive | Microsoft Corporation | On | Medium |
| NVIDIA Container | NVIDIA Corporation | On | Not measured |
| Windows Security notification | Microsoft Corporation | On | Low |

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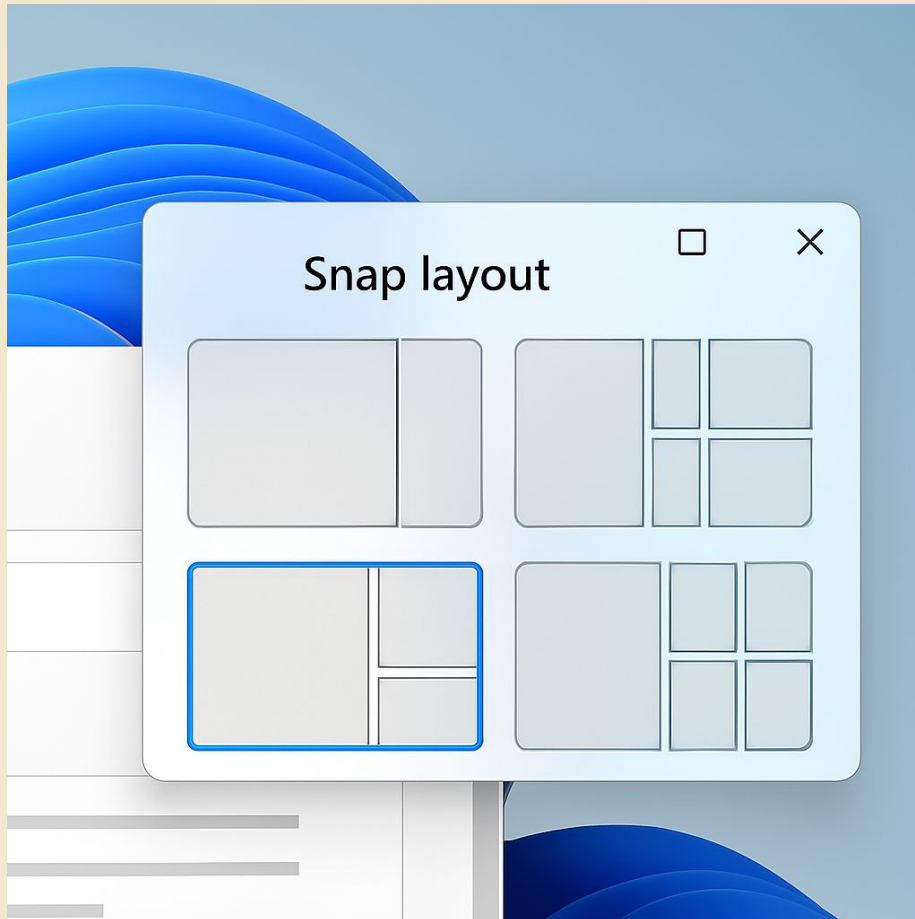**Why:** Multi-monitor setups improve productivity for multitaskers.

# **Using Snap Layouts**



1. Hover over the **Maximize** icon on any window
2. Choose a layout (split screen, grid, etc.)


**Why:** Helps organize multiple windows efficiently.

# Glossary

- **Start Menu**: Main launch point for apps and settings
- **Taskbar**: Bottom bar that shows open apps and system icons
- **Widgets**: Small information cards for quick updates
- **Snap Layout**: Window arrangement feature
- **Game Mode**: Performance boost mode for gaming

# References

WIndows 11 Help & Learning

Microsoft Store

Windows Accessibility Guide