



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.

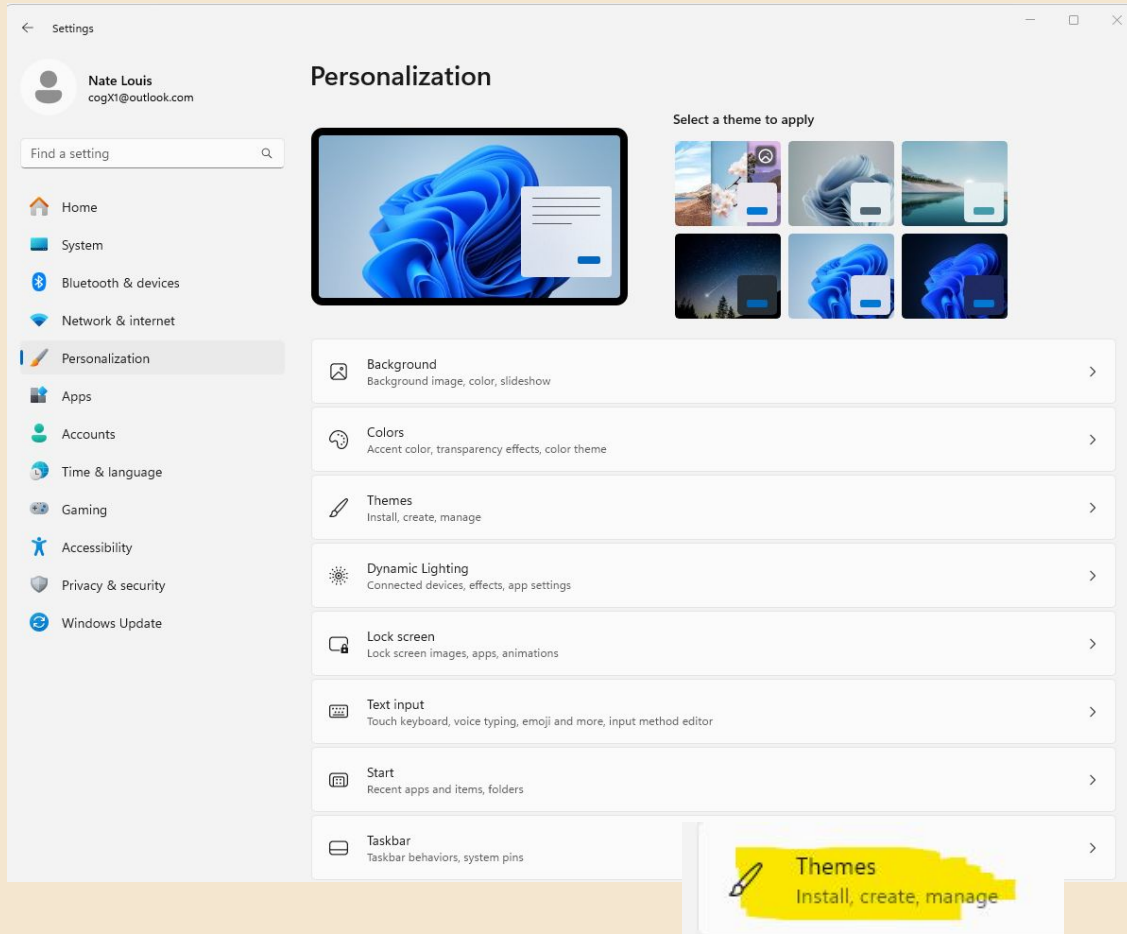
Table of Contents

<u>INTRODUCTION</u>	5
<u>GETTING STARTED</u>	6
CHOOSING A THEME	6
CHANGING YOUR DESKTOP BACKGROUND	7
CUSTOMIZING THE TASKBAR	8
PERSONALIZING THE LOCK SCREEN	9
<u>SYSTEM TOOLS AND SETTINGS</u>	11
ENABLING GAME MODE	11
USING WIDGETS	12
SETTING ACCESSIBILITY FEATURES	13
CREATING A LOCAL OR MICROSOFT ACCOUNT	14
<u>APPS & PRODUCTIVITY</u>	15
INSTALLING APPS FROM MICROSOFT STORE	15
PINNING APPS TO START MENU	16
SETTING UP MULTIPLE DISPLAYS	17
MANAGING STARTUP APPS	18
USING SNAP LAYOUTS	19
<u>REFERENCE</u>	20
GLOSSARY	20
REFERENCES	21

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.

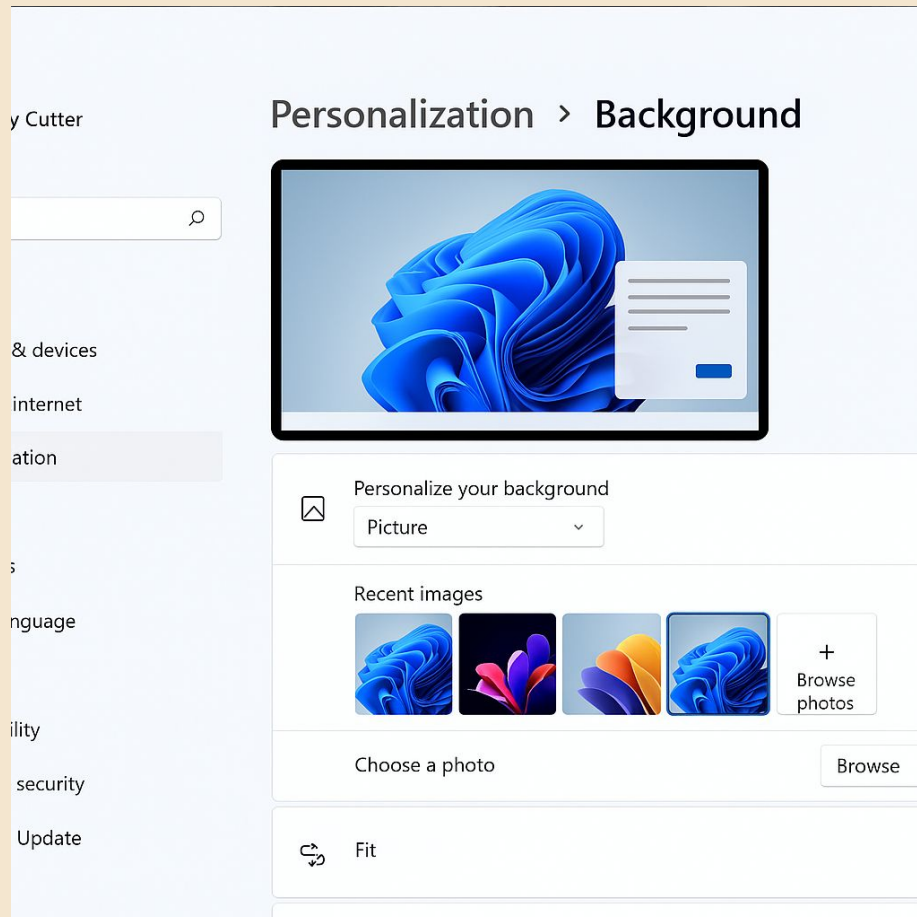
Choosing a Theme



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.

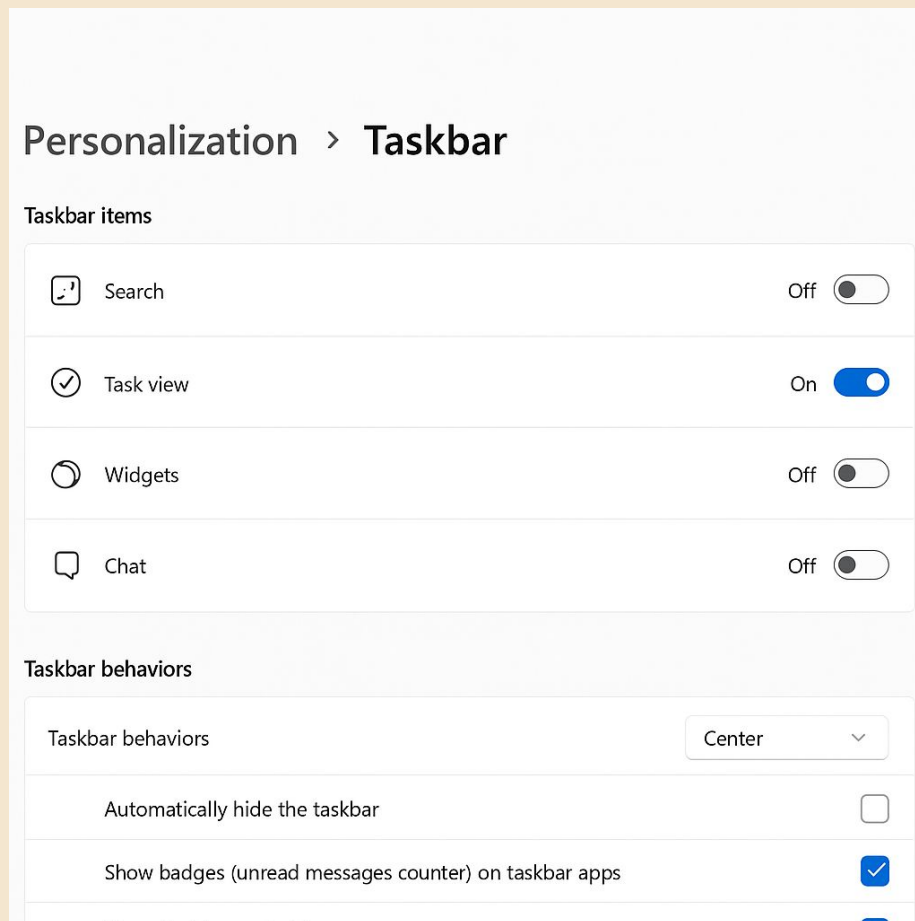
Changing your Desktop Background



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.

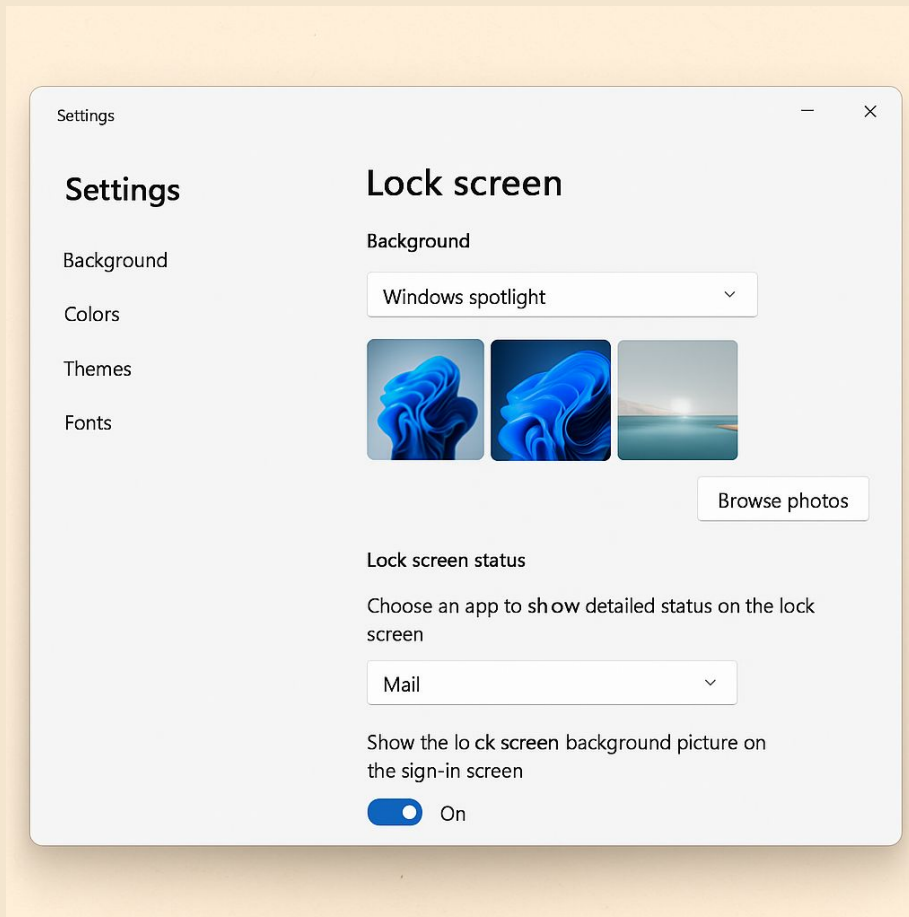
Customizing the Taskbar



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.

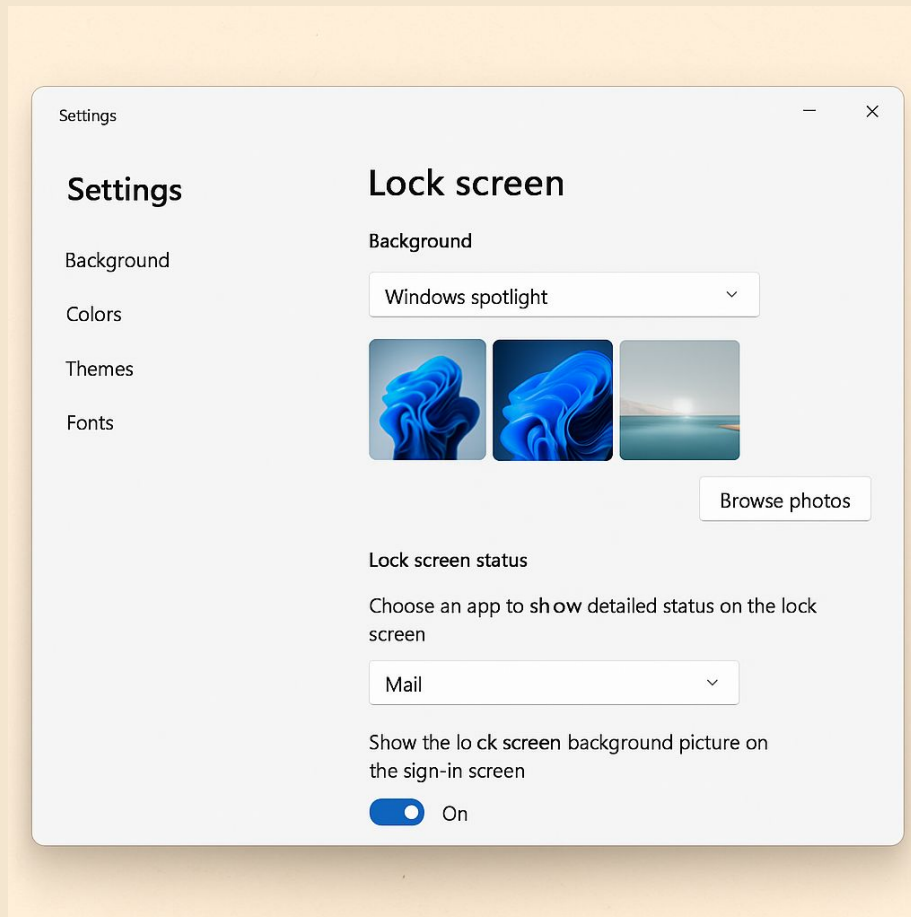
Personalizing the Lock Screen



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

Why: Add utility (e.g., calendar, weather) or aesthetics to your lock screen.

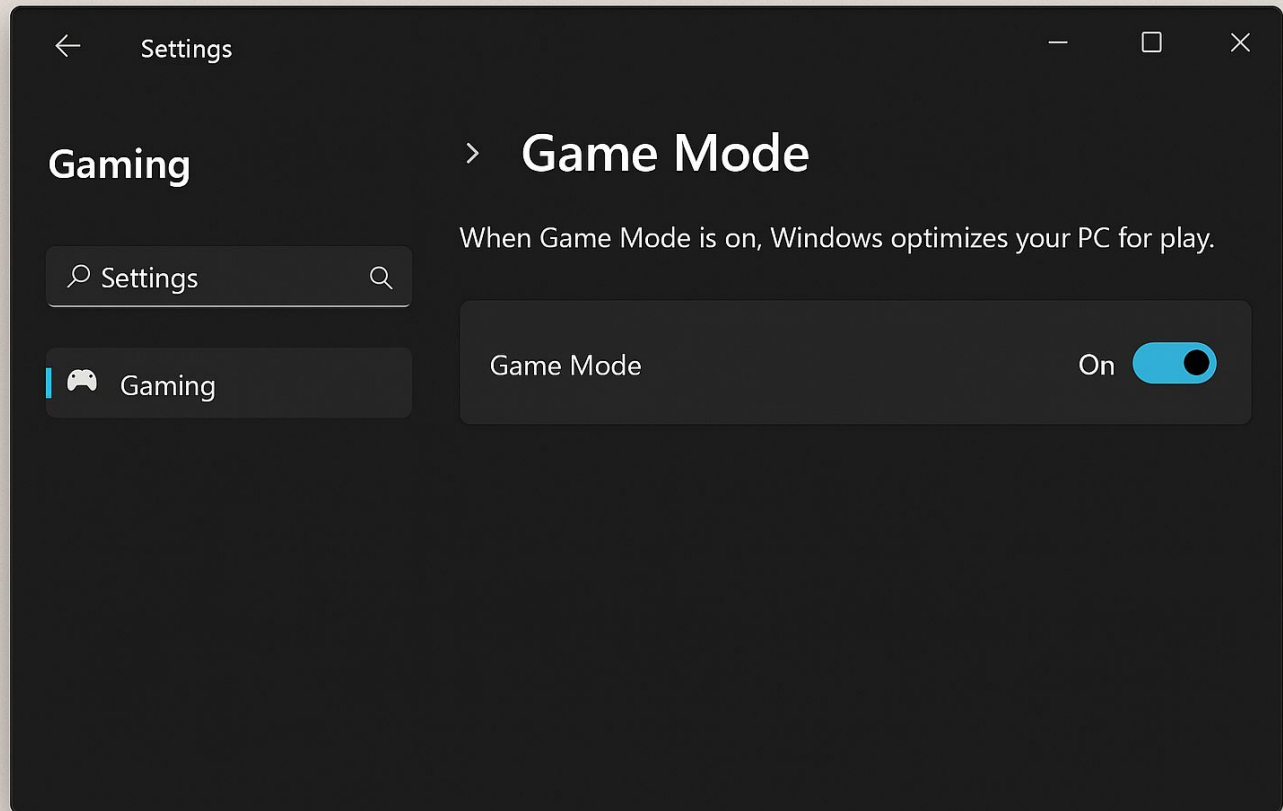
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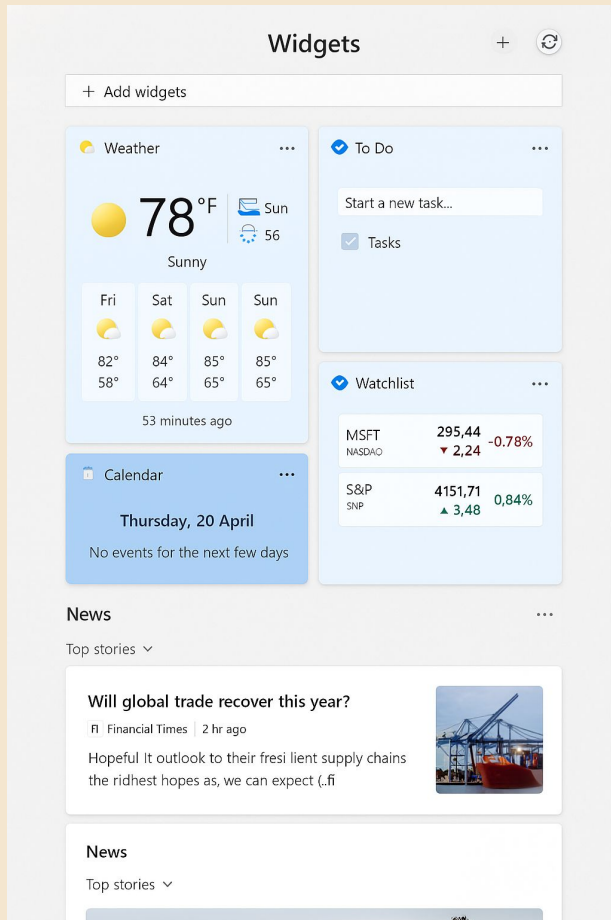
Enabling Game Mode



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

Why: Optimizes your PC's performance while playing games.

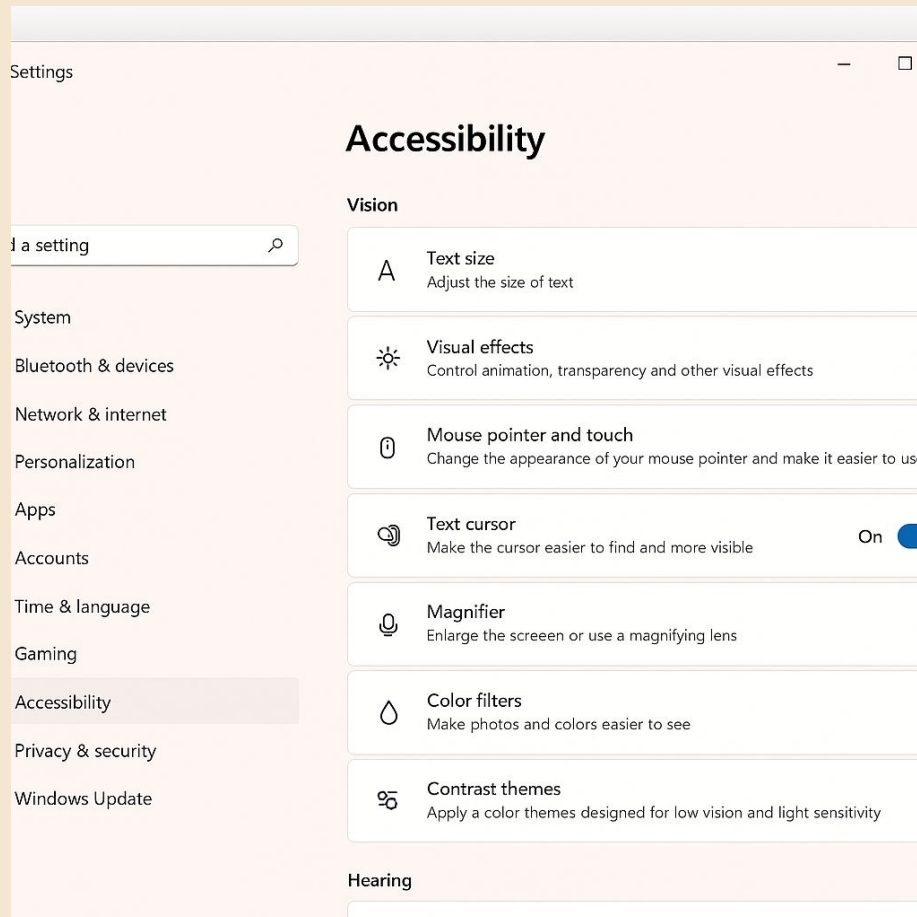
Using Widgets



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

Why: Stay informed without opening full apps.

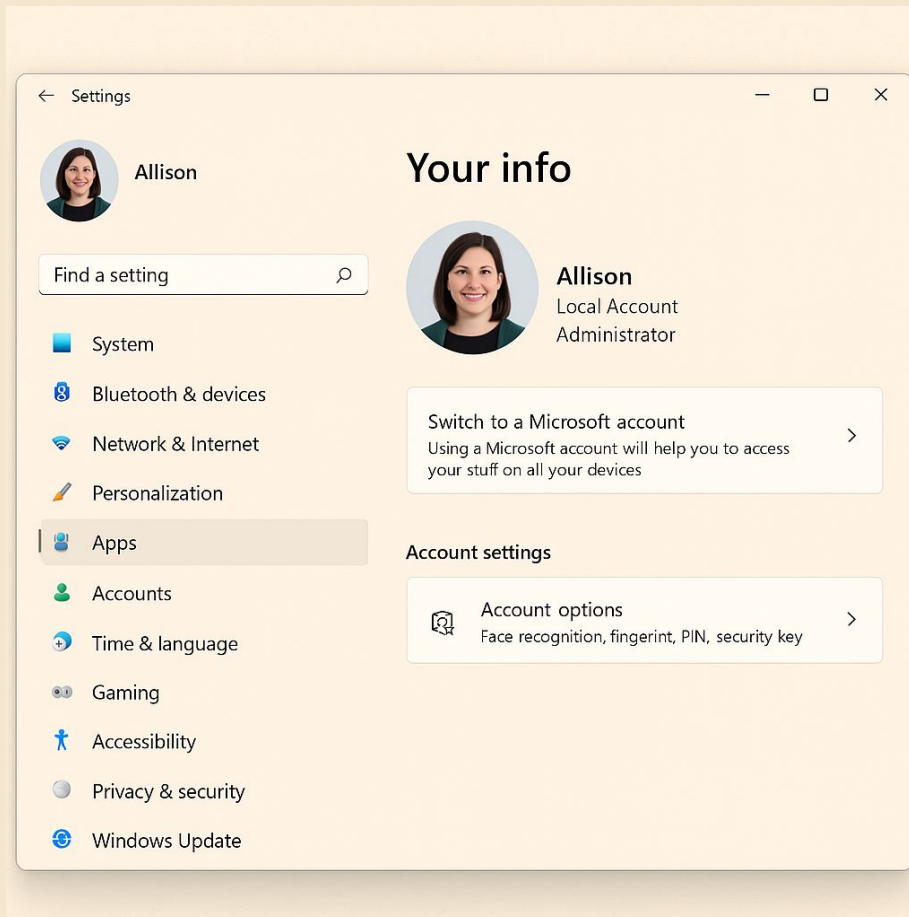
Setting Accessibility Features



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

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

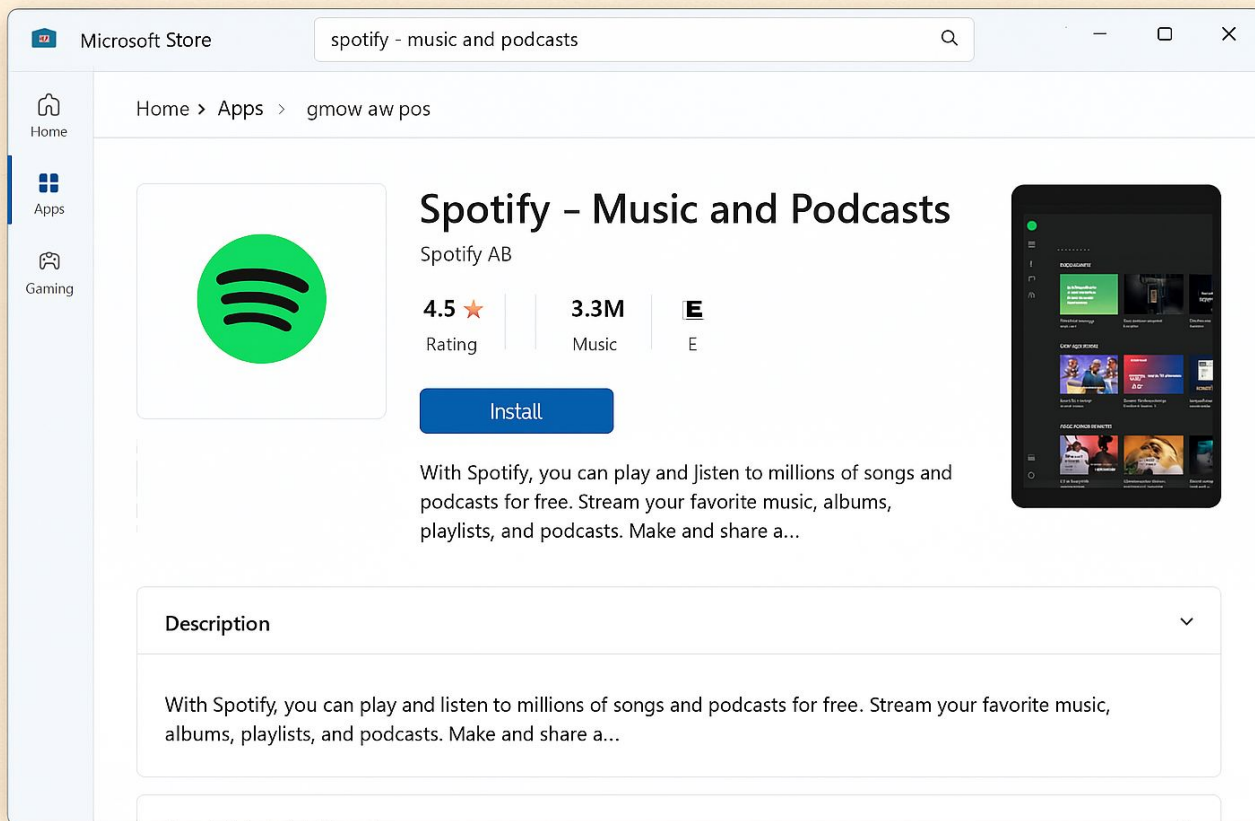
Creating a Local or Microsoft Account



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

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

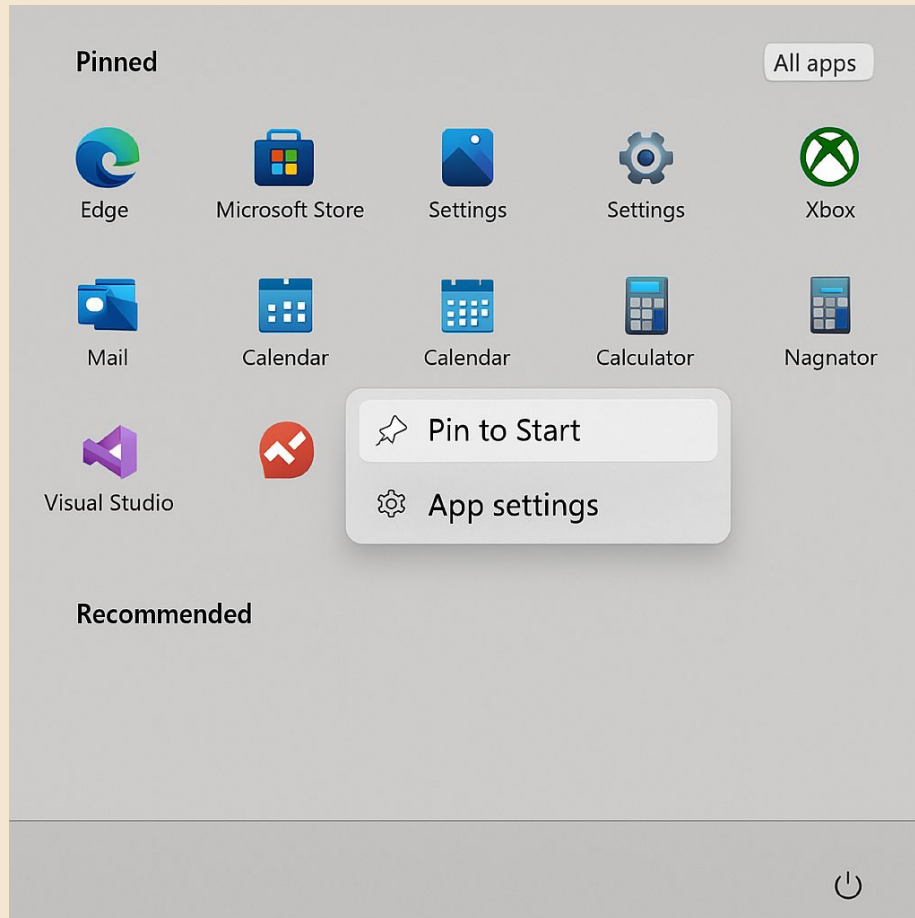
Installing Apps from Microsoft Store



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**

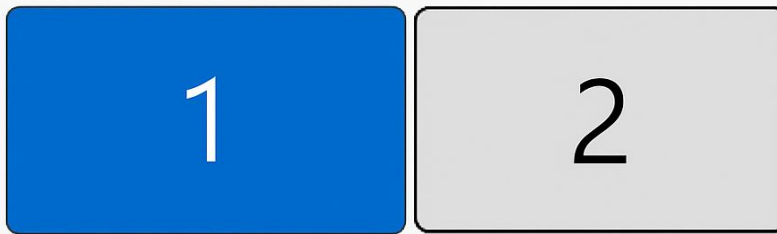
Why: Keeps your favorite apps within one click.

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



Multiple displays

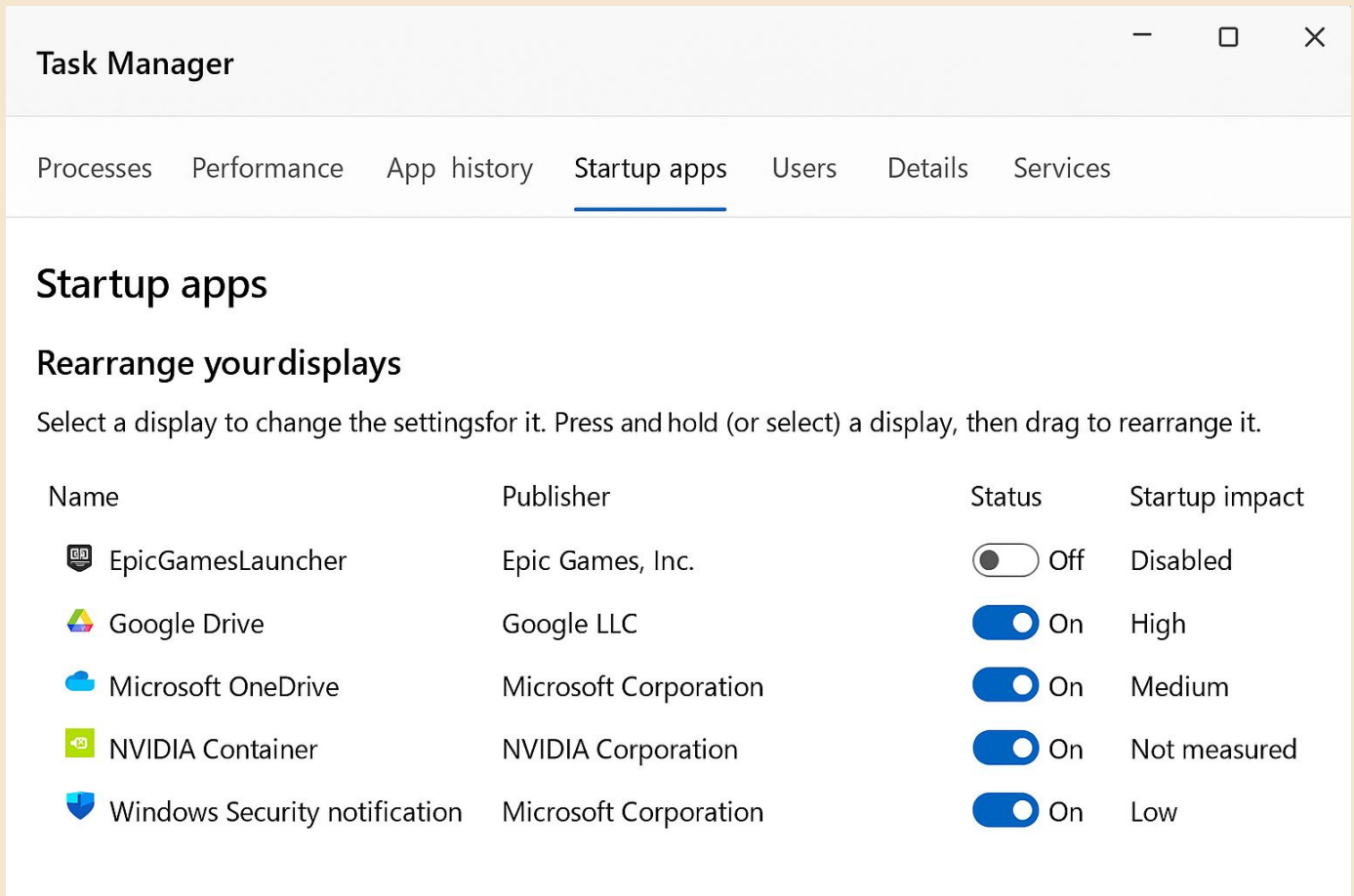
Extend



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.

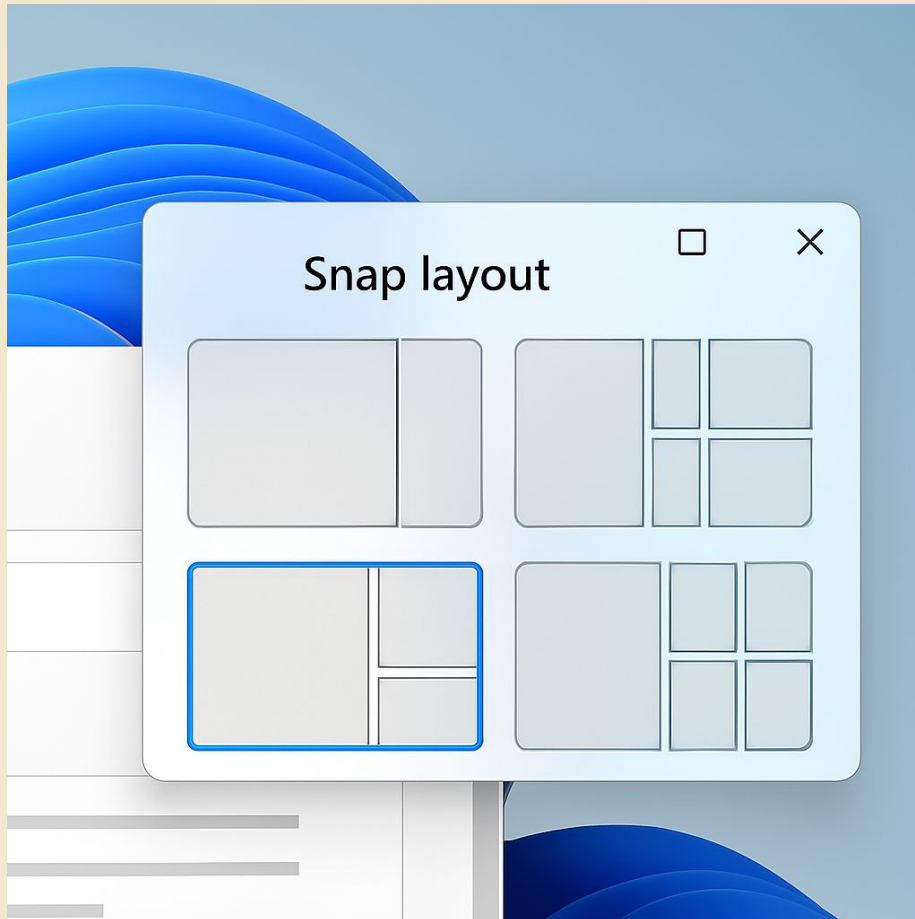
Managing Startup Apps



1. Press **Ctrl + Shift + Esc** to open Task Manager
2. Click **Startup Apps** tab
3. Right-click to **Disable** unnecessary apps

Why: Speeds up boot time and reduces system lag.

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](#)