

AN INTRODUCTION TO WINDOWS 11

(prepared by Bill Wilkinson for members of the Sun City Summerlin Computer Club)

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

When you open the Start menu (blue cube on the Taskbar) and then click on All Apps, you'll see a small tile for every program on the computer, and you can *pin to start* or *pin to taskbar* any of them with a right-click option. The *pin to taskbar* option is partially hidden under the *More* option, however.

You can also pin 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.

This would be a good time to place "System" on your Taskbar. That way you would have one-click access to one of Windows 11's most important screens, usually found by using the *windows key + I* shortcut.

2. To improve your computer's speed as well as system security, uninstall apps that you don't use.

To uninstall an application:

- a) Right-click on the **Start** button.
- b) From the top of the list, click on **Apps and Features**.
- c) Find the list of installed programs and uninstall those that you don't use and don't need. 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.
- d) Click on the three vertical dots to the right of the target app and select **uninstall**.
- e) If the uninstall feature is not present, the app cannot be uninstalled by conventional means. (which means that Microsoft doesn't want you to uninstall it!)

3. Pin a website to the Start (all apps) menu.

- a) Open Edge (large blue-green oval) from the Taskbar.

- b) Press Ctrl + T.
- c) Access the target website (type it's address in the "Search the Web" box.
- d) Click on the three horizontal dots in the upper right corner of the open web page.
- e) Click on **Apps**.
- f) Click on **Install this site as an app**.
- g) Give the site a new name, if desired.
- h) Select Pin to Taskbar if you wish.
- i) Click on Start button (lower left corner of Taskbar) and go to All Apps.
- j) The target website is now listed in alphabetical order on the All apps list.

4. Get Updates for Apps from the Microsoft Store.

- a) Go to the Start menu.
- b) Find and click on the Microsoft Store.
- c) While in the Microsoft Store, click on Library, located in left column.
- d) Click on Get Updates.

5. Disable programs that run at startup.

Most of us are aware that Microsoft and third-party software companies try to install their products so that they will run at Startup. As long as your computer has only one or two of these applications starting when you boot up, the boot time is indiscernible. However, over time, more and more of these programs are added to Startup without your knowledge, thus creating a noticeable slowdown at bootup. When this happens, we have learned to access Startup and then disable most of the listed programs.

- a) Right-click a blank area of the **Taskbar** and select **Taskbar Settings**.
- b) Click on **Apps** in the left column, then **Startup** in the middle column.
- c) Windows will helpfully tell you which applications slow down your startup process the most. Turn off those that you don't want to start when you turn on your computer.

6. Change the desktop's background (wallpaper).

The default 3D desktop background or wallpaper in Windows 11 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).

Right-click on the desktop and click the **Personalize** option, then **Background** in the middle column. From Personalize Your Background, you can designate your desktop background as a single picture, solid color, slideshow, or “spotlight.”

If you choose a single picture, you will have access to the five most recent photos that you have used.

If you want to choose a single picture from your pictures file, press **browse** and you will be taken to your pictures folder.

If you want to present a slideshow of a picture collection from an individual folder, press *slideshow*, then browse. If you want your slideshow presentation to include photos from more than one folder, you will need to create a new folder and paste your selected pictures into that folder.

7. Show Important System Icons (Clock, Volume, Network, Battery) On the Taskbar’s Corner Icons (formerly called the systray)

Windows 11 shows two types of icons on the taskbar. They are the system icons and app icons. The system icons can be enabled from the Taskbar Corner Icons section and the app icons from the “Taskbar corner overflow” section.

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 Taskbar corner icons.
- d. Expand “Taskbar corner overflow.”
- e. 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 Microsoft Security App is aka Microsoft Defender. So may want to have it “on”.
- f. Close the Settings app.
- g. With that, the icons you selected will appear on the taskbar’s corner.

8. From within the Edge browser, pin a current web page to the Taskbar.

From within Edge, open your target website.

- a. Click on the three dots in the upper right corner of the browser..

- b. Click on **More Tools**, then **Pin to Taskbar**.
- c. An icon representing the website will now appear on the taskbar.

9. Remove the Clutter from your computer automatically.

Windows can automatically free up space by getting rid of files you don't need, like temporary files and the content of the recycle bin that are over 30 days old.

- a) Go to **Settings** > (Windows + I)
- b) From the list on the left, click on **System** >
- c) From the list on the right, scroll down and click **Storage**.
- d) This will show you how much storage space is being used by files in your system.
- e) Under **Storage management** confirm that it is turned on and click *run storage sense during low disk space* .
- f) Under Cleanup of **temporary files**, confirm that the check box is selected.
- g) Finally, you have the option to run Storage Sense manually. Just click the Run Storage Sense now button (the last button on the page.).
- h) When the run is complete, you will see how much drive space was freed up.

10. Choose which folders appear on the Start Menu.

A horizontal box at the bottom 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:

- a) Use **Windows key + I** to go to **Settings**.
- b) Then **Personalization**.
- c) Then **Start**.
- d) Click the **Folders** option
- e) The ones you select will now appear as small icons in the bottom column of the Pinned menu.

11. If you have a file folder that you go to frequently (for example, your Pictures folder), you may want to pin it to the Desktop for quick access.

- a. Find the target folder from the File Explorer (Windows + E)
- b. Right-click on the folder to show more options.
- c. Now click on *show more options*. Then click on *send to:* and finally *desktop (shortcut)*. This action will place a shortcut to the target folder on your Desktop.
- d. Changes, including additions and deletions, made within the new shortcut folder will also be made in the original folder.

12. Stop background apps from running.

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 in this page receive information, send notifications, and stay up-to-date. An example would be the weather app-to get timely information about approaching weather conditions.

You have access to a 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:

- a) Select **Settings** (Windows + I)
- b) Click on **Apps**, then **Installed Apps**.
- c) Search for the app you want to disable, then click on the **three horizontal dots**, and select the **advanced option**.
- d) Look at the **Background apps permissions** section, then under **Let this app run in the background**, choose the **Never** option.
- e) Repeat the same steps for each background app you need to disable.

In the apps list, you will be able to view those that are available and currently running in the background.

13. Place a shortcut for shutdown on your desktop

To create a shortcut icon for Shutdown:

- a) Right-click on an open area of the Desktop.
- b) Go to New, then Shortcut.
- c) Enter **shutdown /p** as the location of the item and press Next. (Note the space between shutdown and /p.)
- d) Now name the shortcut *Shutdown* and press Finish.
- e) Right-click the shortcut that now appears on your Desktop and navigate to Properties.
- f) Click on the shortcut tab, then Change Icon. Then OK to exit the warning box.
- g) Choose (click) an icon of your choice from the list.
- h) Finally, click OK.

14. 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:

- a) Right-click on the Taskbar.
- b) Click on Taskbar settings, then *Taskbar Behaviors* near the bottom of the center list.
- c) Set how you want the taskbar to behave by checking the available settings in *Taskbar Alignment*.
- d) Note that you can *hide the taskbar, show badges on the taskbar and show seconds in the system tray clock..*

d) Close the Taskbar dialogue screen.

15. Modify the Search Icon on the Taskbar.

The circular 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 have selected for instant access from the Taskbar.

Follow these steps to remove the search icon from the Taskbar.

- a) Right-click on the Taskbar.
- b) Select Taskbar Settings.
- c) At Search, choose search icon and label.

16. Disable the Task View: another way 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 immediate right of the search bar/icon. This feature is disabled by default. If you'd like to enable it:

Go to Settings (Windows + I), then Personalization, where you will find Task View as an on/off option.

17. Work with More than One App at a Time

Clicking a tile from the Pinned Menu starts the app that the tile represents. These apps are opened one by one, and their icons appear on the taskbar. To switch to another app that's open, click its icon in the taskbar. To switch between apps very quickly, you can also press Alt+Tab on your keyboard. This action accesses a list with all opened apps. Keep the Alt key pressed and then press Tab to navigate between the open apps. When you reach the app you want to switch to, release both keys.

18. Scrub Your Prefetch Folder Periodically

One of Microsoft's big advances associated with the development of Windows 10 and 11 is that it loads applications much faster than its predecessors. To accomplish this feat, the operating system gathers information about each program that you launch and stores that information in the Prefetch folder. Then on subsequent restarts, Windows uses the information in the Prefetch folder to

essentially preload (fetch) parts of those programs at boot time. Thus, when you launch your application, it appears to load really fast.

However, the Prefetch folder can accumulate too much information over time. This makes the operating system so busy loading bits and pieces of lots of applications into memory that it ends up slowing down the boot process. Fortunately, you can clean out the Prefetch folder at any time.

Follow these steps:

- a) Click on Start.
- b) Type **Run**, then Enter.
- c) Type **Prefetch** in the Open text box and click OK.
- d) Click on any one of the files.
- e) Press [Ctrl] + A to select all files.
- f) Press Delete. (If a prefetch file is currently in use, it cannot be deleted)
- g) Close the folder.

As you use your system, Windows will rebuild the contents of the Prefetch folder. Thus, you will want to empty the Prefetch folder periodically.

19. How to Enable Windows Defender's Limited Periodic Scanning.

(This is necessary only if you have installed another antivirus program)

This option is named “limited periodic scanning,” to be activated after you have installed a third-party antivirus product. Enable it and Windows Defender will occasionally perform a scan to check for any malware that your primary antivirus product may have missed. However, it's not enabled by default. You will want to enable it. To access it:

- a. Go to Settings (Windows key + I).
- b. Click on Privacy & Security, then Windows Security.
- c. Click on Open Windows Security.
- d. This action will take you to the Security Center where your computer's protection is being monitored.

- e. Click on the Open Windows Security button to view the seven functions of Windows Security.

You can only enable this feature if you're using another antivirus program. If you haven't installed another antivirus program, Windows Defender is already enabled and helping protect your computer with both real-time and scheduled system scans. Windows Defender will automatically be updated with the latest antivirus applications through regular Windows Update.

20. Find Resource-Hungry Apps That Slow Down Your Computer

Your PC may be running slow because something is using up your CPU resources. If it's suddenly running slower, a runaway process might be using 99% of your CPU resources, for example. Or, an application might be experiencing a memory leak and using a large amount of memory, causing your PC to swap to your hard disk. Alternately, an application might be using the disk a lot, causing other applications to slow down when they need to load data from or save it to the disk.

To find out, open the **Task Manager** via your search icon.

This tool provides an interface that color-codes applications that are using a lot of resources.

Click the *CPU*, *Memory*, and *Disk* headers to sort the list by the applications using the most resources.

If any application is using too many resources, you might want to close it using standard procedures — if you can't, right-click it here and click “End Task” to force it to close.

21. What to Do When an Application Locks Up

If an application malfunctions and cannot be closed, you will need to get to your Task Manager. You have several routes to get there:

- ✓ Right-click on the Start button, then click on Task Manager.
- ✓ Press Windows + X, then press T on the keyboard.
- ✓ Right-click on the Taskbar, then click Task Manager.
- ✓ Press Control + Alt + Delete at the same time.

When the Task Manager appears, click on the application that is causing the trouble and then click the **End task** button located in the lower right corner of the window.

22. Customize the Taskbar

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.

After installing Windows 11, the first thing you will probably notice is the changes to the taskbar. There are a bunch of new icons all moved to the middle while Cortana seems to be demoted from the front desk job. These upfront changes are just the tip of the iceberg.

23. Remove the default icons.

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

- a. Right-click on the taskbar and then click on the Taskbar settings option.
- b. Open taskbar settings/Remove taskbar icons
- c. 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.

24. Move taskbar icons to the left. (personal preference)

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

25. Pin 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.

To do it from Windows Explorer, you have to first right-click the app icon and select the Show more option, and then you'll see the Pin to taskbar option.

26. 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.

27. 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 and select Settings from it.
- b. Select Personalization in the left panel and then click on Colors.
- c. Enable the Transparency effects option, and it will make the taskbar transparent.

28. Hide/show system tray icons.

In previous versions of Windows, you could easily hide/show icons in the system tray right from the taskbar. However, in Windows 11, you have to manage it from the taskbar settings.

In the taskbar settings, there is a dedicated section for *Other System Tray Items*. You can click on it to open all the apps that can show its icon on the Taskbar. You will have to individually toggle on/off apps here to hide/show their icons in the right corner of the taskbar.

29. Disable the 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.

30. 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. In Windows 11 settings, 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.

31. Can't Move the taskbar to the side or top

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

32. If Your Computer is Slow at Startup

Configure MSConfig

Open MSConfig by pressing Win + R to open run and entering 'msconfig' there. On the next window, click on the Boot tab.

Select the No GUI boot setting to remove the graphical moving bar during startup. Select OK to close MSConfig. You will be asked to reboot your computer.

Reduce the Starting Loadup

The biggest thing you can control that will speed up the Windows 11 startup is to turn off Windows features and programs that you don't need, but that normally load at startup – and there are a lot of them. The Task Manager gives you an overview of your startup software in Windows 11. To arrive at Task Manager, right-click on the Taskbar and then Task Manager. Then select Start-up Apps.

There you can right-click a startup items and select Disable to remove them from startup. Those with high startup impact will slow it down more. Consequently, it's best to disable those programs with higher impact. Be careful – some of the things in this list are components that you use all the time.

Reduce Boot Menu Timeout

When you first start your PC, a boot menu appears for up to 30 seconds, giving you a chance to start your computer in special modes. Since this is something you will

rarely actually need to do, you can save some boot time by cutting this timeout to a minimum.

- a. Press Windows + R
- b. Type msconfig
- c. Click on the Boot tab
- d. Reset the Timeout to some value less than 30.
- e. Click OK

Turn it Off and Turn it On Again

It has been a cliché from the first version of Windows – if you want to make it work better, turn it off, wait 10 seconds, and turn it back on again. It's true for the startup sequence as well. If you regularly turn your computer off and then back on again, boots will tend to be faster as the system loads everything afresh.

33. Create A Local User Account in Windows 11

Creating a local account in Windows 11 isn't difficult, but like many Windows 11 features, it's tucked away in a spot that's not easy to find at first.

To create a local account in Windows 11:

- a. Press Windows + I to access Settings.
- b. then select Accounts from the left column.
- c. From the middle screen, click on Your Info.
- d. Follow by clicking on account settings.
- e. From there, you can click on sign in with a local account instead.
- f. Microsoft forces you to insert your Microsoft password in order to create a local account. As a reasonable alternative, you can use your four-digit pin.

If you don't want a password for your local account, just leave the information blank. You can always create a password later if you wish.

34. Maneuvering Around Windows 10 & 11 Using Keyboard Shortcuts

The following shortcuts will help you get around your system:

- a. The Windows key by itself will get you to the Start menu and its App List and Start Screen.
- b. The Windows key plus the D key will take you to your Desktop.

- c. The Windows key plus the A key will take you to the Notification Area on the far right side of the Taskbar.
- d. The Windows key plus the E key will take you to Windows Explorer.
- e. The Windows key plus the I key will take you to Settings.
- f. The Windows key plus the F1 key will take you to the Edge Browser.
- g. The Windows key plus the W key will take you to the Widget Board.
- h. The Alt key plus the F4 key will shut down the computer.

35. The New Start Menu

The Start menu offers three rows of six icons that you can have pinned, with the ability to scroll through "pages" if you have more apps that you need to pin.

There's also a full apps list that shows you all your installed apps that can be accessed via the "all apps" button located just above your pinned apps.

Along the top of the Start menu is a search bar, which really only acts as a shortcut to the dedicated Search function you can access via the search icon on your Taskbar.

Below your pinned apps is a new "Recommended" area that acts as a recents menu for things like documents and installed apps. Whenever you install a new app or open an Office document, it will appear directly in this Recommended area for quick access.

36. What You Will Want to Know About Your Microsoft And User Accounts

Please note: You do not need a Microsoft account to access your Windows computer. Nor do you need a password. However, a Microsoft account must have a username and password/pin to access Windows 11.

When you set up Windows 11, the first thing you'll be asked is whether you want to log into your Windows system with a Microsoft account. Your Microsoft account will require a username and password (or pin) and can be any email account of your choice. It's probably best to use a Web-based account such as Gmail so that you can easily access it from any computer anywhere in the world.

If you log in with a Microsoft account, many desktop settings (including your wallpaper) will sync between all your PCs that have the same Microsoft account. You'll be automatically logged into Microsoft services like OneDrive. A Microsoft account is required if you want to use some of the features, such as acquiring apps from the Windows Store.

37. 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: (1) shopping in the Microsoft Store, (2) access to OneDrive and its 5 GB of cloud storage, (3) access to free Microsoft Office online apps, and (4) synching files between computers.

If you are the only one using your computer, you should set up local account. It will provide certain conveniences that will be described later.

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

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.

38. Signing in to a Microsoft Account from a Local Account

If you're signed in to Windows with a local account, it's easy to switch to a Microsoft account on your PC. Press Windows + I, then Accounts and then click

Sign in. 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, Hotmail, or any others. (You get the idea!) 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:

- a. To the inbox of your email address.
- b. To your home telephone number, or
- c. To your cell phone.

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

39. Why Have a Microsoft Account?

When you sign in to your PC with a Microsoft account, you can obtain apps from the Windows Store, 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.

40. Why Have 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 access to the Windows Store, nor can you use Microsoft's OneDrive cloud storage, you do enjoy all the other advantages of the Windows 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:

- a. Press Windows + I.
- b. Click Accounts. This action will take you to Your info.

- c. If you're already signed in with a Microsoft account, your name and email address will appear above your account picture.

41. How to Remove Your Microsoft Account

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

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

42. Adding 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.

43. Switch from One Account to Another on the Fly

If you are signed on to a Local Account and want to move 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.

44. Set Up a Pin for Your Microsoft Account

To simplify how you log on to your computer via your Microsoft account, Windows 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:

- a. Open Settings (Windows + I).
- b. Click Accounts and confirm that you are on your Microsoft account.
- c. Click Sign-In Options.
- d. Click the Add button in the PIN section. You're asked to verify your account.
- e. Enter your user account password.
- f. Click Sign In. The Set Up a PIN window opens.
- g. Type the PIN that you want in the New PIN and Confirm PIN boxes.
- h. Click OK.
- i. Close Settings.

45. Turn the Keyboard Number Lock On

If you access your Microsoft account by using a four-digit pin, you probably know that it's best to have the NumLock turned on. Otherwise, you will need to remember to tap the NumLock key every time you want to access your pin number. This procedure requires that you hack the Registry Editor. You only need to make this change one time.

Follow these steps to open the Registry Editor:

- a. Press Windows+R on your keyboard.
- b. Type regedit in the search box and press Enter.
- c. Click yes at User Account Control.
- d. Navigate to the following key in the left column:
- e. Expand HKEY_USERS
- f. Go down the list to find and Expand DEFAULT
- g. Go down the list to find and Expand CONTROL PANEL
- h. Go down the list to find and Expand KEYBOARD
- i. Go down the list to find and open InitialKeyboardIndicators
- j. Set the value to 2.

- k. Close regedit and reboot the computer to have this change take place.

46. Change or Delete Your Password(s) For Your Accounts

note: your Microsoft account requires a password; your local accounts do not require a password.

- a. Go to Settings (Winkey + I).
- b. Click on Accounts.
- c. Click on Your info to verify your current active account.
- d. Click Sign-in options in the left column.
- e. If your Local account has a password, it can be removed here.
- f. If your Local account has no password, it can be added here.
- g. 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.

47. Add or Delete the Photos 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.

48. 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:

- a. Right-click on the Taskbar.
- b. Click on Taskbar settings.
- c. Set how you want the taskbar to behave by checking the available settings.
- d. Close the Taskbar dialogue screen.