

THE START MENU IN WINDOWS 11

(press the Windows key)

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.

(Not all these 18 icons represent applications that are installed on your computer. For example, Spotify, LinkedIn, and Sudoku are not installed. However, double-click on any one of them and they will be installed from the Microsoft Store.)

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.

Choose which folders appear on the Start Menu.

A horizontal bar 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. (On Windows 10, the options are listed on a vertical bar.)

To control the folder 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.

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. (Note that Start menu icons cannot become desktop shortcuts.)

Place “Settings” on your Taskbar

This would be a good time to place “Settings” 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* keystroke. (Settings is identified by a cog wheel icon on the Start menu.)

1. Click on the Start button, aka the Windows key.
2. Right-click on the Cog Wheel icon.
3. Click on Pin to taskbar.