

Windows laptops & PCs | Easy | 2 min read

Customising the taskbar and Start menu

You can make Windows easier to use by putting your favourite programs where you can reach them. Changes here are safe, and you can always undo them.

Pin a program to the taskbar

1. Click **Start**, then **All apps** (Windows 10: scroll the list).
2. Right-click the program.
3. Choose **Pin to taskbar**. In Windows 10 you may need to choose **More** first.

If a program is already open, right-click its icon on the taskbar and choose **Pin to taskbar**.

Remove a pin

Right-click the icon and choose **Unpin from taskbar**. This does not uninstall the program.

Pin to Start

Right-click a program in the **All apps** list and choose **Pin to Start**. In Windows 11, pinned items sit at the top of Start, and you can drag them into the order you want. Windows 10 shows tiles, which can be resized by right-clicking.

Tidy the taskbar

- Windows 11: open **Settings, Personalisation, Taskbar** to switch on or off **Search, Task view, Widgets** and more.
- Windows 10: right-click an empty part of the taskbar and choose **Taskbar settings**. Right-click also lets you hide **Cortana** and **News and interests**.
- To move the Start button to the left in Windows 11, use **Taskbar behaviours**, then **Taskbar alignment**.

Change what Start shows

Windows 11: **Settings, Personalisation, Start**. You can show more pins or more recommendations, and choose folders to appear next to the power button. In Windows 10: **Settings, Personalisation, Start**.

The little icons by the clock can be hidden under an up arrow. Drag them into the arrow or out of it. To control which are shown, look under **Taskbar corner icons** or **Select which icons appear on the taskbar**.

Pinned items are easy to re-pin, and nothing here deletes your files.

When to get more help

Get in touch if the taskbar vanishes, freezes or shows blank icons, or if Start will not open. We have a separate guide on Search and Start problems.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.