Windows 11 Tune-Up Checklist

PC: _____ Windows version: _____ Date: _____

1. Before You Start

- ☐ **Back up first** and create a restore point (search "Create a restore point").
- ☐ **Find your BitLocker key** at aka.ms/myrecoverykey before changing anything.

2. Windows Update

- ☐ **Check:** Settings › Windows Update › Check for updates; run winver to see your version.
- ☐ **Feature update:** 24H2/25H2 PCs can take 26H2, a small one-restart enablement package.
- ☐ **Turn on** "Get the latest updates as soon as they're available" to get it sooner.
- ☐ **Optional updates:** Advanced options › Optional updates (drivers, firmware).

3. App & Driver Upgrades

- ☐ **Microsoft Store:** Library › Get updates.
- ☐ **winget:** in Terminal run winget upgrade --all.
- ☐ **Drivers/BIOS:** use the PC maker's tool (Dell, HP, Lenovo) and GPU vendor's app.
- ☐ **Remove** unused apps: Settings › Apps › Installed apps.

4. Startup Apps & Background Tasks

- ☐ **Settings › Apps › Startup:** switch off what isn't needed.
- ☐ **Task Manager › Startup apps:** check Startup impact column.
- ☐ **Task Scheduler:** look for unfamiliar tasks.
- ☐ **Advanced:** Sysinternals Autoruns shows every auto-start entry.

5. Suspect Software Removal

- ☐ **Installed apps:** sort by install date; investigate unknowns.
- ☐ **Red flags:** "PC cleaners," driver updaters, toolbars, unexpected remote-access tools (AnyDesk, TeamViewer).
- ☐ **Windows Security:** Virus & threat protection › Scan options › Full scan, then Microsoft Defender Offline scan.
- ☐ **Turn on** Potentially unwanted app blocking (App & browser control).
- ☐ **Accounts:** Settings › Accounts › Access work or school — remove unknowns.

6. Disk & System File Health

- ☐ **Admin Terminal:** DISM /Online /Cleanup-Image /RestoreHealth, then sfc /scannow.
- ☐ **Disk check:** chkdsk C: /scan; schedule /f only if errors found.
- ☐ **Drive health:** Settings › System › Storage › Advanced storage settings › Disks & volumes.
- ☐ **Cleanup:** Storage › Cleanup recommendations; turn on Storage Sense; keep 15–20% free.

7. Microsoft Account & OneDrive

- ☐ **OneDrive:** taskbar cloud icon shows sync is current; check storage used.
- ☐ **Your info:** Microsoft account verified; two-step verification on.
- ☐ **Find my device** on (Privacy & security).

8. Backups

- ☐ **Windows Backup app:** folders, settings, and apps to OneDrive.
- ☐ **Local copy:** File History or an image tool to an external drive.
- ☐ **Test restore:** recover one file to prove backups work.

9. Browser Cleanup

- ☐ **Update** Edge, Chrome, Firefox.
- ☐ **Extensions:** remove unknown or unused ones.
- ☐ **Defaults:** confirm homepage and search engine weren't hijacked; reset settings if they were.
- ☐ **Site notifications:** revoke spammy sites; clear cache if sluggish.

10. Security & Final Checks

- ☐ **Windows Security:** all tiles green; Memory integrity on (Device security).
- ☐ **Device encryption/BitLocker** on and key saved.
- ☐ **Reliability Monitor:** run perfmon /rel to spot repeat crashes.
- ☐ **Laptops:** powercfg /batteryreport for battery wear.
- ☐ **Restart** and confirm a clean startup; note date of tune-up.