

USING VIRTUAL DESKTOPS (TASK VIEW)

One of the great features in **Task View** is the ability to add extra desktops. **Virtual desktops** are essentially extra workspaces e.g. you can have one space with your email and chat windows open and another where you are working on a PowerPoint presentation without email distraction.

Virtual desktops are great for having different areas for different tasks. You can select certain apps and have them appear on all open desktops. To do this, open Task View, right-click on an app and choose Show window on all desktops or Show windows from this app.

Alt + Tab will allow you to flick between apps – this feature is for switching only and will not let you close them.

Click or tap the **New Desktop** button at the top of the screen in **Task View**. A blank desktop will appear at the top of your screen. You have not lost all the apps that were on your screen, they are on another desktop.

If you hover over the desktop icons, you can see an X appear. You can close unwanted desktops down to save resources. Doing this does not close the apps down. It adds them to the oldest (original) desktop. They are called virtual desktops for a reason.

In addition to clicking on one of the apps you want to launch, you can flick between them using the arrow keys and hit return on the one you want. You can close apps by hovering over with the mouse and clicking on the cross.

You can right-click the apps in Task View to send them to the other desktop. At the top of the screen you can see a representation of this desktop and your other desktop alongside it. If you hover over another desktop, you can see all the open apps on it.

You can drag apps between the open desktops by dropping them onto the appropriate desktop icon. An app can only reside on one desktop at once, so clicking an icon on the taskbar or Start menu could flip you between desktops if the app is open elsewhere.

