

Switch Between Multiple Desktops

Switching between Desktops is as easy as switching between apps. Just use the Task View, like this:

1. Click the Task View button. The Task View appears.
2. Click the Desktop that you want to use. You can also use these keyboard shortcuts: Windows+Ctrl+left arrow for the previous Desktop and Windows+Ctrl+right arrow for the next Desktop.

Send an App to Another Desktop

As you start populating each Desktop with open apps, you may want to move an app from one Desktop to another. Here's how:

1. Click the Task View button. The Task View appears. (If the Task View button is missing from the Taskbar, right-click a blank area of the Taskbar and click *Show Task View button*.)
2. Right-click the app that you want to move to another Desktop. The right-click menu appears.
3. Click Move To.
4. Click the Desktop that you want to move the app to.
5. Click the Desktop that you want to use.

Close a Desktop

You can close any Desktop that you've opened at any time. When you close a Desktop, the apps that were open on it are moved to the remaining Desktops. To close a Desktop, follow these steps:

1. Click the Task View button. The Task View appears.
2. Move the mouse to the top-right corner of the thumbnail of the Desktop that you want to close.
3. Click the X (exit) button at its top-right corner.
4. Click the Desktop that you want to use.