

Work with More than One App at a Time

Clicking a shortcut or a tile from the Start Menu starts the app that the shortcut represents.

On a desktop computer, these apps are opened one by one, and their icons appear on the taskbar. To switch to another app that's open, click its icon in the taskbar. On a device that's running in Tablet mode, you switch between apps using the Task View.

To switch between apps very quickly, you can also press Alt+Tab on your keyboard. This accesses a list with all opened apps. Keep the Alt key pressed and then press Tab to navigate between apps. When you reach the app you want to switch to, release both keys.

Switch Between Apps with the Task View

The Task View is like a more advanced Alt+Tab list that shows you the Desktops that are open and the apps that are open in each Desktop.

Here's how to use the Task View to switch between apps:

1. On the taskbar, click the Task View button near the Search bar. The Task View button looks like two rectangles stacked on each other. (If the Task View button is not showing, right-click on a blank space on the Taskbar and then click on the *Show Task View button*.)
2. In the list of apps that appears, click the app that you want to switch to. On a touch-enabled device, you can access the Task View by flicking from the left side of the screen to the right.