


# WORKING WITH VIRTUAL DESKTOPS

Windows 10 adds support for virtual desktops, so you can keep your open applications better organized. For example, if you need to research travel plans for an upcoming trip, you could create a second virtual desktop that contains the app (program) you're using to research and plan your trip.


## To create one or more new virtual desktops:

1. Click on the **Task View**  button on the Windows Taskbar. (If the Task View is missing, right-click on a blank space on the Taskbar and then click on *Show task view button*.)
2. Click on **New desktop** near the upper-right corner of the screen.
3. And if you *really* enjoy virtual desktops, Windows 10 supports an unlimited number of them.


## To switch between virtual desktops:

1. Click on the **Task View**  button on the Taskbar.
2. Click on the thumbnail for the virtual desktop you want.

## To move an app from one virtual desktop to another:

1. Click on the **Task View**  button on the Taskbar.
2. Click on the virtual desktop thumbnail containing the app you want to move. This action displays thumbnails for all open applications within that virtual desktop.
3. Right-click the thumbnail for the app you want to move.
4. Select **Move to**, and then select the virtual desktop into which you want to move the app.

## To close a virtual desktop:

Click on the Task View  button on the Taskbar. Then click on the thumbnail for the virtual desktop you want to close, and finally click the Close button that appears in the upper-right corner of the thumbnail.

**NOTE:** *When you close a virtual desktop containing open applications, those applications are moved into the virtual desktop that you created most recently.*