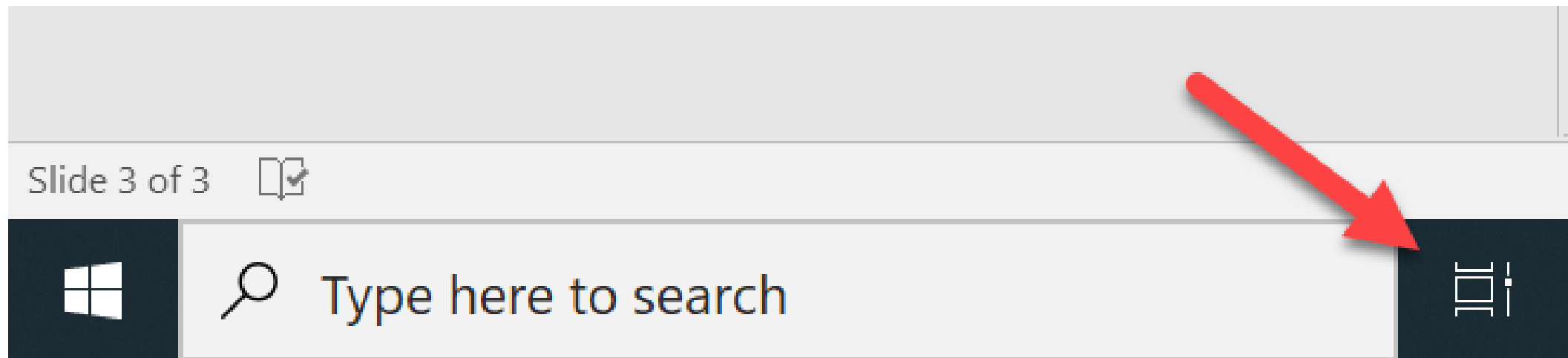# Windows 10 Virtual Desktops and Window Management

More about Virtual Desktop

- It's like multiple monitors, but you have to switch between them.
- Great for organizing tasks to quickly switch between.
- No external software required.
- Available on all computers running Windows 10
- Usable through remote desktop

How to access Virtual Desktops

- Virtual Desktops can be accessed using the button next to the search on the taskbar
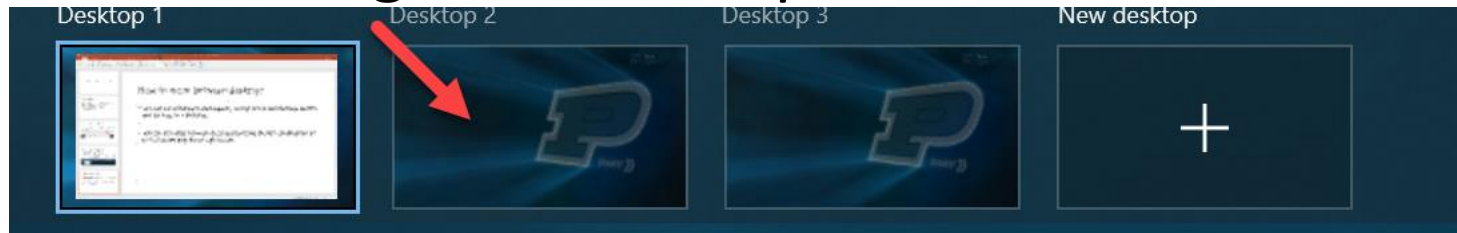
What does each desktop do?

- Each of these can be thought of as a workspace
- You can have as few or as many as you'd like
- Hovering over a desktop and then hitting the X will remove a desktop
- Hitting the New Desktop + button will add another desktop.

How to move between desktops

- You can move between desktops by hitting the virtual desktop button and clicking on a desktop.
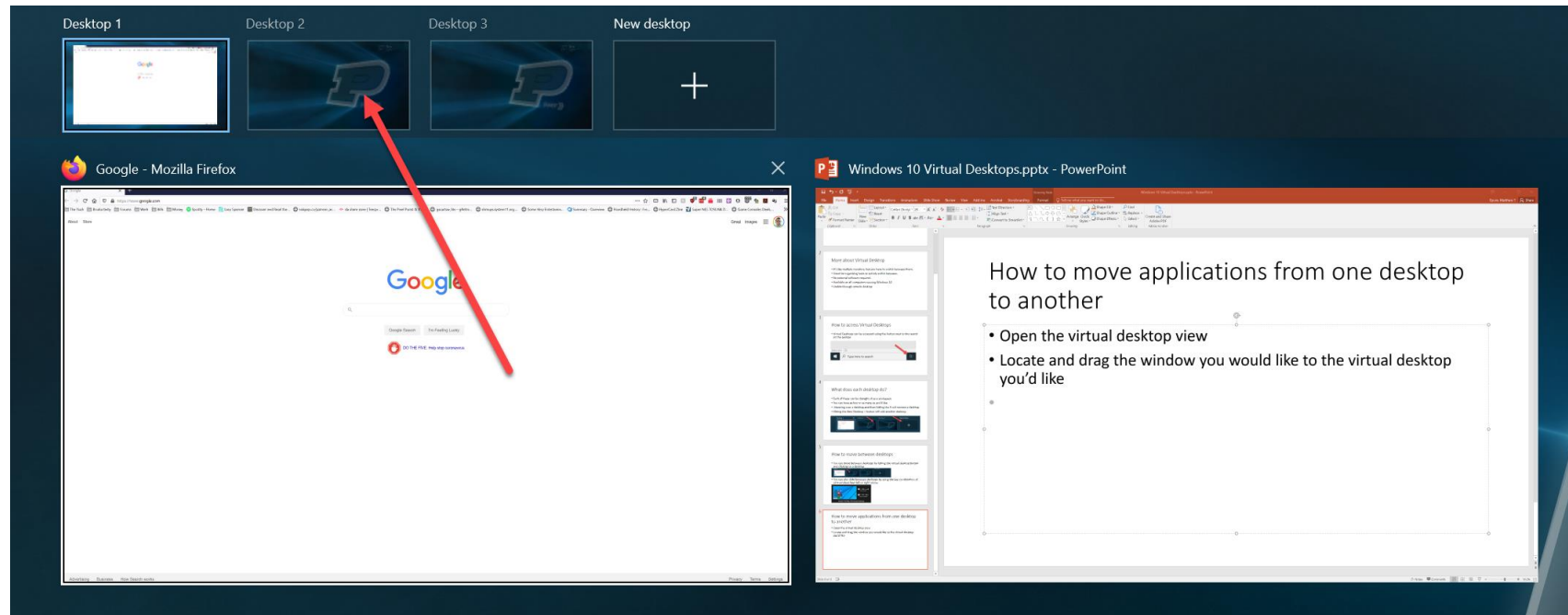

- You can also slide between desktops by using the key combination of ctrl+windows key+left or right arrow.

How to move applications from one desktop to another

- Open the virtual desktop view
- Locate and drag the window you would like to the virtual desktop you'd like

Organize your windows

- You can also manage your windows on each desktop to maximize space

- By taking a window and dragging it to a side and waiting until you see a shadow like the one picture to take up half the screen

- You can also drag a window to any of the four corners to take up ¼ the screen.

Resizing windows

- When windows are side by side, you can drag the bar in the window to se the windows as you see fit.

- Just click between the windows and drag like pictured below