

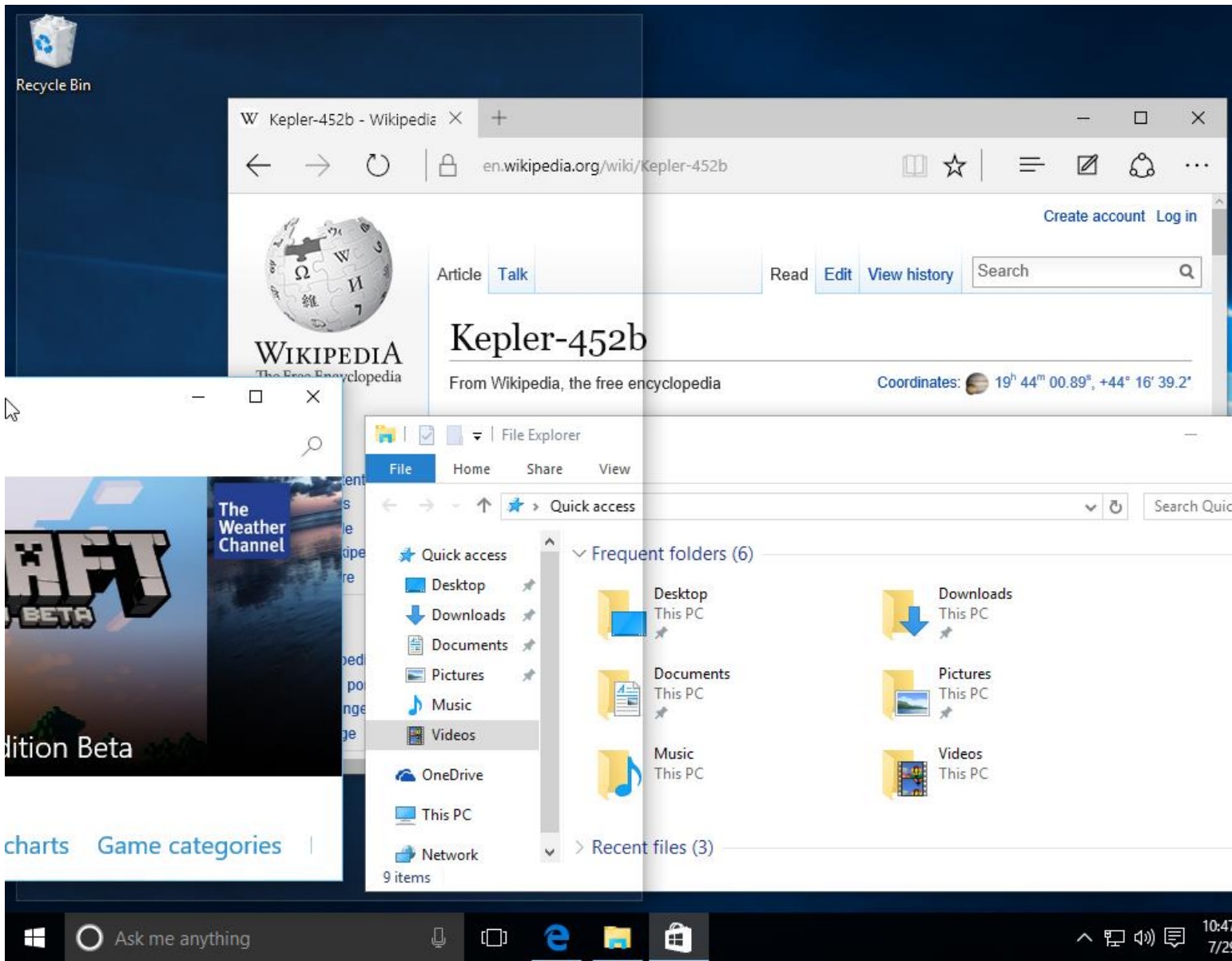
# Tips for managing multiple windows

Windows 10 has several features that make it easier to **multi-task** and work with **multiple windows** at the same time.

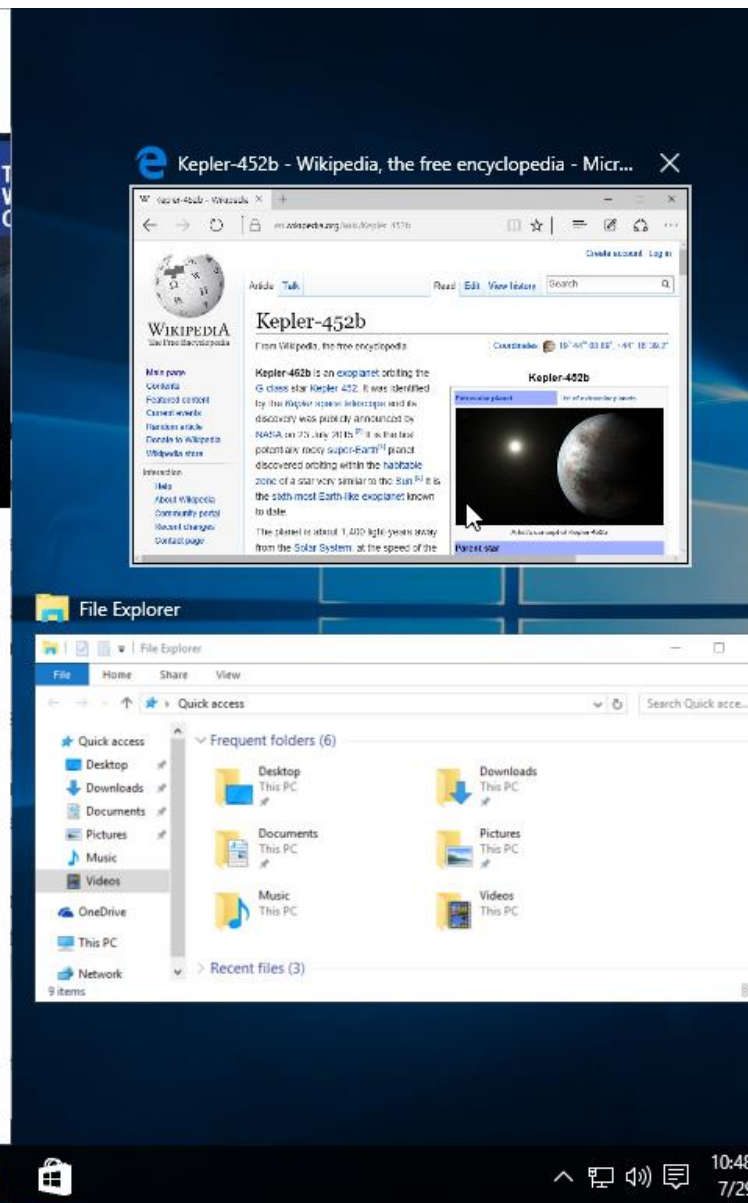
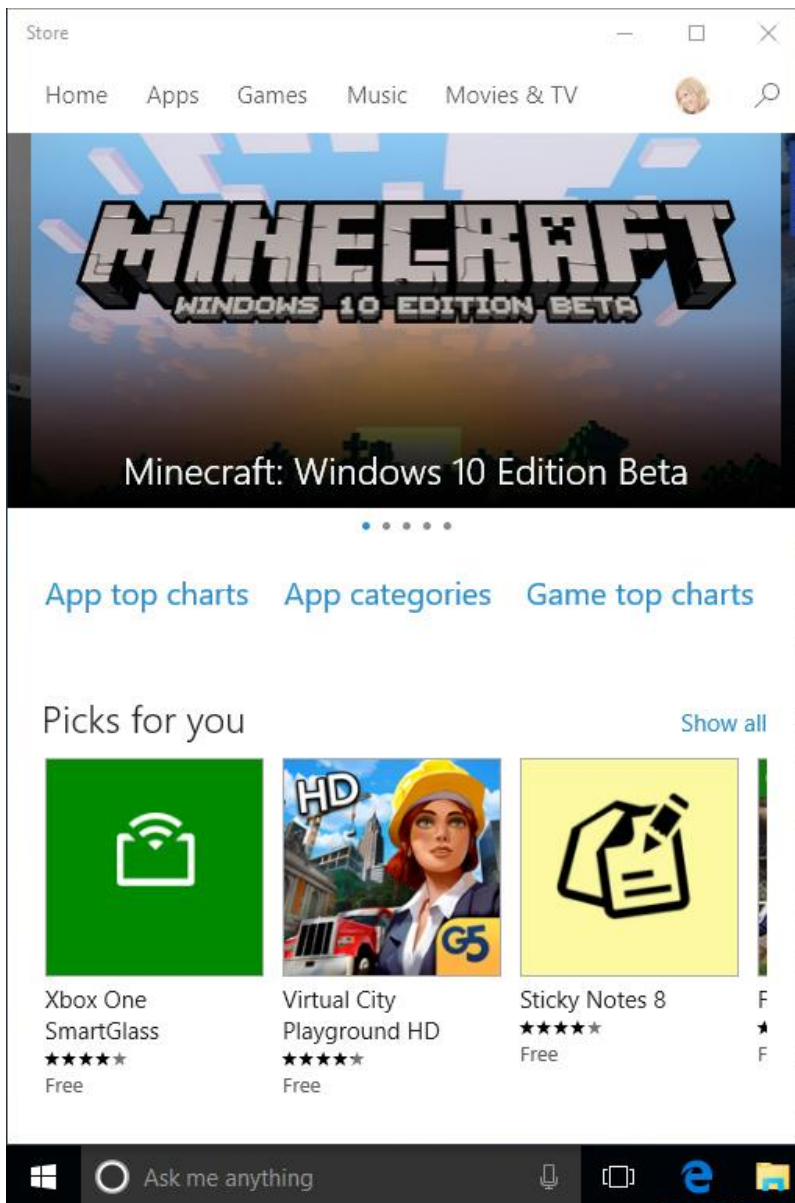
Note: This lesson will focus on using Windows 10 with a desktop or laptop computer. If you're using a tablet computer with a touchscreen, some of the instructions below will work differently (and some features won't be available at all). Check out our lesson on **Using Windows 10 on a Tablet** to learn more.

## Snap

**Snap** allows you to resize windows quickly, which is especially convenient when you want to see two windows side by side. To do this, click and drag the **desired window** to the left or right until the cursor reaches the edge of the screen, then release the mouse. The window will **snap** into place. To **unsnap a window**, simply click and drag the window down.

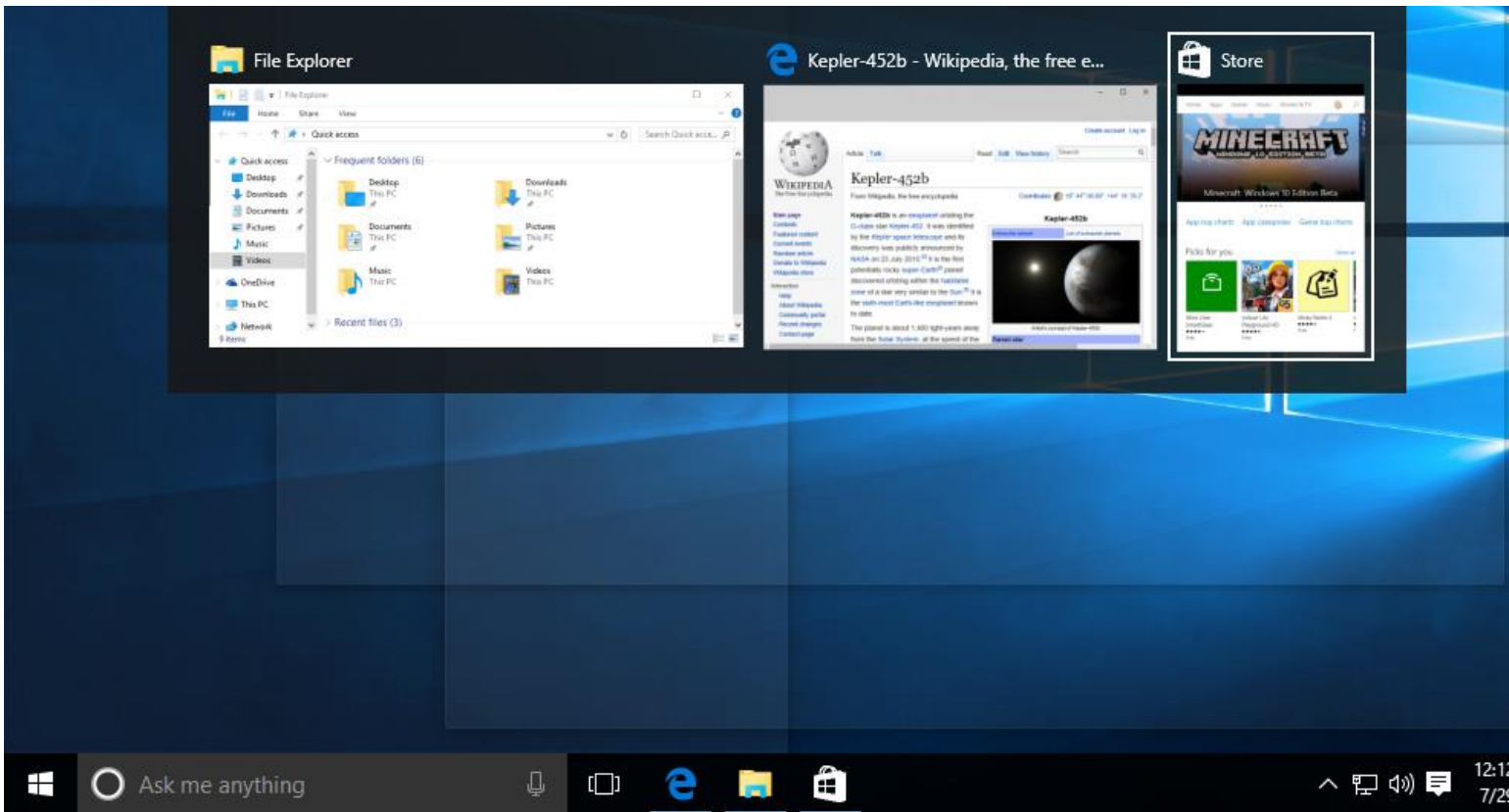


Note: If you have more than one window open when snapping, you'll be able to choose a window to snap to the other side of the screen automatically.



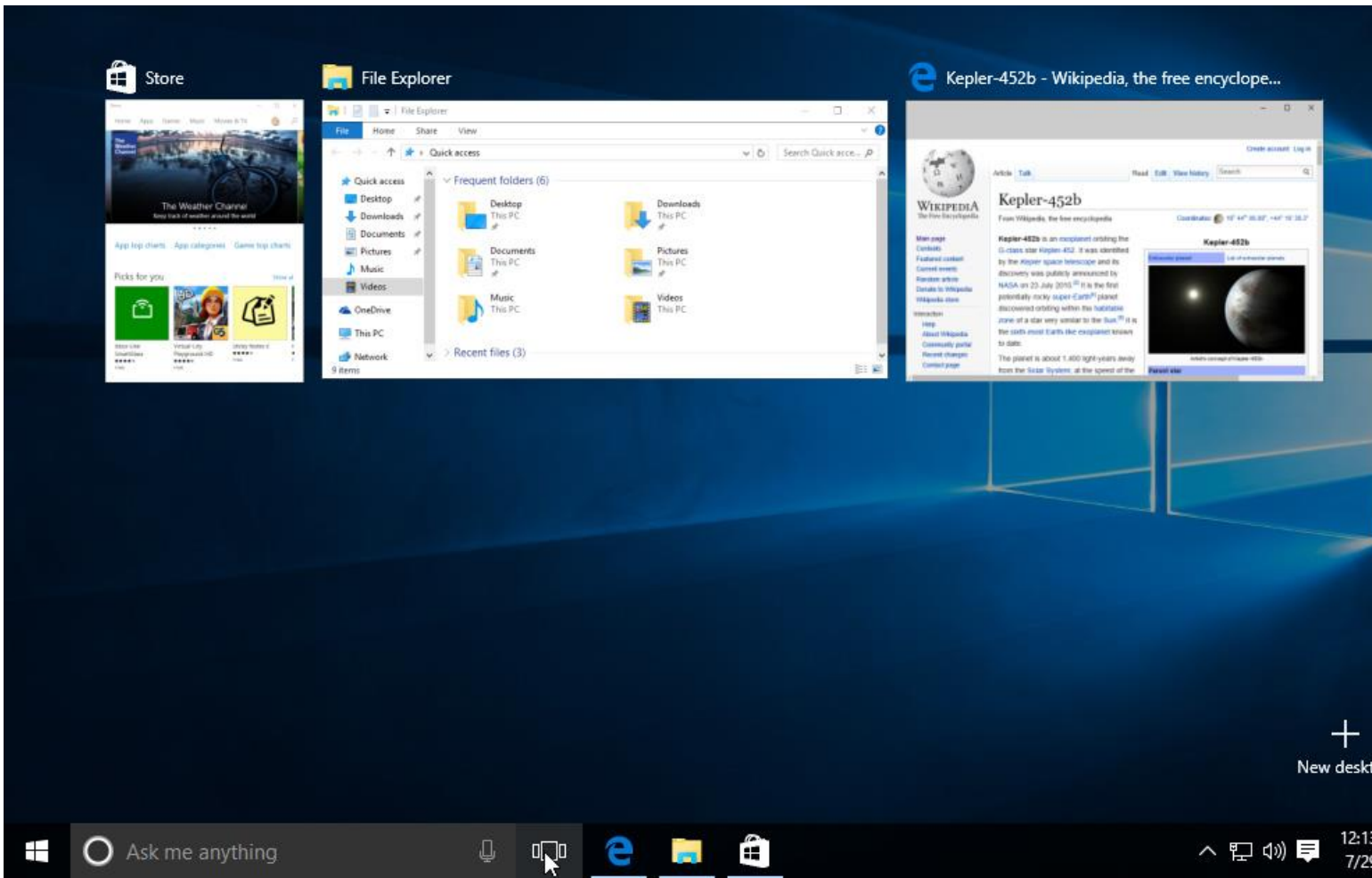
## Flip

You can use **Flip** to switch between open windows. To do this, press and hold the **Alt** key on your keyboard, then press the **Tab** key. Continue pressing the Tab key until the desired window is selected.



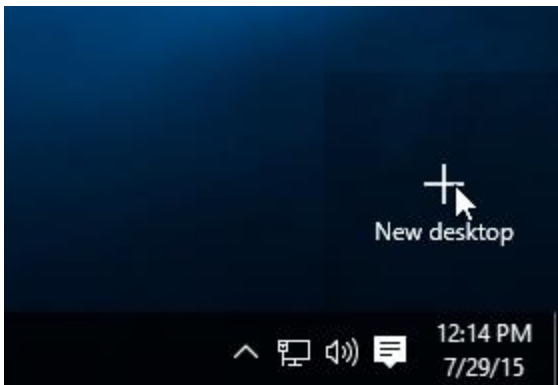
## Task view

The **Task view** feature is similar to Flip, but it works a bit differently. To open Task view, click the Task view button near the bottom-left corner of the taskbar. Alternative, you can press **Windows key+Tab** on your keyboard. All of your open windows will appear, and you can click to choose any window you want.

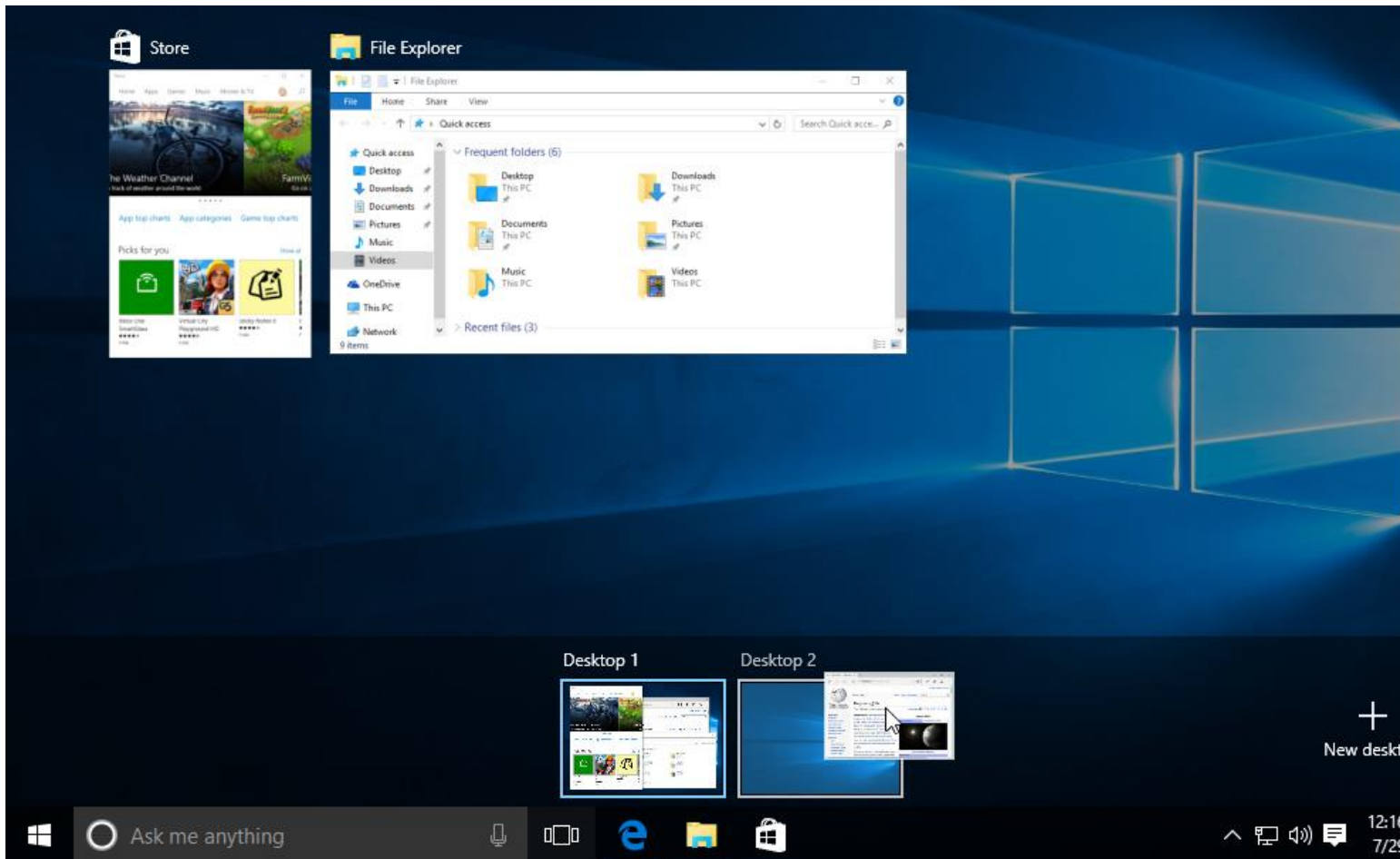


## Virtual desktops

Instead of keeping everything open on the same desktop, you can move some of your windows to a **virtual desktop** to get them out of the way. This feature wasn't available in previous versions of Windows, and it's especially helpful for managing a lot of windows at the same time. To create a new desktop, open **Task view**, then select **New desktop** near the bottom-right corner.

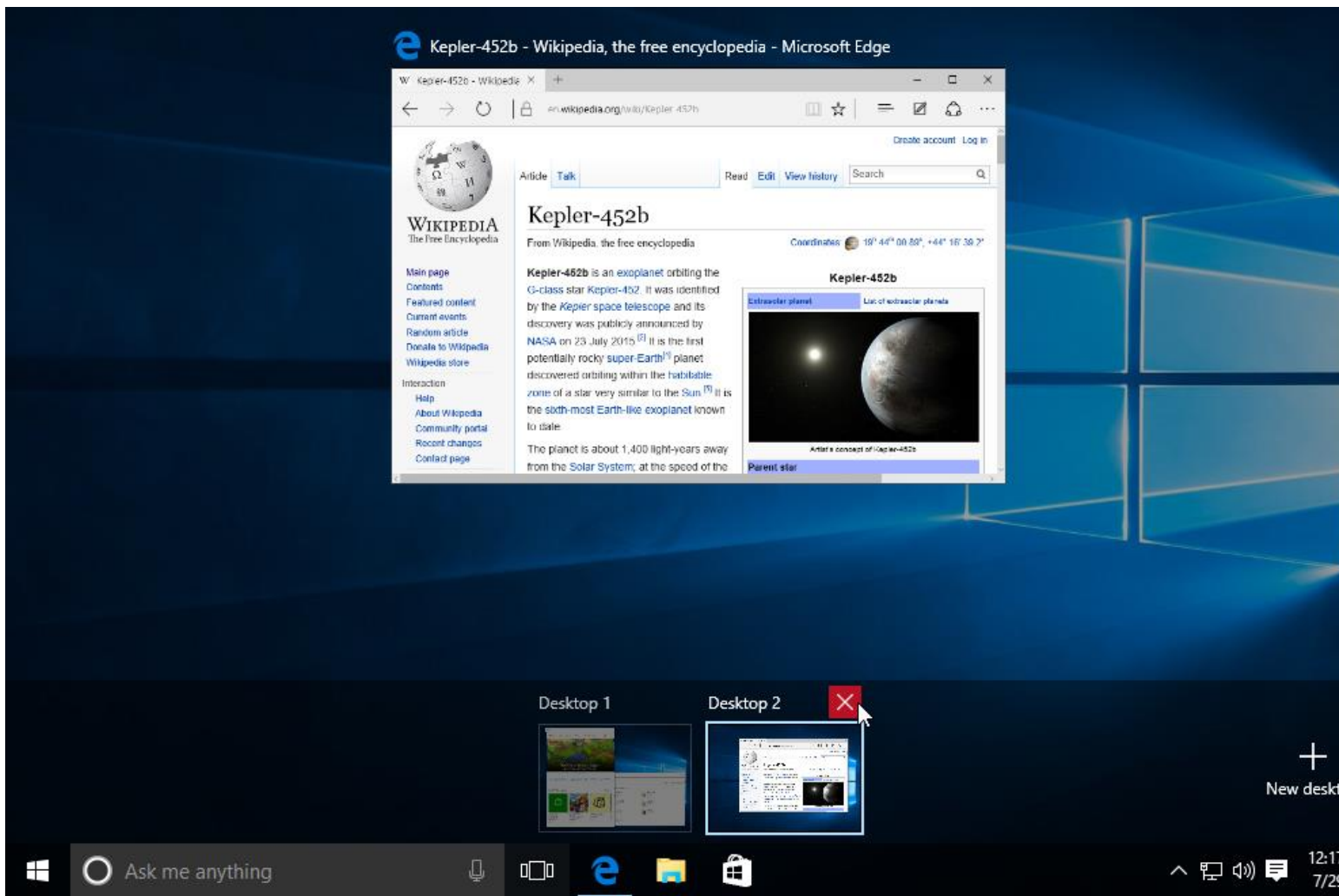


Once you've created multiple desktops, you can use Task view to switch between them. You can also **move windows between desktops**. To do this, open Task view, then click and drag a window to the desired desktop.



To **close a virtual desktop**, open Task view and click the **X** in the upper-right corner of any desktop you want to close.





## Showing the desktop

If you have a lot of windows open at the same time, it can be difficult to see the desktop. When this happens, you can **click the bottom-right corner** of the taskbar to minimize all open windows. Just click it again to restore the minimized windows.

