CREATE MULTIPLE DESKTOPS IN WINDOWS 11

Windows 11 includes a feature called *Desktops* that lets you create multiple virtual desktops, each with its own apps, and then easily switch between them.

Desktops is useful in a variety of situations, and it helps reduce window clutter by letting you group related apps–perhaps by project or type–in their own virtual desktops.

Best of all, these desktops can display different backgrounds and be named for quick identification. And they survive reboots.

The Desktops feature is available in two places in Windows 11, both of which are part of the Task view button on the Taskbar. When you click on the Task view button on the Taskbar, each available virtual desktop will appear.

If you hide the Task view button on the Taskbar, you can still access Desktops via the Task view full-screen experience. Just press WINKEY + TAB.

By default, the Desktop is referred to as Desktop 1, but you can rename it as you can other virtual desktops.

Create a new virtual desktop

To create a new virtual desktop, open Task view and select the "New desktop" tile ("+").

A new virtual desktop, called Desktop 2, will appear to the right of Desktop 1 in the Desktops pane.

You can also press WINKEY + CTRL + D to create a new virtual desktop.

To use the new virtual desktop, select it in the Task view.

To return to Desktop 1 (or some other previously created virtual desktop), select that in the Task view.

Switch between virtual desktops

To switch between virtual desktops, open the Task view and then select the virtual desktop you prefer.

Customize a virtual desktop

If you are going to use virtual desktops, you will find it useful to customize each virtual desktop so that they are easily recognizable as you switch between them.

There are two ways to do so: you can rename each virtual desktop and you can configure a different background for each.

To rename a virtual desktop, open the Task view, right-click on the tile representing the virtual desktop you wish to rename, and choose "Rename" from the context menu that appears. Then, you can edit the name in place on its tile.

You can access this function from the Task view: just right-click the tile for the virtual desktop you would like to configure and choose "Change background" from the context menu that appears.

Move an app or window to a different virtual desktop

If you create a new virtual desktop and switch to that view, any apps or other windows you open there will open in that virtual desktop. However, sometimes you may wish to move an app or other window from one virtual desktop to another.

To do so:

1. Open the virtual desktop that contains the app or window you wish to move.
2. Open Task view, and then drag the app's thumbnail from the top of Task view into the tile representing the destination virtual desktop. When you let go of the mouse, the app is moved to the new location.

Close a virtual desktop

To close a virtual desktop, open the Task view and select the close button ("X") in the upper right of its tile. Any open app windows in that virtual desktop will move to the virtual desktop to its left.

(You cannot close the leftmost virtual desktop, which is actually the "real" Desktop, and is called Desktop 1 by default.)