

WORK WITH MORE THAN ONE APP OR DOCUMENT AT A TIME

By clicking on a tile from the Start Menu you can open one or more apps.

These apps open one by one, and their icons appear on the taskbar. To switch to another app that's open, click its icon from the taskbar.

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

Switch Between Apps Using 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 to which you want to switch. (This action will not close any of the other views.)