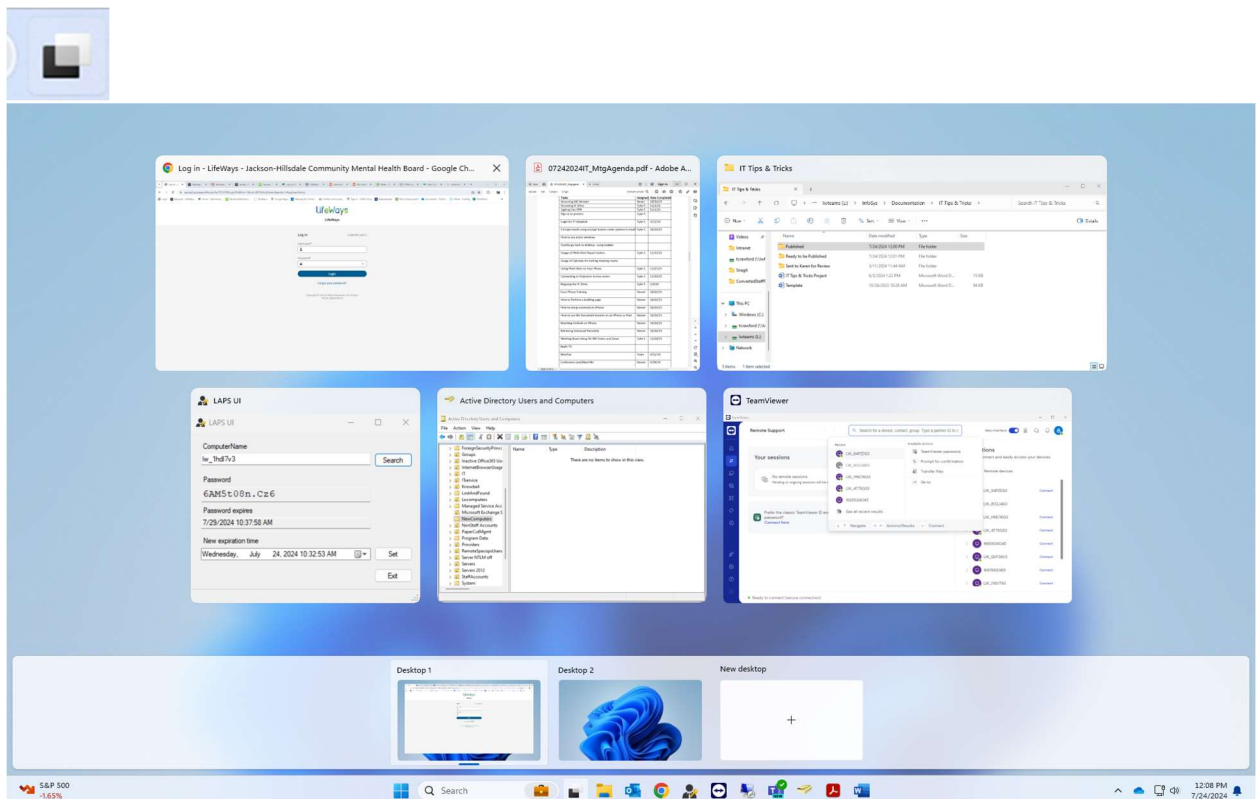


VIEWING ALL CURRENT ACTIVE WINDOWS

IT Tips & Tricks

1. Having several windows open at once can be difficult to navigate. By pressing **WINDOWS KEY + TAB**, you can get a look at all of your active windows at once. You can also click the Task View icon in your taskbar (if it's there).



2. Additionally, you can click "New Desktop" while in this view to create a fresh new desktop to use. It comes in handy when you don't have a second monitor and you want to unclutter your screen. You can also press **WINDOWS KEY + CTRL + D** to create a new desktop. Once you have a new desktop open, you can opt between your two desktops by pressing **WINDOWS KEY + CTRL + LEFT/RIGHT ARROW**.