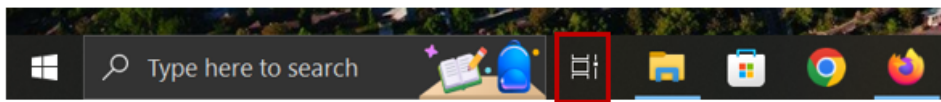# Using Task View in Windows [1]
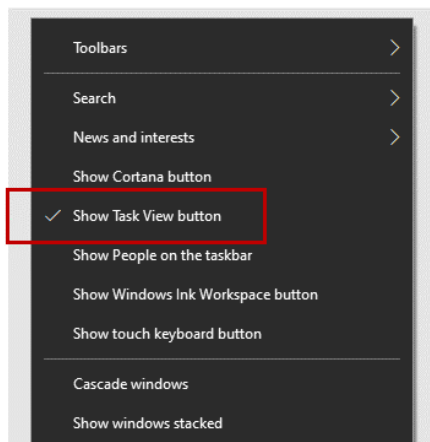
May 8, 2023 by ES and UIS Communications [2]

Task View is a feature in Windows that allows you to manage your opened applications and virtual desktops, as well as a history of recently opened files. Task View is a powerful tool for organizing your work and increasing productivity. It allows you to alternate between various desktops and create personalized workflows.

Opening Task View

In Windows 10, there are two ways to access Task View. Click the Task View icon — located at the bottom of your screen in the task bar just right of the search box — to hop into the function. You can also press the **Windows Key + Tab** as a shortcut.
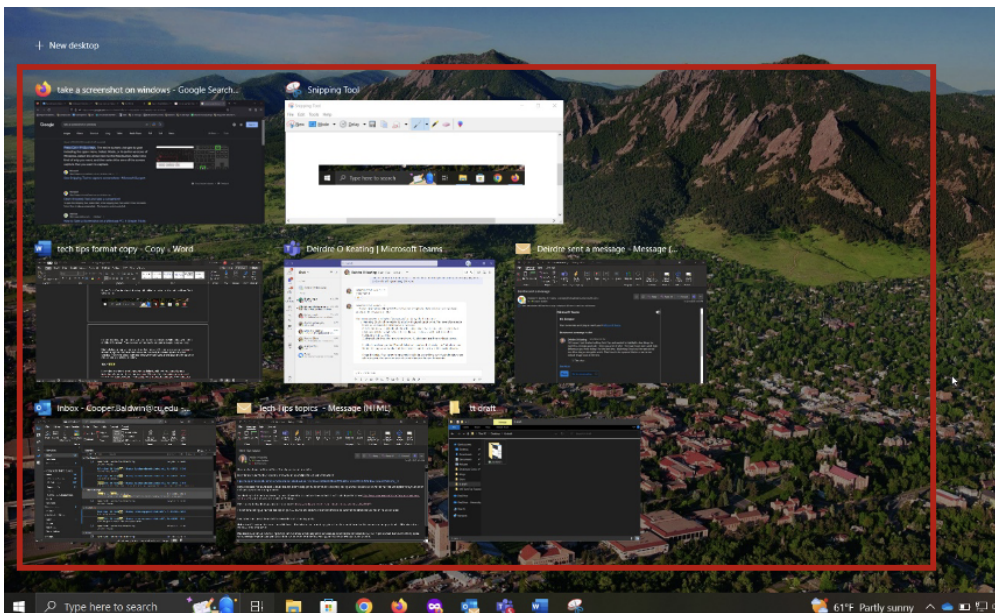

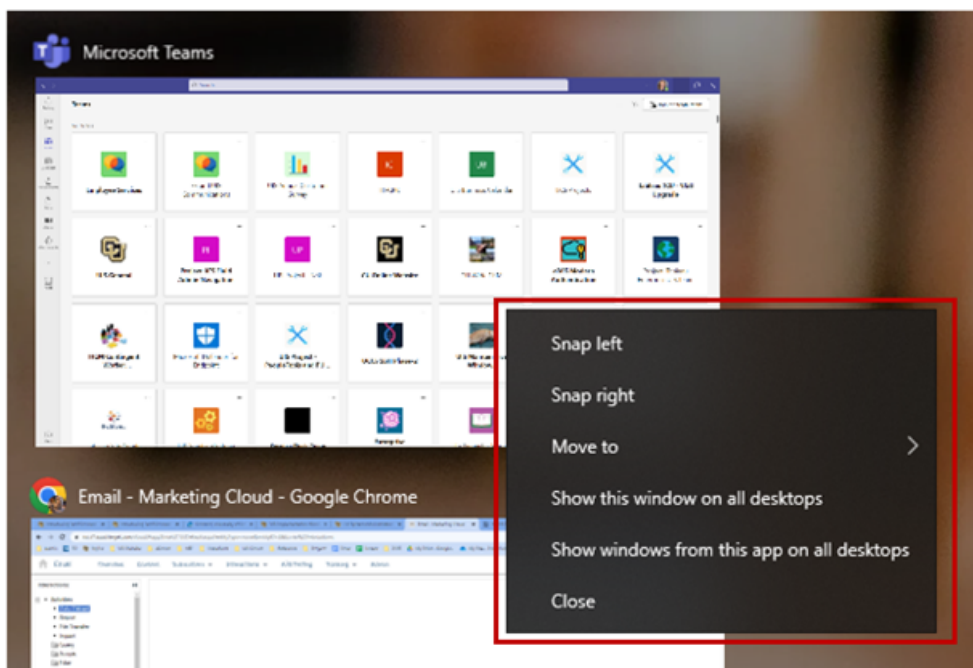If your Task View icon is not showing, right-click the taskbar and select the **Show Task View Button.**

Navigating Task View

Once Task View has been accessed, your opened applications will be displayed in the middle of the screen. You can click on the tabs to navigate to a specific app quickly.

Right clicking an app will bring up its context menu. In this menu, you can snap to the left or right half of the screen as well as transfer apps to a virtual desktop. This menu also displays all windows across various desktops and the option to close running applications rapidly.
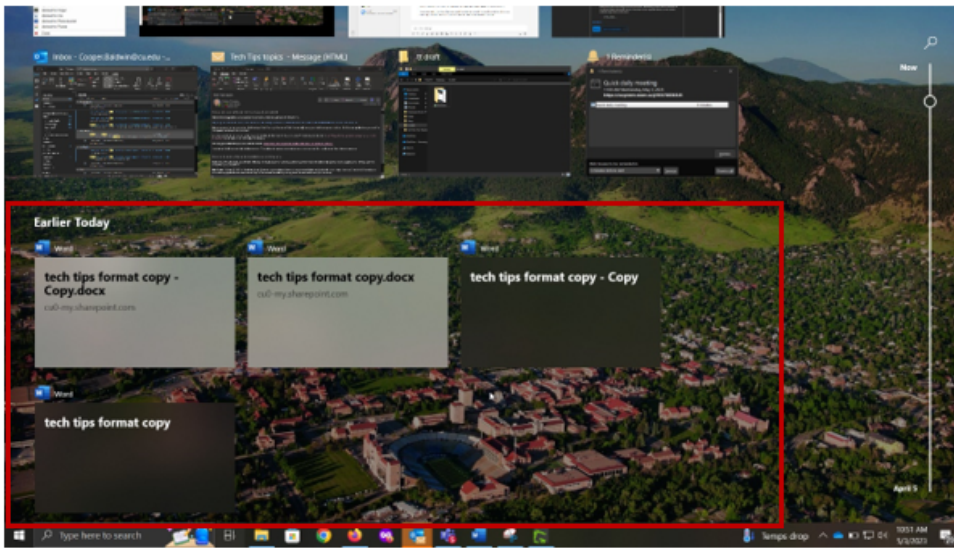

Utilizing Timeline

Have you ever found yourself trying to remember the location of a file you were working on or the name of an article you were reviewing? In the Windows 10 Timeline feature, you can easily pick up where you left off in the past.

Enabling Timeline

If you haven't enabled Timeline before, enter **Task View** mode, scroll down past the running
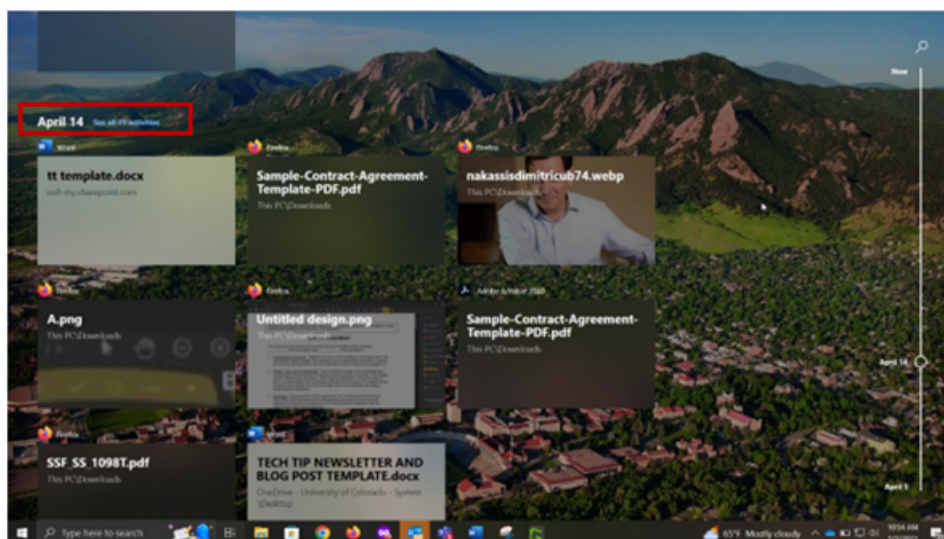
applications tab, and select the **Let Windows collect my activities from this PC** option. Timeline will now appear at the bottom of the screen while in Task View.
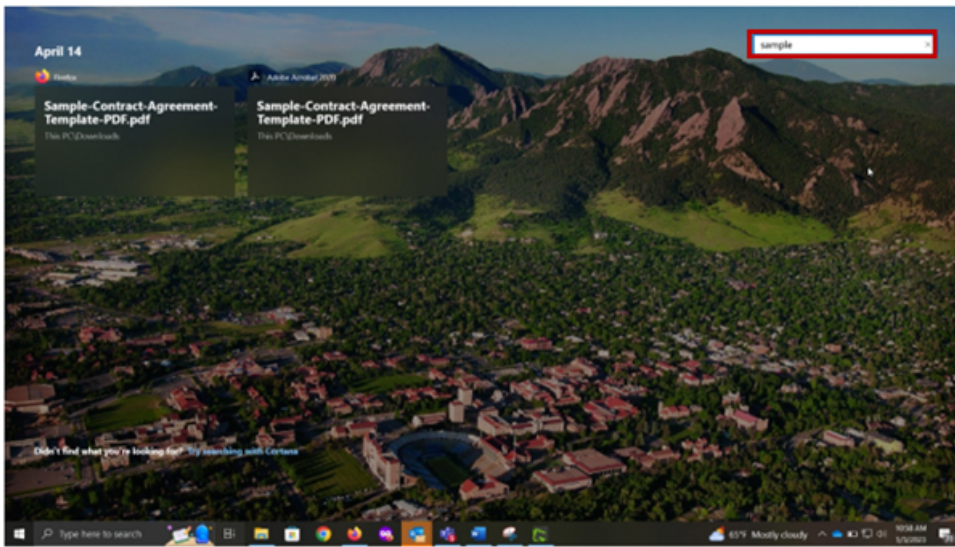

Working in Timeline

Timeline organizes your prior activities so you can go to a specific point in an application, making it simple to pick up exactly where you last left off. Activities are grouped by date and displayed in two rows.

To resume a task, click on the content from the list. If your desired activity isn't displayed, click **See all** to view day-by-day breakdowns.

The scrollbar on the right side of the page is useful for finding a specific date and its content easily, while the search function in the top-right helps find a specific application using keywords.

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