

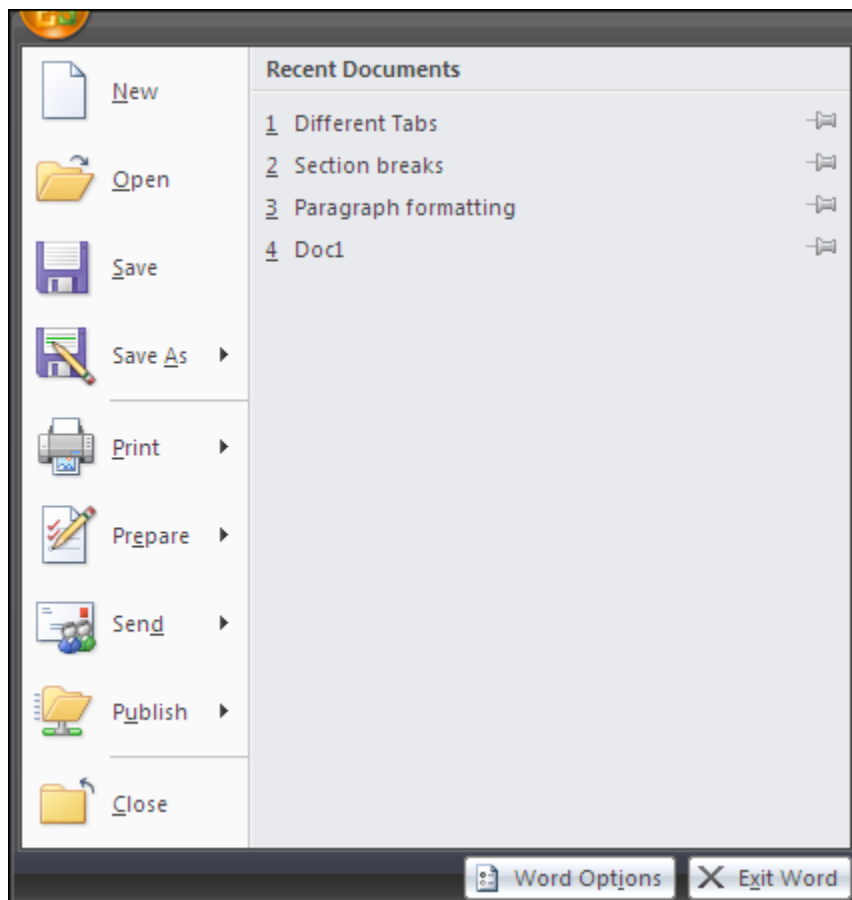
Microsoft Word - Opening Documents



Opening Documents

Once documents have been created they can be worked on at a later date by opening them up again.

If the document has been worked on recently then the document will be listed in the Recent Documents and can be opened directly from that list.



The Open Dialog Box

If the document required is not on the recent documents list then the file can be opened up by using the Open Dialog Box.



The icons for Word 2007 documents and those for Word 2003 documents are slightly different and so they can be distinguished in the dialog box.

Opening Multiple Documents

Multiple documents can be opened up at the same time by selecting several files before clicking on the open button.

If the documents to be opened are listed consecutively in the open dialog box then they can be selected by

1. Clicking on the first one
2. Holding down the shift key
3. Clicking on the last one

For Non consecutive documents

1. Select the first on.
2. Then holding down the ctrl key and click on the other files required.

