

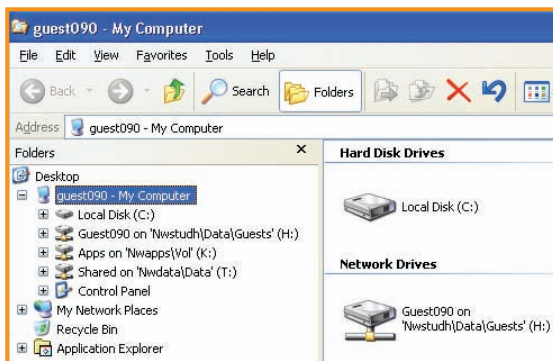
Learning Centre **Short Guide** to Opening a Saved Document

Microsoft Word Basics 2

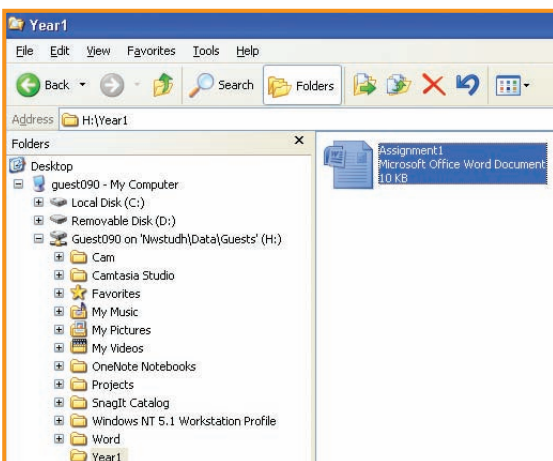
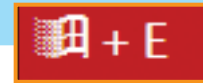
One of the easiest ways to open an already saved document is simply to use Windows Explorer to locate the file and double click on it. As long as your PC has the programme in which it was created, the file should open



Double click, My Computer on the Desktop and then the drive and folder where your file is stored

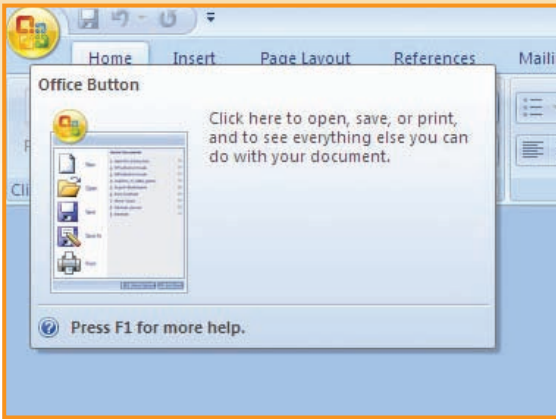


Short cut tip: Press the Windows and the E keys together to open the folders view of My Computer

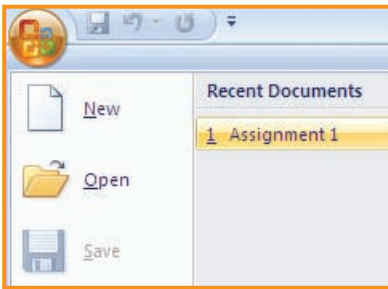


Click on the + at the side of each drive or folder to view the contents without opening it...

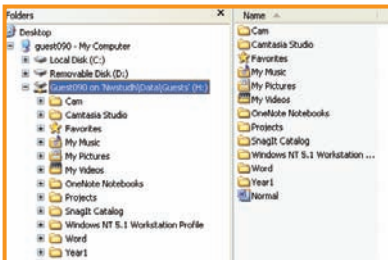
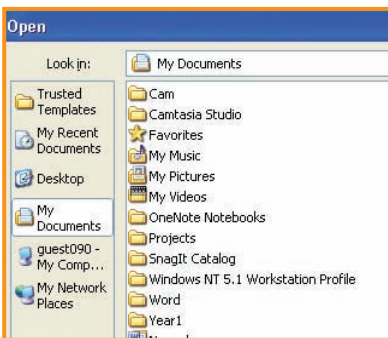
When you locate the file, double click to open it, or right click to see the menu and then click Open, or Open With...



If you already have Word open, and want to open another Word document, Click on the Microsoft Office icon at the top left of the screen. The menu choices are displayed

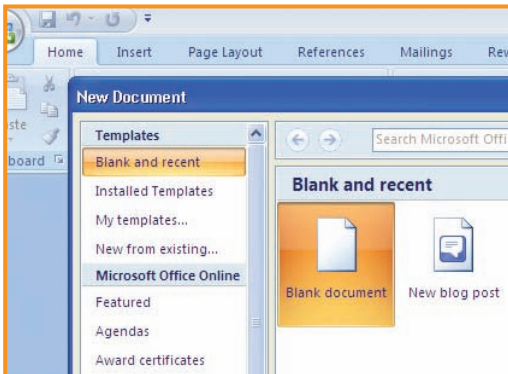
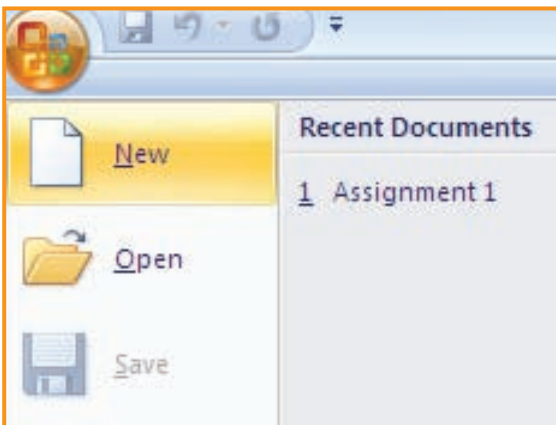


Move the cursor down to Open, and then click on the file to open it, if it is a recent one



Or click Open, and browse to find it

To open a new document when Word is already open, click on New and then Blank document



Don't forget to ask one of the staff for help if you need it!

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