

Section 2

Working with Files

Once a file has been saved to disk, you will need to open the file in order to make edits and changes to the file. In this section, you will learn to open files, edit documents, save a file with a new name, and work with multiple files open simultaneously.

Opening a File



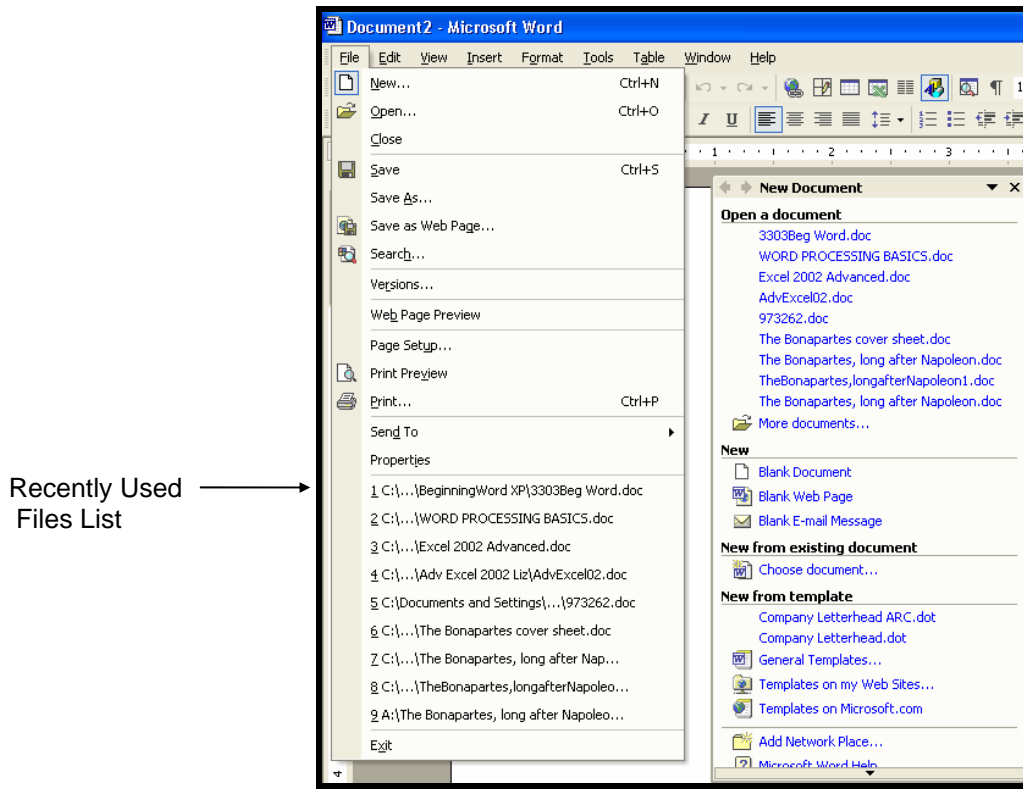
Opening a file can be accomplished by:

- Using the **File Open** menu option
- Clicking on the file name in the Recently Used File list at the bottom of the **File** menu options
- Clicking on the file name in the **Open** section in the Task Pane
- Clicking the **Open** button on the Standard toolbar
- Pressing <Ctrl> <O> from the keyboard

1. Start Microsoft Word.
2. Click the **Open** button on the Standard Toolbar.
3. Click on the [My Documents] button in the Places Bar.
4. Double-click on the **Student** folder.
5. Double-click on the **Class Files** folder.
6. Select **Word Processing Basics**.
7. Click the [**O**pen] button in the dialog box.
*The **Word Processing Basics** file will be loaded into the computer's memory and the text will display on the screen.*
8. Close the file.

Recently Used Files List

Point and click on the **File** option on the menu. At the bottom of the pull-down menu, notice that up to nine file names are listed. These are files which have recently been opened in Microsoft Word. To the right of the document window, notice that the same file names appear in the Task Pane beneath the heading **Open**.



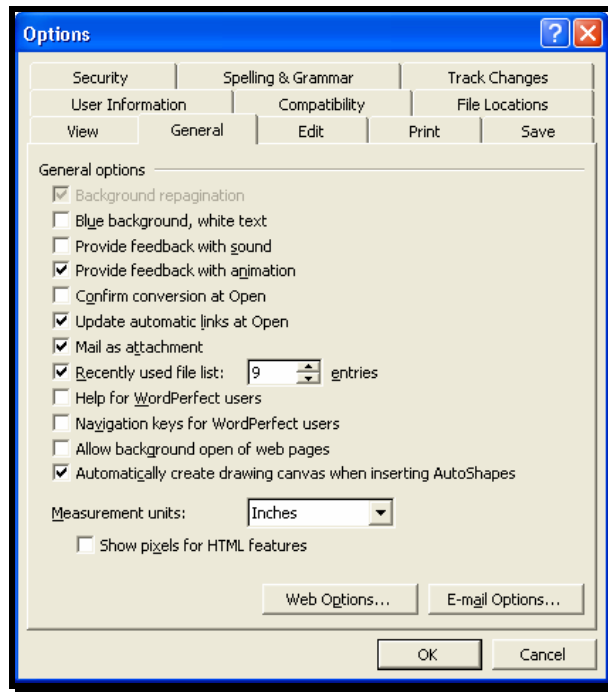
Recently Used File List in File menu and Task Pane

1. Click on **File** in the menu.
2. Select **Word Processing Basics** from the Recently Used Files List.

The Word Processing Basics file appears in the window.

If recently used files do not appear at the bottom of your File menu, take these steps to change your Options.

1. Click on the **Tools** menu option.
2. Choose **Options...**
3. Click on the **General** tab.
4. Verify that there is a checkmark before the option, **Recently used file list:**
5. In the **entries** text box, enter a number between 1 and 9.



6. Click **[OK]**.

The next time you close a file, it will be added to the Recently Used File List in both the Task Pane and the bottom of the File menu. This list of files will carry over from one session in Microsoft Word to another. It does not clear out when you close Microsoft Word.

Section 2

Summary Exercises

Part One

1. Open the file **Mouse Driver** from the **Student** folder.
2. Save as **New Mouse Driver File** in the **Class Files** folder.
3. Position the cursor at the bottom of the file.
4. Type the following text:

In 1987 when Microsoft introduced an operating environment called Windows, the mouse was added to IBM PC's and compatibles. The mouse is a secondary input device, which allows a user to point and click on pictures, graphics, or menus to make selections on the Windows desktop, or in Windows-based applications. Users enjoyed working with Windows and, as a result, learned to drive the mouse. Users who complete a Windows class or Introduction to Computers course must prove their expertise with a mouse in order to earn their mouse driver's license.

5. Use a toolbar button to save the file with the new text.
6. In the first sentence of the new paragraph, select the word **introduced** and replace with the word **developed**.
7. Delete the last sentence of the paragraph that begins with:
Personal computers have not always....
8. Using **Undo**, restore the deleted sentence.
9. Switch to **Normal View**.
10. Switch to **Print Layout View**.
11. Preview the document.
12. Close the preview window.

13. Save and close the file.

Part Two

1. The recently used file list is located at the bottom of the _____ menu.
2. _____ - _____ in a paragraph to select the entire paragraph.
3. Inserting text in a Word document is accomplished by placing the insertion point at the location where text is to be inserted and typing it.
(True / False)
4. To create a new document using a template or wizard, use the _____ menu to access the templates from the Task Pane.
5. The _____ View was designed so you can preview what your document will look like if viewed on-line with a browser.
6. Use the _____ command to save a file under a new name, in a new folder, in a different drive destination or as a different file type.
7. An easy way to select an entire document is to press the _____ key and the letter _____.
8. The feature called _____ allows you to select (highlight) a portion of text and type over it with new text.
9. The four view buttons are located in the document window above the _____.
10. Use the document buttons on the _____ to switch between open documents.