


CLOSING FILES AND PROGRAMS

Closing a File

- ❖ Every **Office 2003** application allows files to be closed by clicking on the **Close** button (the **X** on the right-hand side of the Window). 
- ❖ There are two sets of buttons, one for the document and one for the application.
- ❖ The application **Close** button is located on the **Title** bar of the **Window**.
- ❖ The document's **Close** button is located on the **Menu** bar when the document is maximized.
- ❖ The document's **Close** button is located on the **Document Title** bar if the document is NOT maximized.
- ❖ Another way of closing a document Window is to choose **File** from the **Menu Bar** and then click **Close**.

Closing All Documents at the Same Time

- ❖ Hold down the **Shift** key.
- ❖ Choose **File** from the **Menu Bar**.
- ❖ Choose **Close All** from the list of choices.
- ❖ If a document has not been saved, a prompt will appear providing options for saving the document.
 - Choose **No** to close the document without saving the changes.
 - Choose **Yes** to close the document and save the changes.
 - Choose **Cancel** to return to the document without saving the changes.

Quitting an Office Program and Closing All Open Documents

- ❖ Choose **File** from the **Menu Bar**.
- ❖ Select **Exit** from the list of choices.
- ❖ An office program can also be closed by:
 - Click the **Close** button on the **Application** title bar.
 - In **Word**, only the current document will be closed if more than one document is open.
 - If only one document is open, this will close the **Word** program as well as the document.
 - In the other programs, clicking the **Close** button will close the program and all documents.
 - Choose **File** from the **Menu Bar** and choose **Exit**.