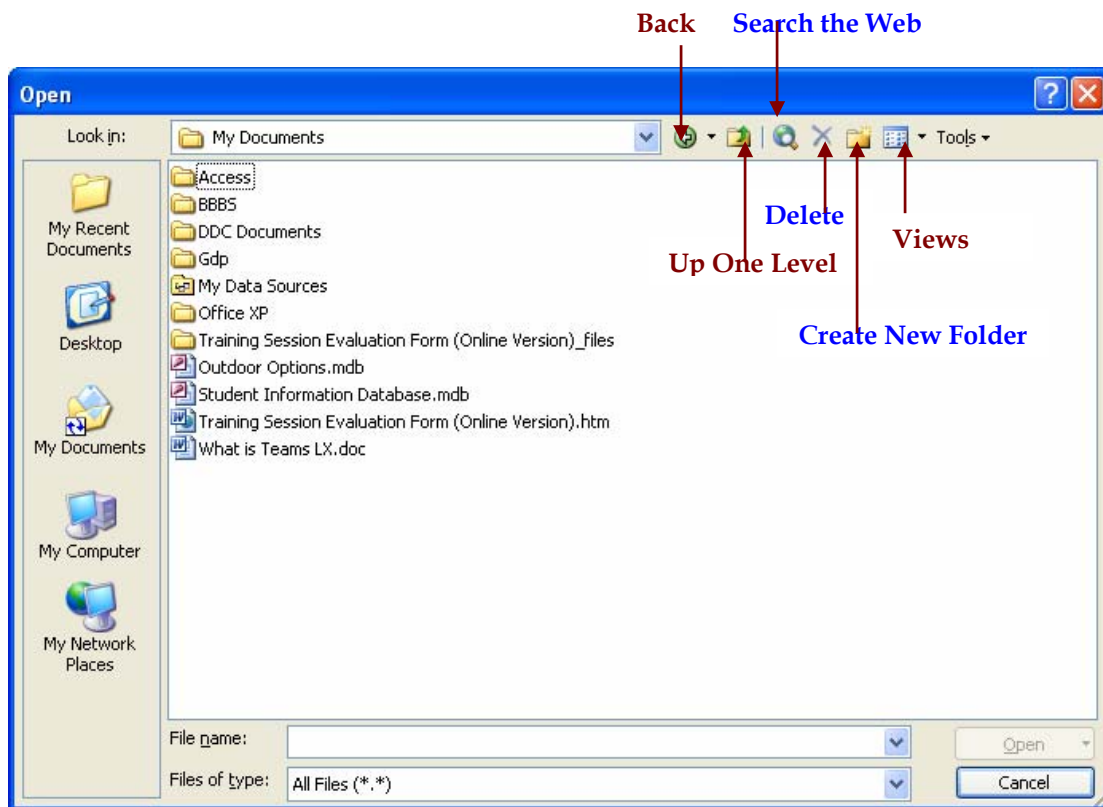


OPENING FILES

Before a user can start working on a document, it is necessary to open a document or to start a new document. Files may be opened at the same time a program is opened or they may be opened after the program has been started. To open a file in an Office 2003 program, follow one of the methods listed below:

- ❖ Click the **Open** button on the **Standard Toolbar**.
- ❖ Select **File** on the **Menu Bar** and click **Open**.
- ❖ Press **CTRL + O**.
- ❖ The **Open** dialog box will appear.
 - The contents that are stored in the **My Documents** folder will be displayed (see below).



- To move to the level above the **My Documents** folder, click the **Up One Level** button on the toolbar.
- To move back to a **previously accessed** folder, click the **Back** button.
- To move to a different drive,
 - Click the **Look In** drop-down arrow.
 - Select a drive.
- ❖ To open a file do one of the following:
 - Double-click the file name.
 - Click the **File Name** and then choose **Open**.
- ❖ To open more than one file that do not appear together in the list:
 - Click the first file
 - Hold down the **Ctrl** key
 - Click the **other** files while continuing to hold down the **Ctrl** key.
 - When all the files have been selected, click the **Open** button.

- ❖ To open more than one file when the files are grouped together:
 - Click the first file name.
 - Hold down the **Shift** key.
 - Click the **last** file in the group.
 - When all the files have been selected, click the **Open** button.