There are several ways to open a folder or a document.

• If the folder or document is already on your Desktop, just
double-click on its icon to open it.

• If the folder you require is not on the Desktop, first double-click
My Computer on the Desktop, then double-click the drive that contains the folder and any sub-folders until you find your file. Once the required folder is open, double-click any file to open
it. The application it was created by is automatically opened.

You can also open folders and files by right clicking on the
folder or file name and choosing Open from the short cut menu.

• A list of the most recently used documents is available from the
Start button on the Taskbar. First click the Start button, select Documents from the menu, then select the required document from the list. A single click on any document in the list will open the file in the application in which it was created.