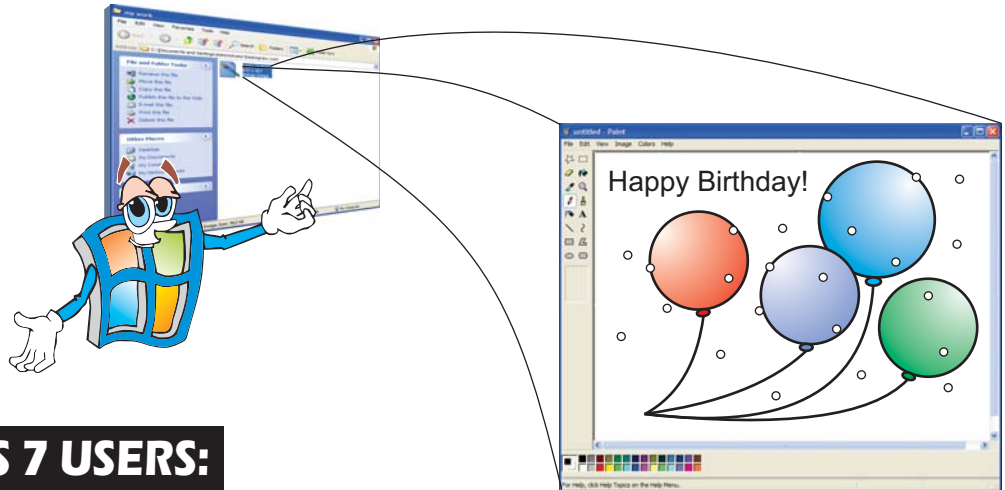# Lesson 26

PLEASE COME IN
Opening File

You can open a file to display its contents on your screen. This lets you
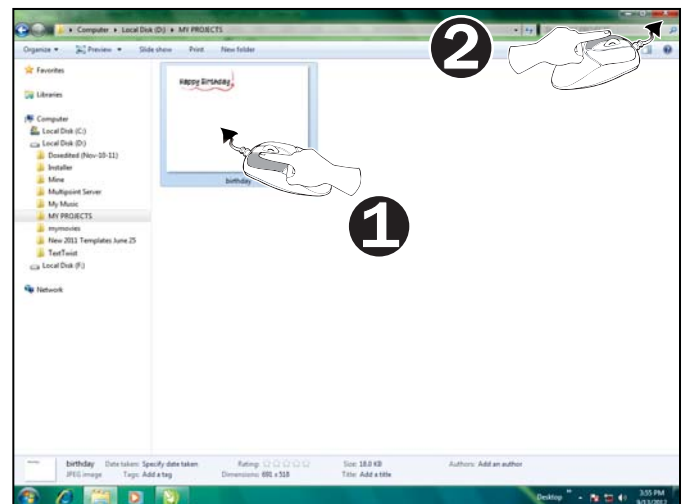

FOR WINDOWS 7 USERS:

Opening File

1. Move the mouse ⬉ over the file that you want to open and then quickly press the left button twice.
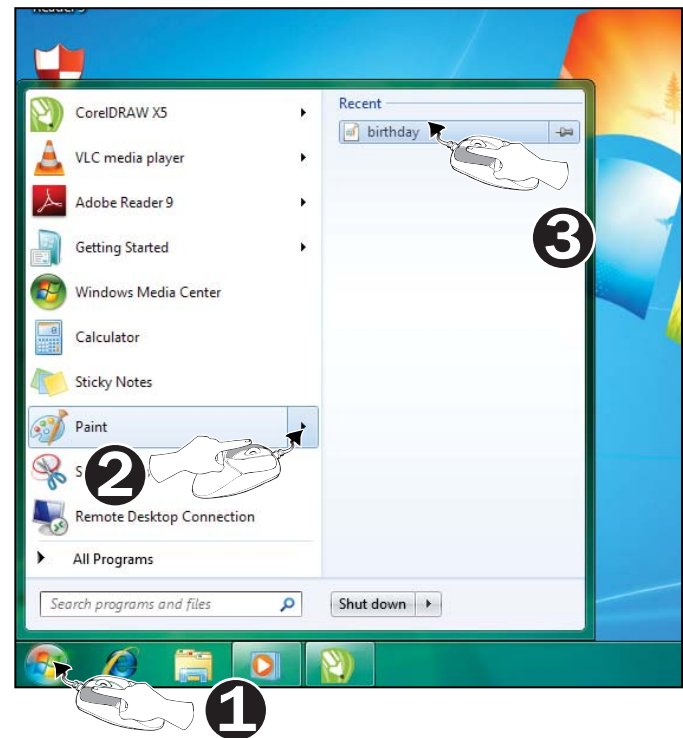
   When file opens, you can review and make changes to it.

2. To close the file, move the mouse ⬉ over ⊠ and then
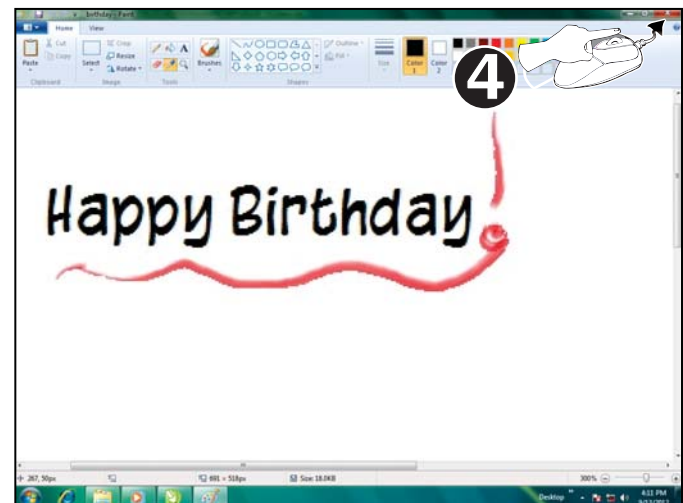
Opening a Recently Used File

1. Move the mouse ↖ over
   Start and then press the
   left button.

2. Move the mouse ↖ over
   the program you recently
   used. in example: **Paint.**

3. Move the mouse ↖ over
   the file that you want to
   open and then press the
   left button.

   The file opens. You can now
   review and make changes to
   the file.

4. To close the file, move the
   mouse ↖ over ☒ and then
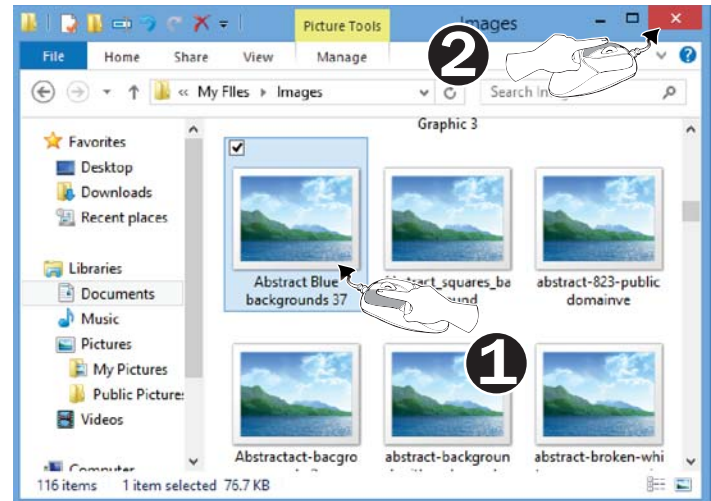   press the left button.

Opening File

1. Move the mouse ↖ over the file that you want to open and then quickly press the left button twice.
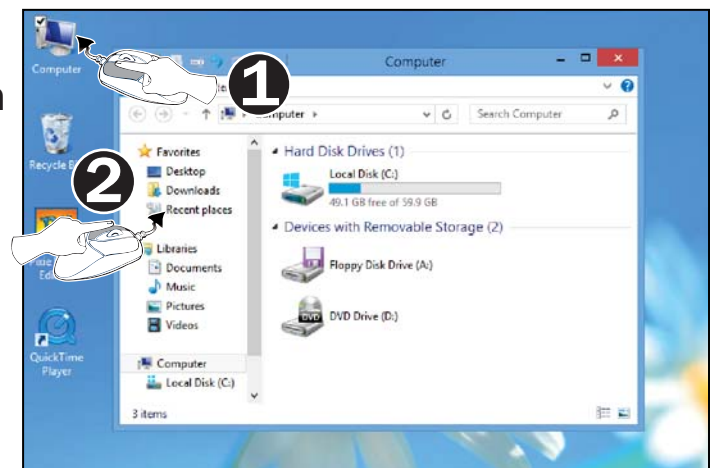
   When file opens, you can review and make changes to it.

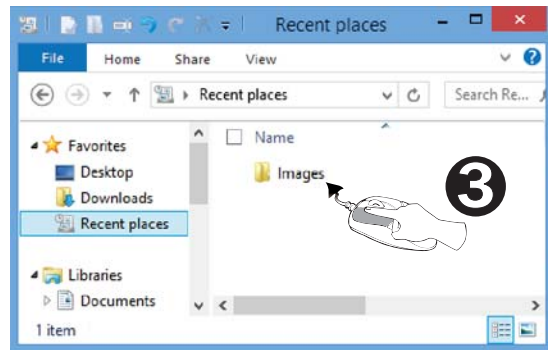2. To close the file, move the mouse ↖ over ⊠ and then

Opening a Recently Used File

1. Move the mouse ↖ over to the **Computer icon** and then double click the left button of your mouse, as shown.

2. Move the mouse ↖ over **Recent places**.

3. Move the mouse ⬉ over the file/folder that you want to open and then press the left button.

The file opens. You can now review and make changes to the file.

4. To close the file, move the mouse ⬉ over ⊠ and then press the left button.

Happy Birthday!