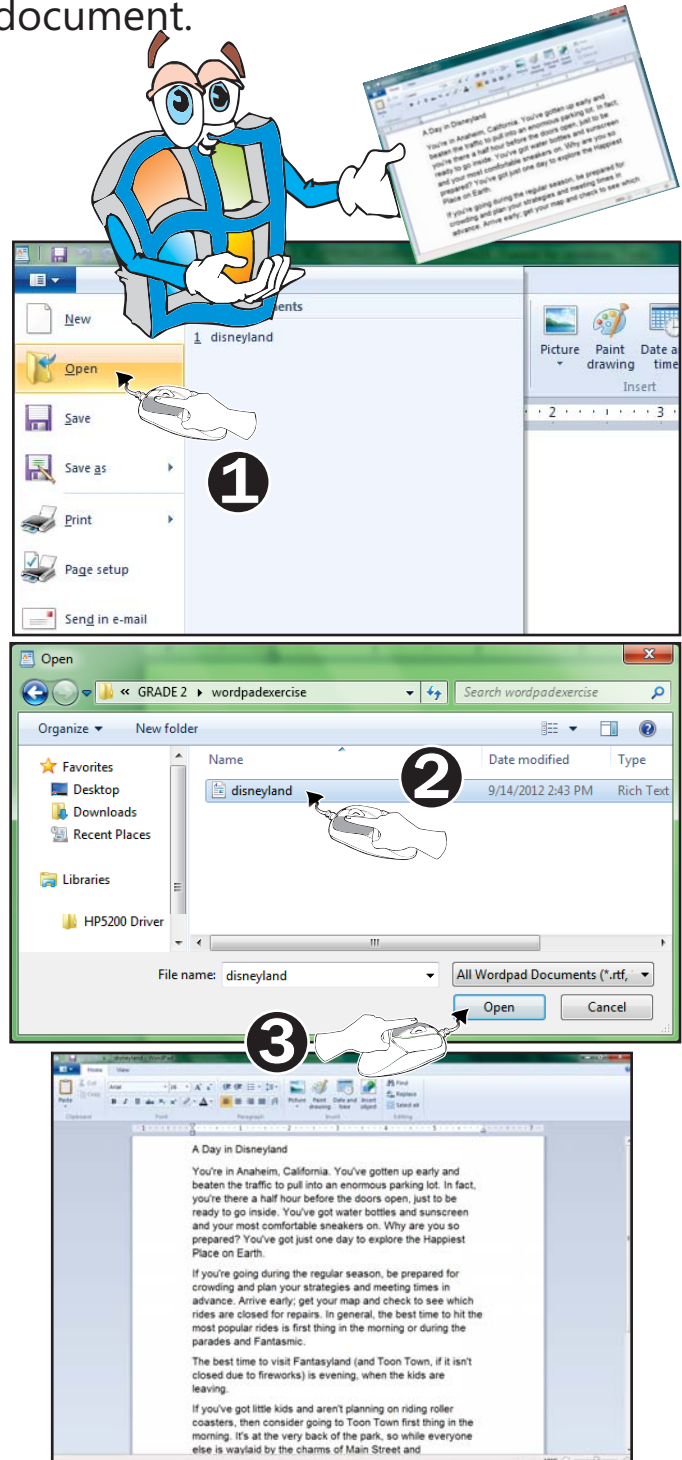# Lesson 35

AT YOUR SERVICE

Opening a Document

You can open a saved document and display it on your screen. This lets you view and make changes to the document.

FOR WINDOWS 7 USERS:

Opening a Document

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

2. Move the mouse ↖ over the name of the document that you want to open (example: **disneyland**) and then press the left button.

3. Move the mouse ↖ over **Open** and then press the left button.

   WordPad opens the document and displays it on your screen. You can now review and make changes to the document.

Opening a Document

1. Move the mouse ⬉ over **File** menu and then press the left button.

2. Move the mouse ⬉ over **Open** folder and then press the left button.

3. Move the mouse ⬉ over the name of the document that you want to open (example: **Biggest Animal**) and then press the left button.

4. Move the mouse ⬉ over **Open** and then press the left button.

   WordPad opens the document and displays it on your screen. You can now review and make changes to the document.

Here's how to open any of these documents.

1. Move the mouse ⬉ over **File** and then press the left button.

2. Move the mouse ⬉ over the

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