# Multiple 1

**Switching between open documents**

When you use Microsoft Word 2007 you can work on more than one document at a time. You can use the Clipboard to copy selected text or a graphic from one document to another.

Open a document called Multiple 1.

Open a second document called Multiple 2.

Open a third document called Multiple 3.

Press the Alt key and hold it down. Press the Tab key a few times. You will notice a popup window that lets you move from document to document, each time you press the Tab key. Release the Alt key and you will switch to the document selected in the popup window. Practice this technique a few times if you have not used it before.

You can also use the Switch Windows icon to switch from one document to another. To use this feature, click on the View tab and click on the Switch Windows tool. You will see a drop down list allowing you to switch to another open document window.  
  
