**Multiple 3**

### 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.  
    
  