

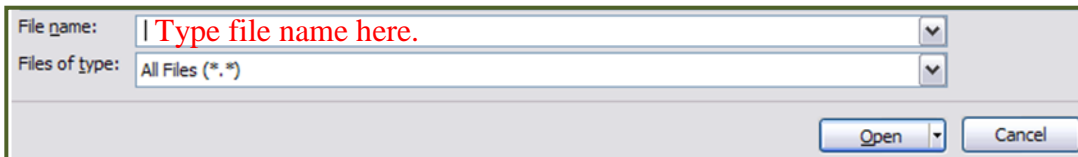
PC Tip of the Week: Quick File Access in Office Applications

To locate and open a saved file in Word, Excel, or PowerPoint, it's normal to...

- Click the **Office** button > **Open**, or
- Click **Open** on the *Quick Access* toolbar.

Once in the *Open* dialog box, locating the needed file can be cumbersome if there are lots of files in one location, like a folder. Instead of searching through a long list, try this:

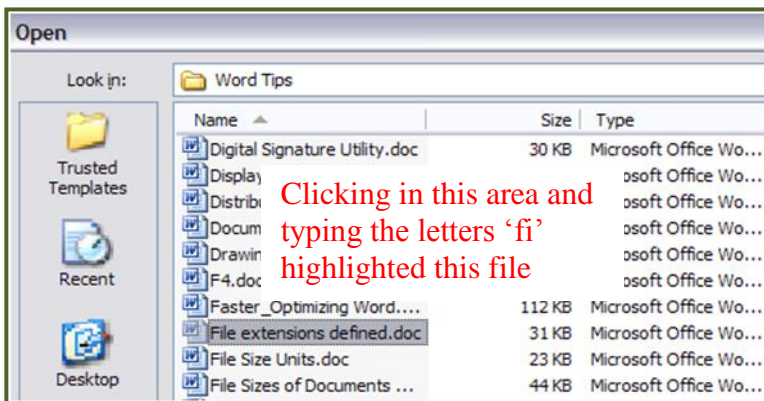
1. Near the bottom of the dialog box, type the file name in the *File name* text area:



2. Press **Enter** to open the file.

If you're not quite sure of the complete file name...

1. Click in the file list area inside the dialog box.
2. Type the first letter or two of the file name; the first file that begins with those letters will be highlighted.



3. Press **Enter** to open the highlighted file.

Computer Term of the Week

messy URL: slang term used to describe a URL that is not easy to read; a messy URL might look something like this: www.webopedia.com/article.php/3831706; in contrast, a clean URL would contain more meaningful words, like this: www.webopedia.com/articles/format_harddrive.

Keyboard Shortcut of the Week

Press **Ctrl + O** to access the *Open* dialog box in Office Applications.