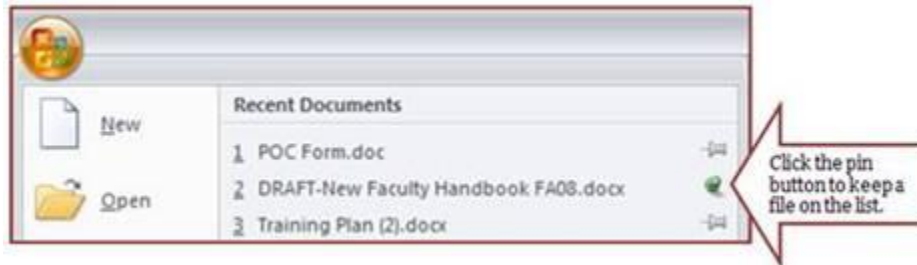


PC Tip of the Week Recently Used File List in Office 2007

In Office 2007 applications, the **Recently Used File** list is located as an Office Button feature, titled **Recent Documents**. To keep a file on the list, regardless of when it was last opened, click the **Pin** button.



To change the number of files displayed,

- (1) Click the **Office** Button > **Options** button (at the bottom of the dialog box) > **Advanced**.
- (2) Under **Display** > **Show this number of Recent Documents**, click the number of files.



Computer Term of the Week

terabyte: term used to measure data storage capacity for computers; basically equal to 1,000 gigabytes or 1,000,000 megabytes.

Keyboard Shortcuts of the Week

Navigate the ribbon: press **ALT** to move the focus to the Ribbon; press **arrow keys** to move between tabs; press **TAB** key to move through commands and groups (SHIFT+TAB to move back).