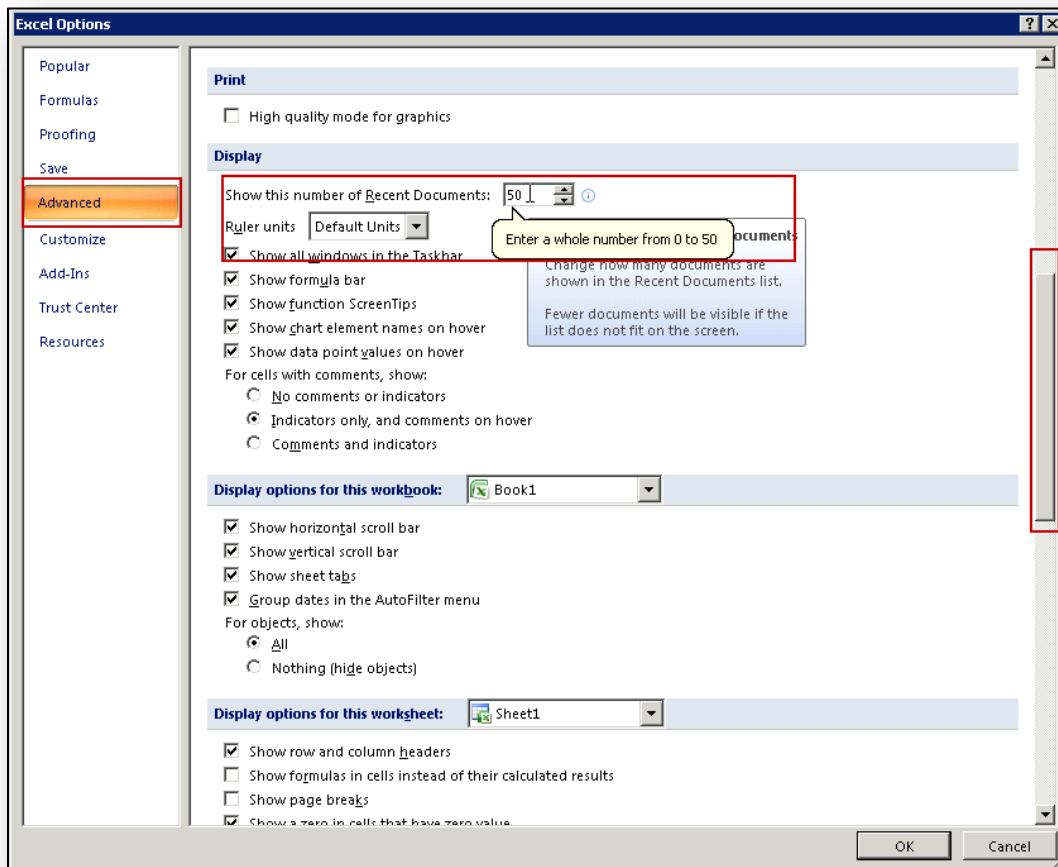


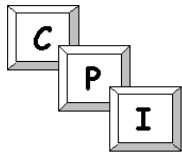
Working with Recent Documents in Office 2007 applications

1. Click on the Office Button and select Excel Options.



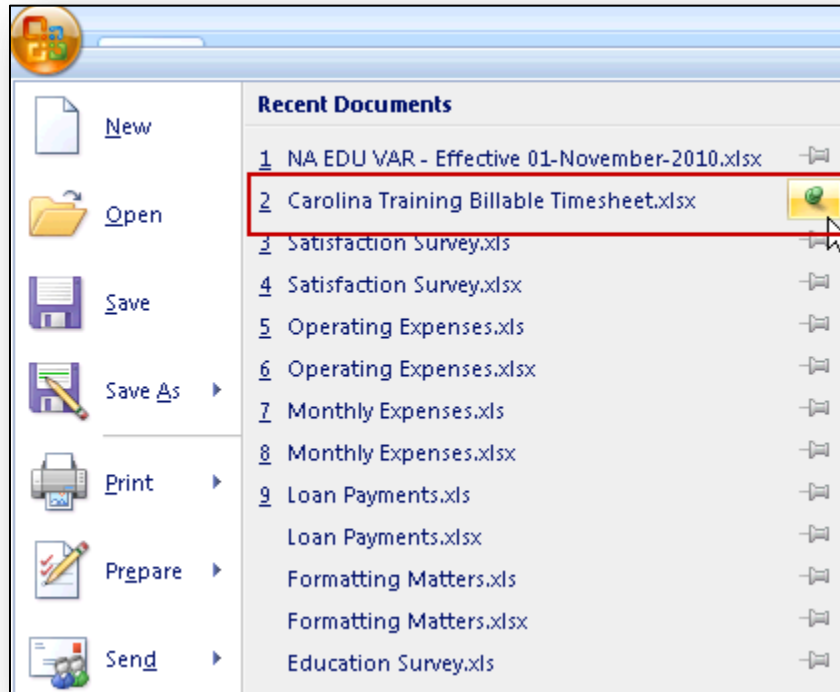
2. Select the **Advanced** category on the left.
3. Scroll down until you can view the **Display** options settings.
4. Click in the spinner box for **Recent Documents**. Notice the screen tip indicates you can enter a number up to 50 for recently used files.
5. Enter the desired number and click **[OK]**.

As you open additional Excel files, they will be listed in the Recent Documents list on the Office Button. Office 2007 applications now let you pin a file to the Recent Documents list to keep it from scrolling off as additional files are opened.



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1. Click the Office Button to view the Recent Documents list.



2. Click the push-pin icon to **pin** a file to the list.

This file will remain in the Recent Documents list even as more and more files are added. It will continue to scroll down to the bottom of the list but will remain visible until it is unpinned. It is the fastest way I have found to access timesheets, expense reports and other items that I need to update frequently.

When you are ready for the file to finally scroll out of Recent Documents, simply click the push-pin icon once and the item will scroll off in its turn.