

Taste of Tech

How to increase the number of recently used files in MS Office

1. Open any MS office application
2. From the menu bar select Tools – Options
3. In the Options window, select the General Tab.
4. Check the recently use file list
5. Enter a number between 0 to 9 to indicate how many files you want to display.

Notes:

After you have changed the settings, the number of files will increase the next time you open or create a document.

This tip will work in Word, Excel, Access, and PowerPoint.

If you have any questions, contact the CPD at X1614 or cpd@oakton.edu