



TENNESSEE STATE UNIVERSITY



## COMPUTER TIPS AND TRICKS

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### Productivity Tip

Have you ever wondered how you could view a document without opening it to be certain that is the document you need?

### **How to preview Word documents without opening them?**

In Microsoft Word, you can preview the document list without having to open the document. This tip is very useful, if you have many word files and are not sure which file contains the information that you need. Almost all versions of Word support this feature to view all word files as preview one by one.

Follow the given steps to preview the word document without having to open the document:

1. First click on Start button, go to Program then click on Microsoft Word to run the word application.
  2. Now go to File menu and click on the **Open** option to open any word file. Here a dialog box will appear with the title "**Open**".
  3. Now on the right hand side of the toolbar click the down arrow on **Views** and choose **Preview**. This will open the preview pane.
  4. Click on any file on the left hand side and preview what is inside the file. When you find the file you need just click the **Open** button to open the desired file.
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