

How to open a saved document

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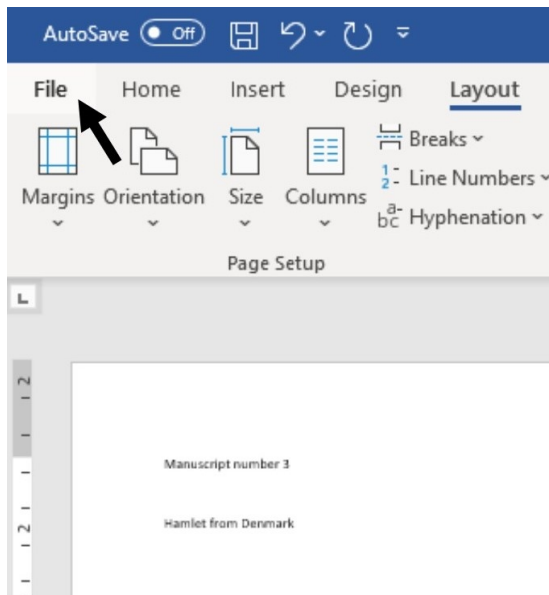
Once you've saved a document, you may want to access it again to make changes or print it out. This guide explains how to open a saved document in Microsoft Word Office 365. Some steps may be different in earlier versions of Word, but similar in concept.

You'll need:

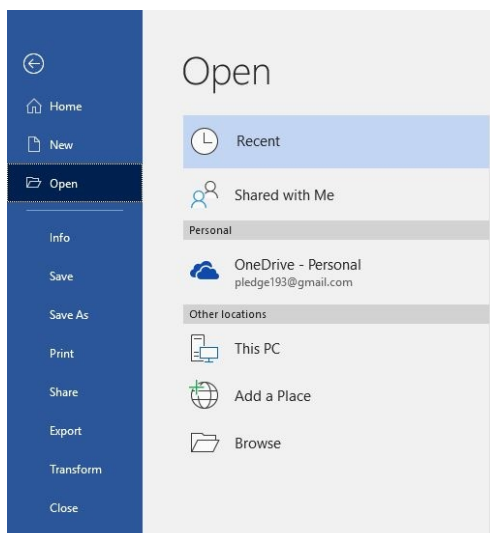
- A computer with Microsoft Word installed

Follow this step-by-step instructions to open a saved document

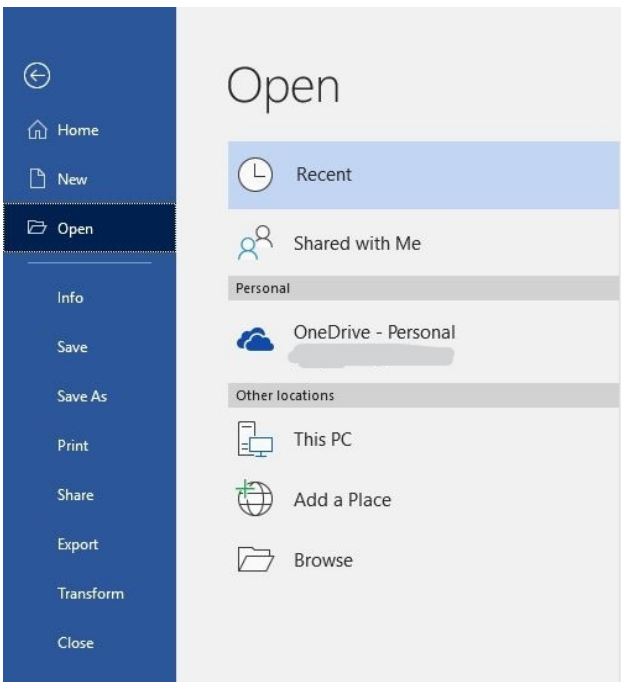
Step 1: If you already have Microsoft Word opened, click **File** in the upper left-hand corner of the screen.



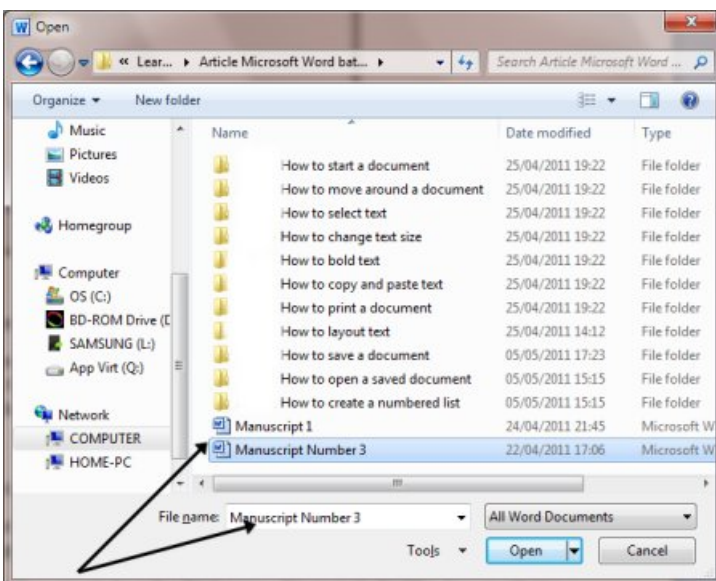
Step 2: Click **Open**.



Step 3: An 'Open' dialogue box will pop up. From this, find your way to the folder in which your document is saved. Folders that are on your computer can be located by clicking **Browse**.



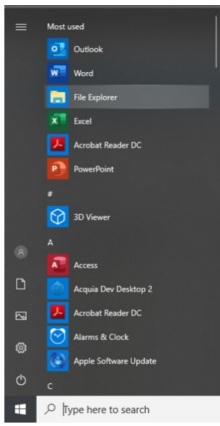
Step 4: Once you've located your document and clicked on it to select it, its name will be shown in the 'File name' box at the bottom of the dialogue box.



Step 5: Click **Open**.

The document will then be opened.

Step 6: You can also open a document by navigating through the 'Start' menu. Click **Start**. From the menu that now appears, choose **File Explorer**. Navigate to find the document you're looking for through your folders and files. Double-click on the name of the document you want to open.



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