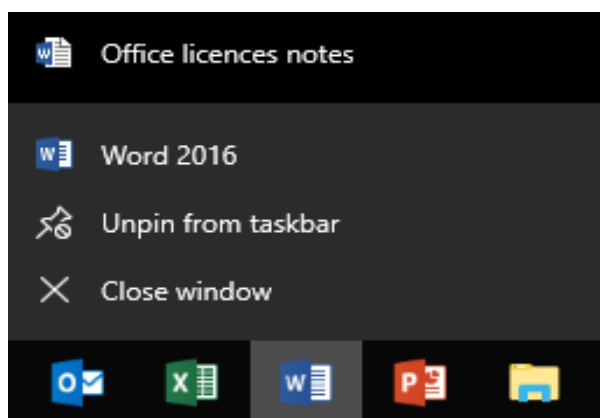


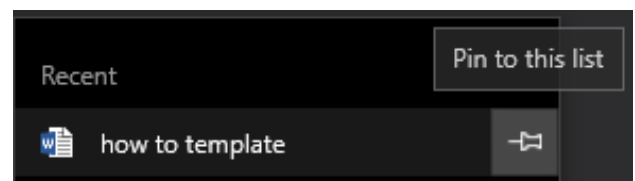


Microsoft Office 2016 Quick Access

1. To access recently opened documents **right click** on either Power Point, Excel or Word.



2. You should see the **recent documents** that you have opened. If you want to **pin a document** so that it always displays **click the pin icon** like below



3. Once pinned you can remove this by **selecting the unpin icon** like below.

