# Microsoft Office: Keyboard Method of Opening Recent Files

Not everyone is a keyboard fanatic, like me. That's o-k. (Little bit of a condescending tone…sorry). I am interested in what gets the job done fastest and most efficiently. In my opinion, that usually means the keyboard. As long as it is easy to remember (not like the old convoluted [F] keys of days gone by).

First of all, you need to have a decent number of RECENT DOCUMENTS displayed or this won't be worth the bother:
1. On the FILE tab – click OPTIONS – then click the ADVANCED category.
2. Scroll down to the DISPLAY area.
3. Enter a larger number (I chose 50) into the SHOW THIS NUMBER OF RECENT DOCUMENTS box.
4. Click OK
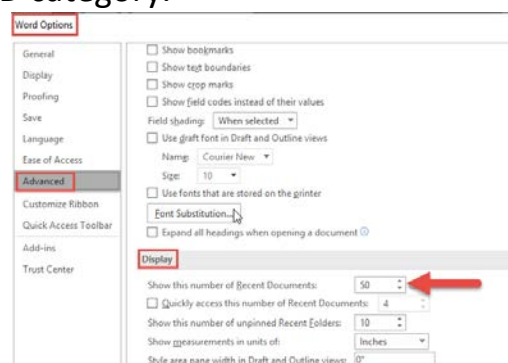
Ok – now, when you want to access a recently-opened file:
[ALT] F (which will display the contents of the FILE tab – *and* display little letters and numbers beside every visible function and file).
Press o (for OPEN) – and you'll see letter combinations beside everyone of your (50) recent files.
Type the letter combo representing the file that you want – and press [ENTER].

Not the faster way – but hey, if you're a keyboard fanatic or end up one day with a non-operative mouse or touchpad…it'll work.

BIG AWESOME NOTE: Don't forget – you can PIN a document (click that little blue pin that appears to the right of a file name when you hover over it) so that it does not disappear from the recent list (even if you don't open it for a long while).