

## Automatically Open Most Recent Document

For many people it is useful if open the most recently used document automatically opens when they launch MS-Word. It's easy enough to do, let's see how.

Many a people look for a facility in Microsoft Word that could open the last used document automatically. That is to say, when you open MS-Word, the most recently used document should also open on its own. This helps those folks who open and close a document quite often.

Most people just open a particular file from Windows Explorer –but the above mentioned demand is a sensible one. So, here I am to tell you how such an objective could be fulfilled. There are two ways to do this. Lets have a look:

### Use Run Command

Click on the **Start** button and then type the following command in the “Search Programs and files” box:

**winword.exe /mFile1**

Press enter and MS-Word will open with the most recently opened document. This command has two parts. The first part (winword.exe) launches MS-Word and the second part ( /mFile1 ) opens the last opened document.

**NOTE:** In Windows XP use, **Start > Run** and then type the above command.

### Create a Shortcut to Open the Most Recent Document

The command explained in previous section works fine but it would be much easier to use if you create a shortcut for it. Go to **Desktop** and take **right click** on any empty area. Select **New > Shortcut** option.

A box will pop-up and it will ask you to browse or type the location of the file to be opened. In this case we want to open **winword.exe** (this is the file that launches MS-Word). Click on **Browse** button and go to the location where this file is located. Once you find it, select this file and click **OK** button. Usually this file is located in **C:\Program Files\Microsoft Office** folder.

You may need to look for this file a bit as its exact location may vary in different machines. In my computer its location is:

**C:\Program Files (x86)\Microsoft Office\Office12\winword.exe**

Once you have found and selected the file –the entire path will become visible in the shortcut box. The path will be closed in double quotation marks:

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Now, after the path of winword.exe, outside the quote mark, give a space and then type **/mFile1**

So the entire command will look like

`“C:\Program Files (x86)\Microsoft Office\Office12\winword.exe” /mFile1`

Click **Next** button, give this new shortcut a name and you’re done. A new shortcut will be created on your computer’s desktop. Double click it to open MS-Word and the most recent document in one go.