

## DELETING RECENT DOCUMENTS

## TIP #8

- 1- Open up your Microsoft Word Document or Excel and click "OFFICE" icon.
- 2- Click the "Word" option button.
- 3- From the left side menu, click "Advanced"
- 4- Next, find the "Display section". Here you can see "Show the number of recent documents option".
- 5- Set the counter to **0**
- 6- Click "OK"
- 7- Now you can see the recent documents list will be blank. **(Now you cannot access those documents again).**