

## Close Word without Closing the Program

If you are working with only one document in Word 2007, and you click on the “X” in the upper right corner to close the document, that same action closes not only the document, but the entire program. In previous versions, there were two X’s: one that closed the document, and one that closed the program. So how can you close the document without closing the program?

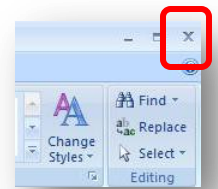
There are two options.

### Option #1:

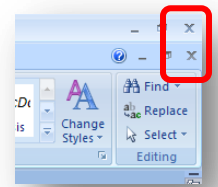
1. Click the **Office** button.
2. Click the **Word Options** button at the bottom.
3. Click the **Advanced** tab from the list of options on the left.
4. Scroll down to the section titled **Display**.
5. Uncheck **Show all windows in the Taskbar**.
6. Click the **OK** button to save your changes, and exit Word Options.

You will now see that there are two X’s: one to close the existing document, and one to exit the program.

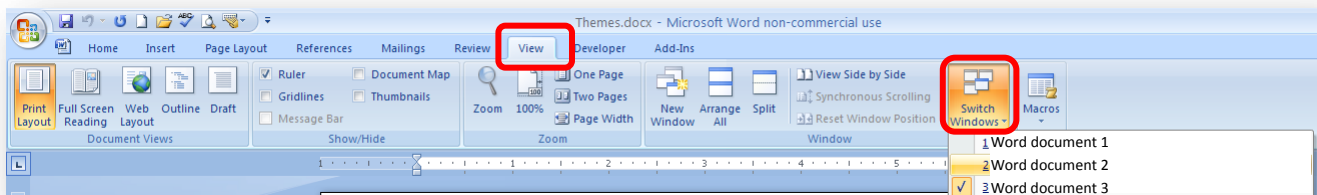
The problem with this option is that you can no longer easily switch between open documents which would normally display in the taskbar. To view another open document you have to click the **View** tab | click **Switch Windows** | then click on the document you want to view (see below).



Word 2007



Word 2003



The easier option is **Option #2**, which consists of memorizing a simple keyboard shortcut...two, actually.

1. **Ctrl+W** or **Ctrl+F4** will close the current document without closing the program. It's that simple.

**Ctrl+N** will open a new document, or you can click on the **New Document** icon located in the Quick Access toolbar next to the Office button.

