Method

To open an existing project

1. From the File menu, choose Open.
    or
1. On the Standard toolbar, click the Open button.
2. In the File Open dialog box, from the Look in drop-down list, select the desired drive.
3. In the File list box, double-click the desired folder.
4. In the File list box, select the desired file.
5. Choose Open.

Exercise

In the following exercise, you will open an existing project.

1. From the File menu, choose Open   *The File Open dialog box appears.*

2. From the Look in drop-down list, select drive A:

3. In the File list box, select **New Manual**

4. Choose Open   *The New Manual file opens.*