

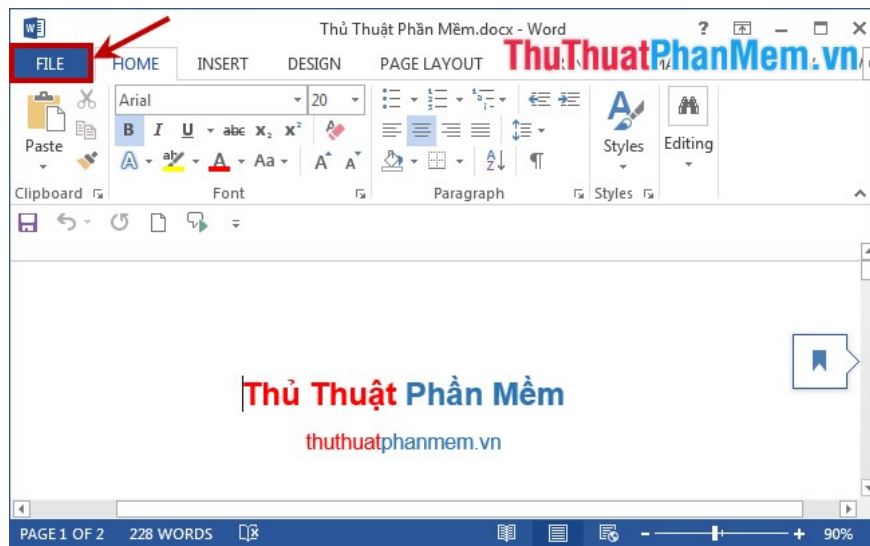
Delete the newly opened file list in Word

Recently opened files - Recent Files shows the files that you have recently opened in Word. This feature is quite useful, helping you to quickly open recently working Word files.

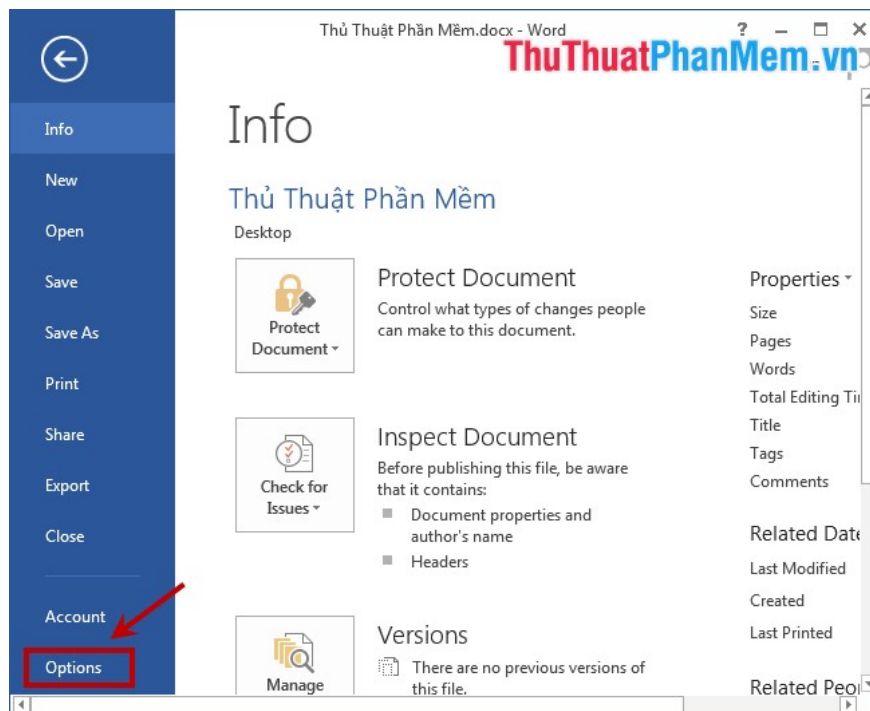
Recently opened files - Recent Files shows the files that you have recently opened in Word. This feature is quite useful, helping you to quickly open recently working Word files. But sometimes you'll get annoyed when there are so many important documents that you don't want anyone using Word on your computer to see.

You can perform deleting or disabling the Recent Files feature with the operations guided in the article below, you follow along.

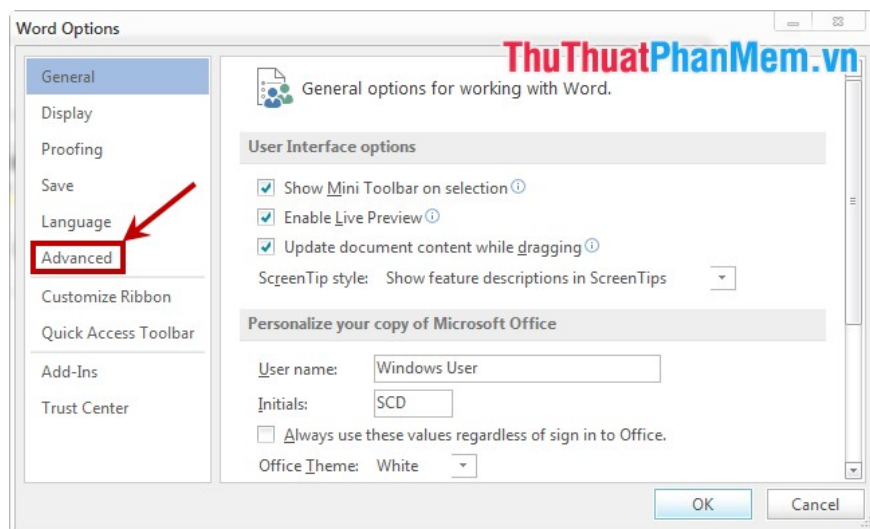
Step 1: First you open the word editor, on the editor interface you select the **File** tab .



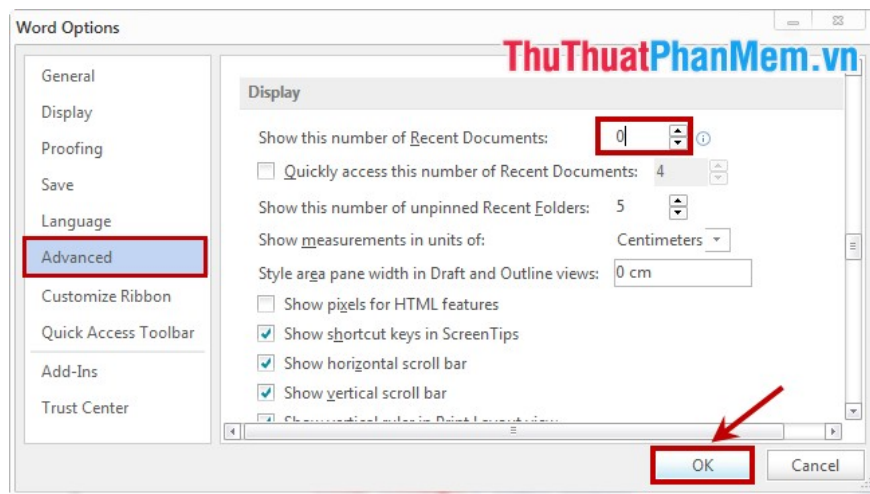
Step 2: Next, click **Options** to open the **Word Options** dialog box .



Step 3: The Word Options dialog box appears, click **Advanced** in the left menu.

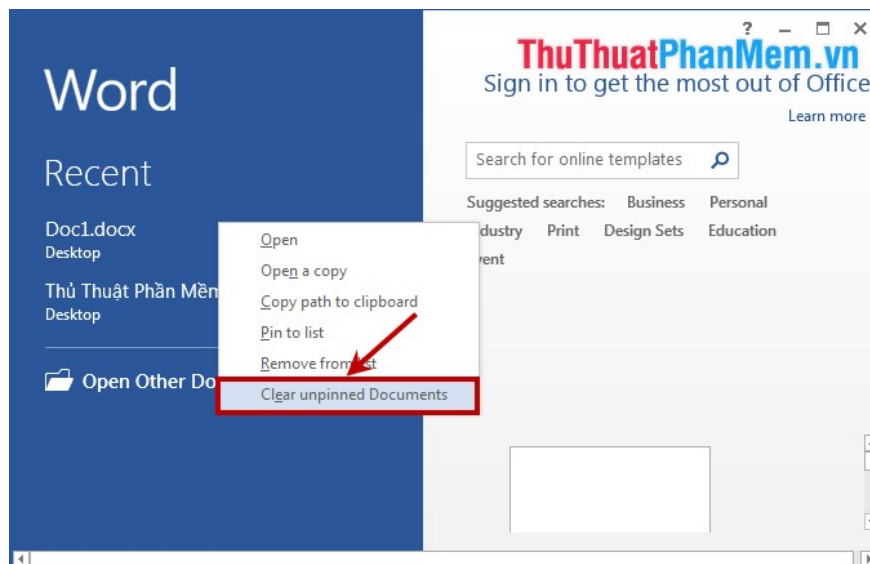


Step 4: In the **Advanced** settings section, navigate to the **Display** section. In the square on the right of the **Show this number of Recent Document** line, change to **0** to turn off the file list. Then click **OK** to save the settings.



So you have set to delete the recently opened file list, from now when you open Word 2013, it will not appear list of recently opened files.

And if you want to delete all the recently opened file list (the next time the list of recently opened files is still displayed), then when you open Word 2013, in the **Recent** section, click Right-click on any file and select **Clear Unpinned Documents** .



Thus, depending on your purpose of use, you can delete or disable the list of recently opened files in Word. Good luck!

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