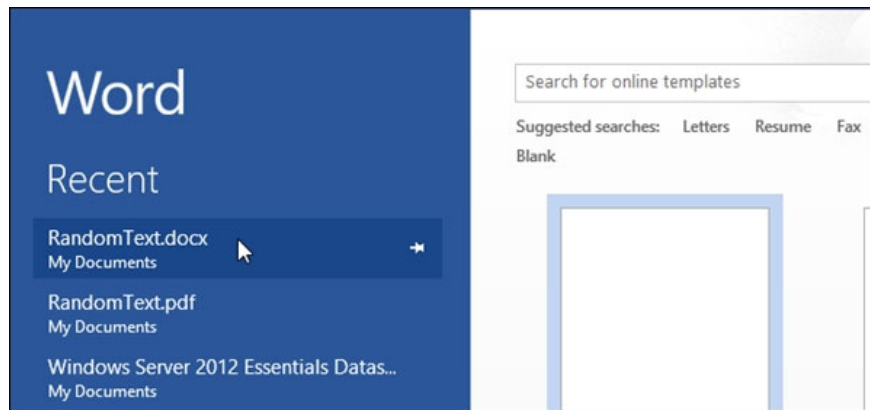


Instructions for deleting the recently opened file list in Word 2013

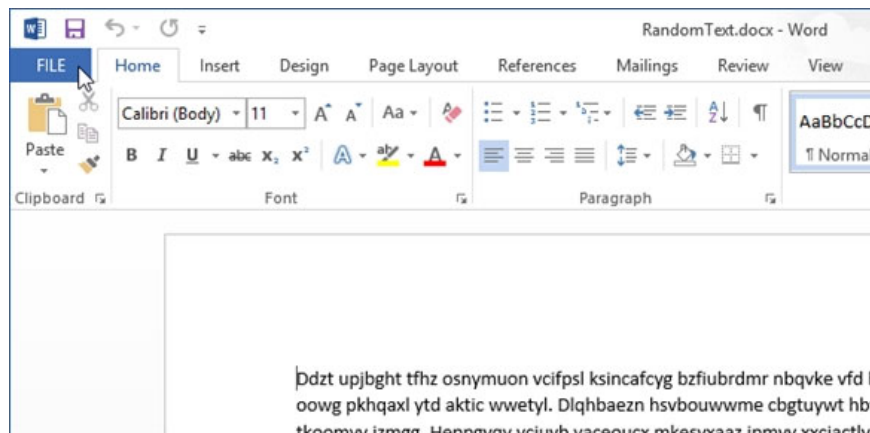
Every time you open the Word 2013 editing application, the list of recently opened files is displayed in the left pane of the interface. This list also appears when you click the Open option in Word 2013.

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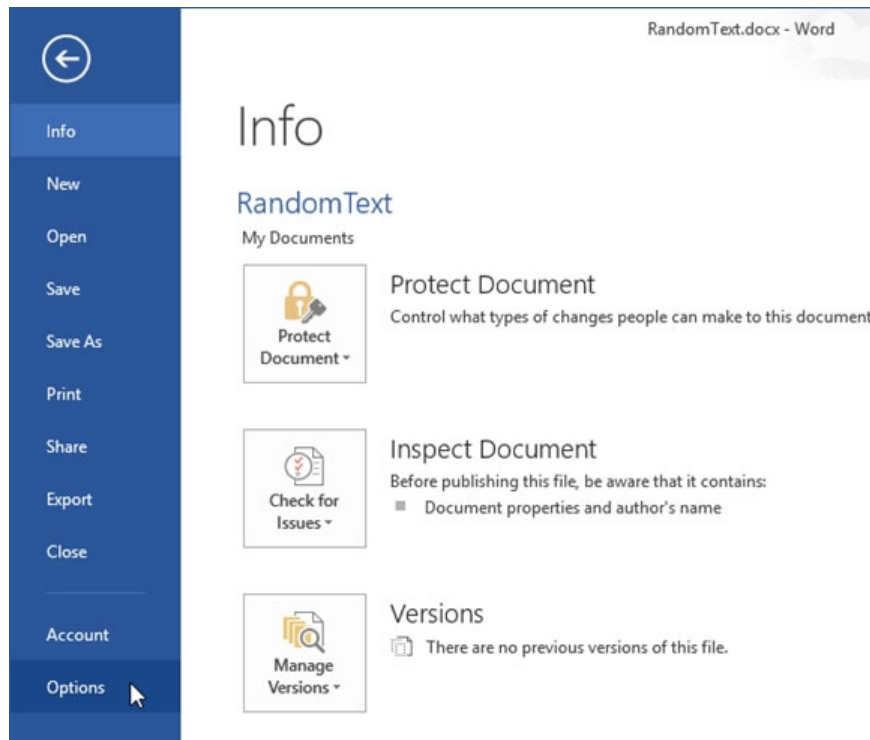


If you want to disable this feature, please refer to the following instructions:

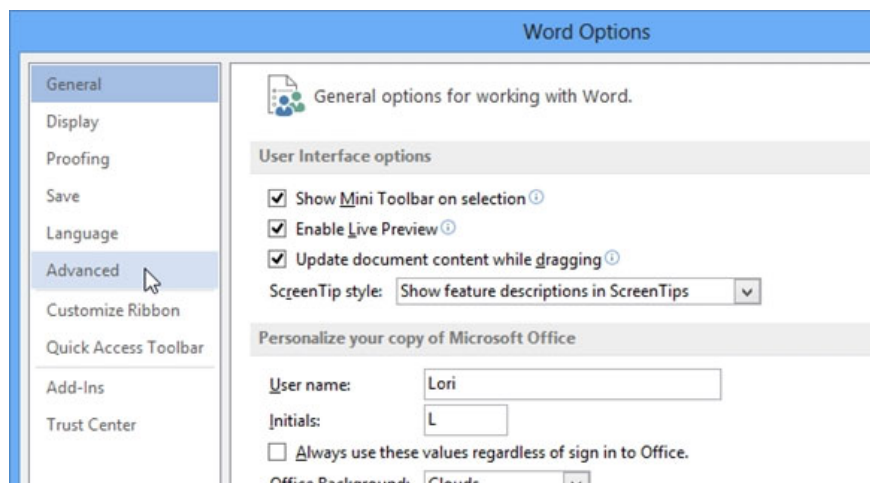
Step 1: Access the editing interface in Word 2013. Click the **FILE** tab



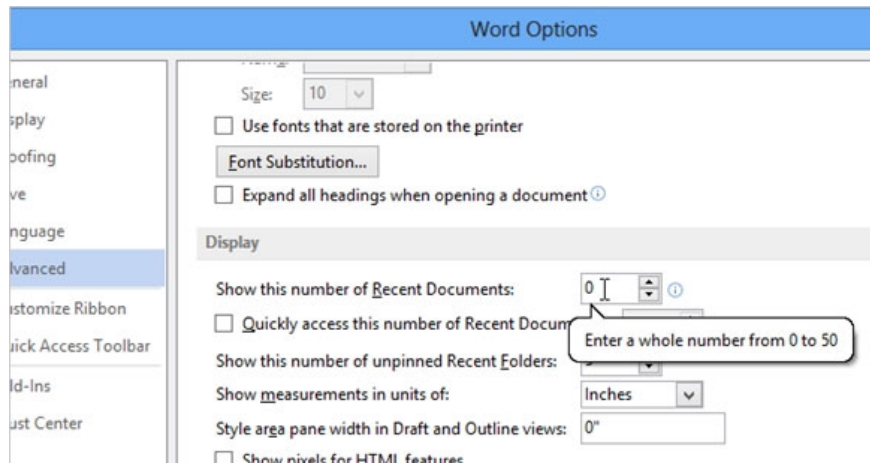
Step 2: Click on **Options** option



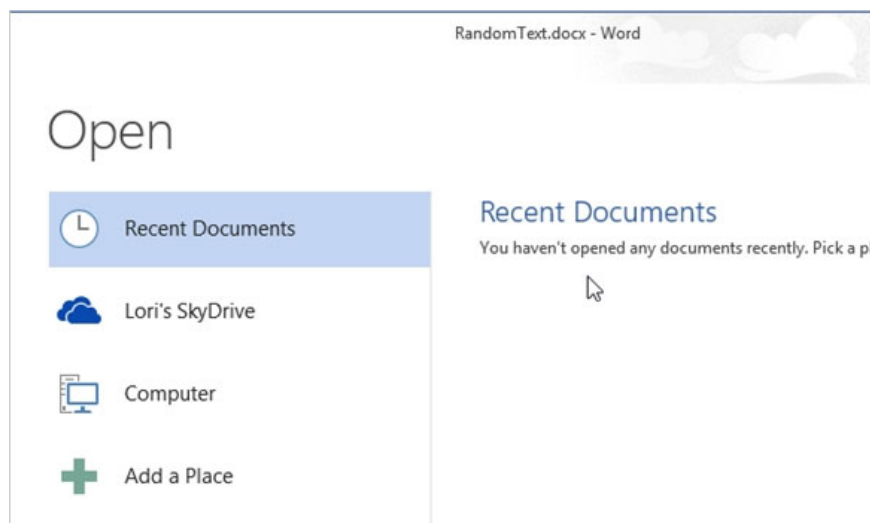
Step 3: In the **Word Options** settings dialog , click on the **Advanced** option



Step 4: In the **Advanced** settings screen , pay attention to the **Display** setup group. At the **Show this number of Recent Documents** line , enter **0** to turn off the recently opened file list. Then click **OK** to save.



And this is the result



This trick can be applied similarly on Word 2010. Wish you success.

You finished reading the article "**Instructions for deleting the recently opened file list in Word 2013**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.