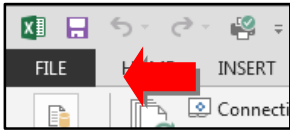


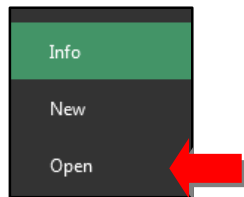
Open a Document

1. Select **File**.



2. To open an existing document:

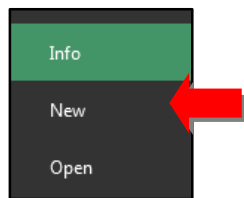
- a. Select **Open**.



- b. Locate your file and select **Open**.

3. To open a new document:

- a. Select **New**.



- b. Select **Blank Workbook**.

