**Close Items**

In the ribbon interface there is only a single Close button, and it closes the program as a whole when there is only a single document open. The best way to close just the documents (and leave the program window open after closing the last document) is to use either of two shortcuts. Using either **Ctrl+W** or **Ctrl+F4** will close just the current document. When the last document is open and you use one of these shortcuts, the document is closed, but the program window remains open.

You could also add a "close" button to the Quick Access tool bar via the Quick Access dialog box. Choose "More Commands". Change category to "All Commands". Scroll down to the "Close" with the file folder and a forward arrow on the list and select it or “Close All” with the file folder and forward arrow. Click add. Click OK. "Close" or “Close All” will be added to your Quick Access toolbar and the first one will close only the document you are working on when selected, or the close all will close all the documents you have open. Both of these icons will leave the program open and read for Cntl-N to open a new document. Items on the Quick Access toolbar remain on the bar until you remove it.