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Microsoft Word 2019 Basic Quick Reference

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Start typing the name of the person you want to chat with, then select their name from the search results. Enter a message

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in the Compose box, then click Send. Resume a Recent Chat: Click the Chatbutton on the App bar. Click the Recenttab at the top of the List pane, then select a contact from the Recent list.

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Designed with the busy professional in mind, this two-page laminated quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips.

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