

Essential Features

You will find important general features in all Office 2019 programs. Some will have additional options within the context of specific programs.

Note: Microsoft releases features to Office 365 and Microsoft Insider users first. If you don't see a feature yet, make sure your updates are current.

Signing into OneDrive

OneDrive is Microsoft's online cloud storage system. You can save different types of files and folders in OneDrive and access them from any computer or device with an Internet connection. You can add a new file directly to OneDrive when you save it within a program such as Word, or use File Explorer to drag and drop files or folders into OneDrive.

Working with User Information

1. Click on the **File** tab.
2. Select **Account**. From here you can do any of the following:
 - To change your user photo, click the **Change photo** shortcut.
 - To switch your account, click the **Switch account** shortcut. Select a user name from **Current Account** or **Other Accounts** and enter your User ID and password.

Customizing the Look of Office 2019

1. Click on the **File** tab.
2. Click **Account**.
3. From here do one of the following options:
 - To change the background, click the arrow on the **Office Background** box and select an option from the resulting menu.
 - To change the theme, click the arrow on the **Office Theme** box and select an option from the resulting menu.

Using the Backstage View

The Backstage view expands on the File menu. The Backstage view allows you to quickly manage Office settings and information. You can save, open, or print the current file. To access the Backstage view, click on the **File** tab on the **Tab Bar**. Make selections in the left pane. Click the **Back** button to exit.

Opening a File

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Select the location you would like to open from. You can select:
 - **Recent**: choose from a list of recently opened files.
 - **Shared with Me**: choose from items that have been shared with you by other users.
 - **OneDrive**: choose from a folder stored in the cloud.
 - **This PC**: choose from likely folders that have been recently accessed or click **Browse** to manually search your computer's libraries in **File Explorer**.
 - **Add a Place**: Select an additional location, such as an Office 365 account or another OneDrive account.
4. Select the file you wish to open.

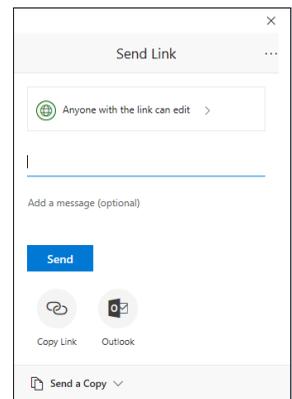
Saving a File

1. With the file you wish to save open, click on the **File** tab.
2. Do one of the following:
 - To save the document, select **Save** in the left pane.
 - To save the document in another file format, select **Save As** in the left pane. Select the location where you would like to save your file. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

Sharing a File

Office 2019 is integrated with real-time sharing so that you can collaborate on a file and see the changes other users make as they save them.

1. In the file you want to share, click the **Share** button on the **Ribbon**.
2. Enter the name or email address of the person you wish to share with in the **Enter a name or email address** space.
3. *Optional*: To restrict editing on the shared file, click the **Anyone with the link can edit** button and make selections.
4. Enter a brief direction or instructions in the **Add a message** space.
5. Click the **Send** button to share the file.



*Note: You will need to save the file in **OneDrive**, **OneDrive for Business**, or **SharePoint** to share this way.*

Researching with Smart Lookup

You can do research directly in the Office window by using the Smart Lookup pane to receive a comprehensive explanation from Bing.

1. Highlight the word or term you wish to research.
2. Click on the **References** tab.
3. Click the **Smart Lookup** button in the **Research** group.
4. Select a search result in the **Smart Lookup** pane.
5. *Optional*: To see a definition of the term, click on the **Define** tab in the **Smart Lookup** pane.

Finding Help with Search

The Search feature allows you to instantly search Office 2019 to find and use a particular feature of function. To use Search, type a keyword in the **Search** space on the **Ribbon**. Select one of the results from the resulting menu or select **Get Help on** to see Office Help topics.

