Challenge!

1. Open or navigate to the Word 2013 **interface**.
2. Click through all of the **tabs**, and review the **commands** on the **Ribbon**.
3. Try **minimizing** and **maximizing** the **Ribbon**.
4. Add a **command** to the **Quick Access toolbar**.
5. Hide and show the **Ruler**.
6. Navigate to **Backstage view**, and open your **Account settings**.
7. Try switching **document views**.
8. Close **Word** (you do not have to save the document).

Challenge!

1. Create a **new blank document**.
2. Open an **existing document** from your computer or OneDrive.
3. **Pin** a folder to Backstage view.
4. Create a new document using a **template**.

Challenge!

1. Create a **new** **blank document**.
2. Use the **Save** command to save the document to your desktop.
3. Save the document to **OneDrive** and **invite someone else** to view it.
4. **Export** the document as a **PDF** file.