* Open word 2019, and create a blank document insert following.

One of the most widely used programs of Microsoft office suite, MS Word is a word processor developed by Microsoft. An introduction to MS Word, its features and its uses, have all been discussed in detail, in this article. Also, a few sample questions based on this MS Office program have been given further below for the reference of candidates preparing for competitive exams. Since MS Word is one of the most used programs of the office suite, some basic information regarding its creation and development has been given below:

1. Charles Simonyi, a developer and Richard Brodie, a software engineer, were the two creators of MS Word
2. This program was initially named “Multi-Tool Word” but later, was renamed as MS Word
3. It was introduced in 1983
4. Word for Windows is available standalone or as a part of MS Office suite
5. MS Word for Mac was introduced by Microsoft as Word 1.0 in 1985
6. The extension for any word file is “.doc or .docx”

Microsoft Word, often simply referred to as Word, is a ubiquitous and versatile word processing software developed by Microsoft. It has become an integral tool for individuals, students, professionals, and organizations worldwide. Word empowers users to create, edit, format, and design a wide range of documents, from simple letters and reports to complex research papers and business proposals. Its user-friendly interface, rich set of features, and extensive templates make document creations and collaboration a seamless experience. With tools for spell checking, grammar correction, and easy integration of images and charts, Word ensures that documents are not only well-structured but also visually appealing. Furthermore, features like Track Changes and comments facilitate collaborative work, while the robust formatting options allow users to customize document management are paramount, Microsoft Word stands as a cornerstone application, continuously evolving to meet the demands of modern information processing.