**Introduction to Microsoft**

Microsoft Suite consists of 3 program among the many in the package.

The three are:

1. Microsoft word
2. Microsoft PowerPoint
3. Microsoft excel

**Microsoft Word**

**What is Microsoft word?**

* **Microsoft word** is a powerful word processing program that that allows for the creation of both simple and complex documents.

**So… What do we use this “thing” for?**

1. Wright a book
2. Powerful letters
3. Make posters

Microsoft word is a word processor developed by Microsoft. It was released in 1983 under the name Multi-Tool word for Xenix systems. MS word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and student’s homework assignments. There are many simple but useful features available in Microsoft word to make it easier to study and work. That’s why so many people would prefer to convert the read-only PDF to editable word and edit PDF in word.

Microsoft word also has a sister program in the same package. They are:

1. MS Excel
2. MS PowerPoint
3. MS Publisher
4. MS Access
5. MS Project
6. MS Visio
7. MS OneNote
8. MS OutLook
9. MS OneDrive
10. MS Teams