**Microsoft word practical**

**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