***Introducing Microsoft Word***

***Microsoft Word is a document and word processing application that enables a user to create, edit, and format different types of documents, such as letters and reports. Word provides a lot of document creation tools that have been refined to be easy to use. It also enables a user to add effects to picture from within the document and allow multiple authors to collaborate efficiently on a document.[[1]](#footnote-1)***

1. This information is provided by tutorials point. <https://www.tutorialspoint.com/index.htm>

   [↑](#footnote-ref-1)