**MS WORD (winword.exe)**

**What is Ms Word**

Microsoft Word is a word processor created by Microsoft. Word is used to make professional-quality documents, letters, Reports etc, Using word you can create professional resume, cover letters, flyers, and much more, You can use Mail Merge. Mail merge means to send personalized letters, labels, invitation etc. to the multiple recipient.

**Where to find MS Word on your personal computer?**

Follow these simple steps to open MS Word on your personal computer:

Start → All Programs → MS Office → MS Word.

MS WORD USER INTERFACE

