

Microsoft Word

Updated: 11/06/2021 by Computer Hope

Sometimes called **Winword**, **MS Word**, or **Word**, **Microsoft Word** is a word processor published by Microsoft. It is one of the office productivity applications included in the Microsoft Office suite. Originally developed by Charles Simonyi and Richard Brodie, it was first released in 1983.

Microsoft Word is available for Microsoft Windows, Apple macOS, Android, and Apple iOS. It can also run on the Linux operating system using WINE.

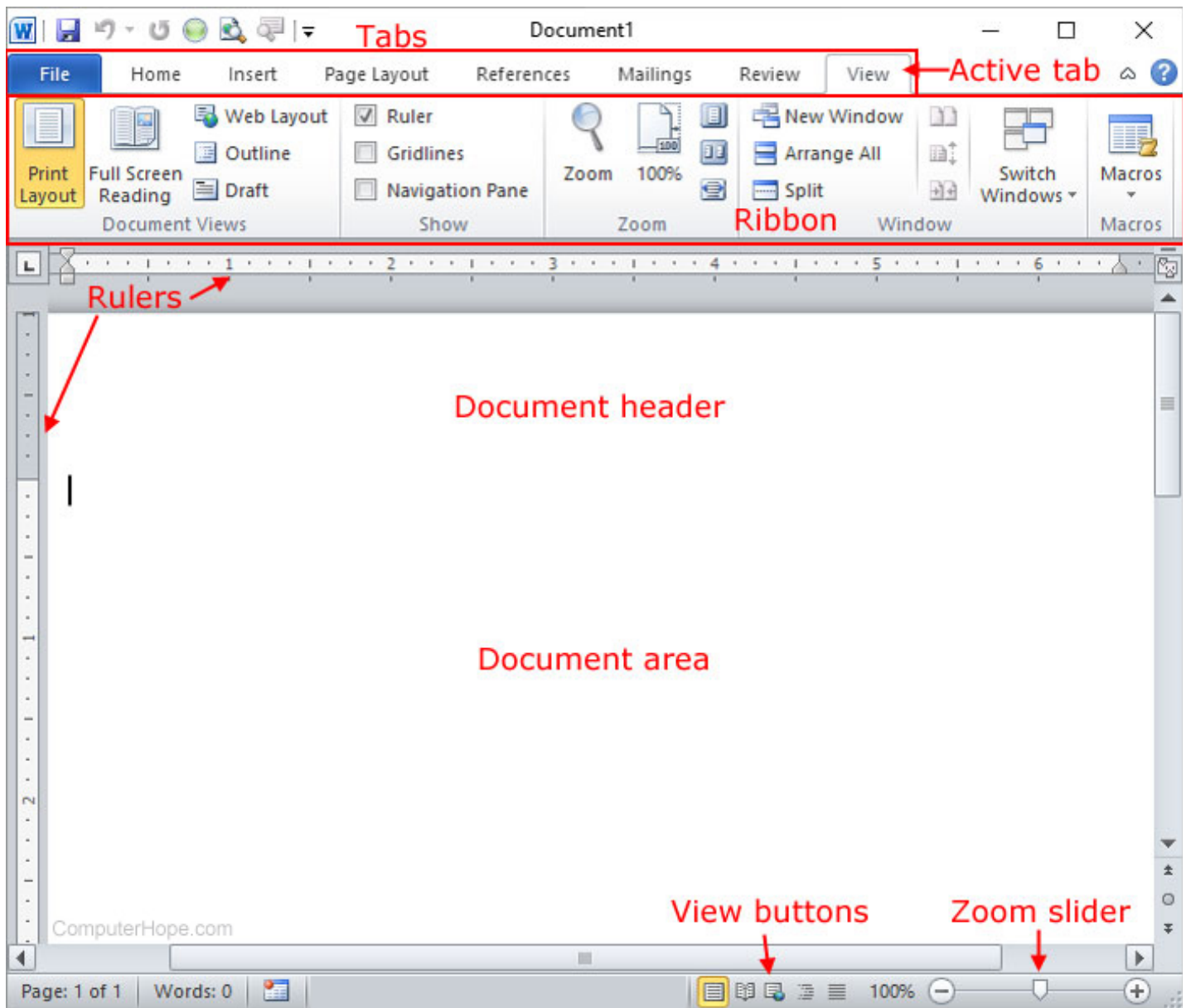


What is Microsoft Word used for?

Microsoft Word lets you create professional-quality documents, reports, letters, and résumés. Unlike a plain text editor, Microsoft Word has features including spell check, grammar check, text and font formatting, HTML support, image support, advanced page layout, and more.

What does the Microsoft Word editor look like?

Below is an overview of a Microsoft Word 2010 document.



Tip: See our Ribbon page for further information on the Ribbon. For an overview of the tools contained on the Ribbon, see: [Overview of the Microsoft Office Ribbon](#).

Where do you find or start Microsoft Word?

If you have Microsoft Word or the entire Microsoft Office package installed on Microsoft Windows, you can access Microsoft Word in your Start menu.

Keep in mind that new computers do not include Microsoft Word. It must be purchased and installed before running it on your computer. If you do not want (or cannot afford) to purchase Microsoft Word, you can use a limited version for free at the [Microsoft Office website](#).

Tip: There are also free word processing programs you can try that are very similar to Microsoft Word. See: [Where can I get a free word processor?](#)


If Microsoft Word is installed on your computer, but you can't find it in your Start menu, use the following steps to launch Microsoft Word manually.

1. Open My Computer or File Explorer.
2. Click or select the C: drive. If Microsoft Office is installed on a drive other than the C: drive, select that drive instead.
3. Find and open the **Program Files (x86)** or **Program Files** folder.
4. Open the **Microsoft Office** folder.
5. In the *Microsoft Office* folder, open the **root** folder. Then open the **OfficeXX** folder, where *XX* is the version of Microsoft Office (e.g., Office16 for Microsoft Office 2016) installed on your computer.

Tip: If there is no *root* folder, look for and open the folder with **Office** in the folder name.

6. Find and double-click the file named **WINWORD.EXE** to start the Microsoft Word program.

How to open Microsoft Word without using a mouse

1. Press the **Windows key** .
2. Type **Word** and select the Microsoft Word entry in the search results.
3. If Microsoft Word does not open after selecting it in the search results, press **Enter** to launch it.

What are the uses of Microsoft Word?

Microsoft Word is a word processor, and, like other word processors, it's capable of helping users create a variety of different types of documents. For example, users can create a résumé,

business contract, instruction document, or a letter to another person. We've included a list of the top uses of a word processor on our word processor page.

How many lines are there on a page in Microsoft Word?

By default, there are 29 lines on one page in Microsoft Word.

What type of files can Microsoft Word create and use?

Early versions of Microsoft Word primarily created and used the **.doc** file extension, while newer versions of Word create and use the **.docx** file extension.

More recent versions of Microsoft Word support the creation and opening of these types of files:

- **.doc, .docm, .docx**
- **.dot, .dotm, .dotx**
- **.htm, .html**
- **.mht, .mhtml**
- **.odt**
- **.pdf**
- **.rtf**
- **.txt**
- **.wps**
- **.xps**
- **.xml**

Example of a Microsoft Word .doc file

We created a Microsoft Word document that you can download and open in most word processor programs, including Microsoft Word. Click the link below to download the example Word document and experiment more with a word processing document.

Why use Word instead of a plain-text editor?

Microsoft Word offers many features not found in a traditional text editor or a plain-text file. Some advantages include changing the formatting (e.g., center), editing the font type, size, and color, inserting pictures, and more.

Tip: The features above are also available in a rich-text editor, such as WordPad, which is included with Microsoft Windows.

Why use Word instead of a WordPad?

A rich-text editor, like WordPad, offers many of the same basic features as Microsoft Word. Where Microsoft Word differs is the ability to do more advanced features. Some of the advanced features include mail merges, spellchecker, styles, tables, headers & footers, WordArt, columns, margins, and more.

What are the different versions of Microsoft Word?

Microsoft Word has had several versions throughout its history. The different releases with release dates are listed below.

Windows versions

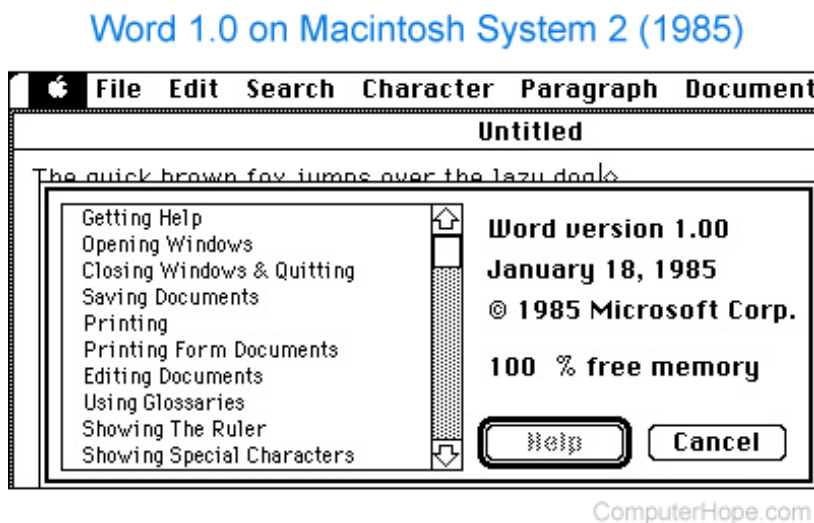
- Word 2019, released in 2018
- Office 365 and Word 2016, released in 2016
- Word 2013, released in 2013
- Word 2010, released in 2010
- Word 2007, released in 2006
- Word 2003, released in 2003
- Word 2002, released in 2001
- Word 2000, released in 1999
- Word 98, released in 1998
- Word 97, released in 1997
- Word 95, released in 1995

- Word 6.0, released in 1993
- Word 2.0, released in 1991
- Word 1.1, released in 1990
- Word 1.0, originally invented for MS-DOS and Xenix in 1983 by Charles Simonyi and Richard Brodie, working for Bill Gates and Paul Allen. Word was released in the Windows OS in 1989



Mac versions

- Word 2019, released in 2018
- Word 2016, released in 2015



- Word 2011, released in 2010
- Word 2008, released in 2008
- Word 2004, released in 2004
- Word v. X, released in 2001
- Word 2001, released in 2000
- Word 98, released in 1998
- Word 6, released in 1993
- Word 5.1, released in 1992
- Word 5, released in 1991
- Word 4, released in 1989
- Word 3, released in 1987
- Word 1, released in 1985