Microsoft Word

By Microsoft

8.6/10

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Review

Microsoft Word was launched in 1983 and has since been changed numerous times. It is available for the Microsoft Windows, Apple macOS, Android, and Apple iOS. It could also be run on the Linux operating system using WINE.

Microsoft Word allows you to 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, supports HTML and images, image support, advanced page layout, and more.

It offers several features to make document creation and editing easier, including:

- WYSIWYG (what-you-see-is-what-you-get) display: It ensures that everything displayed on screen appears the same way when printed or moved to another format or program.

- Spell check: Word features a built-in dictionary for spell checking; misspelled words are marked with a red squiggly underline. Sometimes, Word auto-corrects an obviously misspelled word or phrase.

- Text-level features such as bold, underline, italic and strike-through

- Page-level features such as indentation, paragraphing and justification

- External support: Word is compatible with many other programs, the most common being the other members of the Office suite

Microsoft Word is a word processor and like other word processors it's capable of helping the user create a variety of different types of documents. It's early versions 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 can create and open the following types of files: .doc, .docm, .docx, .dot, .dotm, .dotx, .htm, .html, .mht, .mhtml, .odt, .pdf, .rtf, .txt, .wps, .xps, .xml. By default, there are 25 lines on one page in Microsoft Word.

With Microsoft Word you can choose from a variety of preconfigured styles and designs, which provides an easy way to format long documents with just a single click. You can also insert pictures and videos from your computer and the internet, draw shapes, and create an insert all kinds of charts.

If you're writing a book or creating a brochure, which you can't do effectively (or at all) in WordPad, you can use the features in Microsoft Word to set margins and tabs, insert page breaks, create columns, and even configure the spacing between lines. There are also features that let you create a table of contents with a single click. You can insert footnotes too, as well as headers and footers. There are options to create bibliographies, captions, a table of figures, and even cross-references.

✓ Pros

- Efficiency
- Connectivity

✗ Cons

- Navigation
- Stability

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