

Microsoft Word



Microsoft Word - An Overview

Most people have heard of Microsoft Word, but there are some that only know the name. The biggest question that they tend to have is what Microsoft Word is and how it works. In short, it's a word processing program that has many features to help you with your document. Being able to do things like format, share, and print in one place makes it one of the most popular processing applications. Add that to the fact that it's part of Microsoft's Office Suite and it's no surprise that it has over 1 billion downloads.

When using Microsoft Word, you can create and edit almost any kind of document. This includes school papers, resumes, certificates, and cards. You can search templates and enter your own information or you can start from scratch and create everything yourself. You can take various tutorials to learn new techniques and learn how to work more efficiently. You can rest assured that your document is correct because Microsoft Word has spelling, grammar, and punctuation checks.

Created in 1983 by Charles Simonyi and Richard Brodie, the application has gone through many changes and upgrades over the years. It's available across many platforms including, Microsoft Windows, Apple macOS, Android, and Apple iOS. If you use WINE, you can also get the application on the Linux operating systems. # Key Features of Microsoft Word App

Take a look below to check out 4 of the key features of Microsoft Word.

Template Use

There are several templates to choose from that can be used and edited to add your information. You can use the same colors and format as the original template or you can edit the template to add your own colors or adjust the format. To find the perfect template, search for the theme or term that you're looking for, such as business, resume, or invitation.

Custom Styles

The style option in Microsoft Word is what you can use to set a format on your document. This is especially helpful for those that are writing several pages because setting a style will apply the same format to each page. Some of the options you can choose for your custom style are the font, size, paragraph style, and line spacing. You'll be able to name and save the style to use at any time.

Custom AutoCorrect

We all know how it is when you write the exact word you mean and autocorrect changes it to something completely different. This aggravation can be minimized in Microsoft Word by creating a custom autocorrect. Not only can you set traditional autocorrect, but you can also set math autocorrect for numbers. You can set it to replace certain words. For example, you can set it to change to they're if you type theyre.

Readability Statistics

By using the readability statistics that Microsoft Word provides, you'll be able to improve your writing. This feature will show you things like word count, sentences, sentences per paragraph, and words per sentence. Add that to the fact that it also shows you Fiesch scores and it's not a surprise that the readability is highly praised.

Review

It's quite obvious that Microsoft Word is a priceless tool for those that need to write. It has many features and tools to help you write the best document you can. While it might take some time to learn the features, it's definitely worthwhile. Even with the slightly expensive price, you get a lot for what you pay and most users find that they aren't disappointed.

Advantages / Disadvantages

Easily accessible	Helpful tutorials	Mobile	Can be hard to learn	Can be expensive	Limited
Friendly			customer support		