

# Microsoft Word

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## Definition:

Microsoft Word is word processing software that allows users to create and edit text documents.

### ➤ Word processing documents include:

- Letters
- Memorandums
- Faxes
- Mail Merges
- Reports
- One page flyers
- E-mail



Charles Simonyi.



Richard Brodie.

## History of Microsoft Word:

The first version of Microsoft Word was developed by **Charles Simonyi** and **Richard Brodie**, former Xerox programmers hired by Bill Gates and Paul Allen in 1981.

Microsoft Word, first released in **1983** as "**Multi-Tool Word**," is a word processor available as a standalone product and as a component in the Microsoft Office suite. The first version of Microsoft Word was based on the framework of Bravo, the world's first word processor with a graphical user interface.

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