



# Taqarob Schools and Kindergarten

Worksheet for first Exam grade 8 (ICT)

**Microsoft Word is a word processing program that allows for the creation of both simple and complex documents.**

## **Who introduced Microsoft Word?**

**Who invented Microsoft Word? Software developers Richard Brodie and Charles Simonyi released the Multi-Tool Word for the UNIX operating system in 1983. Later that year, the program was rewritten to run on personal computers and was renamed Microsoft Word.**

## **What are the five uses of Microsoft Word?**

**Given below are the basic functions of Microsoft Word:**

- **Creating text document**
- **Editing and formatting the existing documents.**
- **Making a text document interactive with different features and tools.**
- **Graphical documents, comprising images.**
- **Used by Authors and Researchers.**
- **Detect grammatical errors in a text document.**

## **Benefits Of Learning MS Word for Students:**

- **Easy reading and easy writing.**
- **Easy to collaborate.**
- **Students can use it easily at school or at home.**



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