

A comparative table in MS Word with highlighted best performing tool for each feature.

SR.NO.	Feature	MS Office	Google Office Suite
i.	Text formatting	Very advanced formatting options, wide font and style library, professional templates available.	Good formatting tools, but slightly fewer advanced typography and layout options.
ii.	Table creation	Powerful table tools: custom borders, shading, formulas, nested tables, advanced design options.	Basic table creation and styling; fewer advanced features compared to MS Office.
iii.	Real-time collaboration	Requires One Drive/SharePoint integration; works well but setup is more complex.	Seamless real-time collaboration with built-in version history and commenting.
iv.	Saving/exporting formats	Supports multiple formats (DOCX, PDF, HTML, TXT, etc.); very customizable export options.	Exports to common formats (DOCX, PDF, TXT) but with limited customization.
v.	Offline availability	Full offline functionality; no internet needed after installation.	Offline mode available but requires setup and has fewer features offline.
vi.	Macro/automation support	Full VBA macro support and automation capabilities.	No macro support; limited automation via Google Apps Script.