

Feature	MS-Office	Google Workspace
Text Formatting	Advance fonts, themes, styles	Basic formatting, fewer styles
Table creation	Highly customizable tables	Simple, limited designs
Real-time collaboration	Limited (One drive/Share point required)	Excellent, multiple users at once
Saving/Exporting Formats	Many formats (DOCX, XLSX, PPTX, PDF)	Google format + export to DOCX/PDF
Offline availability	Always available via desktop apps	Requires offline setup in chrome
Macro/automation support	VBA macros, strong automation	Limited (Google apps script)