

S.NO.	FEATURES	BEST TOOL	MS WORD	GOOGLE OFFICE SUITE
01	Text formatting	MS Word	Rich and advanced options, including styles, themes, and extensive fonts.	Good formatting tools, but limited compared to MS Office.
02	Table creation	MS Word	Robust table tools , including advanced formatting, formulas, and design templates.	Basic table tools with fewer design and formatting options.
03	Real-time collaboration	Google Office Suite	Limited in desktop apps; available via OneDrive/SharePoint.	Excellent real-time collaboration , native to the platform.
04	Saving/exporting formats	MS Word	Supports a wide range: DOCX, PDF, TXT, HTML, XML, etc.	Good export options, but limited format support.
05	Offline availability	MS Word	Full offline functionality in desktop apps.	Available with setup in Chrome, but limited without internet.
06	Macro/automation support	MS Word	Advanced macro/VBA support for automation.	Limited scripting with Google Apps Script , less powerful.