

| S.no. | Feature | MS Office | Google Office Suite |
|-------|---------------------------|--|--|
| i | Text Formatting | Microsoft Office offers more advanced formatting features and better control for creation polished and complex documents. | Google Office Suite prioritizes real-time collaboration and ease of sharing, making together on documents. |
| ii | Table Creation | Ms Office is for complex, offline table creation and advanced manipulation. | Google Workspace is for simple table creation and seamless online collaboration. |
| lii | Real-Time collaboration | Ms Office offers a more robust set of features and enterprise-grade tools, with real time collaboration integrated through Teams and other apps, suitable for larger organizations with complex needs. | Google Workspace excels in ease of use and seamless, cloud-based real-time collaboration, making it deal for teams that prioritize simplicity and accessibility. |
| iv | Saving/ exporting formats | Ms Office is for strong offline functionality, advanced formatting, and a wide range of templates, especially for complex documents, and if you prefer a desktop-based experience. | Google Workspace is for real-time collaboration, a user-friendly interface, and seamless integration with other online tools, and if your workflow is primarily cloud-based. |
| v | Offline availability | MS Office provides a more robust offline experience through its desktop applications, allowing for full functionality and features even without internet access. | Google Workspace offers offline access through its browser-based platform and mobile apps, with a focus on real-time collaboration and cloud storage. |
| vi | Macro/ automation support | MS Office is to automate complex tasks within destop applications like Excel, Word or PowerPoint. | Google Workspace is to automate tasks across multiple google workspace apps and prefer a cloud-based solution with a simpler learning curve. |