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| Features | MS Office | Google Office Suite |
| 1. Text Formatting | Very advanced; rich styles, fonts, layout controls. | Good, covers basics:  Fewer advanced typography |
| 2. Table creation | Powerful table design, nested tables, formulas, styles, formatting tools. | Basic tables; limited formatting and design options. |
| 3. Real-time collaboration | Limited (requires OneDrive/SharePoint); not as seamless. | Excellent; multiple users edit in real-time with live cursors and comments |
| 4. Saving/exporting formats | Supports wide range (DOCX, PDF, XLSX, PPTX, ODT, etc.); very flexible. Fully functional offline apps (Word, Excel, PowerPoint). | Limited; mostly Google formats + PDF, DOCX, XLSX, PPTX exp |
| 5. Offline availability | Fully functional offline apps (Word, Excel, PowerPoint). | Limited; needs setup for offline, works mostly in Chrome. |
| 6. Macro/automation support | Strong VBA (Visual Basic for Applications) support for automation | No native macros; relies on Google Apps Script (limited compared to VBA). |