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| **COMPARATIVE** TABLE | | |
| FEATURES | MS OFFICE | GOOGLE OFFICE SUITS |
| Text formatting | Superior formatting and design capabilities, with extensive template libraries, layout tools, and advanced styles. | Provides basic formatting and template options, suitable for general use but limited for professional design needs |
| Table Creation | Superior formatting and design capabilities, with extensive template libraries, layout tools, and advanced styles | Provides basic formatting and template options, suitable for general use but limited for professional design needs. |
| Real-time collaboration | Collaboration features have improved significantly with OneDrive integration, allowing multiple users to work on a document simultaneously. Advanced commenting and track changes are useful for professional edits. | Collaboration is Google Docs’ standout feature, offering real-time editing, commenting, and revision history. Users can edit simultaneously and view changes in real time, making it ideal for team projects |
| Saving/exporting formats | Ms office is for strong offline functionality, advanced formatting, and a wide range of templates, especially for complex documents, ands if you prefer a desktop-based experience. | Google Workshop is for real-time collaboration, a user-friendly interface, and seamless integration  with others online tools, and if your workflow is primarily cloud-based. |
| Offline availability | Full offline functionality with the desktop app. Word excels in providing powerful features without requiring an internet connection. | Offers offline editing via browser extensions or mobile apps, but you must enable offline mode in advance. |
| Macro/automation support | Ms Office is to automate complex tasks within desktop 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. |