

COMPARISON BETWEEN MS OFFICE AND GOOGLE OFFICE SUITE

FEATURE	MS OFFICE	GOOGLE OFFICE SUITE
TEXT FORMATTING	Advanced and highly customizable formatting tools	Good formatting options, slightly less advanced than MS Office
TABLE CREATION	Robust table tools with advanced design and layout options	Basic to moderate table tools, simpler interface
REAL-TIME COLLABORATION	Limited (requires OneDrive or SharePoint integration)	Excellent built-in real-time collaboration with comments and editing
SAVING/EXPLORING FORMATS	Wide support for formats (DOCX, PDF, XLSX, PPTX, etc.)	Supports common formats but best with Google-native files (Docs, Sheets, Slides)
OFFLINE AVAILABILITY	Fully functional offline desktop apps	Available offline via browser with setup; limited compared to full desktop apps
MACRO/AUTOMATION SUPPORT	Strong macro/VBA support in apps like Excel and Word	Limited support; basic scripting via Google Apps Script

