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| Feature | MS office | google office suit | BEST PERFORMING TOOL |
| Text formatting | Advanced text formatting options; full featured typography and styles | Good formatting features though slightly limited as compared to MS office | *MS OFFICE* |
| Table creation | Robust table tools, including formulas, styles, and nested tables | Basic table tools with limited advanced formatting and calculation | *MS OFFICE* |
| Real time collaboration | Limited (requires OneDrive/SharePoint) improved in recent versions | Excellent; built-in-real time editing and commenting | *GOOGLE WORKSPACE* |
| Saving/exploring formats | Supports many formats including DOCX, PDF, HTML; extensive compatibility | Supports common formats like DOCX and PDF; limited export options | *MS OFFICE* |
| Offline availability | Fully functional offline, native desktop apps | Limited offline mode via Chrome; mostly cloud based | *MS OFFICE* |
| Macro/automation support | Powerful VBA support for macros and automation | Very limited; some scripting via Google Apps Script | *MS OFFICE* |
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