

Sr. No.	Feature	MS OFFICE	GOOGLE OFFICE SUITE
1	Text Formatting	More powerful with features like macros, mail merge, and in-depth design/layout options. Offers advanced features and a wider variety of templates.	More streamlined and intuitive interface. Covers the essentials for basic text formatting and styling. Good for quick, simple documents and resumes.
2	Table creation	Advanced features and integration with other Microsoft Office applications. Robust features for summarizing, analyzing, and presenting large datasets. Offers extensive customization options through macros, Visual Basic for Applications (VBA), and add-ins. Includes powerful data visualization tools with extensive options for customization.	Offers basic functionalities for creating and manipulating data in a spreadsheet. Seamless integration with other Google services like Docs, Slides, and Forms. Simple and easy to use, especially for collaboration on data sets.
3	Real time collaboration	Supports real-time co-authoring but may require additional setup or integration with OneDrive/SharePoint. Collaboration features may be less intuitive than Google Workspace. Offers robust communication and collaboration features like Microsoft Teams and SharePoint.	Built with collaboration at its core. Offers intuitive real-time co-editing and features like comments, suggestions, and version history. Ideal for teams needing seamless, cloud-first collaboration.
4	Saving/ exporting format	Supports a wide range of formats; best for compatibility with MS Office files.	Primarily works with native formats but supports MS Office conversion.
5	Offline availability	Robust offline functionality as desktop versions of applications (Word, Excel, PowerPoint) are available for offline use with features syncing when reconnected online.	Supports offline editing of Docs, Sheets, and Slides through proper setup in the Chrome browser. Primarily web-based, making full offline functionality less central to its design.
6	Macro/automation support	Offers automation through VBA (Visual Basic for Applications) for desktop solutions, . Also introduces Office Scripts, which are cloud-based, cross-platform, and integrate with Power Automate for enhanced automation workflows in Excel.	Supports automation through Google Apps Script, a JavaScript-based platform for creating scripts and automating tasks across Google Workspace applications. Offers a stable, cloud-based environment for automation.