Office Automation Comparison Report

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Date: 3 November 2025

Aim

To compare different office automation tools based on their features, usability, and applications.

Objectives

1. Understand office automation.
2. Compare Microsoft Office 365, Google Workspace, and LibreOffice.
3. Highlight advantages and limitations.

Introduction

Office automation refers to using software to perform routine office tasks such as documentation, communication, and data handling. Common tools include Microsoft Office, Google Workspace, and LibreOffice.

Feature	MS Office 365	Google Workspace	LibreOffice
Developer	Microsoft	Google	The Document Foundation
Access	Online & Offline	Cloud-based	Offline
Collaboration	Excellent	Excellent	Limited
Interface	Professional	Simple	Traditional
Cost	Paid	Freemium	Free
Best For	Business Use	Team Projects	Personal Use

Advantages

• Microsoft Office 365: Powerful and professional.
• Google Workspace: Great for collaboration.
• LibreOffice: Free and open-source.

Disadvantages

• Microsoft Office 365: Paid subscription.
• Google Workspace: Requires internet.
• LibreOffice: Limited online features.

Conclusion

All tools support productivity, but selection depends on user needs — Microsoft Office for professionals, Google Workspace for teams, and LibreOffice for free offline use.