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| FEATURE | MS OFFICE | Google Office Suite |
| Text Formatting | |  | | --- | |  |  |  | | --- | | Extensive font library (especially with desktop install) | | |  | | --- | | More limited fonts, but integrates with Google Fonts |  |  | | --- | |  | |
| Table Creations | |  | | --- | |  |  |  | | --- | | Insert > Table → Drag or specify size | | |  | | --- | |  |  |  | | --- | | Insert > Table → Drag to select size | |
| Real Time collaborations | Seamless, native, real-time editing | Supported via OneDrive or SharePoint (less smooth) |
| Saving /Exporting formats | Always auto-saves to Google Drive (no button) | Auto-save if file is stored on OneDrive (optional) |
| Offline Availability | Yes — **full offline functionality** by default | Yes — but must be **enabled manually** |
| Macro/Automation support | |  | | --- | |  |  |  | | --- | | **VBA (Visual Basic for Applications)** | | **Google Apps Script** (JavaScript-based) |