

FEATURES	MS OFFICE	GOOGLE OFFICE SUITE/WORKSPACE	BEST TOOL
Text formatting	Advanced typography, wide range of fonts, themes, styles, and custom layouts.	Good formatting options but fewer advanced typography and design controls.	MS Office
Table creation	Full control over table styles, borders, shading, and complex formatting.	Simple table creation with limited advanced formatting tools.	MS Office
Real-time collaboration	Available via OneDrive/SharePoint but less seamless than Google.	Excellent built-in real-time collaboration with instant syncing.	Google Workspace
Saving/exporting formats	Supports DOCX, PDF, RTF, HTML, CSV, TXT, and more formats.	Limited to Google formats + PDF, DOCX export; fewer advanced export settings.	MS Office
Offline availability	Fully available offline via desktop apps.	Available offline with Chrome & offline mode enabled.	Both

Macro/automation support	Full VBA macro support for automation.	No native macro support; requires add-ons or scripts.	MS Office
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