

COMPARISON TABLE

Date - August 31, 2025

FEATURE	MS OFFICE	GOOGLE OFFICE SUITE
Text formatting	Extensive options with advanced fonts, styles, and formatting tools; rich templates	Good formatting options, simpler interface; fewer advanced features
Table creation	Powerful table tools with custom styles, formulas, and design options	Basic table creation with simple styling and limited options
Real-time collaboration	Supports collaboration via OneDrive and SharePoint; less seamless compared to Google	Excellent real-time collaboration with instant updates and easy sharing
Saving/exporting formats	Supports many formats including DOCX, PDF, ODT, and more	Limited formats, mainly Google Docs, PDF, and MS Office compatible exports
Offline availability	Fully functional offline applications	Offline mode available but requires setup; some limitations
Macro/automation support	Supports VBA macros and complex automation	Limited automation via Google Apps Script; less powerful than VBA