

S.No	Feature	MS Office	Google Office Suite
1	Text Formatting	<p>Use the home tab to change font, size, colour, bold, Italic, or strikethrough</p> <p>The font dialog box offers more options like character spacing and effects like superscript and subscript.</p> <p>Best Tool for Ms office – MS Word</p>	<p>We can also format text with bold, italic, underline font changes and colours using pop up toolbar as same as MS office</p> <p>Best tool for text formatting – Google Docs</p>
2	Table Creation	<p>It create tables using predefined grids ,custom sizing, drawing or by converting existing text.</p> <p>Best Tool for Table Creation – MS Excel</p>	<p>It offers robust table features across its apps including inserting basic tables in Docs, tables can be resized by scrolling and we can add new rows and columns by clicking and dragging</p> <p>Best Tool is- Google Sheets</p>
3	Real Time Collaboration	<p>It allows multiple users to simultaneously edit and work on same word, excel, spreadsheet etc in one drive ,</p> <p>We use the features like @mentions to communicate within the document.</p> <p>Best Tool- Word, Excel or Powerpoint.</p>	<p>It also allows users to edit and work on the same cloud based file simultaneously seeing each others changes instantly.</p> <p>Best Tool- docs,sheets,slides</p>
4	Saving/Exporting Formats	<p>It allows us to save files in different formats including PDF,HTML,TXT By going into the file tab and selecting save as option.</p> <p>It alloes exportation of data from excel to format like csv or xml or export as pdf by using export option.</p> <p>Best Tool-MS Excel</p>	<p>It does not offer built in feature for exporting or saving data in various formats use google admin console to perform export.</p> <p>Best Tool-All</p>
5	Offline Availaibility	<p>It offers the data or files to be available offline by tapping the “make available offline “ option.</p> <p>Best Tool-Word, Excel, Powerpoint</p>	<p>It also offers offline access but to use this feature we need to enable enable offline access in drive setting</p> <p>Best Tool- All</p>
6	Macro/Automation Support	<p>It uses visual basic for application to support micro automation allows users to record or write scripts.</p>	<p>It also support macros for rautomating repetitive task by allowing you to record a series of action</p>