

| Feature                  | MS Office  | Google Suite   |
|--------------------------|--|--|
| Text Formatting          | It offers more advance formatting options like themes, styles and font effects. It is better for professional document design. | It has basic formatting options like themes, styles. and font effects. It is better for professional document design |
| Table Creation           | It allows more advanced table formatting like custom borders, cell merging, shading and table styles.                          | It supports basic table creation and formatting, but with fewer style and design options                             |
| Real-time Collaboration  | It also supports collaboration, but it works best with OneDrive and may not be as seamless as Google Docs                      | It allows smooth real-time collaboration, where multiple users can edit, comment, and suggest changes instantly      |
| Saving/Exporting Formats | MS Word saves files as .docx by default and supports many export formats like PDF, RTF, HTML.                                  | It saves files only in Google Drive and can export to formats like .docx, PDF, .txt and .epub                        |
| Offline Availability     | It works fully offline after installation on a computer.   | It needs to be setup for offline use through Chrome extension and works only in the browser                          |
| Macro/Automation Support | It supports Macros using VBA (Visual Basic for Applications) for automating tasks.   | It supports automation through Google Apps Script, but it is less powerful than VBA.                                 |