

S.NO.	FEATURE	MS OFFICE	Google Office Suite
i.	Text formatting	Microsoft Office offers advanced text formatting, including font styles, sizes, colors, effects, and customizable themes. It supports detailed paragraph formatting and professional styling for consistent, polished document presentation.	Google Workspace provides essential text formatting tools like font selection, color, alignment, and styles. While simpler than Office, it supports real-time collaboration and consistent formatting through basic themes and styles.
ii.	Table creation	Microsoft Office enables advanced table creation with features like cell merging, formatting, styles, formulas, and pivot tables, especially in Word and Excel, making it ideal for detailed, professional documents.	Google Workspace offers basic table creation in Docs and powerful spreadsheet tables in Sheets, focusing on simplicity, collaboration, and accessibility, though with fewer formatting and customization options than Microsoft Office.
iii.	Real-time collaboration	Microsoft Office supports real-time collaboration through OneDrive and SharePoint. Multiple users can co-author documents in Word, Excel, and PowerPoint, though features may vary slightly between desktop and online versions.	Google Workspace excels in real-time collaboration. Multiple users can simultaneously edit Docs, Sheets, or Slides with instant updates, comments, and suggestions, making it ideal for seamless, cloud-based teamwork and productivity.
iv.	Saving/exporting formats	Microsoft Office supports saving/exporting in multiple formats like DOCX, PDF, XLSX, PPTX, and more. Users can also export to older formats, templates, and share files directly via email or cloud.	Google Workspace allows saving/exporting to formats like DOCX, PDF, ODT, TXT, and EPUB. Files can be downloaded or shared directly from the cloud, supporting easy integration with Microsoft formats.
v.	Offline availability	Microsoft Office offers full offline functionality on desktop applications. Users can create, edit, and save files without internet access, with automatic syncing to OneDrive when reconnected to the internet.	Google Workspace supports offline access through browser settings or extensions. Users can view and edit Docs, Sheets, and Slides offline, with changes syncing automatically to Google Drive once reconnected online.
vi.	Macro/automation support	Microsoft Office supports VBA (Visual Basic for Applications) for automation, using macro-enabled formats like .xlsm, .docm, and .pptm, allowing powerful, customizable script-based workflows within documents.	Google Workspace uses Google Apps Script, a JavaScript-based platform, for automation. It supports cloud-based scripting within Docs, Sheets, and Slides, enabling collaborative, browser-native automation without traditional macro files.