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| **COMPARATIVE TABLE** | | |
| **FEATURES** | **MS OFFICE** | **GOOGLE OFFICE SUITE** |
| 1. **Text Formatting** | * Very rich formatting options, large collection of fonts, more control over character spacing and text effects. | * Provides all essential formatting but limited fronts and fewer effects |
| 1. **Table Creation** | * Insert tables by grid, custom size or drawing. * Can convert text into tables or tables into text. * Quick table templates such as calendars and lists. | * Insert tables using grid selection only. * No DRAW TABLE option. * No |
| 1. **Real-time Collaboration** | * Requires OneDrive/SharePoint to enable real-time collaboration. * Desktop Word supports collaboration but syncing may lag. * Everyone needs a Microsoft account. | * Collaboration is native by default. * Just need a Google account. * No extra setup required. |
| 1. **Saving/exporting Formats** | * Saves locally on PC. * Default format: .docx, .xlsx etc. * Can still save in old formats. | * Auto-saves instantly to Google Drive (cloud only) * Default format: .gdoc, .gsheet etc. |
| 1. **Offline availability** | * Files stored locally by default. * Option to save in OneDrive for cloud sync. | * Files stored in Google Drive (cloud first). * Offline mode keeps a cached copy but syncs back when online. |
| 1. **Macro/automation support** | * Full VBA (Visual Basic for Applicatioons) support. * Can records macros or write complex VBA scripts. * Macros can automate formatting, calculations, data imports, repetitive tasks. | * Uses Google Apps Scripts for automation. * In Google Sheets, you can also record macros, which generate Apps Script code. * Works with Google services. |