

# Evaluate and Comparison report of Office software

As requested, I have conducted an evaluation of three office software suites: Microsoft Office, LibreOffice, and the OnlyOffice Desktop App. This report provides an evaluation and comparison between three Office Suite, including features, compatibility, user experience, and overall suitability.

	OnlyOffice	LibreOffice	Microsoft Office
Cost	Free	Free (open-source )	Subscription-based
Operating System Compatibility	Windows, MacOS, Linux	Windows, MacOS, Linux	Windows, macOS
Word Processor	Document Editor	Writer	Word
Spreadsheet	Spreadsheet Editor	Calc	Excel
Presentation Software	Presentation Editor	Impress	PowerPoint
Colaborative Feature	Yes	No	Yes

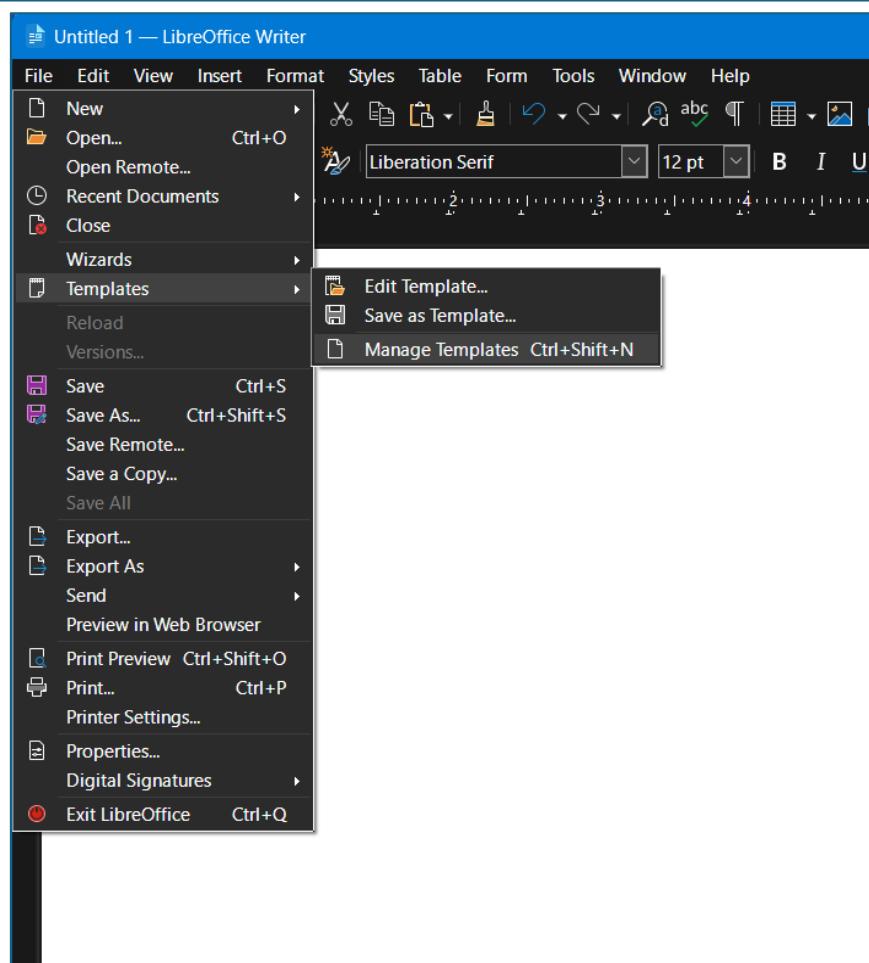
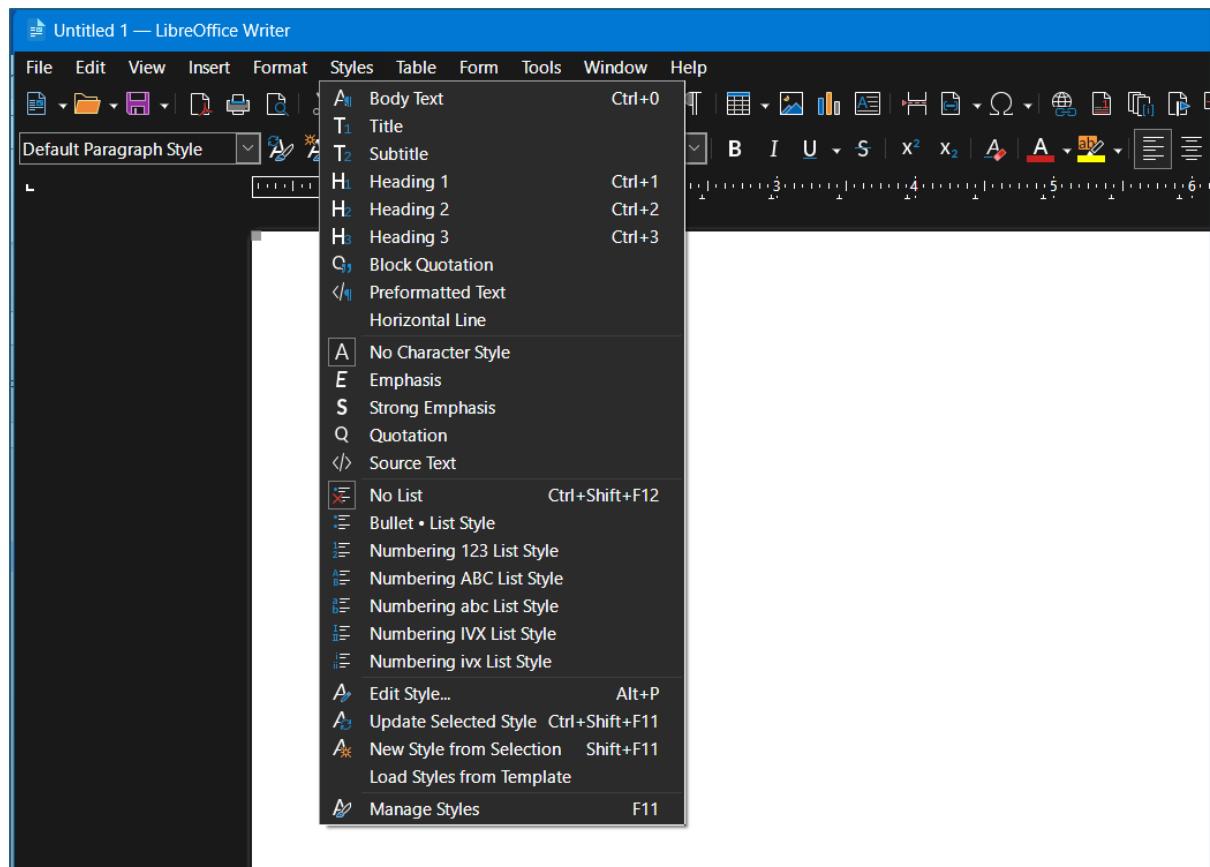
## LibreOffice

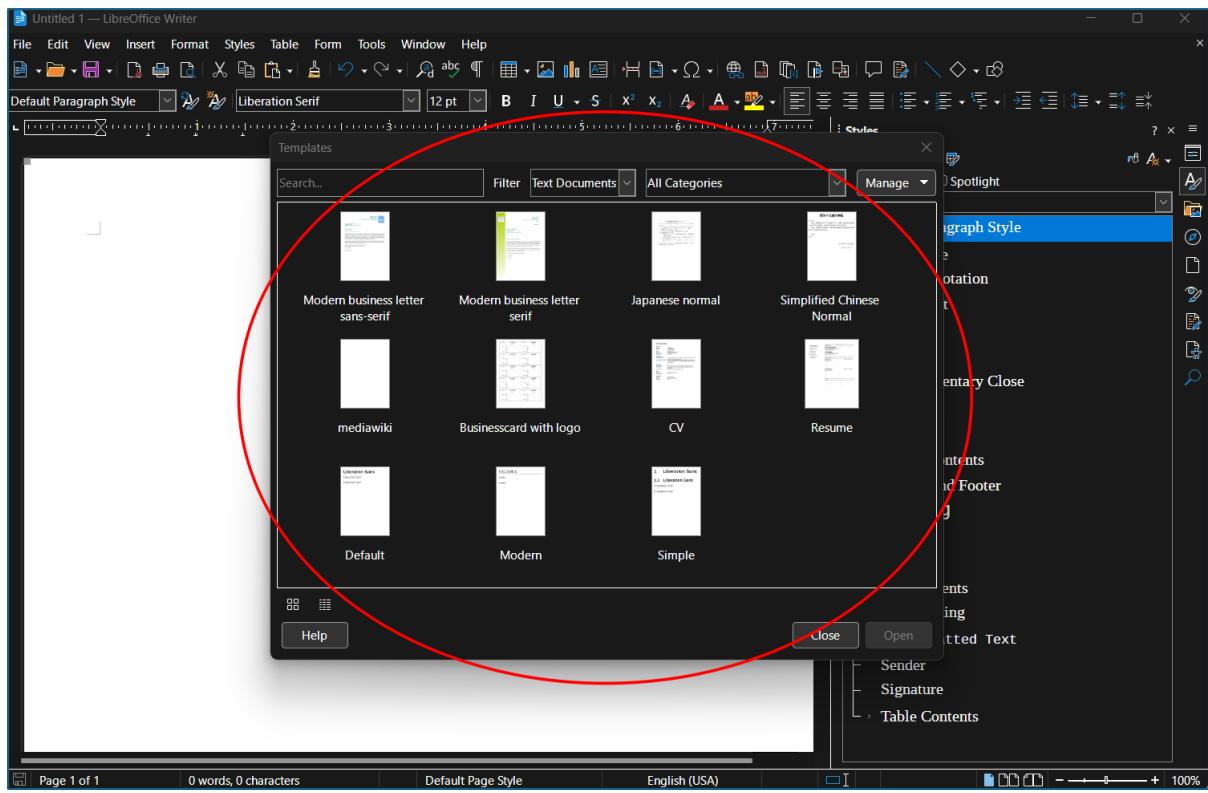
- Free & open source → no licensing fees.

## Writer

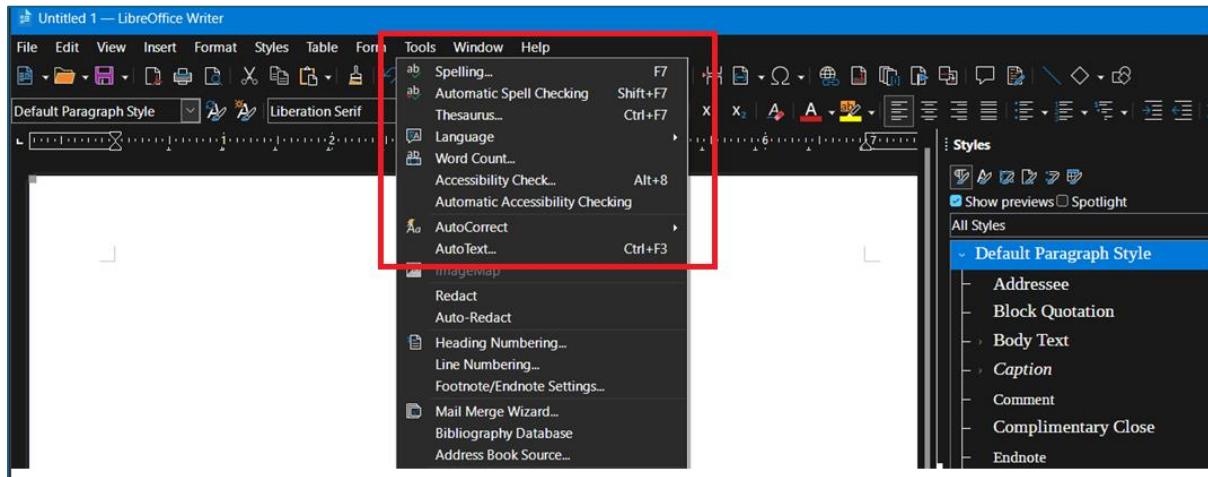
### Pros

- Supports multiple formats: read/write DOC, DOCX, ODT, RTF, PDF (easily export directly to PDF).
- Lightweight, cross-platform (Windows, Linux, macOS).
- Has powerful Styles & Templates features, suitable for long documents.



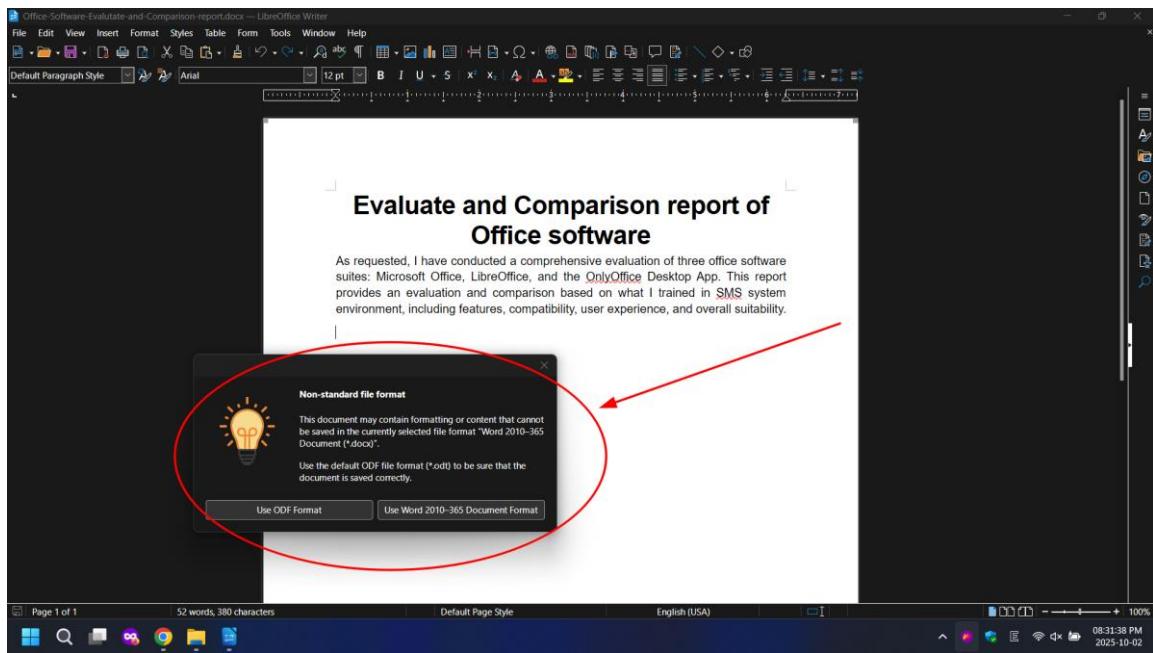


- Built-in spell checker and multilingual dictionary.



## Cons

- DOCX files compatibility is not perfect, there may be formatting errors when opening complex documents created from MS Word (format, tables, macros).



- Fewer advanced features compared to Word (SmartArt, real-time collaboration tools, advanced track changes).
- The interface is a bit old.

## Calc

### Pros

- Supports basic formulas, charts, Pivot Tables.
- Good CSV, ODS, XLS, XLSX import/export capabilities.
- Has some advanced features such as solver, macro (LibreOffice Basic, Python).

The screenshot shows a LibreOffice Calc spreadsheet with data in columns A and B. The Tools menu is open, and a red circle highlights the "Macros" section. The "Macros" section includes options like "Run Macro...", "Edit Macros...", "Organize Macros...", "Digital Signature...", and "Organize Dialogs...".

	A	B
1	09/2015-06/2016	
2	09/2016-06/2017	
3	09/2017-06/2018	
4	09/2018-06/2019	
5	09/2019-04/2024	
6	04/2023-04/2025	
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## Cons

- Not as powerful as Excel with large data (hundreds of thousands of rows or more → slow, easy to hang).
- Lack of advanced features: Power Query, Power Pivot, Business Intelligence (included in Excel).
- Macros written in VBA in Excel cannot run on Calc.

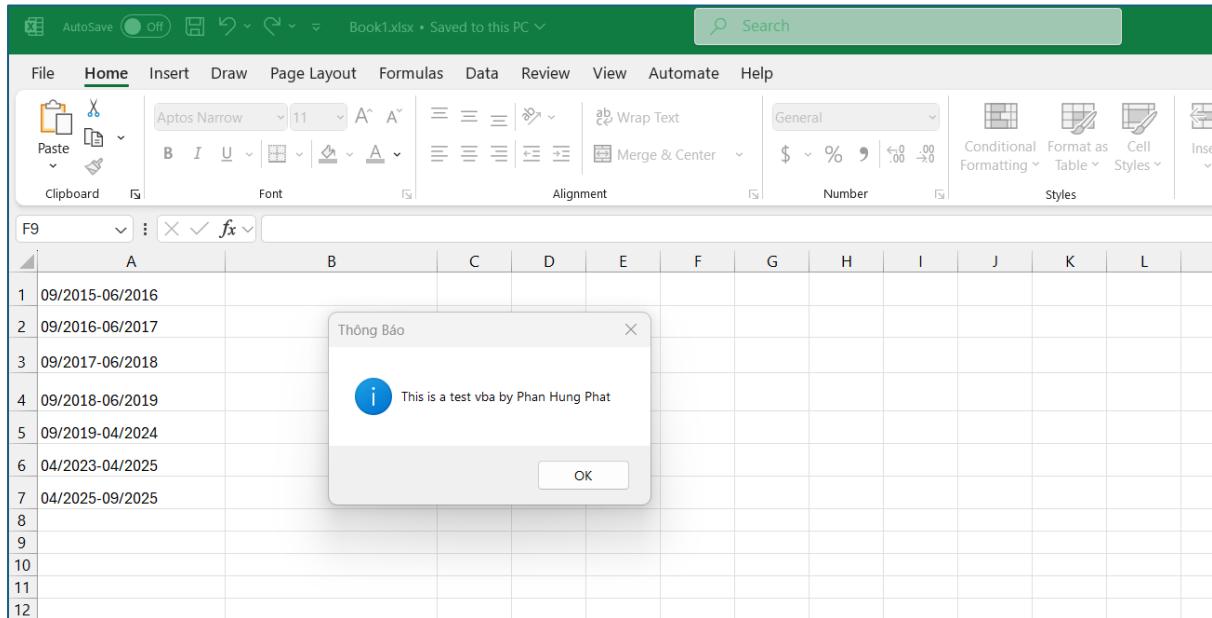


Figure 1: (Excel) vba script test with excel

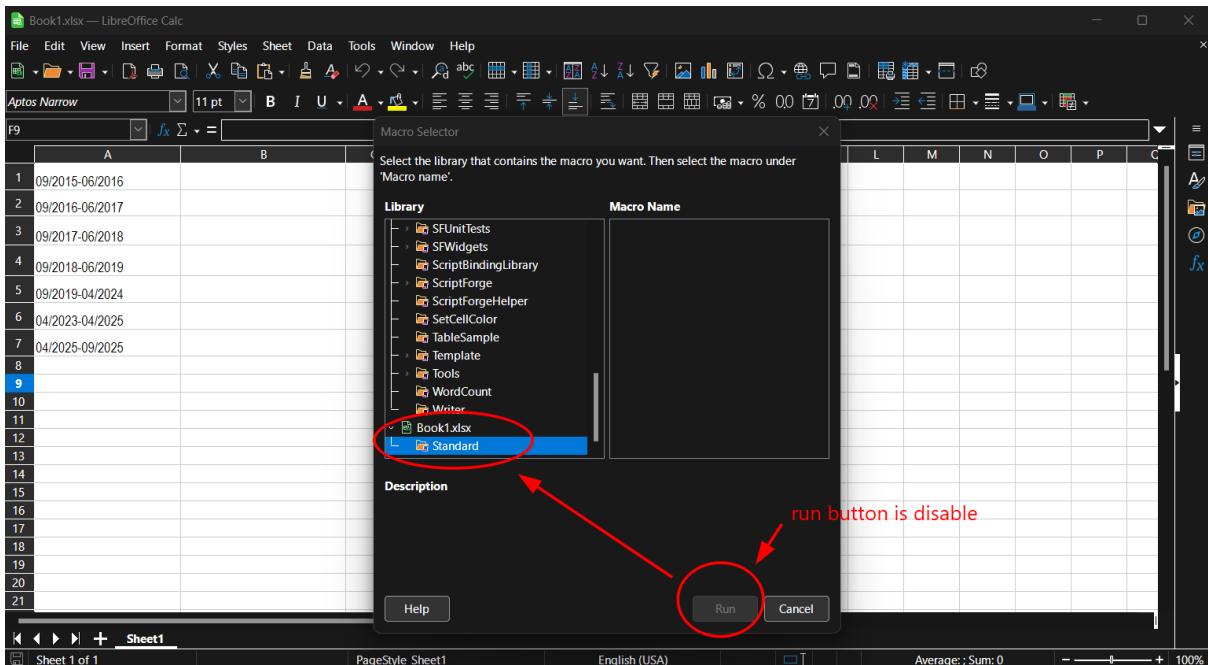


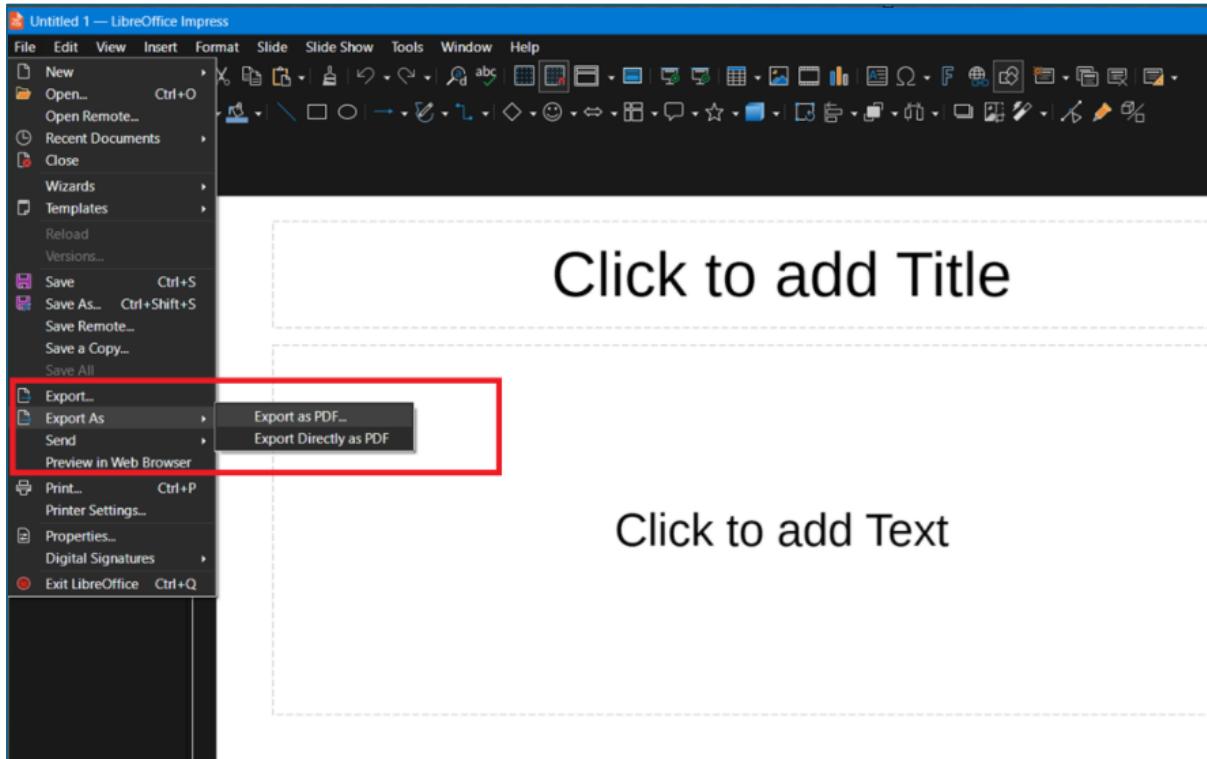
Figure 2: can't open script to run in Libre calc

- Some formulas and formats in complex Excel files may fail when opened with Calc.

## Impress

### Pros

- Meets basic presentation needs (slides, effects, images).
- Supports exporting to PDF, and can open PPT, PPTX files as PowerPoint.



- Lightweight, easy to use, suitable for beginners.
- Available with some basic slide templates and themes.

### Cons

- Lack of many advanced features: SmartArt, Morph transition, advanced presentation notes.
- Slide template library, icons, animations are poorer than PowerPoint.
- Interface is not modern, hard to get used to.

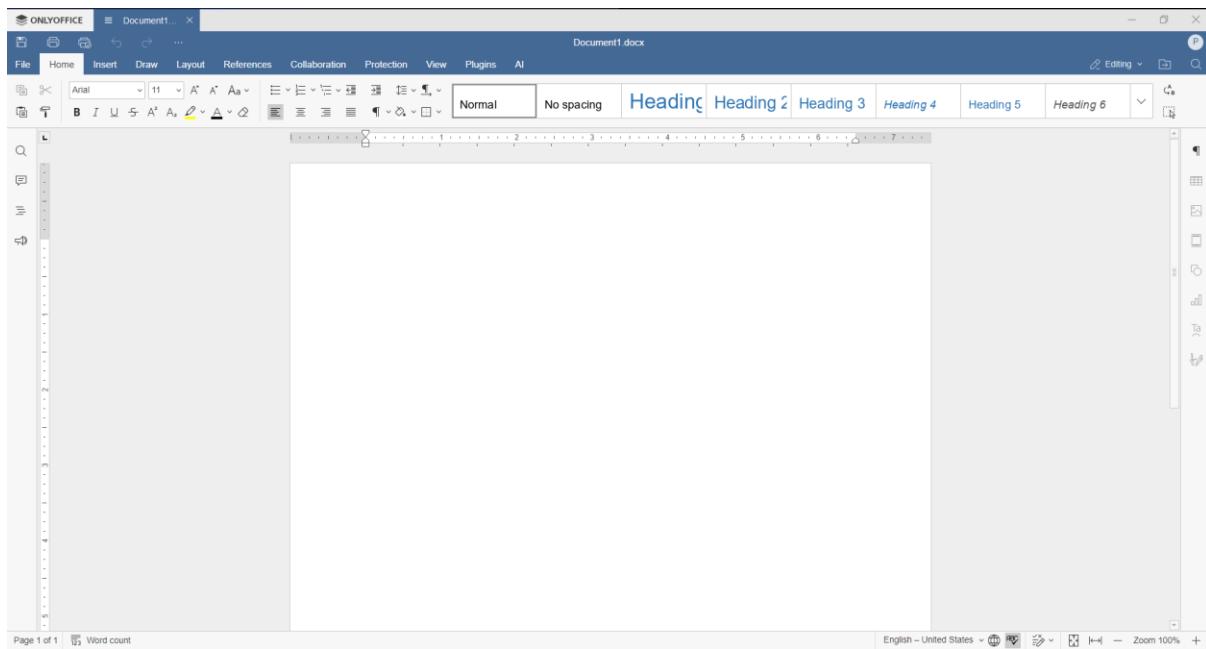
## OnlyOffice

- Free & open source → no licensing fees.

## OnlyOffice Document

### Pros

- Good compatibility with DOCX (almost 100%)
- The interface is very similar to Microsoft Word, easy to get used to.



- Has real-time online collaboration feature (like Google Docs).
- Supports many formats: DOCX, ODT, TXT, PDF...
- Good integration in the enterprise environment.

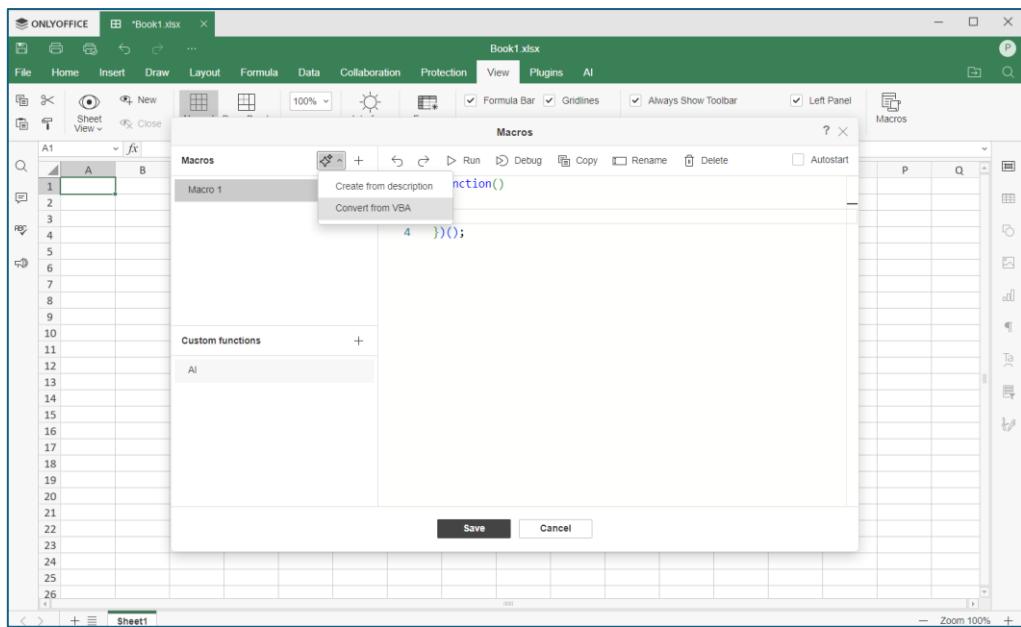
## Cons

- Does not support ODT (LibreOffice's native format) well.
- Need to configure a server for collaboration capabilities (self-hosted version).

## OnlyOffice Spreadsheet

### Pros

- Highly compatible with XLSX (read/write accurately, few errors).
- Interface and formulas are very similar to Excel, easy to convert.
- Supports online collaboration, editing by multiple people at the same time.
- Can convert from VBA macro.



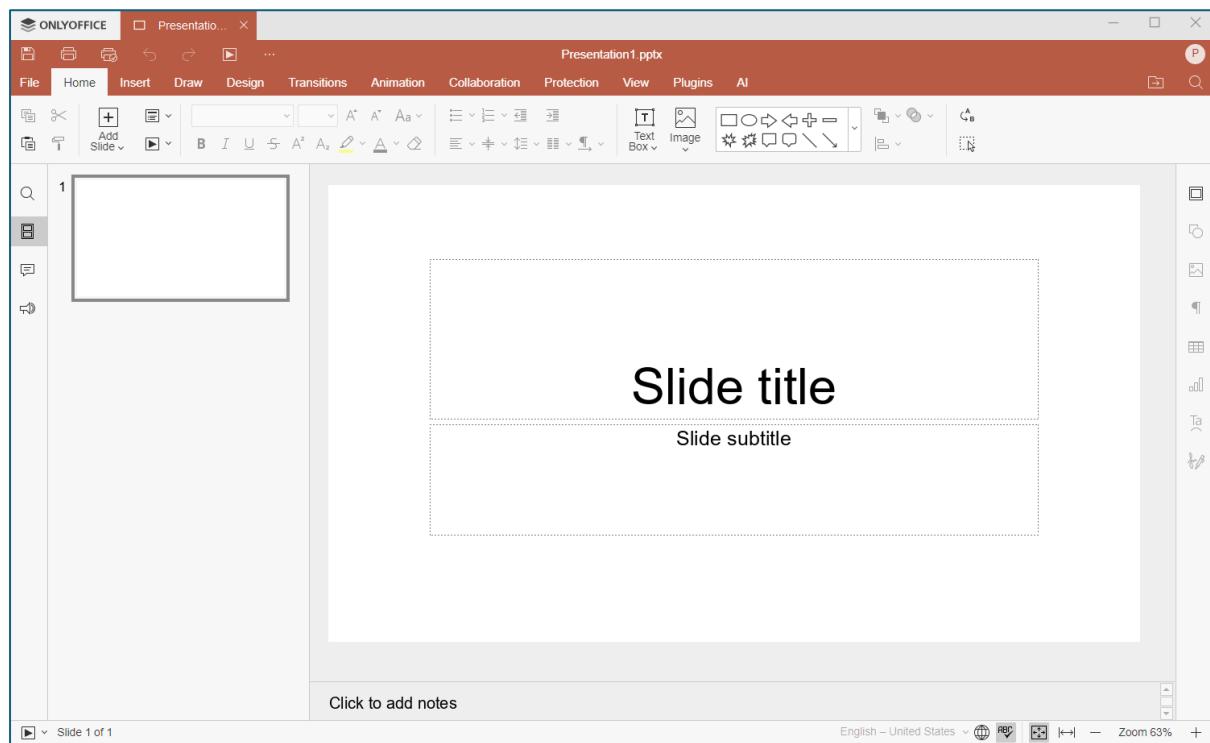
## Cons

- Lack of Power Query, Power Pivot, BI tools → cannot replace Excel for in-depth data analysis.

## OnlyOffice Presentation

### Pros

- PPTX file compatibility (effects, layout, fonts)
- Modern interface, similar to PowerPoint → easy to familiar



- Support online collaboration, editing slides together

### **Cons**

- Fewer plugins/add-ins compared to MS PowerPoint
- Less theme library, icons, animation than PowerPoint

## **Microsoft Office**

### **Word**

#### **Pros**

- Industry standard, perfectly compatible with DOC/DOCX.
- Good integration with Microsoft 365 (OneDrive, Teams, SharePoint).
- Real-time collaboration (Microsoft 365).

#### **Cons**

- High licensing costs.
- Not open source.
- Heavier than LibreOffice and OnlyOffice, requires better computer configuration.

### **Excel**

#### **Pros**

- Industry standard for spreadsheets
- Real-time collaboration (Microsoft 365).
- Strongest in data analysis: Power Query, Power Pivot, Solver, BI tools.
- Macros with VBA + Office Scripts support in the online version.
- Good integration in AD environment.

#### **Cons**

- High Cost
- Excel files sometimes not compatible with other software .

### **PowerPoint**

#### **Pros**

- Industry standard
- Well integrated with MS Teams, OneDrive → supports remote presentations
- Easy to use but still has professional features for designers.

## Cons

- High costs
- PPTX files are sometimes heavy and difficult to open on other software (LibreOffice, OnlyOffice).

## Summary

### Basic Task for End-User

Software	Good For	Strengths	Weaknesses
<b>Microsoft Office</b>	<ul style="list-style-type: none"><li>- Industry standard.</li><li>- Can handle data analysis.</li></ul>	<ul style="list-style-type: none"><li>- Excellent file compatibility</li><li>- Familiar user interface.</li></ul>	<ul style="list-style-type: none"><li>- High cost</li><li>- Need resource a lot to handle app.</li></ul>
<b>OnlyOffice Desktop</b>	<ul style="list-style-type: none"><li>- Best compatibility with Microsoft Office files in a free package.</li><li>- Free → good for student.</li></ul>	<ul style="list-style-type: none"><li>- Excellent .docx, .xlsx, .pptx file compatibility</li><li>- Modern and familiar user interface, fast performance.</li></ul>	<ul style="list-style-type: none"><li>- Lacks the advanced data analysis tools like Excel.</li></ul>
<b>LibreOffice</b>	<ul style="list-style-type: none"><li>- open-source → Free → Good for Student</li><li>- Simple/Basic office tasks.</li></ul>	<ul style="list-style-type: none"><li>- Free and open-source.</li><li>- Lightweight.</li></ul>	<ul style="list-style-type: none"><li>- Lack of compatibility with complex Microsoft Office files.</li><li>- Old User Interface</li></ul>

### With System Administrator

Feature	Microsoft Office	OnlyOffice	LibreOffice
<b>Cost</b>	<ul style="list-style-type: none"><li>- Paid subscription.</li></ul>	<ul style="list-style-type: none"><li>- Desktop apps are free.</li><li>- Paid plans for server/cloud versions.</li></ul>	<ul style="list-style-type: none"><li>- Completely free and open-source.</li></ul>
<b>Apps</b>	<ul style="list-style-type: none"><li>- Word, Excel, PowerPoint, Outlook, etc.</li></ul>	<ul style="list-style-type: none"><li>- Document, Spreadsheet, Presentation.</li></ul>	<ul style="list-style-type: none"><li>- Writer, Calc, Impress, plus other tools like Draw and Base.</li></ul>

<b>Compatibility</b>	- Industry standard.	- Compatible with Microsoft Office files (docx, xlsx, pptx,...)  - Difference format (Open Document Format a.k.a ODF). - MS Office files can have issues.	
<b>Collaboration</b>	- Excellent real-time collaboration with Microsoft 365.	- Excellent real-time collaboration (in server/cloud versions). - Preference: <a href="#">Link</a>	- Very limited. Cannot colab through a server, no online service/cloud provided
<b>User Interface</b>	- Modern and familiar interface.	- Modern and very similar to Microsoft Office.	- Looks a bit outdated. - Can be customized.
<b>Platform Support</b>	- Windows, macOS, Web, Mobile (Android/iOS).	- Windows, macOS, Linux, Web, Mobile (Android/iOS).	- Windows, macOS, Linux.
<b>Target Customer</b>	- Medium and Large businesses, professionals	- Medium teams needing strong collaboration and the best MS Office compatibility.	- Everyone
<b>Security &amp; Control</b>	- Enterprise-grade security. - Data is stored on Microsoft's servers (for M365).	- Full data control when you host it on your own server.	- Secure because it's open-source and offline.
<b>System Integration</b>	- Excellent. Deep integration with Active Directory and other Microsoft products.	- Good. Integrates with Active Directory and other services like Nextcloud.	- Limited.