

S.NO.	FEATURE	MS OFFICE	GOOGLE OFFICE SUIT
1	Text Formatting	MS Office offers a wide array of text formatting features to enhance document presentation and readability. These features include options for font styles, sizes, colors, alignment, and special effects, allowing users to customize text appearance and emphasize key information.	Google Office offers a wide array of text formatting features to enhance document presentation and readability. These include character formatting options like font style, size, color, bold, italics, underline, and strikethrough. Paragraph formatting options include alignment (left, center, right, justify), line spacing, indentation, and paragraph spacing. Additionally, Google Docs provides tools for creating bulleted and numbered lists, as well as customizing list styles and indentations.
2	Table Creation	MS Office provides various features for creating and managing tables within its applications like Word and Excel. These features allow users to insert tables, format them, and perform calculations within the tables.	Google office offer robust table creation and editing features. In Google Docs, you can insert, delete, resize, and style tables, as well as sort rows and pin header rows. Google Sheets, in addition to similar table manipulation, introduces column types, data validation, filters, and views within tables.
3	Real-Time Collaboration	Supports both cloud and powerful desktop clients—which offer rich functionality offline—alongside collaboration via Teams, OneDrive, and SharePoint	Fully cloud-native, enabling seamless real-time co-editing, easy sharing, smart search, and intuitive communication through Chat and Meet
4	Saving/Exporting Formats	MS Office applications offer a variety of saving and exporting options to cater to different needs. The primary method is "Save As," which allows you to save your document in various formats, including the default (.docx, .xlsx, .pptx) and older versions, as well as formats like PDF, RTF, and CSV. Additionally, you can export your document to formats like PDF or XPS, which are particularly useful for sharing and preserving formatting.	Google Workspace (formerly G Suite) applications like Docs, Sheets, and Slides offer various saving and exporting features to manage and share your files. You can save your work in Google's native formats (e.g., .gdoc, .gsheet, .gslides) or export them to a range of other formats, including Microsoft Office formats, PDF, and more.
5	Offline Availability	MS Office applications, including Word, Excel, and PowerPoint, allow users to work offline on files stored locally or on cloud services like OneDrive after the files have been initially opened and synced while online. Microsoft 365 Apps also provide extended offline access for up to 180 days, with notifications appearing 15 days before the license expires.	Google Workspace apps like Google Docs, Sheets, and Slides offer offline functionality. This allows users to create, view, and edit files even without an internet connection. To enable this, users need to turn on offline access in their Google Drive settings and then specifically mark individual files as "available offline".
6	Macro/Automation Support	Microsoft Office offers robust macro and automation features, primarily through Visual Basic for Applications (VBA), allowing users to automate repetitive tasks and customize application	Google Office offers macro and automation features primarily through Google Apps Script, which allows users to record, edit, and run macros for automating repetitive tasks. These macros are essentially scripts

		behavior. Macros can be created by recording user actions or by writing VBA code directly, enabling users to streamline workflows, generate reports, format data, and more.	that record a series of user actions and then replay them upon execution. Google Sheets also supports add-ons that extend functionality and can be used for more complex automations.
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