

FEATURE	MS OFFICE	GOOGLE OFFICE SUITE
TEXT FORMATTING	Very rich and advanced; supports styles, themes, fonts, spacing, text effects, etc.	Good, but less advanced. Covers basics like fonts, sizes, styles, headings, but fewer advanced formatting options.
TABLE CREATION	Easy drag-and-drop interface with rich table design tools.	Simple table insertion; limited design options.
REAL- TIME COLLABORATION	Available in Office 365 (now Microsoft 365); requires cloud saving (OneDrive/SharePoint).	Native feature; built into all apps with excellent real-time syncing.
SAVING/EXPORTING FORMATS	DOCX, XLSX, PPTX, PDF, ODT, CSV, HTML, TXT, etc.	Exports to DOCX, XLSX, PDF, ODT, EPUB, etc.
OFFLINE AVAILABILITY	Fully functional offline (desktop apps).	Available via Chrome extension & Google Drive offline, but limited.
MACRO/AUTOMATION SUPPORT	Extensive via VBA (Visual Basic for Applications); widely used in enterprises.	Google Apps Script (JavaScript-based) allows automation but is less powerful.