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| **S**.**No** | **Features** | **MS Office** | **Google** **Office** **Suite** |
| 1. | Texting format | Very advanced professional control | Basic to |
| 2. | Table creation | Powerful customizable table | Simple , Limited, Design |
| 3. | Real time collaboration | Decent but less smooth | Seamless and intuitive |
| 4. | Saving/expoting format | Many format, great compatiblity | Fewer formats, may loose formating |
| 5. | Offline availability | Full online support | Limited, Needs, Setup |
| 6. | Macro/Automation sport | Strong VBA and Macro Support | Scripting via apps , script only |