

Comparison: MS Office vs Google Workspace

Feature	MS Office	Google Workspace
Text formatting	Rich formatting (advanced fonts, styles, themes, SmartArt, design tools)	Basic but sufficient (fonts, styles, themes, limited design tools)
Table creation	Advanced table tools (design, shading, formulas, nested tables)	Basic table creation, fewer customization options
Real-time collaboration	Limited (requires OneDrive/SharePoint)	Excellent (built-in real-time collaboration, comments, suggestions)
Saving/exporting formats	Many formats supported (.docx, .pdf, .rtf, .xml, etc.)	Limited (mostly .docx, .pdf, .odt, etc.)
Offline availability	Fully functional offline	Limited offline (requires setup via Chrome/Google Drive offline)
Macro/automation support	Strong support via VBA Macros	Very limited (only Apps Script, less powerful)