

# Microsoft Word vs. Google Docs



What are the differences between Microsoft Word and Google Docs? Both applications allow users to create documents, format text, insert tables, and allow files to be saved in multiple ways. There are some differences, however, and a few of them are outlined below.

	Microsoft Word	Google Docs
Performance	<ul style="list-style-type: none"><li>• Can run entirely offline</li><li>• Also has simplified version available online</li></ul>	<ul style="list-style-type: none"><li>• Relies on internet connection or G-Suite Administrator must enable offline access</li></ul>
Features	<ul style="list-style-type: none"><li>• Extensive menus full of features</li><li>• Ideal for research and writing</li><li>• Easy to use mail merge</li></ul>	<ul style="list-style-type: none"><li>• Basic features</li><li>• Used for light writing</li><li>• Mail merge is time consuming and offers more room for human error</li></ul>
File Types	<ul style="list-style-type: none"><li>• Can choose between multiple file types when saving the document</li><li>• 15 file documents currently available</li></ul>	<ul style="list-style-type: none"><li>• Files are stored as one type</li><li>• Can download documents in seven file formats</li></ul>
Visualization	<ul style="list-style-type: none"><li>• Useful visualization features such as page borders, background color and watermarks, etc.</li><li>• More templates available</li></ul>	<ul style="list-style-type: none"><li>• Lacks advanced visualization features such as page border, background color, watermarking and comparing two versions of a document</li><li>• Less options for templates</li></ul>
Overall	<ul style="list-style-type: none"><li>• Extra functionality and formatting power</li></ul>	<ul style="list-style-type: none"><li>• Basic functionalities</li></ul>

**Note:** While you can use Microsoft Word online within a browser, if you want to get access to all the rich features available in Microsoft Word it is recommended to use the desktop application.