

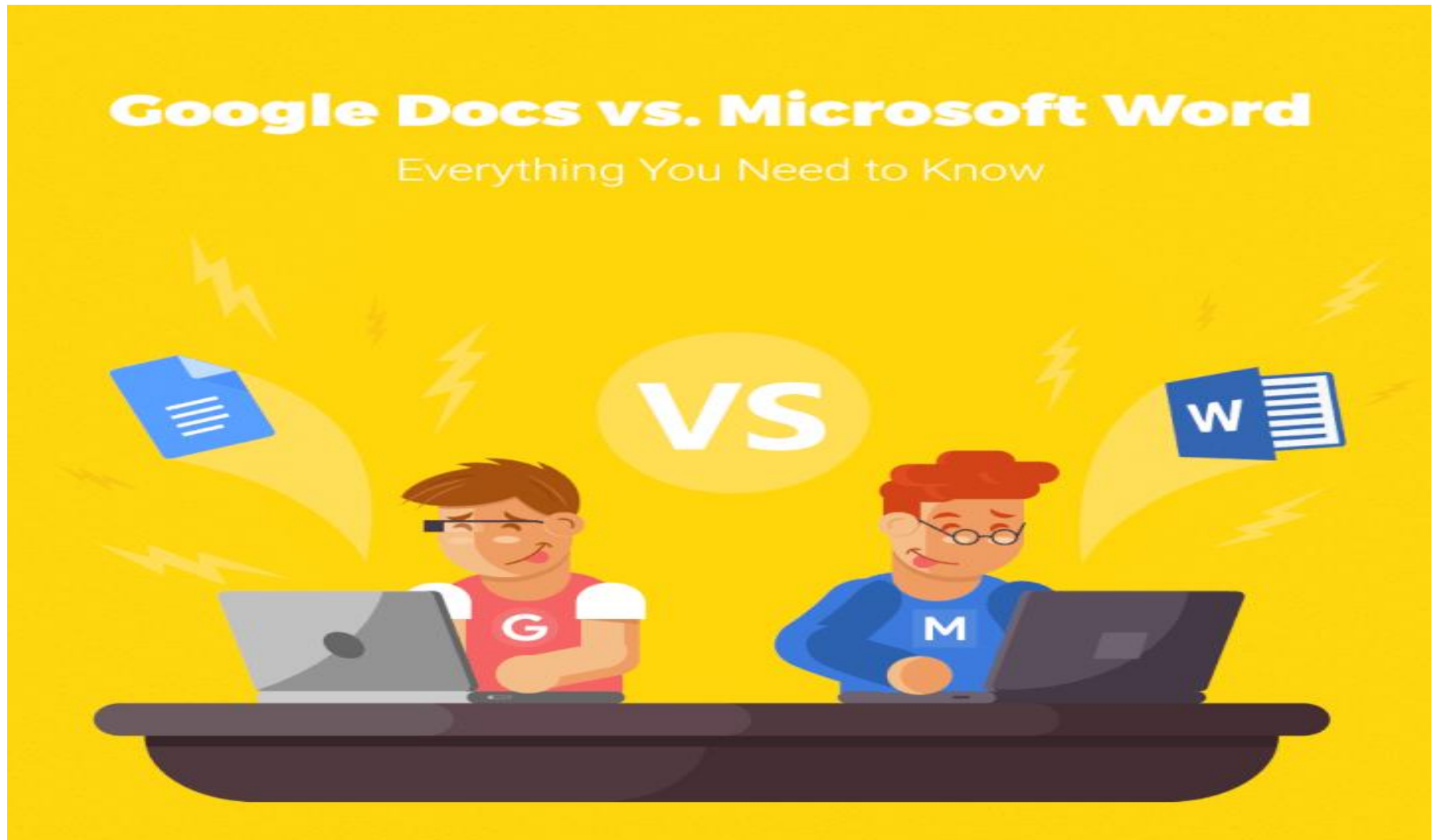
Comparison between Google docs and Microsoft word

Google Docs Vs. Microsoft Word

- In recent years, Microsoft Word and Google Docs have been quietly waging a war for the title of best word processor. While most of us have been using Word for decades to draft everything from school essays to resumes to important work documents, Google Docs web-based platform is a total game changer for editing and sharing documents in the connected age.

So which is better? That depends entirely on what you need from a word processing program or mobile app. Today we're going to cover the benefits and downsides of both Microsoft Word and Google Docs so you have the intel you need to decide for yourself.

How to use and access Microsoft Word and Google Docs

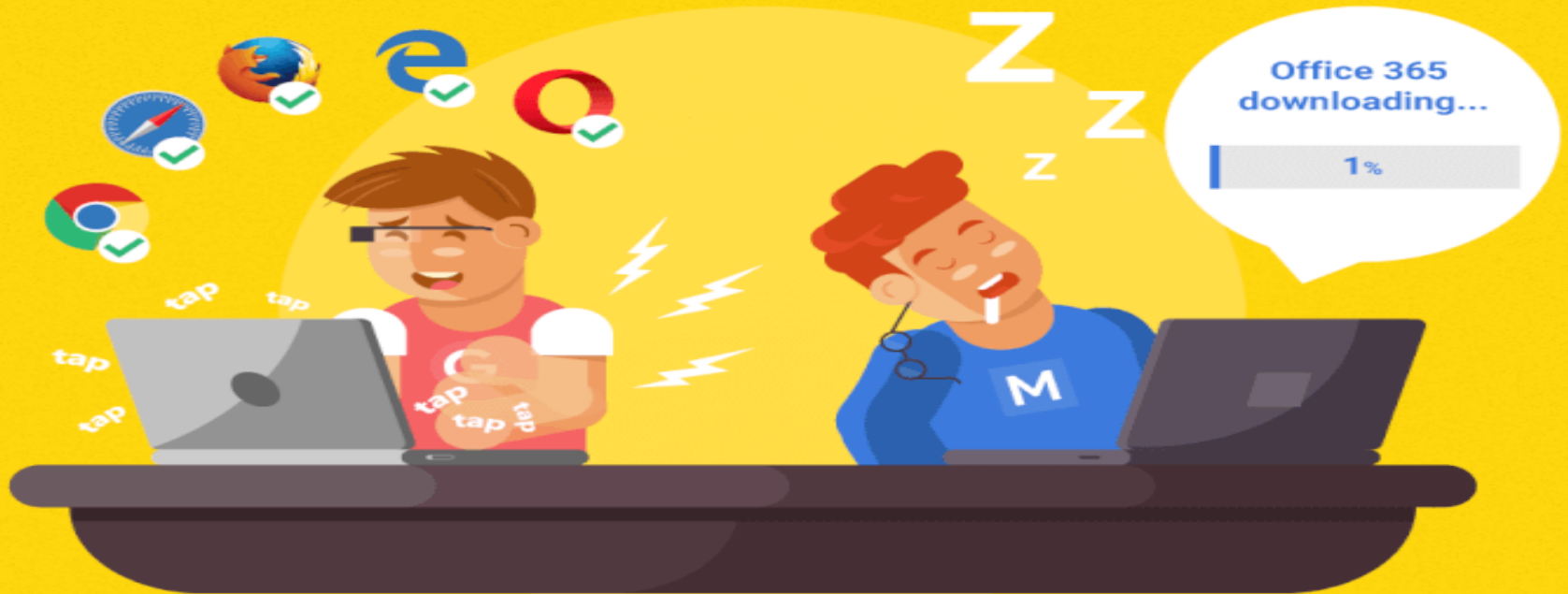


Microsoft word

- You cannot purchase Microsoft Word as a standalone program.
- It comes as part of the Microsoft Office 365 package, which includes other programs like Microsoft Excel, PowerPoint, Outlook, OneNote, Publisher, and Access.
- Once you purchase this suite, you can only install Word on a select number of computers.
- It wasn't until 2010 that Microsoft finally launched [Word Online](#) as part of its Office 365 package.
- Though Word Online boasts enough features for casual users, it is not the full version of Word by any means.
- Select ribbons and toolbars were removed from the online version to help it load and run faster. It offers a more streamlined experience though it leaves others wanting more.

All of that is different with Google.

- **As an internet-based company**, Google Docs started out as a cross-platform word processor **that works entirely online**.
- You don't have to **download** any software or purchase a suite of programs you don't want/need to use it.
- Simply **log in** to your Google account from any browser and head over to docs.google.com.
- That's it.
- Unlike Microsoft Word, **which can only be installed on Windows and OS X computers**, you can use Google Docs from any computer and browser, including:
 - Windows
 - Mac OS X
 - Linux
 - Chrome OS
- The Google Docs app is available for both **iOS** and **Android** devices—but not on Windows-based phones like **BlackBerry**.
- You can access the full version of Google Docs, with all its features, from any browser.



Our Winner

You can access the full **version of Google Docs**, with all its features, from any browser.

You have to **purchase the entire Microsoft 365 software package** just to receive a full version of Word.

Unlike Microsoft Word, Google Docs is free to use...

- Google Docs is free for the average user.
- If you want to purchase a “**Business**” version of **G Suite**, monthly plans start at \$5 per user.
- It’s going to cost you more to get started with Microsoft Word.
- You’ll need to pay either a:
 - One-time fee of \$149.99
 - Yearly fee of \$69.99 / monthly fee of \$6.99 (for an install on 1 computer)
 - Yearly fee of \$99.99 / monthly fee of \$9.99 (to install on up to 5 computers)
 - Business plans are priced differently.
- Most of these packages include the desktop versions of all the Office apps and online access for their web-based counterparts.

But free comes with limitations and a lack of control

- We know Google Docs is entirely online.
- You access your docs online, you write and edit in-browser, and your documents are saved to your online Google Drive cloud.
- But what happens when your internet goes out thanks to a big thunderstorm?
- Or Google's servers go down right before your huge AM presentation?
- Though you can work in Google's offline mode (after following a series of steps), you can't normally access the platform when Google's servers are in chaos or when you lack Internet.
- Google lets you check for outages using their G Suite Status Dashboard tool.
- At the time of this screenshot, all the Google apps were running without problems.

The most commonly reported problems with Google Drive, according to Down Detector, include:

- Not being able to access files online (53%)
- Apps (like Docs and Sheets) not loading (36%)
- File syncing (10%)
- This could cause major stress if you're unprepared.
- You'll need to download or email physical copies of your documents for times you won't be connected to the internet.
- Microsoft may have the upper hand here since you can get your work done in the offline desktop version of Word.
- Plus, your Word documents will be saved locally on your computer or device instead of in the cloud so you're always in control of them.

Products not covered by G Suite Service Level Agreement:

Current status	5/19/17	5/20/17	5/21/17	5/22/17	5/23/17	5/24/17	5/25/17
Google Analytics							
Google Maps							
Google Voice							
Blogger							
Google Sync for Mobile							
Classroom							
Google Realtime API							

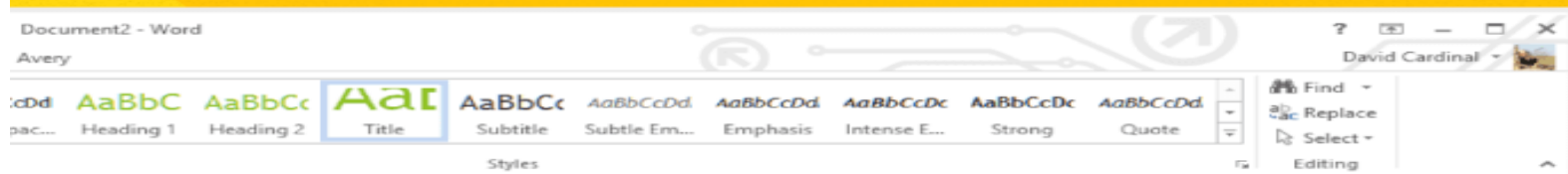
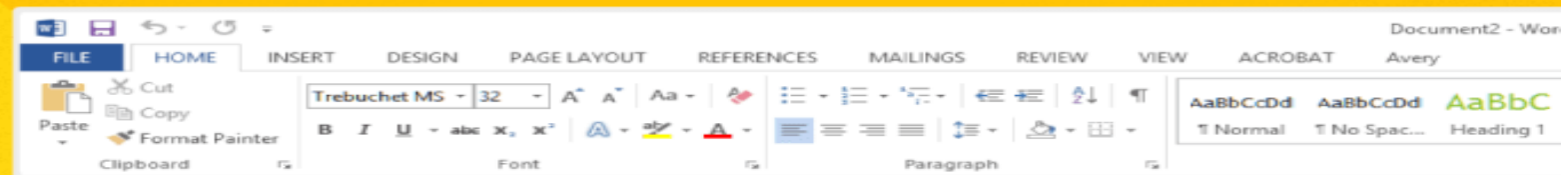
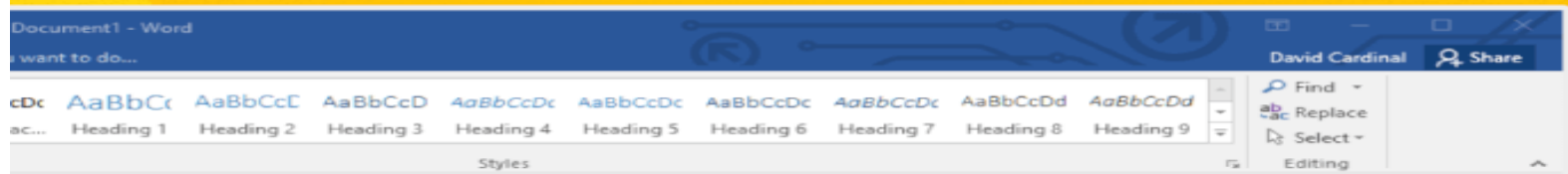
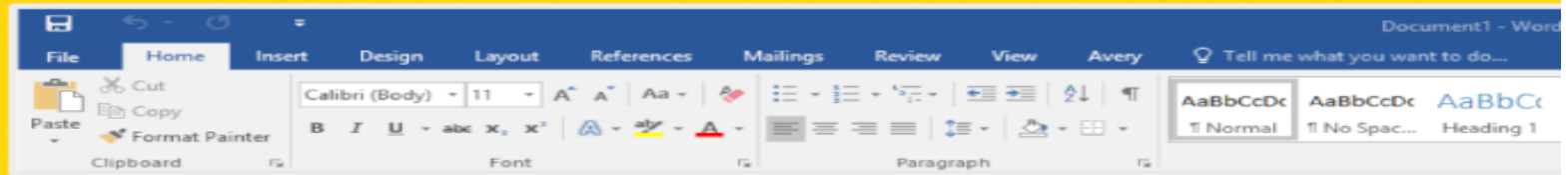
« Older Newer »
 All times are shown in your local timezone unless otherwise noted. RSS Feed
● No Issues ● Service disruption ● Service outage

But when there's a service outage or reported service disruption, you'll see a bar like in this example

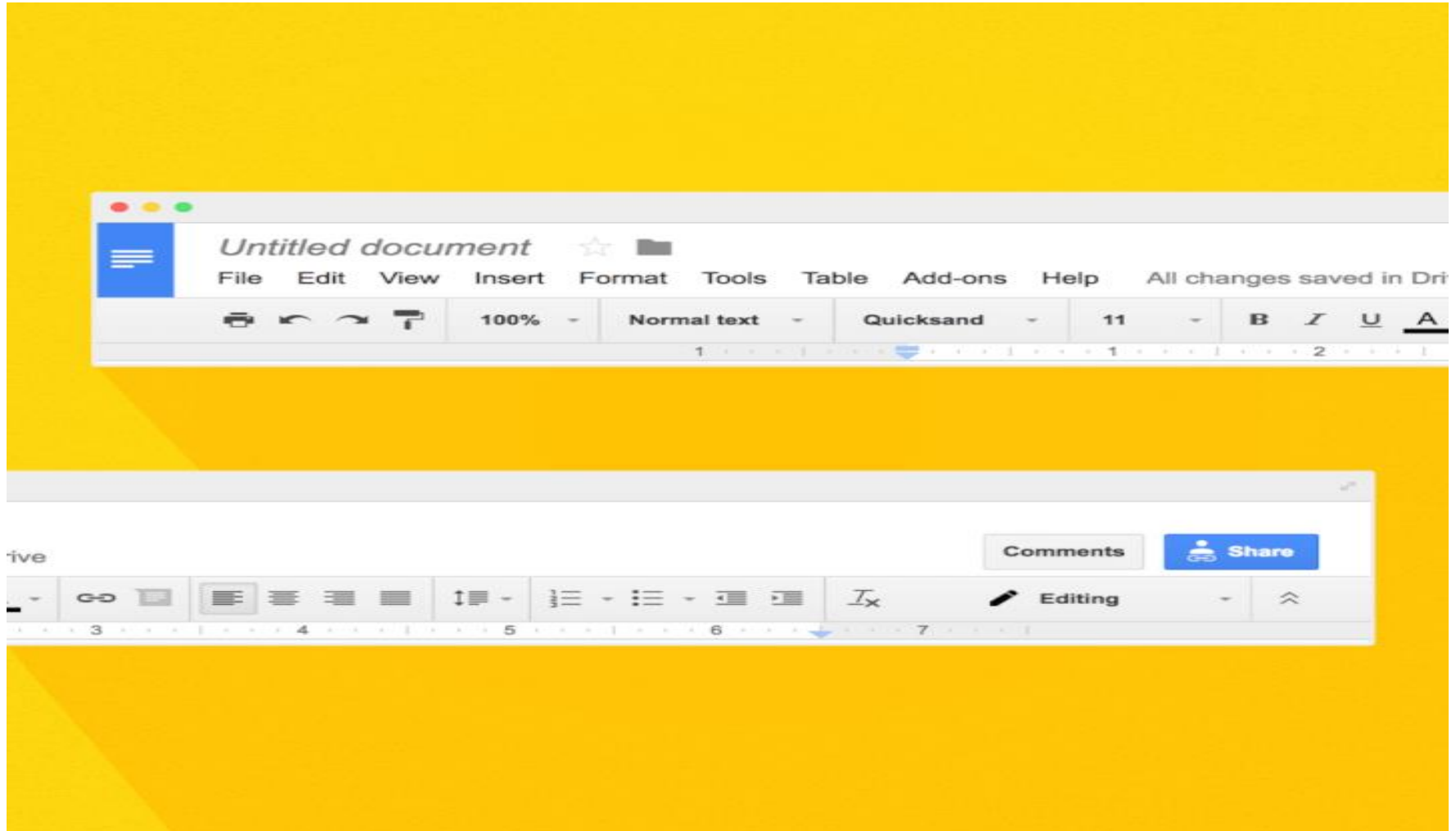
layouts and interface

- Similar layouts and interface: Google wins on user-friendliness, but Word has tons of features
- there are SO many options and features built into Word that it can be exhausting navigating all the ribbons and toolbars just to find the one button you need.
- After all, you'll probably click on ribbons like References, Mailings, and Acrobat, which will replace your toolbar with even more buttons.
- Google Docs solves that problem by drastically simplifying the layout and toolbar situation to create a more user-friendly, easily manageable workspace.
- Just check out the differences to see what we mean.

Here's what Microsoft Word's ribbon looks like in both Windows and OS X versions:



Now check out the Google Docs toolbar:



Big difference, right?

- Google places all your most frequently used buttons right in your easy-access toolbar. Everything else, like inserting images or tables, can be found in one of the dropdowns.
- With Word, any time you change one of the ribbons, like if you clicked on Layout, all the buttons in your toolbar change as well.
- Though Word does let you customize your toolbar so all your most-used buttons are in reach, narrowing down these options can be overwhelming for a novice or casual users.
- The less time you have to spend hunting for the exact tool you want, the quicker your work will be accomplished.
- An easy-to-use interface doesn't mean much if the tools you need aren't available. Choose Google if you need light word processing features; stick to Word if you're on a more advanced features level.

Google saves the day when it comes to saving your files

- Ever forget to hit the save button on your Word doc before you lose power or accidentally close out of the program?
- Though you've crossed your fingers and recovered several Word documents in your lifetime, wouldn't it be great if you never had to replay this terrible nightmare again?
- Google Docs not only automatically saves your work every few minutes or so, it also continually saves as you're working.
- This means you can log in on your desktop and see the changes made live from your smartphone at the same time.
- Plus, Docs backs up your saved files to Google Drive instead of your local hard drive.
- Google is the automatic save you never thought your docs needed.

Is there a better mobile candidate?

- Google Docs started and lives online so you'll always have access to its full features when you're signed in on the browser version.
- Though the mobile apps have fewer features, you can still write and edit docs on-the-go without any hiccups.
- While you can insert charts, drawings, and even spreadsheets with the online version of Docs, you don't have these abilities with Word Online.
- Mobile users will have their documents saved to OneDrive, Microsoft's version of Google Drive, so working remotely is just as secure as when they're in the office.

- Collaborate remotely using real-time editing and doc sharing.
- Google has more third-party app integrations

And there are many features that show the difference between google docs and microsoft office .