

Google Docs vs. Microsoft Word

Everything You Need to Know



Hi there... yes,
I'd like to order
a cake...



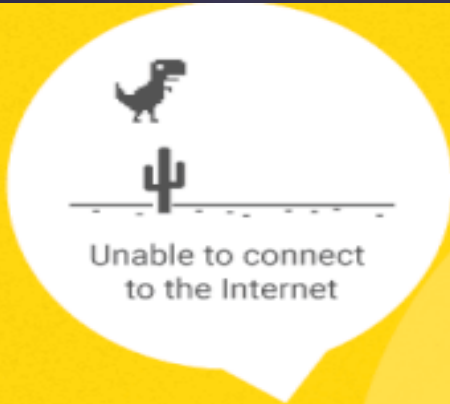
? \$?

er \$69.99 / year
5 computers \$69.
99 / year \$99.99 / y
computers \$149.99
ter \$69.99 / year \$



Our Winner

You can't beat free —
Google takes the cake here.



Our Winner

MS Word removes the "what if" factor of relying on Google's servers and **lets you work without an internet connection.**

Document1 - Word

File Home Insert Design Layout References Mailings Review View Avery Tell me what you want to do...

Paste Cut Copy Format Painter Clipboard

Calibri (Body) 11 A⁺ A⁻ Aa

B I U abc x₂ x² A

Paragraph

AaBbCcDc AaBbCcDc AaBbCcDc

Normal No Spac... Heading 1

Document1 - Word

David Cardinal Share

AaBbCc AaBbCcC AaBbCcC D AaBbCcC Dc AaBbCcC Dc AaBbCcC Dc AaBbCcC Dc AaBbCcC Dd AaBbCcC Dd

Heading 1 Heading 2 Heading 3 Heading 4 Heading 5 Heading 6 Heading 7 Heading 8 Heading 9

Styles

Find Replace Select Editing

Document2 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT Avery

Paste Cut Copy Format Painter Clipboard

Trebuchet MS 32 A⁺ A⁻ Aa

B I U abc x₂ x² A

Paragraph

AaBbCcDd AaBbCcDd AaBbCcDd

Normal No Spac... Heading 1

Document2 - Word

Avery

AaBbCc AaBbCcC AaBbCcC AaBbCcC AaBbCcC AaBbCcC Dd AaBbCcC Dd AaBbCcC Dc AaBbCcC Dc AaBbCcC Dd

Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote

Styles

Find Replace Select Editing



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.

Our Winner

Power users should stick with Word due to its rich features.



Saving...

WTF?

Open File:

no recent files

OK

G

M

CTRL + S

Our Winner

Google is the **automatic save hero** you never thought your docs needed.



Our Winner

Google gives you more file format compatibility.
But Word may be your go-to if you require PDF editing.

Share with others

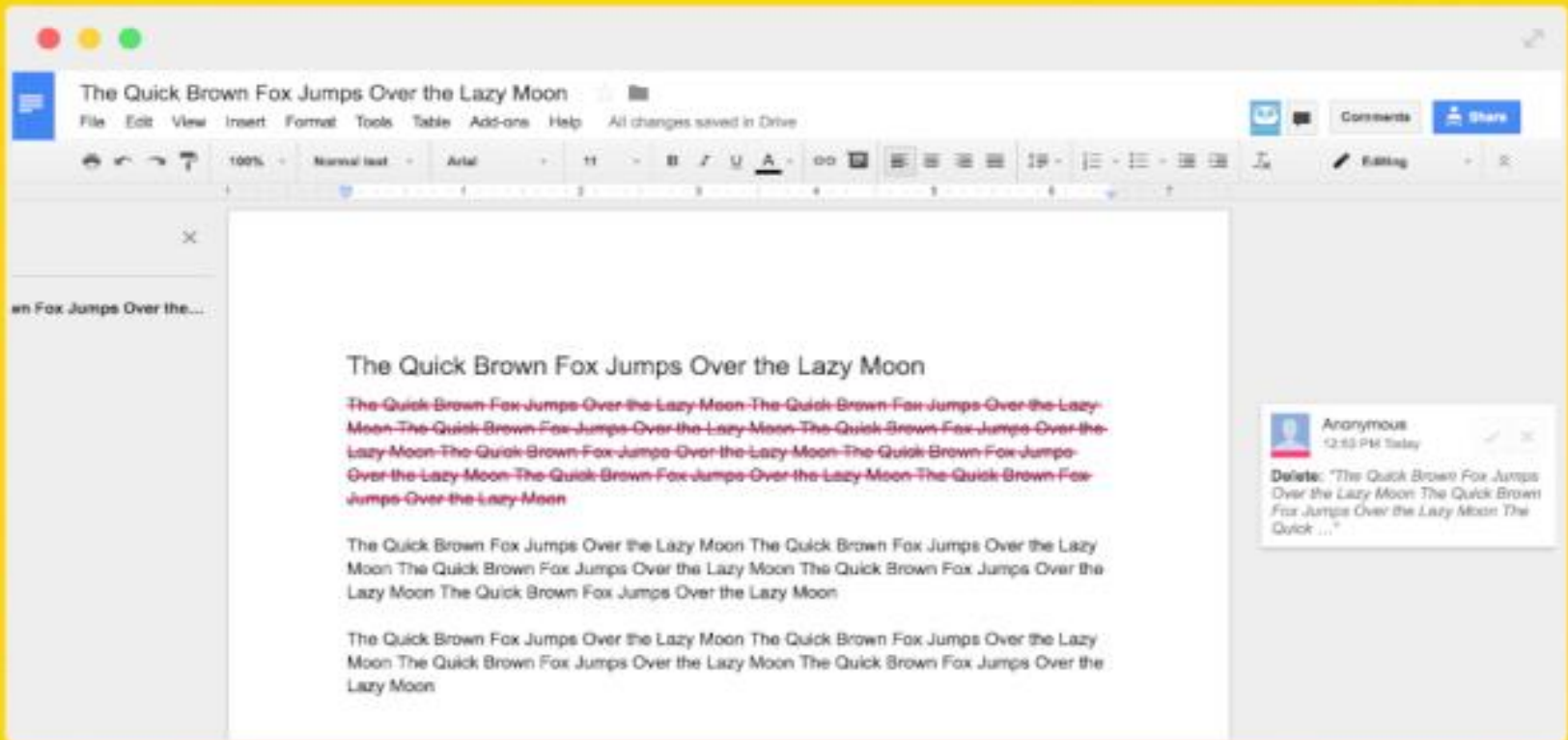
Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link can view ▾	Copy link
OFF - only specific people can access	
Anyone with the link can edit	
Anyone with the link can comment	
✓ Anyone with the link can view	
More...	

Done

Advanced



The image shows a Microsoft Word 2010 window with the Review tab selected. The document text is as follows:

Here is a text that two people that I can show you how to changed.

My friend Laura Ripper, a fellow editor, and I are going to make some amendments to the txt and do a couple of comments, to show you what you need to do to make it all right.

The 'Show Markup' dropdown menu is open, showing the following options:

- Final: Show Markup
- Show Markup
- Comments
- Ink
- Insertions and Deletions
- Formatting
- Markup Area Highlight
- Balloons
- Revisions
- Highlight Updates
- Other Authors

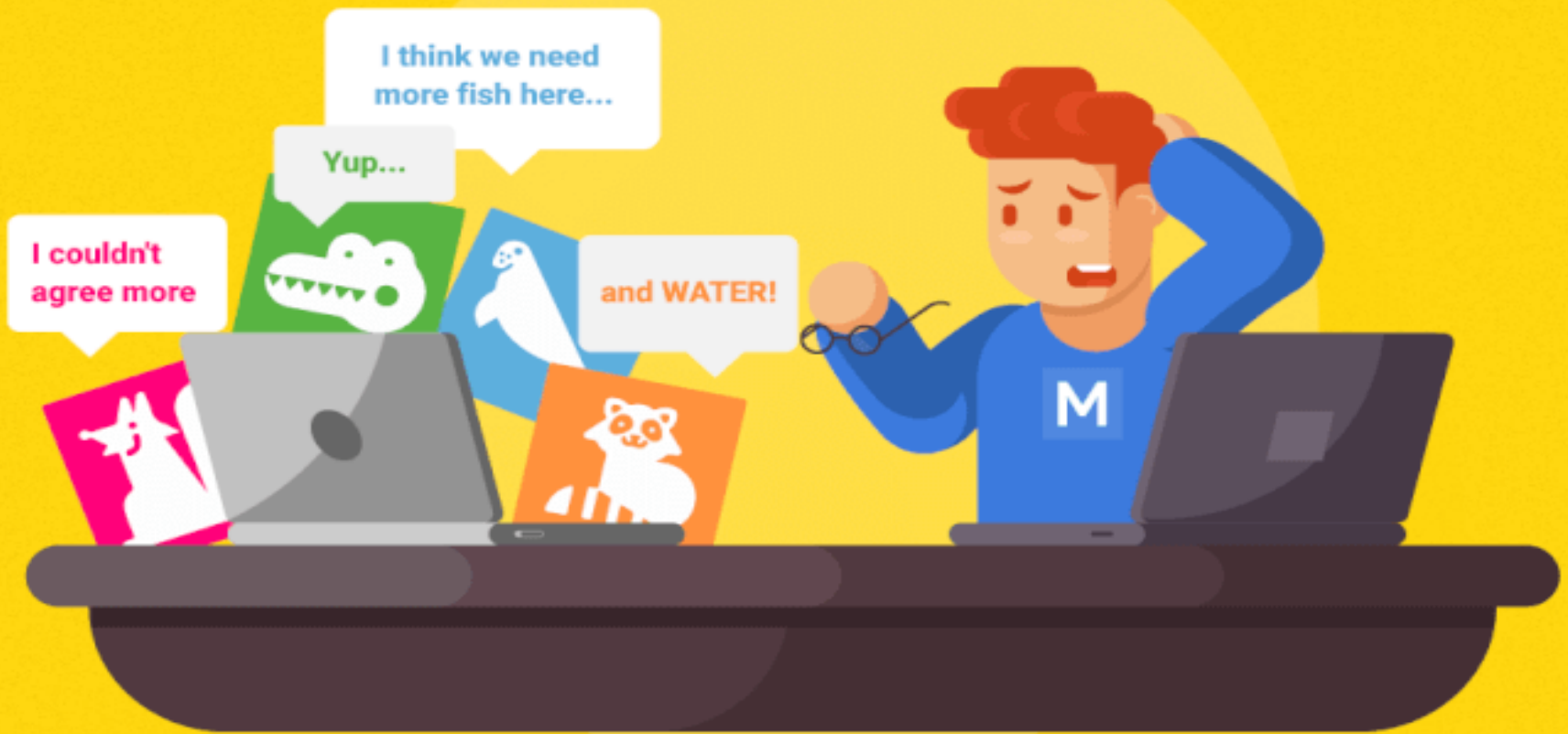
The 'Revisions' section is expanded, showing:

- All Revisions
- LB
- Laura

On the right side of the document, several revision balloons are visible:

- Deleted: which
- Deleted: s
- Deleted: *
- Deleted: Me and m
- Deleted: Laura
- Comment [LB1]: What am I - American? Not good! Remind self to change.
- Deleted: o
- Comment [L2]: This sounds a bit vague - can you be more specific?

Red arrows point from the 'Show Markup' menu to the 'Revisions' section and from the 'Revisions' section to the 'Comments' option in the menu.



Our Winner

Google Docs shines in collaborative mode with its universal access and real-time editing features.



Our Winner

Google Docs was made for working on-the-go.



Our Winner

MS Word doesn't need as many add-ons because **it's bursting with features**, but Google's basic skeleton **allows for total customization with add-ons you specifically choose.**

Example of Google docs



Rename document

Enter a new document name:

Cancel

|





Image...

Link... Ctrl+K

Equation...

Drawing...

Table

Comment Ctrl+Alt+M

Footnote Ctrl+Alt+F

Special characters...

Horizontal line

Page number

Page count

Page break Ctrl+Enter

Header

Footer

Bookmark

Table of contents

Font size: 11, Bold, Italic, Underline, Text color, Background color, More...

Horizontal ruler: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

3 x 1

- 8
- 9
- 10
- 11
- 12
- 18
- 24
- 30
- 36
- 48
- 60
- 72
- 96

Frank Lloyd Wright

100% Normal text Arial 14 U A More Editing

Table border icons: 1x1, 2x2, 3x3, 4x4, 5x5, 6x6, 7x7, 8x8, 9x9, 10x10, 11x11, 12x12, 13x13, 14x14, 15x15, 16x16, 17x17, 18x18, 19x19, 20x20, 21x21, 22x22, 23x23, 24x24, 25x25, 26x26, 27x27, 28x28, 29x29, 30x30, 31x31, 32x32, 33x33, 34x34, 35x35, 36x36, 37x37, 38x38, 39x39, 40x40, 41x41, 42x42, 43x43, 44x44, 45x45, 46x46, 47x47, 48x48, 49x49, 50x50, 51x51, 52x52, 53x53, 54x54, 55x55, 56x56, 57x57, 58x58, 59x59, 60x60, 61x61, 62x62, 63x63, 64x64, 65x65, 66x66, 67x67, 68x68, 69x69, 70x70, 71x71, 72x72, 73x73, 74x74, 75x75, 76x76, 77x77, 78x78, 79x79, 80x80, 81x81, 82x82, 83x83, 84x84, 85x85, 86x86, 87x87, 88x88, 89x89, 90x90, 91x91, 92x92, 93x93, 94x94, 95x95, 96x96, 97x97, 98x98, 99x99, 100x100

Frank Lloyd Wright		
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Image...

Link... Ctrl+K

Equation...

Drawing...

Table >

Comment Ctrl+Alt+M

Footnote Ctrl+Alt+F

Special characters...

Horizontal line

Page number >

Page count

Page break Ctrl+Enter

Header

Footer

Bookmark

Table of contents

14 | **B** / U | **A** | **More**

<p>Et</p>		
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Frank Lloyd Wright



Falling Water



More here

I

Example of Microsoft word

Burchore - Microsoft Word

File Home Insert Page Layout References Mailings Review View Format Design Layout

Clipboard Font Paragraph Styles Editing

Clipboard Paste Font Paragraph Styles Editing

Find Replace Select

Rose



Beer



Save

Save As

Open

Close

Info

Recent

New

Print

Save & Send

Help

Options

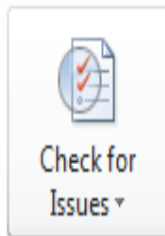
Exit

Information about Document1



Permissions

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Prepare for Sharing

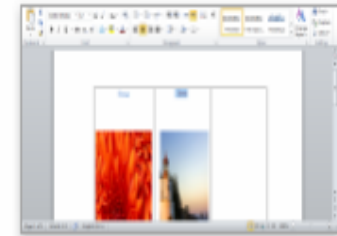
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There are no previous versions of this file.



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Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Never
Created	Yesterday, 11:21 p
Last Printed	Never

Related People

Author	DR.Ahmed Saker 2011
	Add an author



*Thank
you*