

Comparison: Microsoft Office vs. Google Suite

MS Office:

- MS Office has been around longer. It is more established. More traditional institutions are likely to use Office
- More likely to be preferred by older (over 40) users simply because that is what they know.
- Faculty and staff use Microsoft Outlook for their email accounts
- Most faculty are more likely to use Office than Google. They may require you to submit
- Office can be used in several different formats, such as Cloud-based or installed.
- Can purchase different editions of MS office with different software contained. Pay for only what you need
- Can be used offline
- Can store documents on your hard drive
- If you store your documents on your own computer, you control who can access them.
- MS Word files can not be saved as Google Docs

Google Suite

- Newer software package. More progressive institutions are likely to use Google Suite.
- More likely to be used by younger users (under 40)
- Student email account is on Gmail
- Software and documents are stored online, thus easier to access when you move locations
- Encourages online collaboration
- Do not need to manually save documents – it is done automatically
- Easier to use on Mac computers
- Free to use: You only need a Gmail account to sign in
- Google Docs files can be converted to MS Word documents
- You don't need to worry about losing data due to hardware crash issue
- You don't need to worry about software updates
- You are trusting Google to keep your information and documents safe and private
- Docs does not support some advanced features such as borders