



## GOOGLE DRIVE VS. MICROSOFT OFFICE - USE GUIDE

**NOTE:** You should never store sensitive documents or information in a cloud hosted service such as Google Drive or Microsoft OneDrive. Please save all sensitive materials to the UWW network file share.

	Google Drive	Microsoft Office
What are you trying to do?		
Collaborate with others		
Collaborate on a document, spreadsheet, or presentation (not sensitive)	✔	✔
Collaborate on a document, spreadsheet, or presentation (sensitive)		✔
Edit document without an internet connection (offline)?		✔

Create word document		
Rich text options		✔
Bold/italic/underline text	✔	✔
Highlight text	✔	✔
Text alignment	✔	✔
Font themes		✔
Table of contents	✔	✔
Header/footer	✔	✔
Page numbers	✔	✔
Word art		✔
Watermarks		✔
Hyperlinks	✔	✔
Insert pictures with word wrapping	✔	✔
Insert tables	✔	✔
Spell check	✔	✔
Insert equations	✔	✔
Adjust line spacing	✔	✔
Numbered/bulleted lists	✔	✔

Add comments	☑	☑
Increase/decrease indent	☑	☑
Find and replace	☑	☑
Add special characters	☑	☑
Add horizontal Lines	☑	☑
Word count	☑	☑
Mail merge		☑
Track changes	☑	☑
Email notification of changes	☑	

Create a spreadsheet		
Multiple font options	☑	☑
Insert pictures, charts	☑	☑
Freeze rows/columns	☑	☑
Merge cells	☑	☑
Cell formatting - \$, %, decimal	☑	☑
Insert pictures with word wrapping	☑	☑
Delete/insert rows	☑	☑
Formulas – sum, count, min, max, etc.	☑	☑
Track changes	☑	☑
Email notification of changes	☑	
Charts/graphing	☑	☑
Pivot Tables	☑	☑
Sorting/Filtering	☑	☑
Data verification	☑	☑
Name ranges	☑	☑
Spell check	☑	☑
Spark lines		☑
Word Art		☑
Add/remove sheets	☑	☑
Hide/show borders	☑	☑
Conditional formatting	☑	☑
Macros		☑



Create a presentation (PowerPoint)		
Slide templates	☑	☑
Multiple slide themes	☑	☑
Adjust slide size (widescreen)	☑	☑
Slide transitions	☑	☑
Slide transition audio		☑
Multiple font choices	☑	☑
Adjust font size, color, style	☑	☑
Publish to the web	☑	
Save as pdf, jpg, png	☑	☑
Presenter view	☑	☑
Find and replace	☑	☑
Animations	☑	☑
Insert text, images, video	☑	☑
Insert word art, lines, shapes	☑	☑
Hyperlinks	☑	☑
Reorder slide positions	☑	☑
Add comments	☑	☑
Add notes to slides	☑	☑
Edit master slide	☑	☑
Change paragraph style	☑	☑
Change line spacing	☑	☑
Numbered/bulleted lists	☑	☑
Spell check	☑	☑
Bring to front/send to back	☑	☑
Add audio		☑
Multiple slide variants	☑	☑
Insert date and time		☑
Insert header/footer		☑
Insert slide numbers		☑
Equations	☑	☑
Record slide show		☑
Time slide show		☑
Macros		☑