

Good essay on three features supported by microsoft word and google docs

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Google Docs and Microsoft Word are both word processors which allow a user to create and edit documents. Microsoft word are used offline although it could be saved and deliver online while Google Docs is always online. There are features that are both supported by these word processors which are similar and also distinct to each other. First is the revision history and automatic saving or auto-save feature. In Microsoft Word, the user can enable AutoRecover and AutoSave in order to automatically save the created and edited file for every few minutes. If a problem occurs such as power outage and system failure, Microsoft Word will recover all or at least the work that was automatically saved. In Google Docs, every edit and addition will be automatically saved in the “ Google cloud”. The user could also view all the revision made in the work using the Revision History feature. Another feature that is both available in these processors is the spelling checker. The Microsoft Word uses color coding to distinguish the spelling error and grammar error. The Microsoft Word also used the dictionary embedded in the software. Google Docs, on the other hand, uses the online spell-checking service to provide the most popular definitions. It also uses only one color code but offers smart suggestion from the web. Lastly, both word processors also enable the users to create or edit mathematical equations. Using the Microsoft Word, the user could insert mathematical equations separately and used the symbols available. The Google Docs only could use the symbols that are available, but the equation cannot be separate from the other words that are created and edited. It enables the user to insert and edit the equations freely.

Tutorials:

Google Docs: <https://onlineconnections.wikispaces.com/file/view/Google+Docs+Tutorial.pdf>.

Microsoft Word: http://www.co.orange.nc.us/library/documents/Microsoft_Word.pdf.

Works Cited:

Kinder, Lucy. Google Docs: 10 Hidden Features. 2013. Web. <http://www.telegraph.co.uk/technology/google/10409126/Google-Docs-10-hidden-features.html>.

Oxnevad, Susan. 6 Powerful Google Docs Features to Support the Collaborative Writing Process. 2012. Web. http://gettingsmart.com/2012/09/google_docs_for_collaborative_writing/.