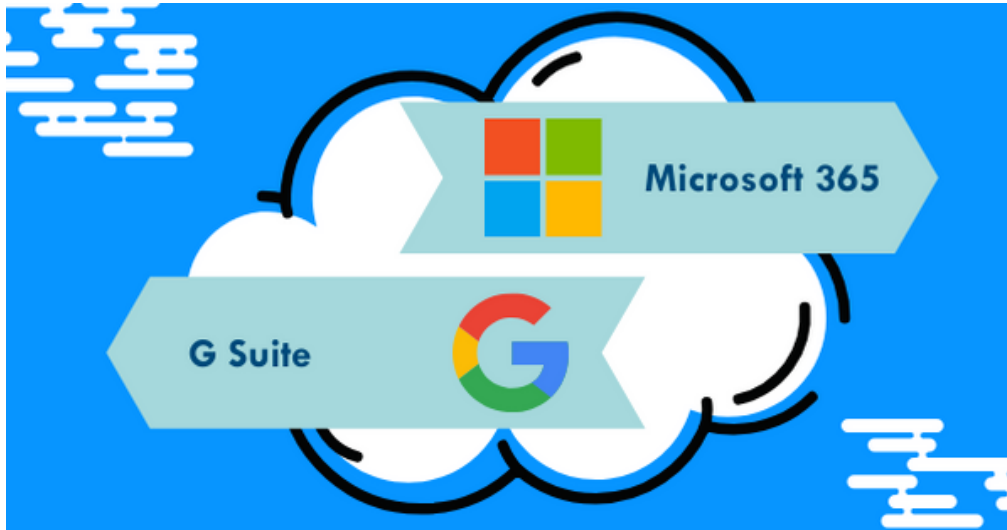


# Microsoft 365 Vs. G Suite - Core Apps at a Glance



Microsoft Office has been a staple in businesses for 30 years, cementing their programs as a necessity for business productivity.

When Google Docs and Google Sheets were released in 2006, the public seemed reluctant to adopt the new browser-based programs, but they have since grown to a sizable user base.

Which brings the question for business owners: who has the better suite? Microsoft or Google?

Setting technology trends, Microsoft created Microsoft 365, which moved from traditional one-time payment licensed software to a software-as-a-service (SaaS) model. The switch to SaaS allows for companies to easily update their programs, maintain security standards, and save on overall costs.

Choosing a productivity suite is more than just pricing. Every business has different needs and your organization may find certain apps more valuable than others, especially the core applications that your employees use every day.

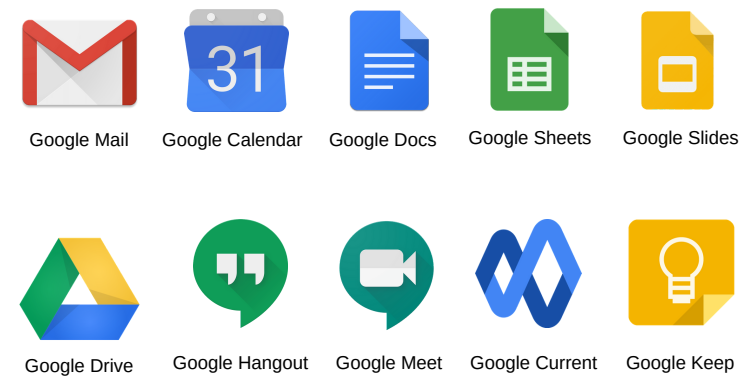
Let's put each core app of Microsoft 365 and its counterpart, G Suite, to the test by comparing each app's similarities, differences, key benefits, and overall advantages to determine which is better for your business.

# General Similarities and Differences

## Microsoft 365 plans include:



## G Suite plans include:



G Suite and Microsoft 365 (M365) have similar core apps, but across each app you'll find differences that help determine which suite is best for your organization.

### ***Some basic similarities:***






- Microsoft 365 and G Suite Apps have Mobile versions for iOS and Android devices.
- Files and documents are able to sync across devices and offline work is supported.
- Multiple users are able to collaborate in real-time on editing documents and projects.
- M365 and G Suite Core apps are available for limited individual use for free via web browser.

### ***And general differences:***





- M365 has desktop apps to download; G Suite is only accessible through web browser or Mobile Apps.
- M365 apps tend to be more robust in features and options compared to G Suite.
- M365 has greater third-party support with services such as SurveyMonkey and Mailchimp.
- M365 files are saved locally and to the cloud; G Suite files are only cloud-saved, unless on a mobile device.
- Collaborative work is quick and easy for both suites, but edits in G Suite tend to sync faster.

Next, we'll provide a breakdown of each of the core apps and determine which would be a better fit for you.





# M365 vs. G Suite Core App Comparison

Tool	App	Functions	Key Differences	Bottom Line
Email	Microsoft Outlook 	Manage emails, contacts, and calendar. Set appointments or reminders and invite others.	Outlook has your chosen email client, contact management, and calendar integrated in one app. G Suite keeps their Mail and Calendar apps separated. Outlook also has seamless functionality with the entire M365 suite.	Gmail may have more simplicity, but Outlook's greater functionality, security, and organization give it the edge, especially with the new ribbon menu interface.
	Google Mail & Google Calendar  		Gmail has a simpler interface, prioritizing easy-to-use tools for getting work done faster, though lacking key enterprise-level features and security.	
Word Processor	Microsoft Word 	Word processing and document creation. Create print collateral and share notes in an essay format.	Word has more available templates and customization options. Web pages, PDF files, and even PowerPoint presentations can be imported into Word documents. File format options tend to be supported through Word across more programs.	Google Docs favors online collaboration, but other than that, Word is more than likely a better fit for businesses. Its plentiful templates, easier visualization, and greater format compatibility make it the stronger option.
	Google Docs 		Google Docs may be lacking on visual options but favors collaboration. Online document editing and mark-up capabilities are nearly on-par with Word.	







# M365 vs. G Suite Core App Comparison

Tool	App	Functions	Key Differences	Bottom Line
Spreadsheet	Microsoft Excel 	View, create, edit, and collaborate with spreadsheets to organize, analyze, and calculate data sets.	Excel has a greater variety of graph and table templates than Google Sheets, better offline access and smoother performance when manipulating tables. Sheets tends to slow down when too much data has been added.	Gmail may have more simplicity, but Outlook's greater functionality, security, and organization give it the edge, especially with the new ribbon menu interface.
	Google Sheets 		Similar to Docs, Google Sheets has better collaboration options, but if you want the best performance in your spreadsheet creation, Excel should be your pick.	
Slideshow Creation	Microsoft PowerPoint 	Create, edit, and present slideshow-style presentations.	PowerPoint can add more visual effects than Slides and also supports more multimedia formats for importing into presentations. Presenter View makes viewing notes easier when giving webinars or office meetings.	PowerPoint beats Slides in almost every aspect: more templates, better transitions, stronger multimedia addition, easier presenting, and more. Google Slides provides a simple presentation tool with easy wireless capabilities through Chromecast, but that is about it.
	Google Slides 		Slides provides easier live collaboration and a multitude of templates to choose from. Slide presentations can also be saved as PowerPoint files for importing.	

# M365 vs. G Suite Core App Comparison

Tool	App	Functions	Key Differences	Bottom Line
Cloud Storage and File Sharing	Microsoft OneDrive and Sharepoint 	Save, view, edit, collaborate and store files in a central place using cloud technology.	OneDrive allows block-level copying for Microsoft native files, making for faster uploads and transfers. Files are stored and synced locally and within the cloud.	Aside from price points, SharePoint is the difference-maker, since it seamlessly organizes team-wide files while providing automated local file and cloud syncing services. You must manually choose individual files to share in Google Drive.
	Google Drive 		Google Drive has an advanced search functionality, making it easier to find files. Files are saved and synced purely within the cloud.	
Collaboration Tools	Microsoft Teams 	Communicate and collaborate with your organization via chat, video call, and virtual meetings with up to 250 users.	Microsoft Teams combines group chat, online meetings, videoconferencing, customized workspaces, shared team file repositories in one application. You can easily work on files shares with your team via OneDrive or SharePoint.	Google Meet is a step closer to true collaboration and is easier to navigate, but still currently lacks the unity of the G Suite apps in one central hub like Microsoft Teams does. You must switch between apps in G Suite to work together, while Teams has it all in one place.
	Google Hangouts & Meet 		While a bit simpler to navigate, Google Hangouts is being discontinued in December 2020 in favor of Google Meet. Meet introduces real-time collaboration, video chat with up to 250 people, screen-sharing, and real-time captioning of meetings.	

# M365 vs. G Suite Additional App Comparison

Tool	App	Function	Key Differences	Bottom Line
Social Network	Microsoft Yammer 	Organization-based social networking. A private portal for business to create plans and share moments together.	Yammer's Discovery Feed helps you share knowledge and Inbox manages messages and announcements. Many of Yammer's features have been integrated into Microsoft Teams.	Currents is not available to the public, leaving Yammer as the only option of the two. However, many of Yammer's advantages and features have now been baked into Microsoft Teams.
	Google Currents 		Similar to Circles in Google+, Google Currents creates private spaces to share info in your organization. Currents is currently in Beta and is not accepting new applications.	
Note-Taking	Microsoft OneNote 	Organize and take notes. Set reminders and create to-do lists.	OneNote's strength is in its extensive formatting options and seamlessly integration with other Microsoft 365 Apps, including your PC's file explorer, similar to OneDrive.	This lies within the type of notes you take. If you're looking to create and organize robust, lengthy notes, OneNote may suit you better, but if you're looking for quick reminders, Keep may fit the bill.
	Google Keep 		Google Keep is great for quick, short notes and reminders that show up easily on your Google calendar. You can easily create checklist and share notes with others.	
App Builder	Microsoft PowerApps 	Create and view apps that integrate with your productivity suite.	Microsoft PowerApps can integrate with other third-party services such as Salesforce and MailChimp. Your applications can also be imported into Teams for easy team access.	If you frequently use third-party services, PowerApps is the stronger choice. Google keeps Apps Script a bit more limited within the scope of their suite of programs.
	Google Apps Script 		Apps Script may be easier to implement as the code is written in web-based JavaScript, but you can only build add-ons and extensions within the G Suite family of Apps.	

# The Verdict

Throughout the comparison, you can see that Microsoft 365 is the stronger choice for office productivity, but we do not want to take away how G Suite is still a good start for new companies or organizations that only require basic needs. It is solid, easy, and as we mentioned, has a strong emphasis on cloud syncing.

The main caveat, however, is that as your business grows, you could exhaust G Suite's abilities in the near future. Microsoft Office and Microsoft 365 are household names and are adopted in more organizations than G Suite, giving you the piece-of-mind that you will have the accessibility and support your employees need.

There is a cost difference, but the bottom line is when it comes to the efficiency of your business, is it worth saving a few dollars a month for a solution that "works?" Or would you rather have a solution that **excels?**

Contact a NDR Account Manager today or call us at **201-735-7260**, and we can help you ***Step Your Suite Up*** by moving your Office to Microsoft 365.

