

8 Reasons Why You Should Choose Google Docs Over Microsoft Word

With free access and seamless collaboration, Google Docs offers everything a great word processor should have.

Microsoft Word used to be the most used word processor, but recently many people have switched to Google Docs. With free access and seamless collaboration, Google Docs offers everything a great word processor should have. Here's why people prefer Google Docs over Microsoft Word — and why you should consider using it, too.

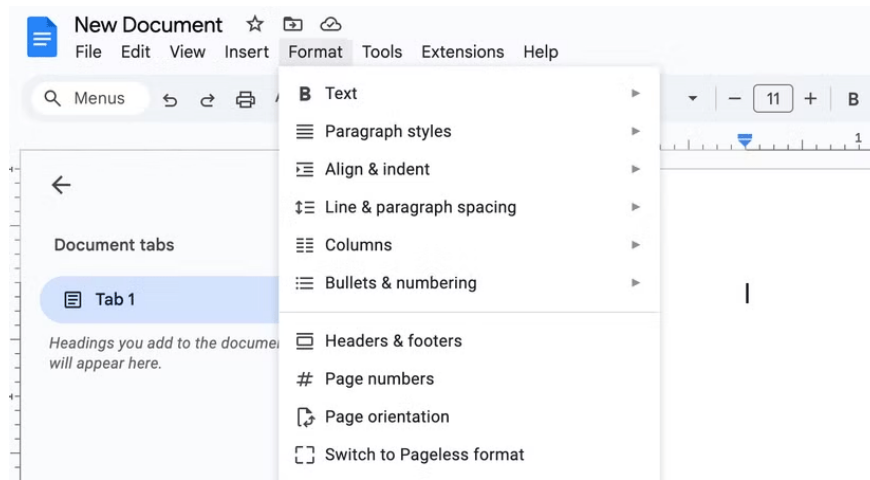
1. Google Docs is completely free

The online version of Microsoft Word is free, but the desktop apps require a paid subscription or one-time purchase for most users. While students and teachers can get Microsoft 365 for free, this option isn't available to everyone. The free Microsoft 365 desktop apps are only available to general users through a limited trial.

Microsoft Word Web has fewer features than the desktop version, while Google Docs is completely free and offers full access to all the essential features with no hidden costs. If you want to avoid additional costs, Google Docs is a great alternative that saves you the monthly cost of a Microsoft 365 subscription.

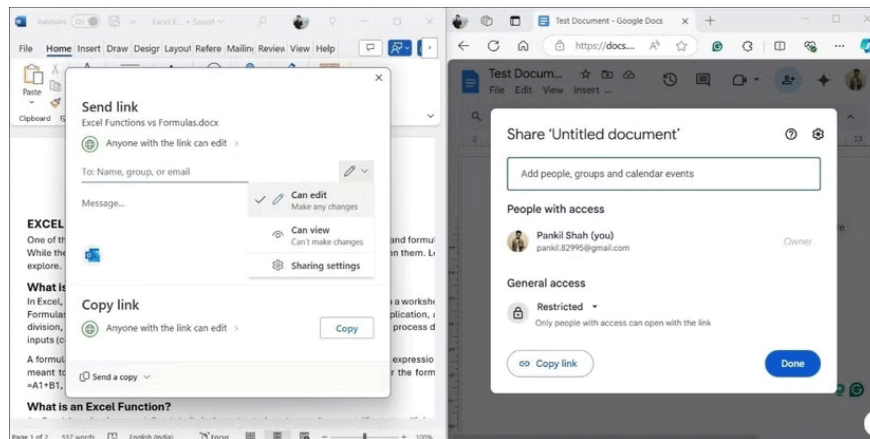
2. Provides all the features you need

While Google Docs doesn't have all the features found in Microsoft Word's desktop app, it does have all the tools you need to create and manage your documents. In addition to basic formatting options, you can translate documents, use voice input when you don't want to type, compare different versions of a document, and fix grammar issues.



Citations can be easily added and managed, and the Explore tool allows you to conduct research without leaving your document. Hundreds of add-ons are available, along with full-screen mode for distraction-free writing and real-time collaboration. This makes it a compelling alternative to Microsoft Word. However, it still lacks some of Word's features, such as advanced referencing and mailing.

3. Easy and seamless collaboration



While Microsoft Word has improved real-time collaboration, Google Docs offers a smoother experience. In the Word desktop app, you have to upload your document to OneDrive before sharing it, whereas Google Docs stores everything in the cloud from the start. Changes sync almost instantly in Docs, whereas Word can be a bit slow.

With Google Docs, you can easily share documents with others, manage access, communicate via comments, and track changes—all in real time. Doing these tasks in the desktop Word app can be slower and more cumbersome, as shared documents take a while to fully load. If you're new to Docs, familiarize yourself with its collaboration features.

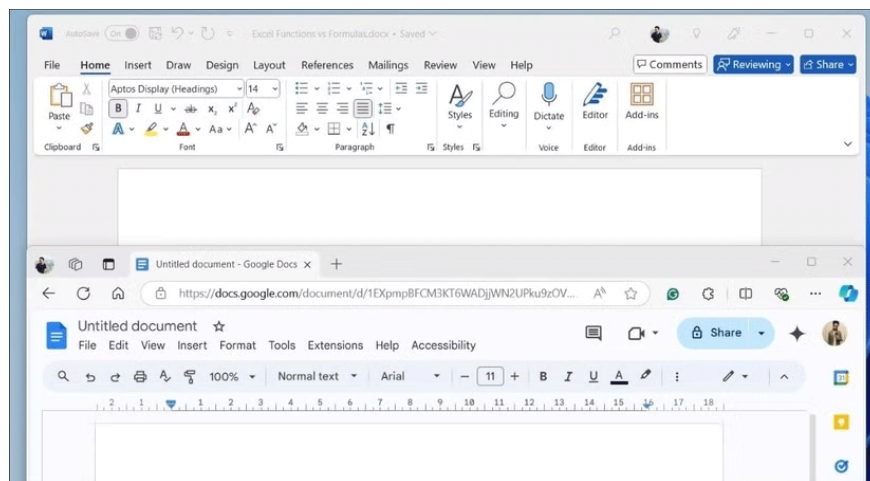
4. Google Docs fits seamlessly into your workflow

If you use most of the Google Suite products, Google Docs will be integrated naturally into your workflow. With a single Google Drive account, you can easily manage documents in Docs, spreadsheets in Sheets, and presentations in Slides. I can even start Google Meet calls directly from Docs, and set reminders and deadlines using Google Calendar.

Seamless data transfer between these applications allows documents to be linked, easily collaborated on, and maintained within one ecosystem. Sharing files with others is also easier because there is no need to import from other sources. Additionally, storing all your data in one cloud platform means you don't have to switch between multiple storage solutions to find what you need.

5. Clean and neat interface

???????Google Docs has a clean, minimalist interface that reduces distractions. Instead of rows of buttons and menus, the app only displays what is necessary, allowing users to focus on writing without being cluttered with unnecessary options. Writers will appreciate the streamlined design, which doesn't feel overwhelming or cumbersome.



Compared to Microsoft Word, despite its powerful built-in tools, Microsoft Word can sometimes feel cluttered or complicated to navigate, especially since you don't need advanced features for every document. While you can hide the ribbon, constantly toggling it on and off can disrupt your workflow. Plus, the writing experience in Docs is more visually appealing than Word.

6. Google Docs is better optimized for mobile devices

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Many people can't sit and work on a laptop for long periods of time, so they often turn to writing on their phones while lying in bed. While Microsoft Word has a mobile app, it can feel heavy and cumbersome, especially when working with large, media-heavy documents. Even basic editing can sometimes become tedious and frustrating.

By contrast, Google Docs is easy to use on smartphones. Its Android and iOS apps are lightweight, responsive, and intuitive, and mirror nearly every feature of the web version, making the transition easy. Even on smaller screens, the large, easy-to-tap buttons make writing and editing a breeze, unlike the clunky experience of Word's mobile app.

7. Does not take up space on your computer

One big advantage of Google Docs is that it's cloud-based and managed online, meaning neither the software nor the files take up space on your computer. In contrast, Microsoft Word and its saved files take up local storage space, and large document files constantly clutter up your hard drive or desktop. This isn't an issue if you use Office online.

While it is possible to store files in OneDrive, people often make local copies, which gradually fills up their hard drives. Additionally, while Google Docs automatically saves everything to Google Drive for access from any Internet-connected device, locally stored Word files cannot be accessed anywhere unless they are synced to OneDrive.

8. No compatibility issues to worry about

People appreciate Google Docs because it's entirely web-based and has no compatibility issues. You can access your documents in their native format on any device—whether it's a Windows PC, Mac, Chromebook, or smartphone—making it easy to share and collaborate on documents. There's no need to worry about whether the recipient has the latest software.

With Microsoft Word, documents saved in newer formats may lose formatting in older versions of Word, and some features may be missing on public devices running outdated software. While Microsoft Word has a compatibility mode to address these issues, Google Docs provides a consistent experience across all devices, no matter where or how you use it.

People have switched to Google Docs from Microsoft Word for all of these reasons and have been very happy with the change. However, you shouldn't make the switch without considering your needs - Microsoft Word can still be a better choice, especially if you work in an office or corporate environment. Make sure to weigh the pros and cons carefully before making a decision! See: [Is Microsoft Word or Google Docs Better for You?](#) for more details.

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