

Word Online vs. Google Docs



- Smart Lookup
- Easy transfer to full desktop version
- Layout like familiar desktop
- *Limitations on doc size*

SIMILARITIES

- Auto save
- Collaboration / Share
- Works in all browsers
- Easy to name, share

- Pretty
- Offline mode
- *Barebones text – very limited*
- Download as Word doc, epub, html
- Version history - who did what, when
- Chat window
- Voice for dictation
- Can edit Word doc
- *Print requires download*

Fun Facts:

- ✓ Every DCSD student and employee has a school Microsoft account **and** a school Google account.
- ✓ Access either account using **e**number@dekalbschoolsga.org or **s**number@dekalbschoolsga.org
- ✓ Gmail will forward automatically to your Outlook account (portal.dekalbschoolsga.org for access)
- ✓ Teachers can assign a shared document to a team in either so that all team members **and** the teacher can edit / view.
- ✓ *For the BEST Word processing, use the desktop version of Word.*