# Feature parity between Google Workspace and Microsoft 365 Products

| Feature Provided | Google Workspace Product | Microsoft 365 Product |
|---|---|---|
| Email and calendar | Gmail and Google Calendar | Microsoft Outlook |
| File storage and sharing | Google Drive | Microsoft OneDrive |
| Word processing | Google Docs | Microsoft Word |
| Spreadsheets | Google Sheets | Microsoft Excel |
| Slide decks | Google Slides | Microsoft PowerPoint |
| Website creation | Google Sites | Microsoft SharePoint |
| Video calling, chat, and collaboration | Google Meet and Google Chat | Microsoft Teams |
| Survey creation | Google Forms | Microsoft Forms |
| To-do checklists | Google Tasks | Microsoft To Do |