Software Compare and Contrast

Microsoft

Word
Pros:
• Easy to navigate.
• Compatible with all PC computers.
• Very versatile.
• There are lots of templates that can be used to create flyers, calendars, resumes, etc.
• There are many fonts and formatting options.
• Pictures can be imported from the computer and the internet.
• It has its own clip art pictures that can also be used.
• I have a Mac and I am still able to use Word on my computer.
• Spell check is a helpful tool.
• Documents can be saved in many different formats.

Cons:
• The program costs money to download.
• Different computers have different versions, which makes it hard to find everything.
• Not all computers come with it already on it.

Excel
Pros:
• The sheets can be made interactive.
• The formulas and functions are easy to use and insert.
• Tables and charts can be formatted using borders, colors, patterns, etc.
• Tables can be made in Excel and imported into other documents and programs.

Cons:
• The different versions of excel are all different, so it makes it hard to work on a project in Office 10 on one computer and then Office 13 on another computer.
• The program costs money to download.
• Not all computers come with it already on it.

PowerPoint
Pros:
• Presentations can be used for a variety of purposes.
• It is simple enough that older elementary students could use it for assignments or projects.
• Music and pictures can be imported and added easily.
• The slides can be formatted in many ways and the layout can be changed very simply.
• The slides can be printed in many different formats.
• There are many different views you can use to see your presentation, like with notes, etc.
• Many different animations and features that can be added to enhance slide show presentations.

Cons:
• The program costs money to download.
• Not all computers come with it already on it.
• It is confusing when working on different versions of PowerPoint because they are all different.
• It doesn’t work on all computers.

Google

Docs
Pros:
• The documents can be shared with others.
• The shared users can edit and type simultaneously.
• Drawings can be created and inserted.
• Tables and be created and formatted with colors and designs.
• The documents can be translated to other languages.
• Accessible from any computer.
• There is a spell check similar to Word.

Cons:
• It could get very confusing with people typing and editing all at once.
• The toolbar is much smaller.
• There are no already designed shapes to use.
• When formatting tables for example, a separate tab doesn’t pop up on the toolbar.
• The documents can’t be saved straight from Google Docs to your computer.
• To share with others, you have to know their exact email address.

Sheets
Pros:
• Formulas and functions are easy to create and use.
• Accessible from any computer.
• It can be shared with other users.

Cons:
• Formatting the different colors and designs was found under ‘conditional formatting.’ This made it difficult to find.
• To format tables, you have to type in specific cell locations that you won’t to format, you can’t just highlight them.
• There were very little font options.
• It was very difficult to grab the graphs and move them around the sheet.
• Titles and labels couldn’t be added to the charts after it was created.
• Formatting tabs don’t pop up when you click on table.
• Toolbar is very basic and has less options.
• Formatting was difficult in general in this program.
• To share with others you have to know their exact email address.

Slides
Pros:
• There were well designed themes.
• Tables could be inserted into slides and formatted in the program.
• Accessible from any computer.
• It can be shared with other users, just like the other google programs.
• Inserting animations was pretty simple.
Cons:
• It could be very confusing to have multiple people working on a slide at the same time.
• To share with others you have to know their exact email address.
• When inserting a new slide, you have to insert it first and then go in and choose the format you want.
• The font options were very different from other programs.

iPads

Pages
Pros:
• Good for note taking.
• Very portable.
• There are lots of templates to choose from.
• The keyboard autocorrects word and looks the same as an iPhone keyboard.
• It is easy to transfer from the iPad to a Mac computer if needed.
• Apple products are compatible with each other so all documents on the iPad can be put on Mac computers.
• There are a variety of different fonts.
• You can create a table in a document.
Cons:
• It doesn’t work well on non-apple computers.
• It is difficult to type lots of information on a touch screen tablet.
• The keyboard autocorrects word and looks the same as an iPhone keyboard.
• The toolbar is hard to use and there isn’t much on it.
• Tables were extremely difficult to adjust and format.

Numbers
Pros:
• There are a variety of different types of templates that can be used.
• It is compatible with Numbers on Mac Computers.
The formulas and functions are done similar to Excel.
It is more convenient and portable since it is on the iPad.

Cons:
- Keyboard is very hard to use and very confusing.
- Everything is touch screen, which makes it extremely difficult.
- There is no toolbar.
- I couldn’t figure out how to format the table and add color.
- The formulas didn’t work well at all.
- This overall was just extremely confusing a way too hard to use.

Keynote

Pros:
- Because it is on the iPad it is very portable and easy to use anywhere.
- Compatible with Mac computers and other Apple products.
- It would be good to use to create very simple presentations.
- There were lots of font options.
- Pictures from the Internet or the iPad could be uploaded into the slideshow.
- There was a variation of slide layouts to choose from.
- Presenter notes could be printed and used.

Cons:
- It is very difficult to create on the touch screen.
- It was difficult to find everything because there is not much of a toolbar at all.
- I couldn’t figure out how to change the themes of the slides.
Overall

Overall, I definitely prefer the Microsoft programs to the Google programs and the iPad programs. Each Microsoft program is much easier to use and navigate through in my opinion. Microsoft programs have Mac compatible ones that for me have worked really well. I know there are some differences, but for my personal use it works very well for me. I definitely plan on sticking to Microsoft programs in the future if at all possible. I know how to use them better than the others and find them easier to use as well.

Word vs. Docs. vs. Pages

Google Docs would be great to use for group assignments that not everyone could meet at together. It can get confusing though with everyone typing at once. I also like that it can be accessed from any computer no matter what brand or type. Pages and Word both have to be accessed on computers with the same program. Pages would be great to use for note taking or something that doesn’t require lots of writing. Pages on a computer seems to be better than the iPad. I definitely would not use pages on the iPad to write papers or create different types of documents. I think it would work well for notes but that’s about it. Word is definitely my favorite. It has so many formatting options and versatility. I find it simple to use and seems to be pretty compatible with most computers.

Excel vs. Sheets vs. Numbers

In my opinion of the three different types of programs, these are the most difficult to use. I am pretty good at using a word processing software, but I have trouble with these. Overall I like Excel the best and definitely think it is easier to use than sheets and numbers. Excel has so much variety and tons of options. You can use it to create interactive sheets and templates as well. It has lots of different formatting options as well. Sheets was okay, but I found it more confusing than Excel. I do like that it can be used on all computers and accessed anywhere. It is also neat that it can be shared with multiple people who can add information or make notes, etc. This could also get very confusing with too many people working on it at once. Numbers was just absolutely confusing. I don’t understand it at all and will probably never use it. The touch screen made it even worse.

Power Point vs. Slides vs. Keynote

Again, I would definitely say that Power Point is my favorite of the 3 programs. I think it is the easiest to use and would be simple to use in the classroom as teaching tools as well as to allow older elementary age students to create their own. It is very versatile, yet simple enough that even kids can use. I once again love that slides can be accessed on any computer anywhere and that it can be shared with multiple different users. It was more difficult to use, but it had some neat features and I definitely think it could also be used in the classroom. Keynote was by far the most confusing. I think the hardest part for me is trying to edit using a touch screen. It was hard to select things and I couldn’t figure out how to format it. It could be used for quick and simple presentations, but I wouldn’t choose to use it unless I had to. I can see myself using Power Point for sure and probably Slides as well, but not Keynote.