

## Free Office-Type Applications

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High Five! You have a new computer! Now, you are thinking of purchasing Microsoft Office for it, especially for the triumvirate (Word, Excel, PowerPoint). That is, until you see the yearly price tag! Single user: \$69.99 (\$6.99/month). A family of 6: \$99.99 (\$9.99/month)! Really? Luckily, the Internet gods have alternatives, some of which produce files that are comparable to Office.

WPS Office (from Kingsoft Corporation) Free with Ads or \$30/year. This cross-platform suite (Windows and LINUX; with apps for Android, iOS) is similar to Microsoft 365 and can open and edit Office documents in nearly all formats. It offers Writer, Spreadsheets, and Presentation, does not require an account, and includes a few nice features of its own, such as, Writer allowing you to keep multiple documents open in tabs (think “browser”). But “free” means the loss of some features, such as templates.

URL: [https://www.wps.com/?from=wps2019\\_desc](https://www.wps.com/?from=wps2019_desc)

Review Article: <https://www.pcworld.com/article/3226453/wps-office-2016-review-office-alternative.html>

Google Docs, Sheets, and Slides (from Google LLC [Alphabet Holdings]) Free. This suite is the Google cross-platform answer to MS-Office. The major differences are its apps exist only in your Web browser through Chrome or Google.com, require no purchase or installation, and save work to the Cloud. If pared-down files are all you need, then this could be your suite. Its elegant, highly usable interface and fast performance accompany some features that are not present in traditional suites.

URL: <https://docs.google.com/document/u/0/>

Review Article: <https://www.pcmag.com/reviews/google-docs-sheets-and-slides>

Libre Office (from The Document Foundation) Free. This open-sourced, cross-platform suite is free to use on Windows, Mac, and Linux. It provides six programs, which include Write, Calc, and Impress. Its code is maintained by volunteers.

URL: <https://www.libreoffice.org/>

Review Article: <https://www.pcworld.com/article/3227923/libre-office-5-review-office-alternative.html>

Macintosh iWork (from Apple Inc.) Free. If you use Apple’s OS X, then your software most likely includes iWork Pages, Numbers, and Keynote. This suite provides real-time collaboration, even when working on a PC. Pages includes 70 Apple-created templates, Numbers uses a blank canvas for moving the data anywhere, and Presentations offers Rehearse Mode for instant review.

URL: <https://www.apple.com/iwork/>

Review Article: <https://www.macworld.com/article/232951/pages-numbers-and-keynote-productivity-apps-for-ios-and-macos-get-major-update.html>

Office Online (from Microsoft Corporation) Free. If you have a Windows PC, then you can access this suite. It places an icon on the Edge toolbar that takes you directly to Office files, whether online or on your computer. Without installing Office, it provides the features of Word, Excel, PowerPoint, OneNote, and Sway. But you must sacrifice some important features, such as the table of contents in Word. That said, it supports real-time editing with another person, unlike the desktop version of Office. (Hint: Supplement your offline Microsoft Office bundle with Office Online to use this multi-editing feature.) If you just need to throw together a few documents, Office Online may be the suite for you.

URL: <https://www.microsoft.com/en-us/p/office-browser-extension/9nblggh4v88g?activetab=pivot:overviewtab>

Review Article: [https://www.reviewgeek.com/72454/microsoft-office-vs-microsoft-365-which-one-should-you-buy/#moka\\_anchor\\_microsoftofficevsofficeonline](https://www.reviewgeek.com/72454/microsoft-office-vs-microsoft-365-which-one-should-you-buy/#moka_anchor_microsoftofficevsofficeonline)

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