

Difference Between MS Word and MS Excel

MS Word and MS Excel are two of the most commonly used Microsoft Office Suite applications. Widely used for the Windows operating systems, these applications have become extremely popular today.

MS Word

MS Word is a helpful software widely used among beginners and professionals alike. The most crucial benefit of MS Word is that there is no limit on the number of words a document can possess. In addition, many custom designs can be added to it too. Many formatting options are available in MS Word, making the document more attractive.

Major uses of MS word are

- A user can easily create and edit cards, letters, detailed charts, daily reports, etc.
- It is used for writing a thesis or creating documents.
- It comprises simple tools everyone can easily use, such as students, teachers, and professionals.
- It contains many features like word count, spell-checks, document translation, voice-typing, etc.

MS Excel

MS Excel is a perfect tool for maintaining a record or a database in a tabular format. Its extension is “.xls.” MS Excel allows us to make various sheets, rows, and columns and separate and highlight the given data. MS Excel also provides us with a sheet in the form of tables that can highlight various information in the form of rows and columns. Many other features make documentation easy; this includes content sorting, filtering, row count, column counting, the addition of digits, etc.

Major uses of MS excel are:

- It helps maintain costs and earnings and prepares expenditures and model statements quickly.
- It also helps manage complex data and other information in official lists of students, colleges, hospitals, and other medical histories.

Difference Between MS Word and MS Excel

Below is a detailed tabular Difference Between Word and Excel.

| MS Word | MS Excel |
|---|---|
| Microsoft Word is a word processor designed in a way that helps people document their journals, write-ups, resumes, stories, etc. | Microsoft Excel is a spreadsheet software tool used to record data in tables. |

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| <p>It is a word processing tool that enables users to form and edit various documents and drafts.</p> | <p>It is frequently used to construct tables, database figures, and various measurement formulas</p> |
| <p>This tool has also made the process of text editing easy and allows for printouts to be taken.</p> | <p>It helps to create lists and timetables for various purposes. It helps in maintaining and creating invoices, attendance registers, etc.</p> |
| <p>Tables from MS Excel can be pasted into MS Word.</p> | <p>MS Word or doc files cannot be pasted in MS Excel</p> |
| <p>Analysis and the division of statistical data is complex in MS Word</p> | <p>In MS Excel, analysis, division, and data filtration are essential features.</p> |
| <p>The Microsoft Word file extension is “.docx.”</p> | <p>Its extension is “.xls.”</p> |
| <p>MS Word documents can be printed easily with a properly formatted structure.</p> | <p>Print out of spreadsheets can also be taken, but the formatting and line spacing cannot be modified while printing the sheet</p> |