

Most people need tools on their computer to write letters, make spreadsheets and presentations. But which is best for you?



MICROSOFT

Paid for license

Microsoft Office requires a paid license

Built-in spellchecker

It's an extremely useful tool that comes as standard

Uses more memory

Microsoft Office requires a minimum of 3GB of hard-disk memory

More secure

The code to make MS Office is secret to keep it safe from tampering by hackers



OPEN OFFICE

Free alternative

Open Office software is free and can be downloaded from the internet

Spellchecker is a separate add on

You will need to find and download this separately

Uses less memory

Open Office is better on older devices as it requires little hard-disk space to run

Slightly less secure

Still quite secure but updates are done by volunteers so there will always be a risk

References

<https://bit.ly/3zhYOQm>

