

# Popular Word Processing Software

in MS Word 2021 & Beyond

*Comparing Commercial, Free and Cloud-Based Tools*



# Word Processing Software — At a Glance

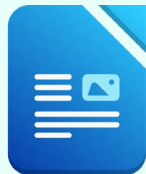


## Microsoft Word 2021

Microsoft Corporation

Commercial

.docx



## LibreOffice Writer

The Document Foundation

Free & Open Source

.odt

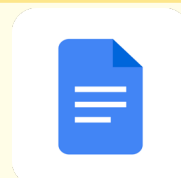


## OpenOffice Writer

Apache Software Foundation

Free & Open Source

.odt



## Google Docs

Google LLC

Free / Cloud-Based

.gdoc



## AbiWord

AbiSource Community

Free & Open Source

.abw



## Apple Pages

Apple Inc.

Free (macOS / iOS)

.pages



## WPS Writer

Kingsoft Office

Freemium

.wps / .docx



# Software Comparison — Key Details

| Software            | Producer                   | Type               | Extension      |
|---------------------|----------------------------|--------------------|----------------|
| Microsoft Word 2021 | Microsoft Corporation      | Commercial (Paid)  | *.docx         |
| LibreOffice Writer  | The Document Foundation    | Free & Open Source | *.odt          |
| OpenOffice Writer   | Apache Software Foundation | Free & Open Source | *.odt          |
| Google Docs         | Google LLC                 | Free / Cloud-Based | *.gdoc / .docx |
| AbiWord             | AbiSource Community        | Free & Open Source | *.abw          |
| Apple Pages         | Apple Inc.                 | Free (macOS/iOS)   | *.pages        |
| WPS Writer          | Kingsoft Office            | Freemium           | *.wps / .docx  |



# Commercial vs Free & Open Source Software



## Commercial Software (e.g. MS Word 2021)

- Must be purchased or subscribed (Microsoft 365 ~\$69.99/yr)
- High compatibility — .docx is the industry standard
- Full features: Mail Merge, collaboration, macros
- Regular updates and Microsoft support
- Used by businesses, schools and governments worldwide



## Free & Open Source (e.g. LibreOffice Writer)

- Available to download and use at no cost
- Open source — anyone can inspect and modify the code
- Saves in .odt; can also export as .docx
- Functionally very similar to MS Word
- Ideal for home users, students and schools

# Cloud-Based Word Processing

Cloud computing runs software on remote internet servers — you only need a browser.  
No installation or storage space required on your device.



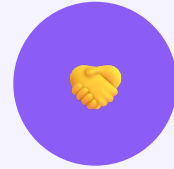
## No Installation

Runs in browser — no download or setup



## Auto-Saved

Files saved automatically; no lost work



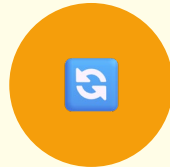
## Collaboration

Multiple users edit the same doc  
simultaneously



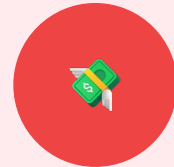
## Any Device

Access from any PC, tablet or phone



## Always Updated

Always the latest version — no manual  
updates

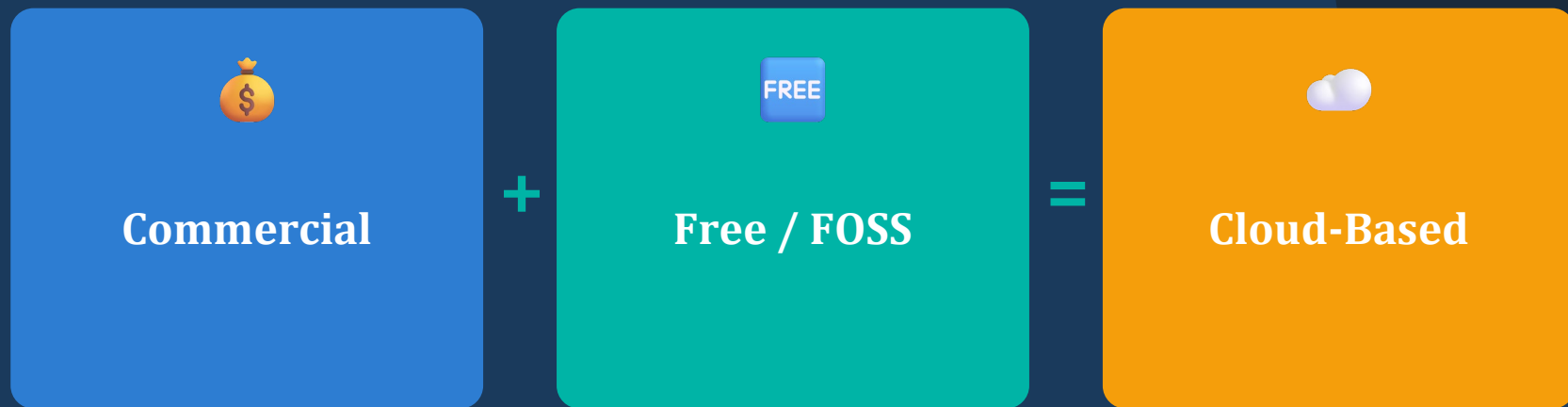


## Free Plans

Google Docs, Zoho Writer, and MS  
365 Online are free



# Key Takeaways — Software Comparison



## Quick Recap

- MS Word 2021 (Microsoft) is commercial — most widely used; default format is .docx
- LibreOffice Writer & OpenOffice Writer are free, open-source; default format is .odt
- Google Docs is cloud-based — no installation, auto-saves, real-time collaboration
- All modern programs can read/write .docx ensuring cross-compatibility