

Difference Between MS Word and MS Excel

MS Word is a processing software which is used for writing letters, essay, notes, etc. Whereas, MS Excel is a spreadsheet software where a large amount of data or information can be saved in a systematic tabular manner in numerical and alphabetical values.

MS Word vs MS Excel - Key Differences

The table given below displays the major differences between MS Word and MS Excel in a tabulated manner for comparison between the two programs.

Difference Between MS Word and MS Excel	
MS Word	MS Excel
Definition: MS Word is a word processor developed by Microsoft Used to make professional-quality documents, letters, reports, etc.	Definition: MS Excel is a spreadsheet program where one can record data in the form of tables.
File Extension: the file extension for a Microsoft Word file is “.doc”	File Extension: The file extension for a Microsoft Excel file is “.xls”
Uses: <ul style="list-style-type: none"> • Writing letters, essays, documents • For a thesis or used by authors • Creating and updating resumes • Comprises of simple tools which can be easily used by both, teachers and students in the field of education 	Uses: <ul style="list-style-type: none"> • Manage complex data like information of staff in an office, list of students in a college, medical history of patients in a hospital, salary details f employees, etc.
A new document in MS Word is a blank page where one can add text, images, etc.	A new spreadsheet in MS Excel is a tabulated page where rows and columns are given, forming different cells
MS Excel tables can be inserted in a Word doc	MS doc files cannot be inserted in an Excel spreadsheet
It has a feature where grammatical errors are detected and can be corrected	In an Excel spreadsheet, grammatical errors are not detected by itself
Statistical analysis and division of data is complex	Filtering and editing od statistical data is simpler and an important feature of MS Excel
A formula can be written manually but automatic calculations cannot be done	Once a formula is entered in an Excel spreadsheet, automatic calculations can easily

	be done
Advanced formatting features like WordArt, etc. are available	Limited formatting features are available
Easy and properly formatted print outs can be taken for an MS Word document	Print out of spreadsheets can also be taken but the formatting and line spacing cannot be modified while printing the sheet

All the differences mentioned above, showcase that these two programs are different from each other and the comparative analysis also explains how different is the functioning of these two programs.

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- [Difference Between Search Engine and Web Browser](#)
- [Difference Between RAM and ROM](#)
- [Difference Between Hardware and Software](#)
- [Difference Between IPV4 and IPV 6](#)
- [Difference Between Firewall and Antivirus](#)
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- [Difference Between Virus and Malware](#)