

Word2000 vs WordPerfect2000

In 1999, Microsoft and Corel released the latest versions of their Office Suites: **Microsoft Office 2000** and **WordPerfect Office 2000**. Both had new features, and both 'borrowed' ideas from each other's previous editions. Microsoft felt that the Web was going to play an increasingly-important role in the Office; Corel—after interviewing customers to see what features would make their working lives easier—concentrated on a new, Suite-wide feature: The RealTime Preview.

After using both wordprocessors for the last year, I can say that both companies excelled in achieving their goals. **Word2000** brilliantly and flawlessly 'round-trips' HTML; **WordPerfect2000** provides a RealTime Preview when editing that makes me wonder how people who don't use **WordPerfect2000** live without it (and how I ever lived without it!). What are these new features, and how should they affect your purchasing decision?

Word2000 views HTML as a native format, i.e., it opens a Web Page as easily as it opens a **Word** document.

How does this help you, and why is it a good feature to have? Well, it has 3 good uses:

1. It allows a document (e.g., an Internal Meeting Agenda) to be saved to the company Intranet, then easily changed without a lot of messing around. Simply click the **Word** icon on IE5's Toolbar, Edit the Document in **Word**, Hit save, and your Intranet is updated instantly
2. People who don't have **Word** can use IE5 to view a **Word** document
3. If you collaborate with your coworkers a lot, you can save your document to your company Intranet, and your coworkers can discuss or make changes to the document using the Intranet.

WordPerfect2000, on the other hand, has the RealTime Previewer; this allows you to see changes to your document instantly, for example . . .

Say you decide you don't like the Font of a document/paragraph/line/character, etc., simply click the Font drop-down Menu and 'hover' over a new Font. **WordPerfect2000** instantly shows you how the change will affect your document; you can move up and down the Font Menu one-by-one, and the changes are applied in front of your eyes. Previously, you would have chosen a Font, decided you didn't like it, hit UNDO, chosen a different Font, decided you didn't like it, hit UNDO, chosen a different Font, decided you didn't like it, hit UNDO (you get the picture). However, this doesn't just apply to Fonts; this applies to Font Size, Color, Columns, Tables, Margins . . . basically any formatting you can think of, **WordPerfect** will apply in front of your eyes. The guesswork has been taken out of word-processing. This is especially helpful when you want to make a change to a Margin or Table cell, yet you're unsure what it will look like until you actually make the change; now, you can drag a Table Line or Margin millimeter by millimeter until you achieve the desired effect. For every day word-processing, this is a **REAL** time-saver.

You can therefore summarize the 2 programs' new features as follows: If you work on your company Intranet a lot (and make a lot of changes to it), **Word2000** is going to make a big difference to your work. If you sit in front of a wordprocessor most of the day, **WordPerfect** is going to offer you the bigger advantage.

Word2000 is undoubtedly the best version of **Word** to date, but it's still not (nor will it ever be) **WordPerfect**. Why? Well, as you will see throughout this comparison (and the following Preamble—should you choose to read it), there are fundamental differences in the 2 programs. I have broken this page up into the following Headings, which means you can jump to a certain area on this page and just read that part, or you can read the entire Preamble before going through the comparison.

! PREAMBLE
! Compatibility
! PRICE
! MARKET SHARE
! LINUX
! RATING SYSTEM

I hope you find this Web-Site helpful. If you would like a PDF Copy of this comparison, please E-mail me. I'll be happy to oblige! 8^)

PREAMBLE

Why create a Web-Site devoted to **WordPerfect**? Surely people have better things to do with their time than spend endless hours comparing word-processing software?

Why does Microsoft's Law Firm use **WordPerfect** (and refuse to switch to Microsoft **Word**)?

Why should you even consider switching your wordprocessor, if you're happy with the one you use?

These are all interesting questions, which will be addressed throughout this Preamble.

To start, before I discuss my interest in **WordPerfect**, you need to know that there is a **FUNDAMENTAL** Difference between the 2 programs: **Word** is Object Oriented, **WordPerfect** is Stream Formatted. These differences are outlined in this Preamble, and they are the primary reason I began to favor **WordPerfect**—which, eventually lead to my creating this Web-Site.

How It All Began

My interest in **WordPerfect** began when I moved jobs to a company that used **WordPerfect**. I had been trained in Microsoft **Word** and had used it in all my previous jobs. Sure, I had been frustrated with **Word**, but I just thought that those sorts of frustrations were par for the course when it comes to computer programs (and word-processing software in particular). As stated, this new job involved learning **WordPerfect**. In my naiveté, I thought, "surely a program couldn't be *better* than a Microsoft product?" Surely it couldn't be *easy to use*, yet *extremely powerful with fantastic features*? Well, **WordPerfect** is ALL of that.

The first thing I noticed was that **WordPerfect** didn't have Print Preview. Where's Print Preview? Oh . . . you don't *need* Print Preview; as your document looks on the screen is exactly how it will print. Then I noticed how easy Tabs, Indents, and Line Spacing (excluding the obvious single, 1.5, or double line spacing) were—I found these time-consuming and awkward in **Word**. Next I noticed how **WordPerfect** flowed. If I changed something at the beginning of my document, it carried on through until I chose for it to change.

For example:

Say a report was typed in the following style:

TEXT	Times New Roman	12 Font	Left Justified
HEADINGS	Arial	14 Font	Centered

If I decided that I wanted to amend everything but the Headings to Courier, 11 Font, Fully Justified, I just went to the top of the document and quickly made these 3 formatting changes (3 clicks); my entire report (excluding my Headings) would then follow these changes. Had I typed the same report in **Word**, I would have had to do one of the following:

- ! Go to Format/Style/Modify/Format/Font (and Paragraph), then Update the Normal (or predefined) Style
- ! 'Select All', make these changes, then go through and Redo my Headings.
- ! Create a complex search to amend these formatting changes
- ! Go through and change each paragraph individually using the Format Painter

Aspects like these made me appreciate how superior **WordPerfect** was. I then *found reveal Codes*, and my conversion was complete. (Click the *Reveal Codes* Link—or the icon at the bottom of this page—to go to my other **WordPerfect** Web Site, which highlights **WP's** features, while giving visual examples; this has in an-depth explanation of *Reveal Codes*).

Microsoft produced a White Paper (*Word 97: Life after Reveal Codes*), which tried to explain why you don't need *Reveal Codes* in **Word**, but it was nothing more than a lame attempt to justify the fact that **Word** can't produce the equivalent of Reveal Codes.

Quote: "Word is based on a hierarchical formatting system that allows the user to format based on the entire document, a section, a paragraph, or even character. The hierarchical architecture of **Word** does not allow for stream-based formatting like in **WordPerfect**".

Add *reveal Codes* to **WordPerfect**'s other features, and you begin to see why **WordPerfect** has obtained such a devoted following. Recently, a major PC Magazine conducted an analysis of the 3 major Office Suites (MS, Corel, and Lotus). **WordPerfect** won every category. Conversely, the testers came up against several problems while testing **Word2000** (especially when asked to perform a Mail Merge and to produce a Table of Contents). Overall, **Word 2000** had a lack of enthusiastic feedback.

Last year, our organization decided to upgrade its word-processing software. Naturally, the discussion of switching to **Word** came up. "With the exception of the legal community, the majority of the market *currently* uses **Word**, perhaps we should switch". The thought of going back to **Word** horrified me. I had bought a new computer less than a year before, and it had **Word 97** on it. Yes . . . **Word** was just as bad as ever. It was so bad that I had gone out and bought **WordPerfect 8**.

Needless-to-say, I turned to the Internet for comparisons. Even I was surprised at how many Web-Sites were devoted to **WordPerfect**'s superiority over **Word**. In fact, I couldn't find one Web-Site in favor of **Word**! I needn't have stressed. When the Admin. Team met to decide which Application to go for, it was *unanimous* that we stay with **WordPerfect**. Most members of the Team had also been trained in **Word**, had **Word** at home, or were using **Word** on courses they were doing. All these Team members agreed that **WordPerfect** was far superior & wanted to upgrade to Version 9 (Office 2000). Those who hadn't used **Word** didn't want to switch to a program that didn't have the ability to Reveal Codes. Therefore, we bought more than 40 **WordPerfect** Licenses.

Compatibility

On a different note, many might be wondering about the compatibility issue? Well, we do have a copy of **Word2000** at work, and the conversion between **Word2000** & **WordPerfect2000** is—in most instances—perfect. It isn't an issue. Even if we did have a problem, we can still use **Word** for any document we have to share, but for the majority of documents produced by *our* company, we don't have to worry. Besides, if we were going to e-mail a document to someone using **Word**, **WordPerfect** allows you to save the document as **Word**. Actually, we haven't even had to use **Word** once when exchanging documents—that's how great the conversion is (Corel completely revamped the Conversion Filters for Office 2000).

Price

WordPerfect is considerably cheaper than **Word**—more importantly, **WordPerfect** is free to use at home, i.e., if your company buys licenses for you to use at work, you can also take the CD home and install it at home (legally). With **Word**, you have to buy a separate license . . . Save money AND get the greatest word-processing package on the market!

Market Share

The burning question in most people's minds would be, "well, if **WordPerfect** is so wonderful, why does three quarters of the market currently use **Word**?" There isn't one simple answer to this.

There are many variables:

1. When Windows was introduced, **WordPerfect Corporation** was busy creating **WordPerfect** for **OS/2** and for a new version of **DOS**. Microsoft, on the other hand, had been busy updating **Word** for Windows. With **Word** having a head-start in a Windows environment, **Word** started to increase its market share (which up until Windows, **WordPerfect** had dominated—Microsoft had **NEVER** been able to crack more than 20% of the market, even after 5 versions).
2. Microsoft started shipping **Word** on new computers. As such, many companies decided to use the new 'free' software instead of having to pay to upgrade.
3. Companies that did use **WordPerfect** started to get requests from customers to exchange documents as **Word**. To accommodate their clients, they switched. (The conversion filters weren't as good back then as they are today).
4. Many people started to think, "Well, if Microsoft makes Windows and **Word**, their own product will run better on their own system than another company's software will."
5. **WordPerfect** switched hands, and many thought it was finished. As such, people switched to **Word** so they wouldn't be stuck with a product that was no longer being developed.

These factors all contributed to **Word**'s current domination. However, **WordPerfect** is still licensed to 50 million people, and within one year, that figure will have increased to approximately 100,000,000 million (thanks to Corel's multiple agreements with many of the world's largest PC manufacturers—including the world's largest).

LINUX

Another factor in **WP**'s favor is that LINUX is gaining huge publicity and popularity—the International Data Corporation (IDC) has projected that the entire LINUX operating environment market (client and server) will grow at over 25% Compound Annual Growth Rate (CAGR) through 2003. Additionally, according to recent figures, LINUX is being installed over Windows NT/2000 at a rate of 4 to 1. With CorelLINUX now available (and **WordPerfect**'s availability on LINUX), **WordPerfect**'s market share is only going to increase more and more. Recently, IBM, Compaq, and Sun Microsystems have joined with Red Hat, the Free Software Foundation, and VA Linux, among others, to form the Gnome Foundation, a coalition to develop and promote the Gnome desktop environment. With these Big Guns behind LINUX, MS finally has competition.

Which is the only **Major** Office Suite available on LINUX? **WordPerfect**.

Anyway, enough "Preambling" :-). What follows is a feature-for-feature comparison of the two programs. Of course I wanted **WordPerfect** to win this comparison, but there was no use in spending hours/days comparing the two programs only to 'tweak' the outcomes besides, **Word** users would know straight away if I stated something erroneous. Therefore, the following pages (viewed by clicking on the links above, which are laid out according to the various Menus) contain a genuine feature-for-feature comparison. Nevertheless, if there is an oversight, or if **Word** can, in fact, do something that I (or the Office Assistant) don't know about, please E-mail me at wolverine@tesco.net, and I will update this site. I must say, however, that (in a cruel twist of irony) I train people how to use **Word** (as a second job), so I do have a very good knowledge of the product. Also, as stated, I was trained in **Word**, and I have **Word** at home. More importantly, I have spent the last few months working on our company's Intranet. What program did I use? **Word2000**! It is truly excellent for this purpose, it's just not great for power-users word-processing day-in, day-out.

(IMPORTANT NOTE: **Word2000** is NOT good for creating Web Pages to be uploaded to the Web—as opposed to an Intranet—as it can bloat a web-page's size by as much as 5 times what it would be if a generic HTML editor were used. This obviously isn't a concern for an Intranet where you have a 100MBPS connection, but it is a concern for someone using a 56K Modem on the Net!)

Anyway, I also want to stress that I am *not* anti-Microsoft. I love MS Outlook, Access, IE5, and I also like Excel. I honestly feel that MS **Word** is *vastly inferior* to **WordPerfect**. At the end of the day, a user is more productive using **WordPerfect**. Not only are tasks easier in **WP**, the program is more powerful & not as temperamental.

On that note (I almost forgot), why does Microsoft's Law Firm refuse to switch to **Word**? Well, perhaps more than any other business, Law Firms—at the end of the day—are wordsmiths. Their business depends on long, complex, documents (wills, legal pleadings, affidavits, etc). If their word-processing program can't handle such documents (or if they're infected with macro-viruses—to which **Word** is susceptible), they're dead in the water. Most Law Firms use (or had to retain) **WordPerfect** for these reasons. In fact, I would be surprised if those that switched to **Word** don't eventually switch back to **WordPerfect**.

All the reasons stated above—including many that weren't (such as backward compatibility and smaller file size, saving space on your Network)—are reasons for using **WordPerfect**. For many, the thought of learning a new program would be a turnoff, but **WordPerfect2000** is not so dissimilar to **Word** that it would be like learning a new program. It's just that accomplishing tasks in **WordPerfect** is easier, and it also has more practical features that you would use every day—as you will see in this comparison.

RATING SYSTEM:

The following Point System was used in this Comparison:

1. Where **WP** or **Word** is equal or better in a particular category, it is awarded 1 Point
2. If **WP** or **Word** has a really good feature, it is awarded 5 points in that Category
3. If **WP** or **Word** has an *outstanding* feature, it is awarded 10 points in that Category

			<i>FILE</i>
	WP	Word	
New Blank Document	1		WP—a new document is always on the screen.
WP: New from Project Word: New	10		No competition—WP has an unbelievable number of Predefined Templates (158—Word has 38). You can also—easily—edit, copy, move, and create Categories for your templates. You can also easily Build Prompts (click to see an example) for your Templates, so that all the correct information is entered (in the correct order).
Open Dialog Box	5		<p>WP has a much larger (i.e., whole screen), resizable Dialog Box, which makes it easier to see more files. You can also perform much better file management capabilities from the Open Dialog Box, including Drag & Drop, Undo, Cut/Copy/Paste Icons, Help Menu, Print File List, etc. WP's FIND facility is also faster, easier, and overall better.</p> <p>Additionally, when Previewing a File in WP, you also have the following options: Tear Off—Separate Preview Window Content—choose either Draft, or Normal View (Draft View doesn't display Graphics; this speeds Previewing files) Page View—Choose which size you prefer in this View: Original, Window [e.g., whole page], or Window Width. Find—i.e., a specific word in the document you're Previewing The only notable aspect that Word has is that its Properties are slightly better (and, of course History—see below), which is part of MSOffice's New Open Dialog Box—a vast improvement on Office 97</p>
Save Save As		1	Word has slightly more options in the 'Options' Tab. Those Options not available in the WP Save Dialog Box are found under Tools/Settings in WP.
Word: Save As Web Page WP: Internet Publisher		5	Excellent feature of Word 2000. As stated in another section, this was MSO2000's big feature. Saving as a Web Page is as easy as saving as a Word document. WP allows this after opening the 'Save As' Dialog Box or via the Internet Publisher.
Properties	1	1	Both are excellent.
Word: Versions/Track Changes WP: Document Compare/Review	1		WP's options are far more advanced. The only option Word has over WP is for when a reviewer changes formatting (e.g., makes a word bold).
Set Defaults/Document Style	5		I really like the way Word has DEFAULT on some of its Dialog Boxes. However—and it's a big However—WP does provide a much more comprehensive, coordinated approach to setting defaults, & more can be set without having to create, delete, & rename the default Template.
Margins	5		No contest. You can edit WP's margins directly on the page. In the Page Setup Box, you can hit either EVEN or MINIMUM to have WP automatically set all margins even; i.e., 1.5 cm Top, Bottom, Left, & Right; or even set them to the absolute minimum for your Printer. No annoying messages about margins being outside the printable area. WP knows what is allowed and won't let you set a margin that can't print.

WP: Subdivide Word: Section Breaks	5		WP allows you to split your page, e.g., halves, quarters, etc.—Particularly useful if you want one page with different margins, boxes, columns, etc. You can use Section Breaks in Word, but—as usual—it's nowhere near as easy or flexible as WP. In addition, Word only allows you to insert Section Breaks horizontally—not vertically.
Page Definitions, i.e., Letter, A4	1		Easier to select in WP.
Print	5		The options available in WP are phenomenal. You can get WP to enlarge, reduce, create thumbnails, posters, etc. Word 2000 has some of these features, as well as some other good features like printing comments. WP's features are easier to use, the Interface is superior, and the HELP files are much better than Word's.
Print Preview	1		WP has only added this feature in version 9—and only to accommodate people switching from Word, as well as those who didn't realize that WP is in a constant state of WYSIWYG (What You See Is What You Get). Therefore, unlike Word, Print Preview isn't needed. However, if you do decide to use Print Preview in WP, you still have access to all your Toolbars—& Property Bars—without having to go to View/Toolbars. The only good thing about Print Preview in Word is the ability to see all pages in your document—which is good for spotting blank pages after a Mail Merge.
Publish to PDF	1		You can only do this in WP. You would have to pay hundreds of dollars/pounds to buy Adobe's Acrobat Reader in order to convert your Word documents to PDF.
Send To . . .	1		N/A. Controlled by Windows.
Recent Documents	1		A great new addition to MSOffice 2000 is the History Folder, which shows the last 50 documents used. I always thought that something like this would be a great idea. However, you can also see at least 40 of your most recent Corel documents by using 'Corel New Project/Perfect Expert Icon' in your System Tray.
	WP	WORD	
POINTS	41	8	

EDIT

	WP	WORD	
UNDO/REDO	5		No competition. Not only does WP have 200 more Undo Levels, you can save Undo/Redo History with your document, i.e., you don't lose the ability to UNDO after closing the document.
Cut/Copy/Paste		1	Both Word & WP allow you to Append to the Clipboard (Word : Spike). MS Office 2000's new clipboard is an excellent idea, however, you can, download a similar, free program from the Web.
Word : Paste as Hyperlink		1	Word allows you to <i>Paste as a Hyperlink</i> within your document.
Paste Special	1	1	Both are comparable.
WP : Repeat Next Action Word : Repeat Last Action	5	1	You can set WP to Repeat the Next Action anywhere between 2 and 65,535 times. Word can only Repeat your last action by continually hitting Ctrl+Y (providing you didn't hit Undo, in which case Ctrl+Y becomes REDO).
WP : Convert Case Word : Change Case	1		WordPerfect is intelligent about Initial Capitals . It does not make <i>prepositions, conjunctions, or articles</i> Capitals (unless it's the first word in a sentence).
Select	1		WordPerfect allows you to Select All, Select Sentence, Select Paragraph, or Select Page, simply by right-clicking outside your margin. You can select a word or paragraph in Word (and WP) using double or triple clicks, but this isn't as efficient as a single 'Right-click & Select Action'. You can easily click too many or too few times and select the wrong part. In Word , selecting a sentence can be accomplished by holding CTRL, then clicking. However, I think it's easier to remember a single action (e.g., Right-click outside your Margin) than remembering multiple combinations for different selections.
Edit Graphic Box	1		Available in WP . Only available in Word by clicking on a Box, which can be difficult if it's behind text.
Edit Graphic Line	1		Available in WP . Again, available in Word by clicking on a Line.
Edit Links		1	Word allows you to lock a link
Edit Object	1		WP has a vast array of options
Find & Replace	1		Both have good points. However, WP 's ability to search for every code makes it win this section. WP also has more options. Note: As stated in the Preamble, Word does allow you to create complex searches, e.g., look for a specific word with a specific Font, but thanks to WordPerfect's Reveal Codes, I've not needed to do such a search in WP.
Go To	1	1	Each has Go To Options that the other doesn't— pretty much equal.
	WP	WORD	
POINTS	18	6	

VIEW

	WP	WORD	
WP: Draft Word: Normal View	1	1	Personally, I <i>rarely</i> use Draft/Normal view, so I can't really say which is better. I <i>like</i> being able to see a true representation of my document. As stated in my Preamble, when I started using WordPerfect , I loved the fact that I didn't have to hit Print Preview before every, single document I printed. Nevertheless, I was tempted to let Word win this because you can always see your text, regardless of your magnification. In WP , if you change to 100% magnification, some text goes beyond the visible screen area, requiring you to use your Horizontal Scroll Bar. However, Word will hide graphics if you switch to Normal View, whereas WP still shows them. Obviously, each has an advantage the other doesn't, so I think it's up to people who use this View to decide which is better.
WP: Page Word: Print Layout	5		WP wins this one because you still need to use Word 's Print Preview feature for every, single document you create—or risk wasting paper (as Word 's Print Layout is <i>NOT</i> a true WYSIWYG environment).
WP: Web Page Word: Web Layout	1	5	This was MS Office 2000's big new feature. It is outstanding, allowing you to create and edit Intranet pages as seamlessly as you would a normal document. WP 's Web Page feature is good, but you can tell that Corel concentrated its Office 2000 efforts on the RealTime Previewer, as WP can't <i>read</i> HTML as well as it can <i>generate</i> it.
WP: Two Pages Word: Print Preview		1	WP allows you to see 2 pages at once. For Word , refer to <i>Print Preview</i> under the FILE Menu comparison.
Word: Outline View		1	Should you wish to do so, Word allows you to reorganize your document according to its Headings. This is probably a handy feature, although the Document Map allows this (so it's probably a bit of overkill). Nevertheless, I'd like to see WP add a Document Map.
Word & WordPerfect: Toolbars WordPerfect only: Property Bars	10		This is one area where there isn't even a competition. Corel realized that you don't need all your tools all the time, so it came up with the Property Bar . The Property Bar sits directly below your Toolbar and updates with all the tools you need for the task on which you're working. E.g., Working on a graphic, the Property Bar updates with all the tools you need for working with a graphic. Working on a table, your Property Bar updates for that task; this applies to everything: Watermarks, Images, Selected Text, Footnotes/Endnotes, etc. You rarely have to turn your Toolbars on & off when you need to work on a Task, as you do in Word .

			<p>This is one area where MS could really improve. I think MS Office's Toolbars are ugly and annoying. By the time you have your Drawing Toolbar, your Frames Toolbar (if you're working on your Intranet), your Tables Toolbar, your Formatting Toolbar, your Standard Toolbar, and your Clipboard Toolbar on the screen, there's hardly any room to see your document! I guess you could shove them all together, but then you don't see all your Icons <sigh>. Yet another productivity feature that makes word-processing with WP a joy.</p>
WP: Application Bar	5		<p>At the same time that Corel introduced the Property Bar (WordPerfect 8), Corel also added the Application Bar. It's slightly thinner than your Task Bar (sitting directly above it), and it serves 4 purposes:</p> <ul style="list-style-type: none"> • It shows all your open documents • It allows you to drag and drop text between documents • It allows you to switch easily between documents • It stops you forgetting that you already have a document open <p>Word 2000 subsequently 'borrowed' the idea. Every open Office document now has a separate icon on your Task Bar. However, this is almost a disadvantage, as your Task Bar gets really cluttered (you then can't see what each document is without hovering).</p>
Ruler Bar	5		<p>I personally <i>hate</i> the Ruler Bar. Word turned me off it forever. Having to adjust tabs and indents using the Ruler Bar is <i>onerously</i> time-consuming, awkward, and fiddly—especially for a power-user. Perhaps a little-known fact is that it takes <i>literally</i> TEN TIMES LONGER to use a mouse instead of a keystroke, e.g., setting an Indent using your Ruler instead of hitting F7 (in WP) (refer Format Menu). Only someone who has used WordPerfect would appreciate this. In Word, you <i>can</i> use keystroke combinations, such as Ctrl + M or Ctrl + T, but if you want to move your Tab Stop back, you either have to change your Ruler, Edit in the Paragraph Dialog Box, or use complex keystroke combinations, e.g., Shift + Ctrl + T to move an Indent back! Compare these to using F7 or Backspace in WP.</p> <p><i>Nevertheless</i>, if you do like to use your Ruler Bar, WordPerfect allows you to Right-click to open the following Dialog boxes: Tab Set, Paragraph Format, Margins, Columns, & Settings. Double-clicking on your Ruler in Word will open your Page Setup or Tabs Dialog Boxes only. Overall, if you wanted to work with your Ruler Bar, it is MUCH easier in WP.</p>

			Additionally <i>and most importantly</i> , because WP flows, if you change a Tab stop for one item, each following item changes to the new Tab stop automatically (providing uniformity to your document). In Word , you need to highlight all the text to which you want to adjust Tab Stop positions—yet another one of Word 's time-wasters. Seriously, if productivity means anything to your organization, you will see a significant drop if you switch to Word , as your Users will take <i>much longer</i> to accomplish the same task in Word that they did in WP .
WP: Hide Bars Word: Full Screen	1		Virtually no difference, except when you select this in Word , some of your Toolbars may still be floating on your screen(?).
WP: Guidelines Word: Text Boundaries	5	1	WP shows you all your margins, column widths, table guidelines, etc, directly on your page. This allows you to adjust them there & then—and see the changes instantly (i.e., in <i>Real Time!</i>). This is a really-big time saver, even for something as simple as adjusting a paragraph's left & right margins. Word can show you boundaries, but you can neither manipulate them directly, nor do you see the changes occur until you've finished. You would really not believe how fantastic the RealTime Preview feature is. When you use Word or an older version of WordPerfect , you immediately notice how annoying it is having to guess everything. Additionally, to turn Boundaries on in Word , you have to go to Tools/Options/View, then check the Text Boundaries box to display them. In WP , they're there by default.
WP: Shadow Cursor Word: Point & Click	1		This was introduced in WordPerfect 8; Word 2000 (again) 'borrowed' the idea. This allows you to point to any part of a document and start typing. In WP , it also shows you (exactly) where your cursor will go when you click.
WP: Graphics Word: Picture Placeholders	1		To speed up viewing/scrolling through a document, (and to take the strain off your Graphics card—if it doesn't have many Mbs of Memory), WP allows you to turn off displaying graphics. This can be done in Word , but as usual with Word , it's more convoluted (you have to go to Tools/Options and put a check in Picture Placeholders. To see your graphics again, you have to go back and uncheck the box).
Table Gridlines	1	1	No difference
Hidden Text	1		Word only allows you to see hidden text if you use your Show/Hide option. WP allows you to use the Show/Hide option & still not see Hidden Text (some people like to work with Show/Hide on all the time—especially in Word , where you can accidentally delete a Paragraph Mark).
Symbols	1		WP has more options for what to display.
WP: Reveal Codes	10		As discussed in the Preamble, this is the greatest aspect of WordPerfect ; It is indispensable for finding problems in your document—so much so, in fact, that it would be <i>reason</i>

			<i>enough</i> to choose WP over Word !
Zoom	1	1	WP has Margin Width. Word allows you to see any number of pages.
Word: Comments	1	1	Available in Word to open Comments. In WP , this is achieved by clicking an icon outside the margin (next to the comment). There really isn't that much difference, but if I had to say which is better, Word would win. However, it's not an advantage, it's just a preference.
Word: Footnotes			Believe it or not, this isn't a 'View/Hide Footnotes' function, it's a 'Go To' function???
Word: Headers & Footers WP: Refer INSERT Menu	1		As I write this, I wanted to get "Page 1 of 1" in my Footer in Word . Unless you knew where to look, this would involve invoking the Assistant, which will inform you that you have to use AutoText. Unfortunately, because I had created my own Word Default Template, the AutoText entries were gone. I, therefore, had to rebuild the Template. Don't you just love Word ? Anyway, to create a simple Footer "Page 1 of 5" in WordPerfect , you simply select <i>Page Number</i> from the Property Bar, type 'of', then select Total Pages from the Property Bar. WordPerfect also allows 2 Headers and 2 Footers. Word has a convoluted way of doing such.
	WP	WORD	
POINTS	51	12	

INSERT

	WP	WORD	
Symbol		1	Word wins this one, due to its Special Characters {although most of these are part of WP 's QuickCorrect (AutoText)}. However, should you wish to, Word also allows you to add them (easily) to AutoCorrect or a Shortcut Key.
Date & Time	1	1	Both have advantages. WP allows you to create your own, where as Word allows you to set the chosen format as your default. WP allows you to do that, but only by adding it to your Current Document Style default.
Outline/Bullets & Numbering	1	1	These are similar, but WP has more options. Word 2000 allows you to use pictures as bullets
Table			REFER TABLE MENU
Footnotes/Endnotes	1	1	WP 's Footnote & Endnote options are far more advanced, with many more options. Word gets a point because hovering over a Footnote is similar to hovering over a Comment, i.e., you can see what the Footnote says.
Watermark	1		This is achieved in Word by using Headers and Footers(???) (or by inserting Text Boxes, with 'Wrap' set to 'Through'). Alternatively, you can create a Template. Instead of jumping through hoops, WP offers it as a separate Menu item, which makes life a little easier, i.e., you don't have to change wrapping, shading, etc.
Graphics			REFER GRAPHICS MENU
Line	1	1	WP —Additional menu item. Word —Via its Drawing Toolbar or its Borders and Shading Dialog Box (???)
Shapes	1	10	No difference in the Shapes available, although Word did have this first. Word gets 10 points for its extra options, e.g., Align, Distribute, Nudge, etc.
Chart	1		Word 's Charts are good. WP9 's Charts are amazing.
Text Box	1	5	Both have excellent options for formatting the Text Box. Word takes on a DTP aspect by allowing you to have a link from one text box to the next.
Comments	1	5	I prefer the way Word allows you to 'hover' over a comment. WP , however, allows you to turn a comment into text easily. Overall, though, Word 's are preferable.
Equation			I have never used this option, nor do I think I will ever need to, so I can't really compare this feature.
Sound	1	1	Same
Spreadsheet/Database	1	1	Both have many ways of inserting—and linking documents to—database or spreadsheet information.
Filename/Path & Filename	1	1	Same.
Counter			I have never used these, so I can't compare them.
Bar Code	1	1	Unbelievably easy in WP . Not so in Word .
File	1	1	No difference.

Object	1	1	Much of a Muchness. Word allows you to 'Float over Text'.
New Page	1	1	No difference.
Page Numbers	1	1	WP 's options are much greater, & WP doesn't assume that it's a Header or Footer—this is optional.
Word: AutoText/ AutoComplete WP: QuickCorrect/ QuickWords (Refer TOOLS Menu)		1	Word wins this one because it gives you a 'ToolTip' for AutoText entries as you begin to type. WP has the same functions, but you need to remember what abbreviations you assigned.
Fields			I have never used these in Word , so I cannot assess them properly
Captions	1	1	This is done by right-clicking on a graphic in WP , & there are a lot more options too. However, Word allows you to add a caption to text (it doesn't have to be in a Text or Graphic Box).
Cross-reference (WP TOOLS Menu)	1		Both are complicated, but Word is infuriating to get working.
Table of Contents (WP TOOLS Menu)	1		I have had problems with TOCs in Word . Sometimes it works OK—other times it doesn't work at all (??). I know that other people have difficulties with this feature too. In addition to WordPerfect 's being preferable, WP lets you specify page number positions for each level. Word only lets you specify 1 definition for the entire Table of Contents.
Word: Table of Authorities (WP TOOLS Menu) Word: Table of Figures (WP TOOLS/Reference/List) Word: Index (WP TOOLS Menu)	10		Put it this way, despite Microsoft aggressively going after Law Firms, most still use WordPerfect . In fact, those that switched to Word are now coming back to WordPerfect or, at the very least, are having to keep WP on their computers, because Word can't handle long, complex, highly-formatted documents. No wonder Sullivan & Cromwell (Microsoft's lawyers) use WordPerfect . I'll leave you to think about that one.
Word: Picture WP: Graphics	1	1	Same.
Bookmark (WP: TOOLS Menu)	5		WP has more options, the Interface is better, and you can have multiple words. E.g., Say you have a Heading 'General Comments'. ;highlight this in WP , choose Bookmark, and WP automatically has 'General Comments' in the Bookmark Dialog Box. In Word , you have to retype this into the Dialog Box, and if you put a space in, Word greys out the 'Add' Button. WordPerfect also has a 'QuickMark', which lets you decide where the cursor should appear the next time you open the document on which you're working.
Hyperlink (WP: TOOLS Menu)	1	5	Both have good features, but Word 2000 's (which is a big improvement on Word 97), has to get extra points for its ease of use. E.g., Word 's History list shows all your recent documents, making it very easy to create the link. In WP , you have to scroll to find a document. I also like the way Word uses IE5's Address Field when inserting URLs. Overall, Word has an edge.
	WP	WORD	
POINTS	37	41	

FORMAT			
	WP	WORD	
Font	1	1	If you use the Font Dialog Box, both give you a preview of a highlighted word. However, with WP's amazing Real-Time Preview, you never have to open the Dialog Box or hit UNDO.
WP: Fonts Online	1		New to WordPerfect .
Word: Character Spacing	1	1	Under Typesetting in WP .
Word: Font Animation		1	Only Word has this facility.
Line—Tab Set	1		WP is more comprehensive.
WordPerfect: Line Height	1		Line Height only exists in WP , although you could probably simulate this with Word's 'Spacing Before/Spacing After' feature.
Line: Spacing	10		Not even a competition. Word , in trying to be everything, has made Line Spacing far too complex for a wordprocessor. It has single, 1.5, double, Exactly, At Least, and Multiple. If you use Word for Desktop Publishing, these are great options, but let's face it, if your company is a publishing house, or has a publishing department, surely it is going to want to use a proper Desktop Publisher like Ventura or MS Publisher. Why use a wordprocessor? It is far too confusing and unnecessary having these options in Word , and as I said in my Preamble, it's confusing for a new user. E.g., did you know that Word's single line spacing is actually not single? It's single + some, i.e., 12pt is actually 14.4. Only 'Exactly' gives you 12pts for a 12pt Font (???) WP's Line Spacing is as easy as follows: To increase, select 1, 1.1, 1.2, etc. To decrease, select .9, .8, .7, etc.
Line—Numbering	1		Far more options in WP .
Line: Center	1	1	Same
WP: Line—Flush Right	5		Only available in WP (Alt + F7). To achieve the same in Word , you have to clear your Tab Stops, create a Right Tab Stop, then Tab to this position. WP also allows you to have, <i>easily</i> , 3 Different Alignments on the <i>same</i> Line: Left, Center (Shift + F7), and Right (Alt + F7) Again, to achieve the same effect in Word , you have 2 options: <ul style="list-style-type: none"> • Create a Table. Align each column: Left, Center, and Right. Now, change the Table Format to hide borders. • Clear Tabs. Set Left, Center, and Right Tabs. Move your text to these positions. Press 'Return' to go to the next Line, then Redo your Tab Stops to have your next paragraphs similar to your paragraph tab stops created prior to setting the above Tab Stops!
WP: Line—	5		As with most things in WP , it's easy. Simply hold down

Flush Right w/ Dot Leaders			ALT, then hit F7 twice (or use a Toolbar Icon). In Word , you need to go to FORMAT/TABS, clear your Tab Stops, then set a Right Tab Stop with a Leader Character. Oh, and don't forget, you then have to reset your Tab Stops you cleared!
Paragraph—Format	1		Much simpler in WP . Word 's is too complex, probably because 'Line' doesn't exist in Word . Everything is treated as a paragraph.
Paragraph—Drop Cap	5		No competition. The options available in WP make Word 's Drop Cap look like Word version 2.0 instead of Word 2000 .
Paragraph—Border Fill	5		Far superior in WP .
Paragraph—Indent	10		* SO EASY * in WP . Simply hit F7 to have all text flow according to the indent. Hit Return to break the Indent. 10 Points for this feature may seem over-the-top, but it is something I use all day, every day—especially in Tables. Achieving the same result in Word is Convolutd. You have to hit Ctrl+T, (or you can mess around with the Ruler—a real time-waster). To clear this, you have to hit Shift+Ctrl+T. Of course, you can use your Ruler, but, again, it takes (literally) 10 times longer than using keystrokes. If you use the Indent Icon, your whole line indents (Word 's Ctrl+M equivalent), instead of the text you want to wrap.
Paragraph—Hanging Indent	5		Again, SO EASY in WP . Simply hit Ctrl + F7 to create a hanging Indent. Hit Return to break it.
WP: Paragraph—Double Indent	1		Used for Quotes. You can achieve the same effect in Word by using Format/Paragraph 'Left' and 'Right' Indentation options. WP just makes it easier.
WP: Paragraph—Back Tab	1		WP only. Achieved in Word using your Ruler Bar. It's also not broken by hitting Return. Back to the Ruler for Word users.
Columns	10		WP: (24 Columns) Types: Newspaper, Balanced Newspaper, Parallel, Parallel w/Block Protect Options: Border, Shadow, Advanced, Fill Word: (14 Columns) Types: Use Text Boxes to create some of WP 's options. Options: Line Between
Page—Center	1	1	Same
WP: Page—Suppress	1		Available only in WP to suppress Headers, Footers, Watermarks, etc.
WP: Page—Delay Codes	1		Available only in WP to Delay Codes: Line Numbering, Images, Page Setup, Headers/Footers, Fonts, Watermarks, etc.
WP: Page—Force Page	1		Available in WP —you can force a page to be odd or even.
Page Numbering/Insert Page	5		No competition. WP has many more options, including

Numbering			Page, Chapter, Volume, & Secondary. Word has Page and Chapter.
Page—Border Fill	5		Refer Paragraph Border/Fill
Justification	1		'All' is only available in WP . Word (infuriatingly) uses 'Full' as 'All' until you insert a Return. WP also has only 1 drop-down icon to save cluttering your Toolbar.
Margins	5		As stated (in the Margins section of the FILE MENU), WP allows you to adjust Margins directly on your page (for any part of your document, not just the whole page—as you would using Word 's ruler.) You also see the changes instantly with WP 's Real-Time Preview—no guessing.
Make It Fit	10		No Comparison. WP can shrink ANY size document to the specific number of pages, giving <i>YOU</i> the option of what to reduce, e.g., Font, Spacing, Margins, etc. Additionally, only WP gives you the option of 'Block Make It Fit', which lets you adjust a specific number of pages within your document. Word , on the other hand, can reduce your document by 1 page, and you have no say in what it will change to make it fit.
Word: Keep Text Together WP Block Protect	1	1	No real difference.
Typesetting—Advance	1		Can only be done in Word using Field Codes or Spacing Before/After.
WP: Typesetting—Overstrike	1		Not available in Word .
WP: Typesetting—Printer Command	1		Not available in Word .
WP: Typesetting—Word/Letter Spacing Word: Format/Font/Character Spacing	1	1	Pretty similar. Slightly more options in WP .
Typesetting—Manual Kerning	1		Much easier to accomplish in WP .
Envelopes	1		Much easier & <i>far</i> better in WP .
Labels	10		No competition . WP allows you to create your own labels with margins WITHIN the labels. No wonder Word users had to come to our offices to use WordPerfect to create custom labels.
WP: QuickFormat Word: Format Painter	5		WordPerfect allows you to select <i>WHAT</i> you want to copy, i.e., Characters, Headings, Table Cells, Table Structure, etc.
WP: Graphics Style	1		Not available in Word . WP allows you to create your own Graphics Styles for Boxes, Borders, Lines, & 'Fill'.
Styles	1	1	Both have an enormous amount of styles. Word might have the edge when it comes to the amount of Styles available, but WP 's Styles are easier to customize. I'm not saying that the Interface for customizing Word 's Styles isn't good and easy, but there are far fewer Keystrokes/Clicks when customizing WP 's Styles.

Tabs	5	1	Because of WP's 'Stream Formatting', Tabs are a <i>breeze</i> . There's no highlighting of text/paragraphs required. Want to change a Tab Stop? Simply amend it at the point you're at, and WP alters all the following Paragraphs according to the new Tab Stop. Simplicity itself. Word gets a point because I like its Interface for setting Leader characters.
Word: Text Direction WP: Use the icon on the Table Property Bar	1		Only WordPerfect can rotate your Text 180 degrees.
Word: AutoFormat		1	Only available in Word . I don't know whether this could ever be used, as it could mess up your document. I guess it would be good for beginners, who aren't familiar with ways of formatting documents. Personally, I don't think I'd ever use it.
Background	1		Word has this on its Format Menu all the time, even though it's meant for Web Pages. This option appears on your WP Menu as soon as you change to Web Page View. It's also confusing because Word lets you choose options that can neither Print nor be created as a Web Background????? I would hate to be a new Word user!
Word: Themes		5	Excellent addition to Word for Intranet documents. It would be even better if you could customize the Themes! (Nevertheless, they are great for providing uniformity to your Intranet. You may be interested to know that I'm creating our organization's Intranet using Word2000 , so I am certainly not bias toward WP . By all means, use Word2000 for creating and maintaining Intranets, but I'd advise against it for word-processing.
Word: Frames		5	Again, an excellent idea for creating Intranet Pages. I wouldn't use Word for Web Pages, as the File size increases well beyond a normal HTML file (for the purpose of 'Round-Tripping'), but it's not a problem for an Intranet. For example, this Document created in Word2000 was 92Kb. I cleaned it up with FirstPage 2000 . . . new size? 18Kb! Not great for Download Times! Another file that was 86Kb when created by Word became 6Kb after 'cleaning' the document!
Word: Object	1	1	No difference. Simply click on an object in WP to have the Property Bar update with Graphics options.
	WP	WORD	
POINTS	127	21	

TOOLS

	WP	WORD	
Spell Checker	1		Both are decent. Word 2000 , once again, follows in WP 's footsteps by providing suggestions when 2 words are typed together without a space. However, Word only checks Spelling & Grammar <i>or</i> Spelling only (by turning the Grammar 'Options' on & off). In WP , you can run a separate spell check without having to change your settings. For example, in Word , if you have the Grammar Option deselected, then you check a document with no spelling mistakes, you don't have the opportunity to run a Grammar Check without going to Tools/Settings.
Grammar	10		No competition. WP wins this by a <i>LANDSLIDE</i> . For Formal Checking, Word has 26 options you can turn on or off. In WP , the number is 67 . WP gives you a definition of each rule. Word does not. Therefore, unless your grammar is excellent—can you remember what a Restrictive Relative Pronoun is?—you're left floundering. WP would tell you what this is & give you extensive examples. WP can also rewrite your incorrect sentences (it's been able to do this for more than 6 years; Word still can't do this properly). E.g., end a sentence with a preposition, WP will rewrite the sentence for you; write in the passive voice, WP will change it to the Active voice, etc, etc. WP also lets you see a Parse Tree, Parts of Speech, Basic Counts, & Flagged Items— Word offers none of these. WP 's 'Readability' is also far more advanced.
Thesaurus	1	1	Both offer a vast array of suggestions. Word 2000 now allows you to Right-click a word to get synonyms. WP has had Prompt-As-You-Go since Version 8.
WP: QuickCorrect Word: AutoCorrect	1	1	Both are very good, although only WP replaces em-dashes & en-dashes.
WP: SpeedLinks	1		Type a word like Corel, and a Hyperlink is automatically created from your predefined SpeedLinks. (Similar to QuickCorrect/AutoText).
Proofread	1	1	Check spelling and grammar as you type.
Hyphenation	1	1	WP allows you to define the Left & Right Hyphenation Zone. Word gives you the option of not hyphenating words in CAPS, which is good.
WP: Character Mapping	1		Only available in WP to reduce document size when you edit documents in non-Roman alphabets such as Greek or Cyrillic.
Macros	1		Both are very good. Unlike, Word , however, WordPerfect is not susceptible to macro viruses. Word 2000 has added security, i.e., turn them off—but what good is that? Why have them in the first place? WP is only susceptible to viruses if you use WP9 's Visual Basic for Applications element (which <i>IS</i> optional when installing WP9). I know of a company that has twice been taken down by a macro virus in a Word document. Yet another reason to use WP .

Address Book	1		Only available in WP . Available in Word when creating Envelopes & Labels.
Merge	1		As stated in the Preamble, a major PC Magazine recently had 4 users compare the 3 main word-processing programs. Out of the 3 programs, in which one could none of them could complete the merge? Word .
Sort	10		No competition. WP has an amazing capability when it comes to sorting. You can easily create your own custom sorts, choose where to output the sort (e.g., a new document), or even sort by the last word, etc.
Highlight	1		WP has more colors from which to choose.
Hyperlink			Refer 'Insert' Menu
Bookmark			Refer 'Insert' Menu
Word Count	5		Three U.S. Court-of-Appellate Judges admonished Word for giving erroneous word counts. The problem is that many Courts require that certain parts of a document not be included in the word count, e.g., Table of Authorities, Table of Contents, whatever (I'm not a Lawyer, so I can only reiterate what I read in the article). This would be OK, except that when you Highlight the parts of your document that you DO want included, Word greys out the Check Box for 'Include Footnotes and Endnotes' (parts that <i>ARE</i> to be included in the word count'). Therefore, Law Firms were submitting documents with word counts of 14–15,000 words, when the limit was, for example, 13,000 (because the Endnotes and Footnotes had NOT been included in the word count).
Word: AutoSummarize		1	Only available in Word . However, it doesn't look that great. I'll let those who would consider using it decide.
Track Changes			See Word: (Versions/Track Changes) under the FILE MENU
Word: Protect Document		1	A good idea in Word for letting people see a document but not change it. I guess WP users would create a PDF version when this scenario arises.
Word: Letter Wizard WP: PerfectExpert	1	1	WP uses Templates & the PerfectExpert to guide you through this process. I know many people are infuriated by Word popping up with it's 'helpful' "You seem to be writing a Letter. Would you like help with this?"—especially when they aren't writing anything even resembling a letter!
Word: Online Collaboration		1	Only available in Word .
WP: Settings Word: Options	1	1	Both have excellent, extremely-extensive Options (which would take another Menu to outline in detail).
	WP	WORD	
POINTS	38	9	

TABLE		
	WP	WORD
POINTS	37	6
<p>I don't think there is any point in comparing Word to WordPerfect with regard to Tables. Why? Because Word's Table feature is <i>*so*</i> bad (read: temperamental, frustrating) that it doesn't matter how many features Microsoft adds, it can never compare to WordPerfect's Tables, which are as powerful as having a Spreadsheet right within your word-processor. I know of several people who have bought WordPerfect <i>*JUST*</i> so they don't have to work with Tables in Word. I think that says it all.</p>		

GRAPHICS

	WP	WORD	
Word: Image Control WP: Style	1		WP has 15 styles available— Word has 4.
Word: Brightness & Contrast WP: Image Tools (Brightness & Contrast)		1	Word uses a percentage of 100. WP has 25 variants.
Word: Crop WP: Edit	1	1	No Difference
Word: Line Style WP: Border/Fill	5		Far greater in WP .
Word: Text Wrapping WP: Wrap	1	1	Word allows you to Edit Wrap Points, although WP has more wrap options.
Word: Size WP: Size	1	1	No difference
Web	1	1	Both allow you to assign alternative text for a picture on a Web Page.
Word: Set Transparent Color WP: Size	1	1	Word allows you to point to an area of a picture and make it more transparent. WP allows this via OLE (using Corel Presentations).
Word: Select Object		10	This is an <i>excellent</i> tool in Word for grouping objects. This can be done in WP , but you have to point to each object and hold down your shift key. It is, however, available in Corel Presentations, so Corel does have the technology, it just needs to add it to WordPerfect . Perhaps via a Service Release?
Word: Grid		10	Word allows you to see a Grid on the Screen (and set options relating to how close the gridlines are, etc). This is another one of Word 's excellent tools for Drawing. I really hope this is added to WP10 .
Word: Align and Distribute		10	Word allows you to align objects according to their Top, Bottom, Center, Left, or Right. Excellent for getting objects perfectly aligned.
Word: Word Art WP: Text Art	10	1	WP 's Text Art is nothing short of phenomenal. The 3D is spectacular, and the options available are extensive. You can tell Corel produces WP ! Now, if they can just get the Grouping Tool, Grid, and Alignment options added, WP will be above Word when it comes to Graphics!
	WP	WORD	
POINTS	21	37	

WINDOW			
	WP	WORD	
WP: Cascade	1		WP Only
Word: Arrange All WP: Tile Top to Bottom	1	1	Same
WP: Tile Side by Side	1		WP Only
	WP	WORD	
POINTS	3	1	

Refer also: Application Bar under the VIEW MENU

HELP			
	WP	WORD	
WP: Help Topics	1		A list of topics available in WP . The contents are displayed in Word only after asking a question.
WP: Ask the PerfectExpert Word: Office Assistant	1		Both are natural language, and both WP & Word return a possible list of answers from which to choose (WP with a percentage showing how probable the topic is to the question you asked). Both don't always return a topic you were looking for, but I find that WP has the edge for returning an answer closest to that which you asked. WP also gives you two sorts of help: 1. An overview of the topic 2. A 'How to . . .'. WP also lists 'Related Topics'. Microsoft's animated Office Assistants are many people's pet peeves—although I love F1 8^)
Index	1	1	Same.
WP: Find	5		Use 'Index' in Word . WP also has 'OPTIONS' for any order, exact order, at least one of the words, show words that begin with the character you type, etc, etc, etc.
WP: Knowledge Base	5		Search Corel's Knowledge Base on the WEB. Word 's option is along the lines of 'Send Feedback to Microsoft'.
WP: Perfect Expert	10		Corel's Perfect Experts are like a context-sensitive Table of Contents on the left side of your screen. They guide you through the processes of formatting, creating, and changing your documents. This was one of the features that people new to wordprocessors rated highly when comparing WordPerfect to Word .
WP: Corel on the Web Word: Office on the Web	1	1	Both take you to the respective Web Sites, which should help you find what you're looking for.
Word: Detect and Repair		5	A great new feature to Microsoft's products, although it isn't as extensive as one would assume. Someone in our organization has a Microsoft product that isn't working properly; she used Detect and Repair, but this didn't fix the problem. We have to uninstall and reinstall the product.
	WP	WORD	
POINTS	24	7	

OTHER

	WP	WORD	
WordPerfect: Real-Time Preview	10		If you read the Preamble, you'll already know what this feature is; if you didn't read the Preamble, then this WordPerfect feature allows you to see changes to your document in 'Real Time'. For example, if you want to change the Font of your document or a selected piece of text, add columns, change line spacing, text size, etc., WP instantly applies the change to your document . . . don't like that change, move to the next font, line spacing, etc; keep going until you find the one you want. In Word , you apply a change, don't like it, undo it, go back to the menu, apply another one, don't like it, undo it, go back to the menu, etc, etc, etc. This WP feature alone will save you ages when formatting your documents.
WordPerfect: XML	1		Although MS Office uses XML when round-tripping HTML, it doesn't allow a user to create his or her own XML files. WordPerfect does.
Task-Specific Wizards:	10		WordPerfect has 158 ; Word has 3 .
Customize Keyboard	1		WordPerfect has more capabilities.
Launch a Program from your Toolbar	1		WP only. WP allows you to add an icon to your Toolbar to launch a program quickly. Word allows you to go quickly to other Microsoft products.
WordPerfect: Back and Forward	5	1	WP only. Move through documents as easily as you move around Web Pages. Word has a similar facility, but it's not as easy to use, and I presume only experienced users, those that have been on courses, or those that stumbled upon it even know it exists
Autoscroll	1		WP lets users know it's there (it's on the Toolbar by default). Word doesn't even tell users that it's available (even after asking the Office Assistant about it!). My guesses are as follows: <ul style="list-style-type: none"> • MS put it there and forgot about it • MS wants people to buy an MS IntelliPoint Mouse • It's only available in my version of MSWord2000 because I have an MS IntelliPoint Mouse, which MSOffice detected
Word: IntelliSense		1	Only 1 point? Put it this way, I have most of Word's 'IntelliSense' features turned off. I have had 1 example of it working well. (By the way, WordPerfect had 'Perfect Sense' back in version 6.1 for when you changed text—to ensure that text was always in the correct tense.)
Word: Personalized Menus		1	Word (MS Office) only. This comes down to preferences. At first, I couldn't decide whether this was a good or bad feature. I've read reviews where people said they hated them & turned them off. However, after a year, I've decided I like them, and I like the fact that they've been added to Windows ME. It can be a bit annoying hovering over a Menu when you want to use a feature you don't use all the time, but if I had to choose whether or not to have them, I would choose to have them.

<p>Word: Improved Web Integration, Discussions, etc.</p>		<p>10</p>	<p>Microsoft spent a lot of time make this its * BIG *, new suite-wide feature, and I have to admit, it's paid off. Providing you use IE4/5, you can create fantastic-looking documents and spreadsheets with Word and Excel. This is excellent for a company Intranet, but has little use for day-to-day wordprocessing. If you were choosing between Word and WordPerfect, you'd need to ask yourself these Questions: (A) Am I buying this wordprocessor to create an Intranet and so that I have the ability to round-trip HTML, or (B) Am I buying it for my Staff to word-process. If the answer is A:, then I suggest you buy Word; If your answer is B:, then WordPerfect is the better choice (while still remembering that WP can generate good, clean HTML, and the WP Office Suite comes with Trellix for Web Creation.</p> <p>Of note, as stated, I wouldn't suggest using MSOffice to create Internet Pages, as there is * A LOT * of additional code, and you'll be excluding non-IE4/5 users, i.e., Netscape, Opera, LINUX, and Apple users.</p>
	<p>WP</p>	<p>WORD</p>	
<p>POINTS</p>	<p>29</p>	<p>13</p>	

Points		
Section	Word	WordPerfect
File	8	41
Edit	6	18
View	12	51
Insert	41	37
Format	21	127
Tools	9	38
Table	6	37
Graphics	37	21
Window	1	3
Help	7	24
Other	13	29
GRANT TOTAL	145	442