






Menu Item	WP	Word	Comments
Word & WP: New Document	1		In WP , a new document is always on the screen.
WP: New from Project Word: New	5	1	<p>A big improvement for Word and WordPerfect is the amount of Templates available.</p> <p>Both programs now give you the option of obtaining Projects/Templates from the Web. Where WP has always excelled is the ability to 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 anywhere in your document (in the correct order).</p>
Word & WP: Open Dialog Box	5 	1	<p>Microsoft FINALLY got a clue and enabled MSOffice Dialog Boxes to be resized (previously only a small Dialog Box opened, which meant you couldn't see very many files; you, therefore, had to scroll all over the place to view your files).</p> <p>WP also allows you to perform much better file management capabilities from the Open Dialog Box, including Undo, Move, Copy, Print File List, etc.</p> <p>WP still wins outright when it comes to Previewing a File, as you have the following options:</p> <ul style="list-style-type: none"> • 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 <p>The only notable aspect that Word has is that its Properties are slightly better (and, of course, History—see below).</p>
Word & WP: Save/Save As	1		WP has far more 'Save As' file types
Word: Save As Web Page WP : Publish to HTML	1	5	<p>In Word, it's as easy as saving a standard document. WP2002 has simplified (and amplified the power of) its HTML publishing.</p> <p>Word still has the edge though, as MS made Web-enabling Word (and MSOffice) its Number 1 feature/goal.</p>
Word: Search WP: Incorporated into the Open Dialog Box	1 		<p>Microsoft has vastly improved MSOffice's FIND facility, which was previously lame compared to WP.</p> <p>WP gets the point, though, because the interface is much easier to use and understand than Microsoft's is.</p>
Word & WP: Properties	1	1	Both are excellent. Again, each program has options the other doesn't, e.g., WP allows you to extract information about a document and save it as a new file. Word shows you the time you've worked on the document.
WP: Signature	1	1	Both programs allow you to Digitally sign your document.
Word: Track Changes WP: Document Review	1		Both are excellent, although Word users have to be very careful, as you MUST check the 'Warn' check box to ensure Word removes tracking information before sending files to clients etc, as a known issue in Word is that recipients can (embarrassingly) see your Tracked Changes even after you remove them (this is why Microsoft has specifically added this



			option to WordXP)
Word: Default. . . WP: 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.
Word & WP: 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, eighths, 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, flexible, or powerful as WP . In addition, Word only allows you to insert Section Breaks horizontally not vertically.
Page Definitions e.g., Letter, A4	5		Easier to select, create, etc in WP . WordXP has improved again, but it is still lagging far, far behind WordPerfect .
Word & WP: Print	5		WordXP has borrowed some of WP 's features, but WP 's interface is superior—and the HELP files are much better than Word 's.
Word & WP: Print Preview	5	1	WP only added this feature in version 9—only to accommodate people switching from Word (and 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.
WP: 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 program in order to convert your Word documents to PDF.
Word & WP: Send To. . .	1	1	Both have options the other doesn't, e.g., you can send to a Compressed Folder or My Documents from WP , but you can send a document for Review from Word .
Word: Recent Documents	1	1	A great new addition to MSOffice 2000 was 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 'New Project'.
FILE MENU POINTS	WP: 50	Word: 12	

Menu Item	WP	Word	Comments
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Word & WP: Find & Replace	1		<p>Both have excellent options. WP gets the point as it is more powerful, although this may depend on a user's preference, as Word will find instances of words within a specific situation, whereas WP will find the exact coding around it.</p> <p>Using Word, one can locate (eg) the word "Case" if it's Bold + Italics and within a certain Paragraph Style. Word will find the text under the condition that the <i>_*entire*_</i> text is Boldfaced and Italicized. Since Word isn't code-based, coding isn't allowed in the "Find" dialog, although common formatting—eg, "^p" (Paragraph Mark)—can be added. These all work equally for "Find" and "Replace" but must be found in the order in which they are typed in. When Attributes are added, it is assumed that the <i>_*entire*_</i> text string contains these. In WP, when "Finding" the term "Case", to insure it is Bolded and Italicized without including the exact Bold and Italics on/off coding, you may use the "Fonts" option (Match Fonts), which, like Word, will find instances of when text is Bolded, Italicized, etc. However, there are no similar "conditions" for "Finding" (eg) Center Justification, Paragraph Spacing, or other Paragraph Attributes that Word users take for granted. WordPerfect's "Find" strength is its ability to locate any imaginable code, including those that change, such as "[- Soft Hyphen]"; "[SRt-SCol]", where a [space] breaks into the next Column, and "[SRt-SPg]", where a [space] forces a page wrap. If looking for a specific code, including "On" or "Off" codes, this can be a handy macro tool, especially for advanced searches in which these codes must be located in a certain order. Which method is preferable is very dependent upon how you work and what your specific needs are. Novice users may prefer Word, while Power Users who wish to specify the exact coding surrounding text, including the exact order in which these are placed (which is inapplicable in Word), would find WP preferable. However, while WP allows you to search for an Open, Paragraph, or Character Style (including the beginning and ending of the latter two), it won't locate such text within a specific Style or merely the specific Style itself.</p>
Word & WP: Undo/Redo	5		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.
Word & WP: Cut/Copy/Paste	1	1 	Corel has added a Clipbook to WP10 , which now puts it in-line with MSOffice. MSOXP has increased its Clipboard to 24 clips. Corel has gone one further by allowing an unlimited number of clips, which can also be shared across a Network. WP would've gotten the point for this now, but Microsoft has created a nice interface for its Clipboard, so it gets a point too.
Word: Paste as Hyperlink		1	Word allows you to <i>Paste as a Hyperlink</i> within your document.
Word & WP: Paste Special		1	MS has added Paste as HTML to its 'Paste Special' feature, so it gets the point.
Word: Clear Formatting		1	I think MS <i>*FINALLY*</i> realized that people hated all the complicated styles and formatting in Word —so it introduced the 'Clear Formatting' option, which is great if you want "vanilla style" text, i.e., no formatting.
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).
Word & WP: Select	10		WordPerfect allows you to Select All, Select Sentence, Select Paragraph, Select Page, OR Select Section (new), 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

			<p>many or too few times and select the wrong part.</p> <p>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.</p>
WP : Edit Graphic Box	1		<p>Additional option in WP.</p> <p>Available in Word (and WP) by clicking on a Box or by using the 'Browse By Graphic' option.</p>
WP : Edit Graphic Line	1	-1	Only available in WP . Again, available in Word by clicking on a Line, which can be difficult if it's behind another object or text.
Word & WP : Edit Links	1	1	Same
Word & WP : Edit Object	1	1	Same
Word & WP : Go To	1	1	WP has far more options than Word , but Word has a nice feature that allows you to jump a certain amount, e.g., +4 will take you forward 4 jumps instead of clicking 4 times.
EDIT MENU POINTS	WP : 28	Word : 7	



Menu Item	WP	Word	Comments
WP : Draft Word : Normal View	1	1	<p>No change since version 9 in either program. If you haven't read the previous comparison, then I'll repeat what I said there:</p> <p>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 Version 9 Preamble, when I started using WP, 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 zoom beyond 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.</p>
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).
Word : Web Layout WP : Preview in Browser	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, and it has been vastly improved in the 2002 addition, in order to use the power of CSSs (Cascading Style Sheets).
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	Additional Menu Item in Word . When you create an Outline in WP , your <i>Property Bar</i> updates with the necessary features for Outlining. This allows the same functionality as Word's Outline View, i.e., drag-and-drop Headings, Text, or both at the same time. The additional Menu Item in Word is good because it automatically assigns all Headings and Text an Outline Level, e.g., Headings automatically become Main

			Levels, etc.
<p>Word & WordPerfect: Toolbars</p> <p>WordPerfect only: Property Bars</p>	<p>10</p> 		<p>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.</p> <p>The Property Bar sits directly below your Toolbar and updates with all the tools you need for the task you're working on. E.g., Working on a graphic, the Property Bar updates with all the tools you need for working with a graphic.</p> <p>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> <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!</p> <p>Click HERE to see what I mean. You <i>can</i> shove them all together, but then you don't see all your Icons <sigh>. As an IT Consultant and Developer, I have been to a LOT of Offices, and I can say that the average user (which is the majority) doesn't bother or know how to customize his or her Toolbars, so they end up wasting time scrolling up and down a very narrow screen.</p> <p>WordPerfect's Property Bar is yet another productivity feature that makes word-processing with WP a joy.</p>
<p>WP: Application Bar</p>	<p>5</p> 		<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>Word2000 subsequently 'borrowed' the idea. Every open Office document had a separate icon on your Task Bar. However, this was almost a disadvantage, as your Task Bar got really cluttered (you then can't see what each document is without hovering). MS realized its mistake, and you now have the option of using this facility in MSOXP. Windows XP tiles your documents anyway, so MS's implementation of this is now redundant. Corel's Application Bar still allows the aforementioned features.</p>
<p>WP & Word: Ruler Bar</p>	<p>5</p>		<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</p>


			<p>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> <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.</p>
WP : Hide Bars Word : Full Screen	1	1	Word XP has addressed a previous flaw—if you chose Full Screen in previous versions, some of your Toolbars could still be floating on your screen; this no longer happens in XP, so both programs now score equal points.
WP : Guidelines Word : Tools -> Option -> Text Boundaries	5	1	<p>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.</p> <p>Word can show you boundaries, but you can't manipulate them directly, nor do you see the changes occur until you've finished. You really would 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.</p> <p>Additionally, to turn Boundaries on in Word, you have to go to Tools/Options/View, and then check the Text Boundaries box to display them—in WP, they're there by default.</p>
WP : Shadow Cursor Word : Point & Click	1		<p>This was introduced in WordPerfect 8; Word2000 (again) "borrowed" the idea. This allows you to point to any part of a document and start typing.</p> <p>In WP, it also shows you (exactly) where your cursor will go when you click.</p>
WP : Graphics Word : Picture Placeholders	1		<p>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.</p> <p>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).</p>
Word & WP : Table Gridlines	1	1	No difference
Word & WP : 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).
Word & WP: 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 enough</i> to choose WP over Word !
Word: Task Pane			New feature in Word ; watch as MS slowly introduces another WP feature; this is basically the PerfectExpert (HELP Menu), about which Microsoft made fun when WP8 was released. Now, apparently, MS thinks that putting common tasks at users' fingertips is a good idea. I wonder if MS will apologize to Corel for slating a feature it subsequently 'borrowed' 4 years later??? Yet ANOTHER example of WordPerfect leading and Word following (after many years of WP users being more productive).
Word & WP: Zoom	5	1	WP has Margin Width. Word allows you to see any number of pages. A new feature in WP2002 is the Magnifying Glass, which lets you Zoom in on a certain section of a document.
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: Markup		10	Awesome feature in Word that allows you to view all <u>markup</u> changes in your document (or you can limit the kind of change that's displayed. For example, you can use the Show menu to hide formatting changes and comments so that you can concentrate on insertions and deletions. Or, you can display comments and changes for a specific reviewer). You can also change how Word displays markup by clicking one of the 'Display for Review' settings on the Reviewing toolbar. By changing this setting, you can preview a document with changes before you actually accept or reject those changes.
Word: Footnotes			Believe it or not, this isn't a 'View/Hide Footnotes' function, it's a Create or 'Go To' function?
Word: Headers & Footers WP: Refer INSERT Menu	1		To achieve "Page 1 of 1" in a Word Footer, you need to know that you have to use AutoText, and you have to figure out formatting options. Note: This is also a well-known (seemingly permanently) broken feature in Word . To create a simple Footer "Page 1 of 5" in WordPerfect , you simply select <i>Page Number</i> from the Property Bar, type "1", then select Total Pages from the Property Bar. WordPerfect also allows two Headers and two Footers. Word has a convoluted way of doing such.
VIEW MENU POINTS	WP: 55	Word: 23	

Menu Item	WP	Word	Comments
Word & WP: Symbol		1	Word wins 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 an AutoCorrect or Shortcut Key.
Word & WP: Date & Time	1	1	Both have advantages. WP allows you to create your own, whereas 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.
Word: Format Menu WP: Outline/Bullets & Numbering	1		These are similar, but WP has more options. Word allows you to use pictures as bullets, but many law firms *still* won't use Word , as its Outlining features just aren't as powerful or stable as WP's are.
WP: Variable	1		New feature in WP10 . Variables allow you to mark text that you know will change, for example dates, version numbers, or client names. WordPerfect allows you to create a variable. Once you have created a variable you can insert it in a document, edit it, save it, or delete it.
Word & WP: Footnotes/Endnotes	5	1	WP's Footnote & Endnote options are far more advanced, with many more options. Word gets a point because hovering over a Footnote lets you see what the Footnote says.
WP: Watermark Word: Format » Background » Printed Watermark	1 		New feature in WordXP . WP has had this since at least 1993! All I can say to MS is. . . about time! You used to be able to add a Watermark in Word , but it was a very convoluted way of doing such. WordXP is the 1st version to enable the insertion of a Watermark <i>easily</i> .
Word & WP: Graphics			REFER GRAPHICS MENU
WP: Line	5	1	WP —Additional menu item. Word —Via its Drawing Toolbar or its Borders & Shading Dialog Box (???)
Word & WP: Shapes	1	5 	No difference in the Shapes available, although Word did have this first. This is one area where WP had to catch up! Word was ahead since version 6.0.! WP has finally added options such as Align and Distribute (which was always a great feature in Word). Word gets 5 points because it still has some great options that WP doesn't—especially the on-screen Grid.
Word & WP: Chart	5		Word's Charts are good. WP's Charts are amazing—especially since Corel added a new engine to WordPerfect Office 2002!
Word & WP: Text Box	1	5	Both have excellent options for formatting a Text Box. Word takes on a DTP aspect by allowing you to have a link from one text box to the next.
Word & WP: Comments	1		This is so funny: in my Word2000 vs WP2000 comparison, I gave the points to Word because I preferred the way they were implemented. MS has since overhauled the Comment feature in MSOXP, and now WordXP's Comments are like WP2000's ! Similarly, Corel has actually improved WP's Comments, and made them more like MSO2000!
Word & WP: Equation			I have never used this option, nor do I think I will ever need to, so I can't really compare this feature.
Word & WP: Sound	1	1	Same
Word & WP: Spreadsheet/Database	1	1	Both have many ways of inserting—and linking documents to—a database or spreadsheet information.


Word & WP: Filename/Path & Filename	1	1	Same
Word & WP: Counter			I have never used these, so I can't compare them.
Word & WP: Bar Code	1	1	Unbelievably easy in WP . Not so in Word .
Word & WP: File	1	1	No difference
Word & WP: Object	1	1	No difference
Word & WP: New Page	1	1	No difference
Word & WP: Page Numbers	1		WP's options are much greater, & WP doesn't assume that it's a Header or Footer. This is optional. Page Numbering is also problematic in Word .
Word: AutoText/AutoComplete WP: QuickCorrect/Quick Words (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.
Word: Fields		1	I have never used these in Word , so I cannot assess them properly, although I believe they are very good.
Word: Captions	1	1	This is done by right-clicking on a graphic in WP , and 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).
Word: Cross-reference (WP TOOLS Menu)	1		Both are complicated, but Word is infuriating to get working.
Word: Table of Contents (WP TOOLS Menu)	1		WordXP has improved this feature, and now the TOC seems as powerful and flexible as WP's . In the past, I have had problems with TOCs in Word , i.e., sometimes it works OK, other times it doesn't work at all (??). I know that other people have difficulties with this feature too.
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, have to keep WP on their computers, because Word can't handle long, complex, highly-formatted documents.
Word: Picture WP: Graphics	1	1	Same
Word: 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 the Bookmark Name into the Dialog Box, and if you use a space, Word grays 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.
Word: Hyperlink (WP: TOOLS Menu)	1	5	Word improved this feature in MSO2000, and it is still better than WP's . It is very easy-to-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 IE's Address Field when inserting URLs.
INSERT MENU POINTS	WP: 50	Word: 30	



Menu Item	WP	Word	Comments
Word & WP: Font	1	1	If you use the Font Dialog Box, both give you a preview of a highlighted word. However, with WP 's amazing RealTime Preview, you never have to open the Dialog Box or hit UNDO.
Word: Character Spacing	1	1	Under Typesetting in WP
Word: Font Animation		1	Only Word has this facility
WordPerfect: Line Height	1		Line Height only exists in WP , although you could probably simulate this with Word 's 'Spacing Before/Spacing After' feature.
Word & WP: Line: Spacing	10 		<p>Word, in trying to be everything, has made Line Spacing far too complex for a word processor. It has the following options:</p> <ul style="list-style-type: none"> • Single • 1.5 Lines • Double • At Least • Exactly • Multiple <p>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 word processor? 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 line spacing? It's single + some, e.g., 12pt is actually 14.4. Only 'Exactly' gives you 12pts for a 12pt Font (???)</p> <p>WP's Line Spacing is as easy as follows:</p> <ul style="list-style-type: none"> • To increase, select 1, 1.1, 1.2, etc • To decrease, select .9, .8, .7, etc <p>WordXP has—for the 1st time—added Line Spacing to its Standard Toolbar (as has been the case in WP since I first used it); in my mind, this is a concession, i.e., MS realized that Line Spacing is too complicated in Word, so it's trying to get users familiar with the Toolbar icon instead of having to understand the Line Spacing feature in the Paragraph Dialog.</p>
Word & WP: Line—Numbering	5		More advanced in WP Word does not have Numbering Style (e.g., 1,2,3; a, b,c; i, ii, iii), and you can't choose Font formatting (e.g., Bold, Size, Color, etc)
WP: Line: Center	1		Because Word doesn't have Line Formatting, you need to add a Center Tab Stop, and then insert a Line Break. If you center a line and then add a Line Break, the following Line is also Centered. In WP , you can have one line centered, but it doesn't affect the Justification of the other lines in the Paragraph.
WP: Line—Flush Right	1		This used to be a nightmare in Word , but XP has taken advantage of its (borrowed-from- WP) Click-and-Type feature; you can now type text on the left, then position your I-Beam to the right of the line and double-click to right-align on the same line (Word sets a right-aligned Tab Stop).
WP: Line—Flush Right w/ Dot Leaders	1		As above, this used to be time-consuming in Word ; XP has again made this easier, as you can do the above (i.e., Click-and-Type) then double-click your Tab Stop and add Leader characters; still more difficult than WP , but a lot easier than it used to be in Word .
Word & WP: 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.

Word & WP: Paragraph—Drop Cap	5		The options available in WP make Word 's Drop Cap look like Word version 2.0 instead of WordXP . WP10 has also added Drop-Caps to the RealTime Preview, giving it an even bigger advantage than it already had over Word .														
Word & WP: Paragraph—Border Fill	5		Far superior in WP as it has the following options that Word doesn't: <ul style="list-style-type: none"> • Shadow (Height, Width, Depth, and color) • Spacing • Gradient (with vertical and horizontal offset + rotation angle) • Fill (Styles, Gradient, Foreground, Background, and Pattern) 														
Word & 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 Convolved. 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.														
WP: 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.														
Word & WP: Columns	10		<table border="1"> <thead> <tr> <th>WP</th> <th>Word</th> </tr> </thead> <tbody> <tr> <td colspan="2">Maximum Number of Columns</td> </tr> <tr> <td>• 24</td> <td>• 14</td> </tr> <tr> <td colspan="2">Types:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Newspaper • Balanced • Newspaper • Parallel • Parallel w/Block Protect </td> <td> <ul style="list-style-type: none"> • Use Text Boxes to create some of WP's options </td> </tr> <tr> <td colspan="2">Options</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Border • Shadow • Advanced • Fill </td> <td> <ul style="list-style-type: none"> • Line Between • (Use Borders/Fill Dialog to recreate some of WP's options) </td> </tr> </tbody> </table>	WP	Word	Maximum Number of Columns		• 24	• 14	Types:		<ul style="list-style-type: none"> • Newspaper • Balanced • Newspaper • Parallel • Parallel w/Block Protect 	<ul style="list-style-type: none"> • Use Text Boxes to create some of WP's options 	Options		<ul style="list-style-type: none"> • Border • Shadow • Advanced • Fill 	<ul style="list-style-type: none"> • Line Between • (Use Borders/Fill Dialog to recreate some of WP's options)
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Word & WP: 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 features such as Line Numbering, Images, Page Setup, Headers/Footers, Fonts, Watermarks, etc.
WP: Page—Force Page Word: Break—Even/Odd	1	1	Same.
WP: Page Numbering Word: Page Numbering (Insert Menu)	5		WP has many more options, including Page, Chapter, Volume, & Secondary. Word has Page and Chapter. This is also a feature that is known to be unstable and hard to work with in Word —especially in complicated documents.
Word & WP: Page—Border Fill	5		Refer Paragraph Border/Fill
Word & WP: Justification	1		WordXP has now followed WP 's Full justification (it used to be that 'Full' was 'All'). To create 'All' justification in Word , you (now) have to hold Shift when you hit Return. A nice feature in WP is that your Toolbar is less cluttered, as WP has only one drop-down icon. Additionally, using WP 's RealTime preview, you always get a chance to see how the document (or highlighted text) will look with different justification before changing it (then having to Undo it).
Word & WP: 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 RealTime Preview—no guessing.
WP: Make It Fit	10		WP can shrink (or expand) 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 just one 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 difference
WP: Typesetting—Advance	1		Can only be done in Word using Field Codes or Spacing Before/After.
WP: Typesetting—Overstrike	1		Used to create custom symbols by superimposing two or more characters or symbols to create one character or symbol. E.g., combine the number 7 with a hyphen to create a European 7 character; Combine characters to create mathematical symbols, language symbols, and other character combinations. You can also edit a custom symbol. Not available in Word
WP: Typesetting—Printer Command	1		WP allows you to control your printer using printer commands. Printer commands let you use the special printer functions, e.g., insert a code that pauses the printer at the cursor. After you send a printer command to the printer, you can reset the printer (using another printer command) to the printer's default values to restore normal printer functions. Not available in Word

WP: Typesetting— Word/Letter Spacing	1	1	Quite similar—slightly more options in WP
Word: (Font Dialog)— Character Spacing			
WP: Typesetting— Kerning	1		More powerful and much easier to accomplish in WP . Also, Word does not support: word spacing, word spacing justification limits, or manual kerning
Word & WP: Envelopes	10		Much easier & <i>far</i> better in WP . Word has an archaic, one-at-a-time interface, which is *SO* convoluted, it's ridiculous. In WP , it's just type away until you're ready to go.
Word & WP: Labels	10		WordPerfect has a HUGE advantage because of the RealTime Preview (meaning that you can adjust any single label on-screen by, for example, dragging a label margin) AND because you can insert Headers (and Footers), which allows you to add a logo to a Header and then have that logo on every single label. If Word , you would have to manually add a logo to each and every label, one by one. BTW, this is a feature that our organization uses all the time, as we have (different) logos on our Labels and Name Tags (depending on who's sponsoring an event or which campaign is running an event).
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, etc.
WP: Styles Word: Styles and Formatting (Updated from 2000, i.e., 'Style')	1	1	Major overhaul time for Word . One of MS's main 'features' in OfficeXP was making the program easier to work with. In doing so, a new interface has been introduced when working with Styles in Word . It's well done, and MS gets kudos for adding 'Clear Formatting', as this was a MAJOR bug-bear in Word (i.e., its complicated and unasked-for formatting). Now, you can clear all formatting from an area and start from scratch. Definitely a welcome addition to Word —pity it took 10 versions for MS to realize that many people HATE a program thinking for them and making changes that aren't asked for!
Word: Tabs WP: Line—Tab Set	5	1	WP is more comprehensive, and the interface is far more intuitive, as you are asked whether you want your Tabs set from the left of the paper or from the left of the margin. Also, 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, although you are bound to a certain Leader character; in WP , you can choose your own!
Word: Text Direction (WP: via Table Property Bar)	1		Only WordPerfect can rotate your Text 180 degrees
Word: AutoFormat		1	Only available in Word . A good feature for beginners, who aren't familiar with ways of formatting documents. Also good for cleaning up E-mails when using Word as your E-mail Editor in Outlook.
Word: Background	1		Word has this on its Format Menu all the time, even though it's meant for Web Pages. 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 <i>new</i> Word user!
Word: Themes		5	Added to Word2000 for HTML documents—it would be even

			better if you could customize the Themes!—nevertheless, they are great for providing uniformity to your Intranet documents.
WP: Reveal Codes Word: Reveal Formatting	10 	1	What can one say? Victory is sweet. After a decade of Microsoft insisting that <i>Reveal Codes</i> was antiquated and unnecessary, MS *FINALLY* concedes and attempts to implement a similar feature into WordXP . The interface is nice yet overly complicated. In WP , you don't HAVE to compare sections, as the Codes are right there in front of your eyes; to attempt to do the same in Word , you have view up to 4 different sections of unnecessary information, broken down into Font, Paragraph, Section, Headers and Footers, etc, etc. The term 'Information Overload' springs to mind. Nice try MS. . . and congratulations on eating humble pie by finally conceding that the feature you laughed at (<i>Reveal Codes</i>) is actually a necessary part of everyday word-processing.
Word: Frames		5	Again, excellent interface for creating Intranet Pages.
Word: Text Box	1	1	No difference. Simply click on an object in WP to have the Property Bar update with Graphics options.
FORMAT MENU POINTS	WP: 140	Word: 22	

Menu Item	WP	Word	Comments
Word & WP: Spell Checker	1 		Both are decent. However, Word only checks Spelling & Grammar or Spelling only (by turning the Grammar 'Options' on & off). WordXP has addressed a previous irritation, namely that you could only run a Grammar Check by going to Tools/Settings; now, a Checkbox in the Spelling Dialog Box allows you activate Grammar.
Word & WP: Grammar	10		WP wins this by a LANDSLIDE . For Formal Checking, Word has 35 options (previously, 26 in Word2000) 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 <i>extensive</i> 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.
Word & WP: Thesaurus	10 	1	WP has always excelled with its Thesaurus features. In Version 8, Prompt-As-You-Go was introduced—every word you type is instantly accessible from a drop-down Combo-Box. Word added a faster way to access its Thesaurus in Word2000 via a right-click action. WP is still *FAR* ahead of Word , as looking up a word in WP , gives you the following: <ul style="list-style-type: none"> • Verbs • Nouns • Antonyms • Related Words

			<ul style="list-style-type: none"> • "Is a Type of" • "Has Types"
WP: Dictionary	10		Wouldn't you think this is the most logical thing in the world for a word processor? Surprisingly, WP has only integrated this with Version 10. I guess Word will follow in the next version, now that WP has implemented it.
WP: QuickCorrect Word: AutoCorrect	1	1	Both are very good. My only problem with Word is that you can't choose when to put en-dashes into your document, e.g., type the time with a dash, and Word will transform it to an Em-Dash instead of an En-Dash.
WP: SpeedLinks	1		WP only. Type a word like Corel , and a Hyperlink is automatically created from your predefined SpeedLinks. (Similar to QuickCorrect/AutoText).
Word: Translate		1	Word only. Performs basic translations for shorts phrases.
Word & WP: Hyphenation	1	1	WP allows you to define the Left & Right Hyphenation Zones. Word gives you the option of <i>not</i> hyphenating words in CAPS, which is clever, it also allows for prompting before hyphenation.
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.
Word & WP: Macros	1		Both are very good. Unlike, Word , however, WordPerfect is not susceptible to macro viruses. Word 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 IS optional when installing the program). I know of a company that has twice been taken down by a macro virus in a Word document. A very strong reason to use WP .
WP: Address Book	1		Only available in WP . Available in Word when creating Envelopes & Labels.
Word & WP: Merge		1	Word has totally revamped its Mail Merge feature and now includes a Wizard (incorporated into its Task Pane). I have to say that it's a BIG improvement, and Word now gets a point over WP , whereas WP used to get the point over Word .
Word & WP: Sort	10		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. new document), or even sort by the last word, etc. The list is endless, and no comparison can be made between the two programs.
Word & WP: Highlight	1		WP has more colors from which to choose.
Word & WP: Hyperlink			Refer ' Insert ' Menu
Word & WP: Bookmark			Refer ' Insert ' Menu
Word & WP: Word Count	1		Three U.S. Court-of-Appellate Judges admonished Word for giving erroneous word counts. WordXP has addressed this issue, as it <i>now</i> does not 'grey-out' the 'Include Footnotes and Endnotes' check-box. It has also added a special Word-Count Toolbar too, which is a nice feature. WP is still better though, as it has the following options that Word doesn't: Sentences, Average Word Length, Average Words per Sentence, and Maximum words per Sentence. Some of these options are available through Word's 'Readability Statistics', but these also pale by comparison to WP's Readability Statistics, which have been awesome since version 6.1 (at least).
Word: AutoSummarize		1	Only available in Word . However, I honestly can't see anyone trusting this to pick out key points in a document.

Word: Track Changes			Refer FILE Menu
Word: Protect Document	1	5	Excellent idea in Word for letting people see a document but not change it. This could only be achieved in WP by using a Table with locked cells.
Word: Letter Wizard WP: PerfectExpert	1	1	Both are excellent when helping users set-up a letter.
Word: Compare and Merge Documents WP: File Menu-> Document-> Compare	1	1	Again, both are excellent. I love the interface in Word , but both are just as powerful.
Word: Online Collaboration		1	Only available in Word . Don't know why it's in Word as well as Outlook, (unless you're going to collaborate on a document, on-line).
Word: Tools on the Web WP: Help -> Corel on the Web			Both take you to the respective Websites, where you can search for help and download updates, etc.
Word: Templates and Add-Ins WP: Settings -> Customize	1	1	Both have good interfaces for manipulating Template and Toolbar information.
Word: AutoCorrect Options			As part of XP's 'user-enhancement' (read: for people who hated Word thinking for them), MS has added this as a Menu option for those who didn't know how to turn off AutoCorrect features. Nothing new or noteworthy—just a way for novice users to find this option quickly.
Word: Customize			Again, just a way for users to gain quick access to this Dialog Box, for those who didn't know to right-click or choose this from the Toolbar 'chevrons'
WP: Settings Word: Options	1	1	Both have excellent, extremely-extensive Options (which would take another Menu to outline in detail!).
TOOLS MENU POINTS	WP: 54	Word: 16	

TABLES

I don't think there is any point in comparing **Word** to **WordPerfect** with regard to Tables. Why? Because **Word's** Table feature is *so* bad (read: temperamental, frustrating) that it doesn't matter how many features Microsoft adds, it can never compare to **WordPerfect's** Tables.





Please understand that the issue here is nothing to do with which word processor has more features, how those features are implemented (e.g., User Interface), or how easy it is to select, delete, or edit the Tables—the issue is that **Word's** Tables are ***SO FRUSTRATING!*** . . . Rows can have different-sized cells; spacing and alignment can be a nightmare; row 'features' are *weird* (e.g., illogical height), etc., etc., etc.

XP has improved **Word's** Table features again (they're very close to **WP's**, with regard to power), but I would honestly use **WordPerfect 6.1** (the first version I ever used), than the latest-and-greatest **XP** version of **Word**. I know of several people who have bought **WordPerfect** *JUST* so they don't have to work with Tables in **Word**. I think that says it all.

For an example of what I'm talking about, click [HERE](#) to see a screen shot of a table 'acting up' in **Word**. Trying to fix these kinds of weird problems is a *genuine* hindrance to productivity.

Menu Item	WP	Word	Comments
Word: New Window		1	Word only. Allows you to open the same document in a new window (so you can compare different sections of a document). Clever idea, which would involve opening the same document as a copy in WP .

Word: Arrange All WP: Cascade	1	1	Same
Word: Split		1	Similar to 'New Window', except instead of two copies of the same document used to compare different sections of the same document, this allows you to 'split' (visually only, not actually) the same document into sections to compare, etc. Again, a very clever idea.
WP: Tile Top to Bottom	1		WP only. Arranges your Windows neatly, one on top of the other.
WP: Tile Side by Side	1		WP only. Arranges your Windows neatly, side by side.
POINTS	WP: 3	Word: 3	

Menu Item	WP	Word	Comments
It's not worth comparing like-for-like with regard to graphics. I have only noted and compared features that are either better or nonexistent in one or the other programs.			
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: Web WP: Web	1	1	Both allow you to assign alternative text for a picture on a Web Page. Word has a fantastic new compression technology for use with Web Pages. WP allows you to specify what output format you would like when publishing to the Web.
Word: Set Transparent Color WP: Image Tools		1	Word allows you to point to an area of a picture and make it more Transparent. WP allows this via OLE. A point to Word for ease of use.
Word: Select Object(s)		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 .
Word: Select Multiple Objects		10	Awesome NEW tool in WordXP ! Click this icon to have a Dialog Box appear with a list of objects in your document; simply put a tick in the check-boxes of those you want, and Word selects them for you!
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.
Word: Diagram		10	Brilliant for (quickly) creating flow-charts, etc. Yet another feature I'd love to see in WP .
Word: Align and Distribute	1	1	Wahoo! Corel finally adds this feature to WordPerfect . Now if we can just get the Select Tool and the Grid!    
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 ! Unfortunately, Corel is (overall) still playing catch-up with Word 's Drawing features.
GRAPHICS MENU POINTS	WP: 18	Word: 45	

Menu Item	WP	Word	Comments						
WordPerfect: RealTime Preview	10		<p>If you read the <u>Preamble</u>, 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., you 'hover' over a menu item or icon, and WP instantly applies the change to your document . . . don't like that change, hover over the next font, line spacing, etc icon; keep going until you find the one you want.</p> <p>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.</p>						
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.						
Word & WordPerfect: Task-Specific Wizards:	10		WordPerfect has 158; Word has 4.						
Word & WordPerfect: Customize Keyboard	1		WordPerfect has more capabilities.						
WordPerfect: Launch a Program from your Toolbar	1		WP only. WP allows you to add an icon to your Toolbar to quickly launch a program. Word allows you to go quickly to other Microsoft products.						
WordPerfect: Back and Forward	1		WP only. Move through documents as easily as you move around Web Pages. Word has a Browse-By feature, but this only records edits not clicks.						
Word & WordPerfect: 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 Help about it!). It's been there since MSOffice 2000, and it STILL hasn't been highlighted to users or been added to Help Topics!						
Word: IntelliSense		1	<p>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 has had 'Perfect Sense' since version 6.1 (for when you change text—this ensures that text is always in the correct tense).</p> <p>Proof that most users DON'T LIKE Word's much-hyped IntelliSense feature is that Microsoft has added Smart Tag AutoCorrect options that now ask you whether you wanted the change that Word just made; if you didn't, you have the option to undo it AND turn that AutoCorrect Feature off. Additionally, MS has given this its own Menu Item—again, so that people can easily stop Word correcting their work.</p>						
Word: Smart Tags		1	Good idea for adding people to your Outlook Address Book or for scheduling a meeting on a certain date, etc, as MSOffice detects dates and names, then asks you if you want them added, scheduled, etc. (via an icon). I haven't used it yet (when communicating with people via E-mail, as I use Outlook with Word as my E-mail Editor), but I can definitely see its advantage.						
Word: Smart Tags (Paste)		1	<p>The other Smart Tag implementation arrives in the form of a Paste Icon. When you Paste Text, a Smart Tag appears to the right of the pasted text—it gives you options that have been available in WP for as long as I can remember:</p> <table border="1" data-bbox="727 1858 1481 2005"> <thead> <tr> <th>Word Smart Tag</th> <th>WP Equivalent</th> </tr> </thead> <tbody> <tr> <td>Keep Source Formatting</td> <td>Automatic</td> </tr> <tr> <td>Match Destination</td> <td>Right-Click 'Paste without Font</td> </tr> </tbody> </table>	Word Smart Tag	WP Equivalent	Keep Source Formatting	Automatic	Match Destination	Right-Click 'Paste without Font
Word Smart Tag	WP Equivalent								
Keep Source Formatting	Automatic								
Match Destination	Right-Click 'Paste without Font								

			<table border="1"> <tr> <td>Formatting</td> <td>Attributes'</td> </tr> <tr> <td>Keep Text Only</td> <td>As above</td> </tr> <tr> <td>Apply Style or Formatting</td> <td>QuickFonts</td> </tr> </table> <p>This is a nice implementation of WP's features but it's more of a case of Word catching up with WP than anything revolutionary.</p>	Formatting	Attributes'	Keep Text Only	As above	Apply Style or Formatting	QuickFonts
Formatting	Attributes'								
Keep Text Only	As above								
Apply Style or Formatting	QuickFonts								
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 and turned them off. However, after using them for several years, I've decided that I do like them, and I like the fact that they've been added to Windows. 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.						
Word: Improved Web Integration, Discussions, etc.	1	10	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 IE4/5/6, you can create fantastic-looking documents, spreadsheets, etc with Office . This is excellent for a company Intranet, but has little use for day-to-day word-processing. If you were choosing between Word and WordPerfect , you'd need to ask yourself these Questions: (A) Am I buying this word-processing 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). Of note, as stated, I wouldn't suggest using MSOffice to create Internet Pages, as there is * A LOT * of additional code, EVEN if you use the Filtered option.						
OTHER POINTS	WP: 26	Word: 14							

Menu Item	Points	Points	WP Movement	Word Movement
File	50	12	+ 9	+ 4
Edit	28	7	+ 10	+ 1
View	55	23	+ 4	+ 11
Insert	50	30	+ 9	- 7
Format	140	22	+ 13	+ 1
Tools	54	16	+ 16	+ 7
<i>Table</i>	<i>N/A</i>	<i>N/A</i>		
Window	3	3	0	+ 2
Help	29	3	+ 5	- 4
Graphics	18	45	+ 3	+ 8
Other	26	14	-3	+ 1
POINTS	453	175	Movement = + 66	Movement = + 46

Advantages

Feature Later Introduced/Enhanced	WP Users had this advantage for. .	Word Users had this advantage for. . .
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	Versions	Years	Versions	Years
Open Dialog Box	3	6		
Find	1	2		
Print Options	1	2		
Clipboard (Cut, Copy, Paste)			1	2
Web Features			1	2
Toolbars (& Property Bars)	3	6		
Application Bar	3	6		
Guidelines	3	6		
Shadow Cursor (Point & Click)	1	2		
Task Pane	3	6		
Watermark	4	8		
Shapes			3	6
Line Spacing	4	8		
Reveal Codes (Formatting)	5	10		
Spell Checker	1	2		
Thesaurus	1	2		
Detect & Repair			1	2
Align & Distribute			4	8
Cumulative Total Advantage		66 years		20 years