

Welcome

Welcome to wpvsword.com. This site is devoted to comparing Microsoft **Word** with Corel **WordPerfect** (as you would imagine). A point system is used to award points to each program's features and abilities, depending upon which is better and/or easier to work with.

TIP! Please use Full Screen Mode (F11) to view this site

You may prefer to 'jump' straight to the comparison or you may like a bit of background information. If your preference is the former, then please click [HERE](#) to review the Legend, so that you understand the System Used. Alternatively, if you would like a bit of background information pertaining to the difference between **WordPerfect** and **Word** (in addition to why I created this site), please read on. Either way, you can navigate the site using the image map to your left.

Understanding the **Fundamental** difference between Word and WordPerfect

To start, before I discuss my interest in **WordPerfect**, you should understand that there is a significant difference between the 2 programs: **Word** is Object-Oriented, **WordPerfect** is Stream-Formatted.

What does this mean? Well, this basically means that when you make a change to a **WordPerfect** document, the changes take effect 'From THAT Point Forward'. You generally don't need to select an Object (e.g., a word, sentence, or a paragraph) in order to effect a change. You can simply select a color, a font, a paragraph style, etc, and the whole document will be affected (as stated, from that point forward). Stream Formatted is, as you can imagine, like a stream of formatting that flows throughout the document.

Word, on the other hand, is object-oriented. Every letter, word, sentence, and paragraph is an object. To help people grasp the concept of object-oriented programming, Microsoft uses a simple analogy: oranges. You can imagine that an orange has several attributes that can be changed: it has a color, a texture, etc. It can be changed by being painted or peeled. Therefore, once you understand that you need to select an object when you want to manipulate your **Word** document, you begin to understand how to work in **Word**.

I'll illustrate these concepts further by using a real-life example that you would commonly encounter when word processing:

Say you had typed a report in the following style:

Text	Times New Roman	12 Font	Left Justified
Headings	Arial	14 Font	Centered

If you typed the report in **WordPerfect** and you wanted to amend everything but the Headings to Courier, 11 pt, Fully Justified, you would press ctrl+home to go to the top of the document and make 3 formatting changes (3 clicks); your entire report (excluding Headings, which are Styles) would then follow these changes.

If you typed the same report in **Word** and you wanted to make the same changes, you would have to do one of the following:

- Go to Format » Style » Modify » Format » Font (and Paragraph), then change the Normal (or predefined) Style
- 'Select All', make these changes, then modify Headings Styles
- Create a complex search to amend these formatting changes
- Go through and change each paragraph individually using the Format Painter

NOTE: A feature in **Word 2003** (introduced in **WordXP**) provides a quicker way to achieve this, but the concept remains the same, i.e., objects need to be selected and changed as opposed to the document being amended 'From This Point Forward'.

I outlined the difference between the two programs primarily because I believe that **WordPerfect's** stream-formatting makes it an easier program to work with. It will also help you to understand why certain tasks are easier to accomplish in **WordPerfect** as you read through this comparison. Finally, it was one of the aspects of **WordPerfect** that made me start to fall in love with it, which in turn led to my creating this site . . . and that leads nicely into the Background. Again, you may be interested in knowing what drove me to create this site. If so, the Background follows. Alternatively, if you wish to move on to the comparison, please read the [Legend](#) below and then navigate the site using the Image Map to your Left.

Background

MS Word 6.0 was the first Windows word processor I ever used. At the time, I worked in a Bank, and I was happy that I didn't have to use it very often. I hated that it wasn't WYSIWYG. I found that vexatious (and still do). In later years, I changed careers, moving to I.T. Again, **Word** was the program I used (and received all my training in). Whereas before I didn't like it, now I hated it. I found that accomplishing (what I believed to be) simple tasks was unnecessarily difficult, and I was often exasperated by its inadequacies. I then moved to a new company; that company used **WordPerfect**. What a joy! Everything that I hated in **Word** was suddenly easy to accomplish in **WordPerfect**. In addition, it was a true WYSIWYG program. I then found [Reveal Codes](#), and my conversion was complete.

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.

"**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**".

NOTE: In complete contradiction to this, **Word XP** subsequently introduced a feature called 'Reveal Formatting' (in response to people decrying the fact that **Word** lacked a feature similar to Reveal Codes). You can read my thoughts on that in the comparison! :)

Anyway, when I added Reveal Codes to **WordPerfect**'s other features, I became a devotee of **WordPerfect**; this feature alone is one of the main reasons **WordPerfect** has obtained such a devoted following.

Personally, I found this program amazing. Instead of wanting to throw my PC out the window, I was actually enjoying working with this program! It made my life easier, and I was continually astounded by the program's power AND ease of use.

I then bought a new PC and wanted Excel, so I purchased MSOffice 97 OEM with it; when I would come home and work on Reports or Assignments for courses I was doing, I would use **Word 97**. Grrrr. I hated it; **Word 97** was just as bad as **Word 6.0** and **Word 7.0**. I wished I could install **WordPerfect 6.1** (which I was using at work) and use that instead of **Word 97**, but at that time, I was unaware that Corel allowed you to install a copy at work and at home. In total frustration, I took the plunge and went out and bought **WordPerfect 8.0**. Wow! I thought **WP6.1** was good? **WP8** introduced *so* many fantastic features that I went all-out trying to get my company to upgrade, which they did, but they waited for the soon-to-be-released (at that time) Version 9.

Then, one day, I had a discussion with someone (who worked in the same building) who loved **Word**. Stunned, I mentally started to go through all the things that **WordPerfect** could do that **Word** couldn't (as well as the things that were so much easier in **WP**). At that point, I resolved to make a website comparing the 2 programs. My first comparison went online approximately 4 years ago, and since then, I've updated it to compare the 2 programs when a new version is released.

That's the background. Hope it wasn't boring! I'm sure you're itching to move on to the actual comparison, so I won't ramble any longer.



Overview/Legend

The Comparison is broken down by Menu Item. Each Item is compared and assigned points based on which is better.

The Point System

1 Point	Where a feature is very similar in both programs, each program receives a point. If the feature only exists in one program, then that program gets the point
5 Points	Using the explanations above, a program may receive 5 points for a particular feature IF that feature is significantly better AND/OR a really good productivity-enhancing feature
10 Points	Using the explanations above, a program may receive 10 points for a particular feature IF that feature is phenomenal—i.e., a feature that is used every day and genuinely helps a user be more productive in a significant way



The Icons:



	If Word has introduced a feature that WordPerfect previously had, WordPerfect will have an icon below the points awarded
	Similarly, if WordPerfect has introduced a feature that Word has had in previous versions, Word will have an icon below the points it is awarded.
Example:	Under Drawing, Word will have 4 Word icons, meaning that its Drawing features were at least 4 versions ahead of WordPerfect , i.e., Word users benefited for 8 years with a feature that WordPerfect lacked.

Color-Coding

Each program has introduced or enhanced features with this release. To help you identify features that are new or enhanced in each version, the table-row is colored green.

File Menu Item	WP	Word	Comments
Word & WP : New Document	WP: 1		In WP , a new document is always on the screen.
WP : New from Project Word : New	WP: 5	Word: 1	A big improvement for Word and WordPerfect is the number of Templates available. 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 HERE to see an example) for your Templates, so that all the correct information is entered anywhere in your document (in the correct order).
WP: New XML Document Word: Via the 'New' Task Pane	WP: 1	Word: 5	Both Corel and MS made their new Office Suites focus heavily on XML, but where WP has simply enhanced its SGML/XML facility and allowed you to save as XML, Microsoft has made XML transparent to the user, which means it's just so simple to use. Many people are already flaming Microsoft because it appears that instead of following strict XML open standards, they are making up their own (for a change). However, I've opened a raw XML document into Word , and it opened perfectly, with no problems. The problem, however, may lie in the fact that Word's XML output is not strict, standards-compliant XML. We'll have to wait to see how this all develops, but for the moment, it seems fine. In the end, this may be a problem for some people, but for others, this won't have a significant impact. If you know SGML and/or XML, then WP's may have an advantage, but let's face it, the average user won't know XML, so Word's has to be the winner in this category. The other huge advantage Word 2003 has over WP11 is that when you save as XML, a schema is attached to the Document. In WP , you just get raw tags, which is of no use to anyone except Web Designers or people who know XML. What's so ironic is that WP has had SGML capabilities since, at least, version 8! The really disappointing thing is that Corel now owns X-Metal. So it's a pity WP11's XML isn't as transparent as Word's . We'll probably have to wait for Version 12 to get an XML facility as good as Word 11 .
Word & WP: Open Dialog Box	WP: 5 	Word: 1	With Office XP, 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). WP also allows you to perform far better/easier file management capabilities from the Open Dialog Box, including, Move, Print File List, etc. Other options such as Undo and Copy are only available in Office 2003 via a right-click, which may mean many less savvy users miss these capabilities. WP still wins when it comes to Previewing a File, as you have the following options: <ul style="list-style-type: none">• Tear Off (Separate Preview Window so you can utilize the entire screen, although you don't have to use Tear Off, as the WP Preview Window can be resized . . . Word's can't.)• Page View (Choose which size you prefer in this View: Original Size, Size to Width, and Size to Height) The only notable aspect that Word has is that its Properties are slightly better, e.g., you can see the number of words in the document, etc, which means you don't have to open the file. It also has a 'My Places' feature, which is basically a Favorites menu, but it's faster to access, so it deserves kudos for that.
Word & WP: Save/Save As	WP: 1		WP has far more 'Save As' file types, although, let's face it: in this day and age, the choice of file formats is far fewer than it was 10 years ago.
Word: Save As Web Page WP: Publish to HTML	WP: 1	Word: 5 	In Word , it's as easy as saving a standard document. WP11 has simplified (and amplified the power of) its HTML publishing, but Word still wins outright, as MS made Web-enabling Word (and MSOffice) its Number 1 feature/goal. WP's Web capability is good, but unfortunately, it doesn't use CSS2 to its full extent, which means that graphics lose the ability to be positioned above or below text when saved as HTML.
Word: Permission		Word: 1	This new facility is part of Microsoft's new Information Rights Management (IRM) feature, but it requires that your office be using Windows Server 2000 SP3 and above. The idea is that by assigning Permissions to Files, you can help prevent sensitive information from getting into the hands of the wrong people, whether by accident or carelessness. You can give users Read and Change access, as well as set expiration dates for content This has to be one of the most controversial 'innovations' Microsoft has ever introduced. I've received E-mails from people switching to WordPerfect

			because of this feature! Others are decrying it as they see it as a way of MS taking control of people's content and locking them out of their own documents! It's one of those things that are good in theory. . .
Word: File Search WP: Incorporated into the Open Dialog Box	WP: 10 		Microsoft has once again improved MSOffice's FIND facility, which is good news, as XP's was useless. For example, I copied the text from the Author Field of a PowerPoint file's Properties, and then pasted it into a Search Dialog box, instructing the Search to Find all PowerPoint Files by said Author . . . Result? No files found??? I've tested Word 2003's Find, and it does seem better, but it's still not as powerful or as easy to use as WP 's Find Facility. WP on the other hand, has the most powerful indexing and Search facility imaginable. Not only can you setup custom searches, you can save them for instant access. For example, say you often search for a file typed by your colleague, you can simply setup a Search, and you can then use this saved Search the next time you want to search for a document your colleague typed; you don't have to set it up again. Using WP 's Indexer, you can also make sure that your Searches are lightning fast, by enabling timed indexing of any Folder you want. Add to this the fact that the WP Search Facility is easy to use (and intuitive), and you can see why WP gets 10 points.
Word & WP: Properties	WP: 1	Word: 1	Both are excellent. Again, each program has options the other doesn't: WP allows you to. . . Extract META information about a document and save it as a new file. Print the Properties (although Word can do this from its Print Dialog Box) Delete META Data (Word allows this via Tools » Options) Save Properties as a New Document Word , however, allows you to. . . See Statistics about your document, such as the time you've worked on it Create new Property Fields
WP: Signature	WP: 1	Word: 1	Both programs allow you to Digitally sign your document.
WP: Document » Compare Word: Compare and Merge Documents (Tools Menu)	WP: 1	Word: 1	Quite similar. I wouldn't favor one over the other.
Word: Track Changes WP: Document Review	WP: 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 specifically added this option in WordXP).
WP & Word » Routing Slip	WP: 1	Word: 1 	No difference, although Word had this first.
Word: Default. . . WP: Document Style	WP: 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.
WP & Word: Master/Subdocuments	WP: 1	Word: 1	Both are similar, although Word has literally hidden this ability in the View » Outline menu. Even if you try to look up Subdocuments or Master Documents in Help, Word returns no relevant answers. The only way to find out that Word even has this capability is to Search, manually, through its Help topics.
Word & WP: Page Setup			Refer Format Menu
WP: Subdivide Word: Section Breaks	WP: 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 it's nowhere near as easy, flexible, or powerful as WP . In addition, Word only allows you to insert Section Breaks horizontally—not vertically.
Word & WP: Print		Word: 1	Unfortunately, WP has taken a backwards step, while Word 's has gone forward. I always thought the Print Dialog in WP was brilliant, but Corel has totally messed with it, and now I find Word 's far easier to use and to



			understand.
Word & WP: Print Preview	WP: 5	Word: 1	<p>WP only added this feature in version 9—and 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]). Here's what a former employee of Microsoft had to say about Word's WYSIWYG ability.</p> <p>"I did support at Microsoft in the Word unit from v1.1a through Word97, about four months before the release of Office 2000. (That's a very long time in dog years.) I can tell you that the reason Word's WYSIWYG is sometimes a little shabby was basically performance, and the vagaries of the continuous four-way conversation between the printer driver, Windows GDI, the font rasterizer, and Word's layout engine. These four items are interdependent and the calculations are intense and performed basically at every edit (= every *character* entered or removed; this is why Normal View is still around). Sometimes third-party printer drivers lie about stuff to Word or the GDI, or Windows' rasterization of the font outline is faulty, causing imprecise WYSIWYG at certain magnifications or display resolutions. This is also assuming a quality font; sometimes the fonts themselves are buggy or have crappy kerning tables. In those days, the answer would have been, "Marketing be damned, this isn't desktop publishing, it's a power-user's document processor". The situation has changed fairly dramatically since then, in that machines are vastly more capable and can do the calculations without an unacceptable degradation of performance: perhaps it's time Development looked at Word's WYSIWYG again. Periodically, whole features of Word are gutted and rewritten, as had to be done to enable tables-within-tables for Word 2000 when the band-aids and fig-leaves had reached the end of usefulness. Perhaps the WYSIWYG is next. One can only hope. . ."</p> <p>Anyway, so there you have it. Word still isn't WYSIWYG, and that's why Word still has Print Preview, while in WP, Print Preview isn't needed (thanks to ingenious programming by the original designers of WP). 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.</p> <p>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.</p>
WP: Publish to PDF	WP: 1		<p>This is integrated into WP. You would have to either pay for Acrobat, buy a cheap PDF-producing program, or put up with a banner-advertisement (free) program in order to be able to publish Word documents to PDF.</p> <p>This feature has been enhanced in WP11 to support Acrobat 5.0.</p>
WP: Publish to Edgar	WP: 1		<p>New Feature in WP11. For the legal eagles, here's the info. from WP's Help:</p> <p>WordPerfect lets you publish documents to an Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system format. WordPerfect does not create all the documentation necessary for a complete electronic filing, but it alleviates many problems associated with the ASCII DOS.TXT option.</p> <p>WordPerfect EDGAR features include</p> <ul style="list-style-type: none"> · 80 characters per line of text · 132 characters per line in tables · a restricted ASCII character set · an export of footnotes as part of the ASCII document · a special tagging for footnote numbering · an End Of Document tag
Word & WP: Send To. . .	WP: 1	Word: 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	WP: 1	Word: 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: 49	Word: 22	



Edit Menu Item	WP	Word	Comments
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Word & WP: Find & Replace	WP: 1	Word: 1	<p>Both have excellent options, so both get a point.</p> <p>Word will find instances of words within a specific situation, whereas WP will find the exact coding around it. 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 <code>*entire*</code> text is Boldfaced and Italicized. Since Word isn't code-based, coding isn't allowed in the "Find" dialog, although common formatting—eg, "¶" (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. When Attributes are added, it is assumed that the <code>*entire*</code> text string contains these.</p> <p>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	WP: 5		<p>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 or after hitting Save (in WP, this is setup by placing a check in the Undo/Redo History Options Dialog). It is *SO* frustrating in Word to hit save and then to realize you've lost any chance of Undoing something. However, both Word and WordPerfect could benefit from looking at a program like HomeSite, which Saves your Undo/Redo ability *regardless* of whether you hit Save or not (and regardless of whether you've checked the Undo/Redo Options box).</p>
Word & WP: Cut/Copy/Paste			Standard Windows Function.
Word: Office Clipboard WP: Clipbook	WP: 1	Word: 5 	<p>In Word 2000, Microsoft added a Clipboard that allowed you to collect up to 12 items to Windows' standard Clipboard. Corel followed by adding a Clipbook to WP10, but MS increased the number of items in Word XP to 24 AND added a superb interface—utilizing MSO's new Task Pane. In a way, WP's was better, as its Clipbook size was virtually unlimited AND it allowed you to share your clips across a Network. However, the Clipboard in MSO had a far superior interface, and it is easier to collect and manipulate clips as they are integrated into each MSO program. With Corel's Utility sitting in the System Tray, it's more awkward to use, and the interface is nowhere near as good. Nothing's changed in either Word 11 or WP11 (unfortunately), so Word still gets the extra points.</p>
Word: Paste as Hyperlink		Word: 1	Word allows you to <i>Paste as a Hyperlink</i> within your document.
Word & WP: Paste Special		Word: 5	MS has added <i>Paste as HTML</i> to its 'Paste Special' feature AND it's added <i>Paste as Nested Table</i> AND <i>Past Appending Table</i> , which are equally clever additions.
WP: Append	WP: 1		Word allows you to append information (referred to as the Spike), but once you paste it, the contents of the 'spike' are emptied unless you use AutoText, which is pretty convoluted.
Word: Clear » Formats	/	/	A quick way for Word users to remove Formatting from Text (this would be done in WP using Reveal Codes)
Word: Clear » Contents	/	/	A menu-based way of deleting text. Silly really, when you've got a Delete Key on your Keyboard, i.e., 10 times longer than using your keyboard.
WP: Repeat Next Action Word: Repeat Last Action	WP: 5	Word: 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 (Format Menu)	WP: 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	WP: 10		WordPerfect allows you to Select All, Select Sentence, Select Paragraph, or Select Page simply by right-clicking outside your margin (you can also select a Section, a Tabular Column, a Rectangle, and a Table from the Select Menu). 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 it is to remember multiple combinations for different selections.
WP: Edit Graphic Box	WP: 1		Additional option in WP . Available in Word (and WP) by clicking on a Box or by using the 'Browse By Graphic' option.
WP: Edit Graphic Line	WP: 1	Word: -1	Only available in WP . This is available in Word by clicking on a Line, but I deducted a point from Word as selecting a Graphic Line can be very difficult if it's behind another object or text.
Word & WP: Edit Links		Word: 1	Quite similar, but Word allows you to lock a Link. It also has options to preserve Formatting after updating a Link.
Word & WP: Edit Object	WP: 1	Word: 1	Same
Word & WP: Go To	WP: 1	Word: 1	WP has far more options than Word , but Word has a good 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: 15	

View Menu Item	WP	Word	Comments
WP: Draft Word: Normal View	WP: 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 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. Anyway, were I to use Draft view in WP , something that would've annoyed me in prior versions was that WP didn't wrap text when you increased your zoom past 100%. In Version 11, the text now wraps correctly (which eliminates a horizontal scroll bar). WP therefore gets the point instead of Word , as Word continues to hide your shapes if you switch from Print Layout to Normal view.
WP: Page Word: Print Layout			Refer Print Preview on the FILE Menu
Word: Web Layout WP: Preview in Browser	WP: 1	Word: 5	This is excellent if you use Word to create and edit, for example, Intranet pages, as it allows you to use Word as a WYSIWYG Web Editor.
Word: Reading Layout		Word: 1	A new feature in Word 2003 that. . . <ul style="list-style-type: none"> • Hides unnecessary toolbars • Displays the Document Map or the new thumbnail pane, so you can quickly jump to sections of the document. • Automatically scales the contents of a document to pages that fit comfortably on your screen and that are easy to browse. • Allows you to highlight portions of the document and add comments or make changes.
WP: Two Pages Word: Print Preview			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		Word: 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 simultaneously), although you have to select the 'Show Icons' button to enable this functionality. I would like this turned on by default when you insert an Outline (or better yet, add a Menu Item like this one in Word). The additional Menu Item in Word is also good because it


			automatically assigns all Headings and Text an Outline Level, e.g., Headings automatically become Main Levels, etc.
Word: Thumbnails		Word: 1	An excellent new feature in Word , but this time Word borrows from Adobe's Acrobat program! As you can imagine (or will know if you use Acrobat a lot), this feature shows you a thumbnail of all the pages in your document, which allows you to jump quickly to a certain page in your document. Nice.
Word & WP: Document Map	WP: 5		Word had this first, so here's a case of WP following for a change. It's a new feature in WP11 , and it's better than Word's in as far as you can choose what to Browse By, e.g., Table of Contents, Table of Authorities, Index, or List. Word's Document Map is Table of Contents only.
Word & WordPerfect: Toolbars WordPerfect only: Property Bars	WP: 10		<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, and your Standard Toolbar on the screen, there's hardly any room to see your document! Click HERE to see what I mean. You <i>can</i> shove them 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. WordPerfect's Property Bar is another productivity feature that makes word processing with WP a joy.</p>
WP: Application Bar	WP: 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>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 couldn't see what each document was without hovering). MS realized its mistake, and you now have the option of using this facility in MSOXP/2003. 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>
WP & Word: Ruler Bar	WP: 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</p>

			wanted to work with your Ruler Bar, it is MUCH easier in WP . 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—another one of Word 's time-wasters. Basically, using Word often means a drop in productivity, as tasks take <i>much longer</i> to accomplish in Word than they do in WP .
WP : Hide Bars Word : Full Screen	WP : 1	Word : 1	Same.
WP : Guidelines Word : Tools » Options » Text Boundaries	WP : 5	Word : 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, especially for Tables. Word can show you boundaries, but you can't manipulate boundaries directly (and you have to turn them on and off via Tools/Options/View, whereas they're there by default in WP). You can use your Ruler in Word to manipulate Margins and Paragraphs, but you don't see the effect of the changes 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.
WP : Shadow Cursor Word : Point & Click	WP : 1 	Word : 1	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.
WP : Graphics Word : Picture Placeholders	WP : 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).
Word & WP : Table Gridlines	WP : 1		In Word , you have to go into Format/Borders & Shading, and then remove a Border for this feature to have any affect. In WP , it works without having to remove Borders.
WP : Hidden Text	WP : 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	WP : 1		WP has more options for what to display.
WP : Reveal Codes			Refer Format Menu.
Word : Task Pane WP : PerfectExpert	WP : 5 		Task Panes were a new feature introduced into Office XP ; they are basically Corel's PerfectExperts (HELP Menu) Microsoft style. PerfectExperts are like a context-sensitive Table of Contents on the left side of your screen (as opposed to Microsoft Task Pane on the right side of your screen). They guide you through the processes of formatting, creating, and changing your documents. Introducing Task Panes must have been pretty humiliating for Microsoft, as they scoffed at this feature when WP8 was released, instead touting their Office Assistants, which they then (humiliatingly) had to demote after a massive public backlash against them. Conversely, people who were asked to compare WordPerfect with Word praised the PerfectExperts (I wonder if that's why MS introduced them, and I wonder if MS apologized to Corel for slating a feature it subsequently 'borrowed' 4 years later). I see this as yet another example of WordPerfect leading and Word following (after many years of WP users being more productive). Just goes to show that Corel is years ahead of MS with many features, and Corel often has a better understanding of what users *REALLY* want, not what the Software Company *THINKS* they want.
Word & WP : Zoom	WP : 1	Word : 1	Word allows you to see any number of pages. A new feature in WP2002 was the Magnifying Glass, which lets you Zoom in on a certain section of a document.


Word: Markup		Word: 10	<p>An awesome feature in Word that allows you to view all <i>markup</i> 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).</p> <p>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 accept or reject those changes.</p> <p>WP has some of these options via Document Review, but it's not as powerful as Word's.</p>
WP: Variables	WP: 1		Simply an option to show or hide the Variables that are unique to WP (refer Insert Menu)
Word: HTML Source			This is a ridiculous feature to have. The amount of extraneous code that Word generates is nothing short of phenomenal. No-one would want to view Word's HTML!!! I really can't understand why this feature was included.
Word: Footnotes		Word: 1	A good feature that lets you hide or show the Footnotes in your document (in Web Layout), or if you're in Print Layout, it jumps you to the Footnotes. In WP , you have to scroll to see them.
Word: Headers & Footers WP: Refer INSERT Menu	WP: 5		<p>This is one thing I've never understood in Word. If you want to <i>Insert</i> a Header or Footer in your Document, you have to go to the View Menu? Am I the only one who thinks that this is backwards? How can you view a Header or Footer when you haven't created one yet? This is, logically, on WP's Insert Menu.</p> <p>Anyway . . . comparing the feature.</p> <p>Well, 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. Also, you should note that this is a well known and seemingly permanently-broken feature in Word. As I recall, this has been broken since version 1.0 of Word. Somehow, I don't think Microsoft *can* fix this feature. The code must be too well hidden!?</p> <p>Switching to WP. . . 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.</p>
VIEW MENU POINTS	WP: 50	Word: 23	

Insert Menu Item	WP	Word	Comments
Word: Break			Far out. I should subtract 10 points from Word for its need to rely on Breaks. We have native Word users in our Office who still don't know how to work with Breaks. This is one of those 'features' that make you want to throw your computer out the window when you're working in Word . If I were in charge of Microsoft, with its vast money and resources, I would scrap Word and start from scratch *JUST* to be able to get rid of Breaks. They must be the bane of Word users' lives. Grrrr.
Word & WP: Page Numbers	WP: 5		WP's numbering is easier to use; WP doesn't assume that it's a Header or Footer; WP also has many more options, including Volume, & Secondary numbering . . . oh . . . and one other important thing: it works.
Word & WP: Date & Time	WP: 1	Word: 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: AutoText/AutoComplete WP: QuickCorrect/QuickWords (Refer TOOLS Menu)		Word: 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		Word: 1	I have never used these in Word , so I cannot assess them properly, although I believe they are very good. I have tried to work with them, but I find that they are <i>not</i> intuitive and would therefore take in-depth learning (if not a course): Now, if they were as easy or intuitive as WP's 'Prompts' Feature. . .
Word & WP: Symbol		Word: 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 AND (most importantly) they use Unicode.
Word & WP: Comments	WP: 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 then overhauled the Comment feature in MSOXP, and since then, Word's Comments are like WordPerfect's used to be! Conversely, Corel improved WP's Comments, and made them more like MSO2000 (so WP now gets the point)!
Word: Reference » Footnote (or Endnote) WP: Footnote/Endnote	WP: 5		Woh! WP's Footnote and Endnote feature is FAR more advanced than Word's . You can add Separators, specifying the space above and below the separator as well as the formatting, length, and style. You can also increase and decrease numbering. You can specify what footnotes to keep together, as well being able to add a continued message, and you can edit the numbering style in the note as well as in the text. Finally, you can specify whether you want to the notes to align with the text! Many people still believe that this feature is fundamentally flawed in Word . For more information on this subject, click HERE .
Word: Reference » Captions WP: (Tools Menu)	WP: 5	Word: 1	Word allows you to add a caption to text (it doesn't have to be in a Text or Graphic Box). However, Captions, in general, are far more powerful in WP . For example, you can specify the placement of a caption, the rotation, whether it's inside or outside the graphic or text box's border, it's absolute or percentage offset, its position, and its width! Phew! (Note: It has been this powerful for 10 years. Word's still hasn't caught up!?)
Word: Reference » Cross-reference WP: (Tools Menu)		Word: 1	Word deserves the point for this one because its interface is easier (although Corel has slightly modified the interface in WP11)
Word: Reference . . . <ul style="list-style-type: none">• Index• Table of Contents• Table of Figures (WP: List)• Table of Authorities (WP: TOOLS Menu)	WP: 5		WordPerfect's are more powerful and flexible, although Word has some attractive Styles built-in. Overall, though, I understand that WP's more powerful legal features are one of the reasons WP still has a significant market share in the legal community. As for Table of Contents, I know this is problematic in Word (both from personal experience and from reading other's comments)
Word: Web Component			I've already afforded Word points (twice) for its Web features, so I don't think it's fair to keep adding points to a feature that's already been lauded
Word: Picture WP: Graphics			Refer Graphics menu comparison.
Word: Diagram			Refer Graphics menu comparison.
WP: Shape			Refer Graphics menu comparison
WP: Chart			Refer Graphics menu comparison
Word & WP: Text Box	WP: 1	Word: 1	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, but a flaw is that if you add a caption then move the Text Box, the caption doesn't move with it??? WP , in total, has more Text Box features, but Word definitely deserves a point for being able to link Text Boxes.
Word & WP: Object	WP: 1	Word: 1	Same
Word & WP: Bookmark	WP: 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. A workaround is to include an underscore WordPerfect also has a 'QuickMark', which lets you choose the point at which the cursor will be positioned the next time you open that document; this also allows you to jump to that location from the GoTo Dialog at any time while working on the document.
Word & WP: Hyperlink	WP: 1	Word: 5	Word improved this feature in MSO2000, and it is still far better (and easier to use) than WP's . For example, Word's History list shows all your recent documents, making it very easy to create a link. It also (easily) allows you to

			use an E-mail Address or a place in the document (Headings, etc), to create a new document, to add a screen tip, or to use an Address from IE's Address Field!
WP: Outline, Bullets, and Numbering Word : Format Menu	WP: 5		I recently discovered a <i>12-page</i> document explaining how to use Word's Outlining feature. I think that terms like 'Digging to China', 'The Jason Tab' (derived from the unstoppable serial killer of Friday the 13 th fame), and 'The Rabbit Hole' help to explain what people who use Word's Outlining 'feature' have to put up with.
WP: Variable	WP: 1		This was a 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. Enhancements to the variables feature in WP11 make it easier to store, retrieve, and reuse documents.
WP: Watermark Word: Format » Background » Printed Watermark	WP: 1 		This was a new feature in WordXP , but 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 very convoluted. WordXP was the 1 st version to enable the insertion of a Watermark <i>easily</i> . Anyway, WP still wins this section because you can easily have 2 Watermarks (A & B), and you have TOTAL control over all the details of your Watermark. With Word , you have very few options as to what you can do with it.
WP: Line	WP: 5		WP has 3 options that are very easy to use: Horizontal, Vertical, and Custom lines. You can add lines in Word via either the Drawing Toolbar or the Borders & Shading Dialog Box (???), but they can be nightmarish to edit if they are behind text (as opposed to WP , where they're easy to 'grab' using Reveal Codes).
Word & WP: Equation	WP: 1		WP has two Equation Editors: The Versions 5.1 - 8 and a newer one. The newer version is almost the same editor that's used in Word (a scaled-down version of a program called MathType. The disadvantage to the newer Equation Editor is that all of your equations are done in Times New Roman regardless of what your base font is. In the older WP Equation Editor, if you chose a default font, then all the equations are created in the default font, but you can also change the entire equation to a different font, color, or size. This is not true with the newer Editor. The newer version is a point-and-click Equation Editor (e.g., you have to click on a button with groups of related symbols to get any formatting, such as fractions or special symbols). There are a few shortcut macros (like ctrl-H for exponents) for common formatting. With the old WP Equation Editor, there is a steeper learning curve, but once you've learned it, you can do all the work from the keyboard without having to move back and forth to the mouse.
Word & WP: Sound	WP: 1		Easier to insert into a WP document, as it doesn't have to be done via the Object Dialog box.
Word & WP: Spreadsheet/Database	WP: 1	Word: 1	Both have many ways of inserting—and linking documents to—a database or spreadsheet.
WP: Insert » Other » Filename Word: via AutoText	WP: 1	Word: 1	Same, although, in Word , it's hidden in AutoText.
WP: Insert » Other » Path & Filename Word: via AutoText	WP: 1	Word: 1	As above.
WP: Counter	WP: 1		If Word has this feature, I can't find it.
Word & WP: Bar Code	WP: 1		Unbelievably easy in WP , but not so in Word .
WP: Insert » File	WP: 1	Word: 1	Same, but Word allows you to insert the File as a link . . . but that's just basically a Hyperlink.
INSERT MENU POINTS	WP: 50	Word: 17	


Format Menu Item	WP	Word	Comments
Word & WP: Font	WP: 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 rarely have to open the Dialog Box or hit UNDO. WP also allows you to edit Font Mapping, and you can set the shading for Fonts. Word's only unique ability is 'Text Effects', but I can only ever recall seeing this used once by anyone, as it can make the text hard to read and can be distracting. This

			might be fun for kids, but I don't think it has a use in the business world.
WP: Line » Tab Set Word: Tabs	WP: 5	Word: 1	<p>WP is more comprehensive, and the interface is far more intuitive, as you have the option to set your Tabs from the left of the paper or from the left of the margin. Another superb feature, which is so simple and logical that I can't believe it's not in Word, is the ability to 'Repeat' your Tab Stops at specified intervals. In Word, you have to set each and every single Tab Stop (if you are setting up your own).</p> <p>Additionally, 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, providing uniformity to your document—simplicity itself.</p> <p>Word does get a point, though, 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!</p>
WP: Line-Height	WP: 1		Line Height only exists in WP . In Word , you would have to "work" with Word 's Paragraph Formatting to simulate WP 's Line-Height ability.
WP: Line-Spacing Word: Paragraph » Line Spacing	WP: 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—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>
WP: Line » Numbering Word: Page Setup » Layout » Line Numbers	WP: 10		<p>Far, far more advanced in WP. Word does not have the following:</p> <ul style="list-style-type: none"> • Numbering Method (e.g., 1,2,3; a, b, c; i, ii, iii) • First Printed Line Number • Position from Margin or Page (it only has position from text) • Count Blank Lines (yes/no) • Number all Newspaper Columns • Font Formatting for your Numbers
WP: Line » Center	WP: 1		<p>In WP, press Shift+ F7</p> <p>This is how you accomplish the same in Word:</p> <p>Method 1:</p> <ol style="list-style-type: none"> 1. Align your Paragraph as centered to figure out the exact center of your document

			<ol style="list-style-type: none"> 2. Double-click your Ruler at this point to insert a Center Tab Stop 3. Change your Paragraph Alignment back to Justified or Left-Aligned 4. Insert a Tab <p>Method 2:</p> <ol style="list-style-type: none"> 1. Figure out the exact center of your document 2. Double-click your Ruler to insert a Center Tab Stop 3. Insert a Tab <p>'Nuff said.</p>
WP: Line » Flush Right	WP: 1		<p>In WP, press ALT+F7</p> <p>Word XP made this easier, but here's what you still have to do in Word to Flush Right</p> <ol style="list-style-type: none"> 1. Type your text 2. Use your mouse to position your I-Beam to the right of the line you need Flushed Right 3. Double-click to insert a Right-Aligned Tab Stop 4. Use the Home key (or your Mouse) to go back to the beginning of the line 5. Insert a Tab
WP: Line » Flush Right w/ Dot Leaders	WP: 1		<p>In WP, press ALT+F7+F7</p> <p>As above, Word XP made this easier, but here's what you still have to do to in Word to Flush Right with Dot Leaders</p> <ol style="list-style-type: none"> 1. Type your text 2. Use your mouse to position your I-Beam to the right of the line you need Flushed Right 3. Double-click to insert a Right-Aligned Tab Stop 4. Double-click the Tab Stop 5. Select a Leader character and click OK 6. Use the Home key (or your Mouse) to go back to the beginning of the line 7. Insert a Tab
Word: Paragraph WP: Paragraph » Format	WP: 1	Word: 1	<p>Much simpler in WP. Word's is too complex, probably because 'Line' doesn't exist in Word. Everything is treated as a paragraph. However, one Word feature that I know many people like is the ability to specify different spacing both before and after a Paragraph. In WP, spacing is an individual setting, using 'number of lines' or 'distance in points'.</p>
Word & WP: Paragraph » DropCap	WP: 5		<p>The options available in WP make Word's Drop Cap look like Word version 1.0 instead of Word 2003. There are so many things you can do with Drop Caps in WordPerfect that it would take a page to list them all! Another great feature (added in WP10) is the interaction of Drop Caps with the RealTime Preview, giving WP an even bigger advantage over Word.</p>
WP: Paragraph » Border/Fill	WP: 5		<p>Far superior in WP as it has the following options that Word doesn't:</p> <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	WP: 10		<p>* 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.</p> <p>Achieving the same result in Word is Convolutated. You have to hit Ctrl+T AND THEN TAB to the indent, (or you can mess around with the Ruler, which is 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</p>

			<p>longer than using keystrokes.</p> <p>If you use the Indent Icon, your whole line indents (Word's Ctrl+M equivalent), instead of the text you want to wrap. Word has an AutoCorrect Option that's supposed to set Indents using the Tab Key. However, this is restricted to the beginning of a line, i.e., you can't type text, hit Indent, and then have the rest of the text indent FROM THAT POINT (Ctrl+T). Also, it's a First Line Indent, not a full indent. *sigh*</p>														
WP: First-Line Indent	WP: 1	Word: 1	Same. Type your text, and then return to the beginning of the first line to create a first-line Indent.														
WP: Paragraph » Hanging Indent	WP: 1	Word: 1	In WP , use Ctrl+F7. In Word , use Ctrl+T														
WP: Paragraph » Double Indent	WP: 1		(Note: This is often used for Quotes)														
			In WP , click Ctrl+Shift+F7 In Word , again, you need to use your Ruler or the Paragraph Dialog Box.														
WP: Paragraph » Back Tab	WP: 1		WP only. You achieve this in Word by using your Ruler Bar or Paragraph Dialog. It's also not broken by hitting Return—back to the Ruler or Paragraph Dialog for Word users.														
Word & WP: Columns	WP: 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> <ul style="list-style-type: none"> • 24 </td> <td> <ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 24 	<ul style="list-style-type: none"> • 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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WP & Word: Page Setup	WP: 1	Word: 1	Both are very good. WP's interface has changed slightly, making it easier to select a Paper Source, but I love that Word has this on its 'Paper' Tab. I also like how easy it is to understand Mirror Margins in Word . In WP , I like how easy it is to understand binding.														
Word & WP: Page » Center	WP: 1	Word: 1	Same														
WP: Page » Suppress	WP: 1		Available only in WP to suppress Headers, Footers, Watermarks, etc.														
WP: Page » Delay Codes	WP: 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	WP: 1	Word: 1	Same.														
Word & WP: Page-Border Fill			Refer Paragraph Border/Fill														
Word & WP: Justification	WP: 1		<p>WordXP followed WP's Full justification, as Word's Full Justification used to be 'ALL'. However, now you have to hold Shift when you hit Return if you want to create 'All' justification in Word.</p> <p>A great feature in WP is the fact 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).</p>														
Word & WP: Margins	WP: 5		WP allows you to adjust Margins directly on your page (for any part of your document, not just the whole page—as you would if you were using Word's ruler.) You also see the changes instantly with WP's RealTime Preview—no guessing. I also love that WP has a Minimum or Even option for its Margins, making it easy to achieve such. One thing I "hated" in my days of using Word was setting a margin only to receive that annoying														

			message from Word that the setting was outside the printable area. Why did it allow me to set a margin that can't print? WP won't allow you to do this, which I love. There's only one thing that's *worse* in this version of WP : Margins now reduce by a 10 th of a centimeter instead of by ½ a centimeter, i.e., instead of going 2.5, 2.0, 1.5, it now goes down from 2.54 to 2.44, etc. Thanks Corel. Grrrr.
WP : Make It Fit	WP : 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 & WP : Widow/Orphan	WP : 1	Word : 1	No difference
Word : Keep Lines Together WP : Block Protect	WP : 1	Word : 1	No difference
WP : Conditional End-of-Page	WP : 1		You can specify exactly how many lines will stay with, for example, a Heading.
Word : Page Break Before		Word : 1	An option to ensure that there's always a Page Break before a particular paragraph.
Word : Keep with Next			Errr, an option that forces a paragraph to stay with the next one, but this is the same as Block Protect???
WP : Typesetting » Advance	WP : 1		Can only be done in Word using Field Codes or Spacing Before/After.
WP : Typesetting » Overstrike	WP : 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 Word : {Field Codes}	WP : 1	Word : 1	
WP : Typesetting » Word/Letter Spacing Word : (Font Dialog) » Character Spacing	WP : 1		It's per character only in Word . In WP , you can set spacing for a whole word, and it doesn't adjust each character.
WP : Typesetting » Kerning	WP : 1		More powerful and much easier to accomplish in WP . Also, Word does not support word spacing justification limits, or manual kerning
Word & WP : Envelopes	WP : 5		Much easier & <i>far</i> better in WP . Word has a one-at-a-time interface, which is ridiculous. In WP , it's just type away until you're ready to go.
Word & WP : Labels	WP : 10		WordPerfect has always had an advantage over Word when it comes to Labels, as you can insert Headers (and Footers), which allows you to add a logo to a Header and then have that logo on every label. In Word , you would have to add a logo to every label manually, one by one. By the way, 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). Another advantage is WordPerfect's RealTime Preview, meaning that you can adjust any single label on-screen by, for example, changing the Font Size, dragging a margin, etc. and see the changes in Real-Time
WP : QuickFormat Word : Format Painter	WP : 5		WordPerfect allows you to select <i>WHAT</i> you want to copy, i.e., Characters, Headings, Table Cells, Table Structure, etc. However, the real advantage over Word's Format Painter is that there aren't 2 options when you want to use this feature. You turn it on, and it stays on until you turn it off. In Word , when you click the Format Painter, it turns itself off after a single application. To keep the Format Painter on until you turn it off, you have to double-click it, which I find annoying, and obtuse.
WP : Graphics Style	WP : 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	WP : 1	Word : 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 was introduced for working with Word's Styles. It's well done, and MS gets kudos for adding 'Clear Formatting', as this was a MAJOR bugbear in

			<p>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 they don't ask to be made!</p> <p>WP's Styles are excellent though, and many people think they are more powerful and easier to work with than Word's.</p>
Word: Text Direction (WP: via Table Property Bar)	WP: 1		Only WordPerfect can rotate your Text 180 degrees
Change Case			(Refer EDIT Menu)
Word: AutoFormat		Word: 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		Word: 1	Word has this on its Format Menu all the time, even though it's meant for Web Pages, which is confusing because Word lets you choose options that can't Print. Fortunately, it does disallow Watermarks when in Web Page Layout, but it does not disallow 'Background' when in Print Layout.
Word: Themes		Word: 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	WP: 10	Word: 1	 <p>What can one say? Victory is sweet. After a decade of Microsoft insisting that <i>Reveal Codes</i> was antiquated and unnecessary, MS *FINALLY* conceded and attempted to implement a similar feature into WordXP. The interface is good 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.</p>
Word: Frames		Word: 5	Again, an excellent interface for creating Intranet Pages.
Word: Text Box	WP: 1	Word: 1	No difference. Simply click on an object in WP to have the Property Bar update with Graphics options.
FORMAT MENU POINTS	WP: 128	Word: 26	

TABLES

Before I start my rant, you need to know that **WordPerfect's** Tables are ***FAR*** more powerful than **Word's** are. However, **EVEN** if **Word's** *were* more powerful than **WordPerfect's**, I still wouldn't use **Word's** Table feature.



I therefore don't think there is any point in comparing **Word's** Tables with **WordPerfect** 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.

I would honestly use **WordPerfect 6.1** (the first version I ever used), than the latest-and-greatest 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.

Tools Menu Item	WP	Word	Comments
Word & WP: Spell Checker	WP: 1	Word: 1	Same, although WordPerfect was the first program to be able to separate 2 joined words. This was new in Word XP
Word & WP: Grammar	WP: 10		WP wins this by a LANDSLIDE . For Formal Checking, Word has 32 options you can turn on or off, compared with 67 in WP .


			<p>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 foundering. WP would tell you what this is & give you <i>extensive</i> examples.</p> <p>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.</p>
<p>Word & WP: Thesaurus</p>	<p>WP: 5</p> 	<p>Word: 1</p>	<p>WP has always excelled with its Thesaurus features. In Version 8, Corel introduced 'Prompt-As-You-Go': 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.</p> <p>WP is still ahead of Word, as looking up a word in WP gives you the following:</p> <ul style="list-style-type: none"> • "Related Words" • "Is a Type of" • "Has Types"
<p>WP: Dictionary</p>	<p>WP: 1</p> 		<p>Word has <i>finally</i> added a Dictionary (incorporated into its new 'Look Up/Research' Task Pane), which is about time. Of course, you have to be online to use this facility.</p>
<p>Word: Research</p>		<p>Word: 1</p>	<p>Basically a quick way to Research items, using Encarta, a Dictionary, etc. Most reviews of this feature are quite similar: It's OK, but no great shakes. Most people would rather use Google to Research instead of MSN, etc. Again, you need to be online to use the feature.</p>
<p>WP: QuickCorrect Word: AutoCorrect Options</p>	<p>WP: 5</p>		<p>OK, I have a couple of major annoyances with Word's AutoCorrect (or lack thereof):</p> <p>En-Dashes (e.g., 1:00–2:00p.m.): Word only has 1 option for converting hyphens into dashes. Therefore, if you type the time using 2 hyphens, Word transforms your hyphens into an Em-Dash instead of an En-Dash. In WP, you have 3 options: 1 Hyphen remains a hyphen. 2 Hyphens become an En-Dash; 3 Hyphens become an Em-Dash.</p> <p>End-of-Sentence Spacing: WordPerfect automatically changes one space to two between sentences. Word has no option for changing end-of-sentence spacing, which is SO stupid because it has the grammar option to check for 'Spaces Required Between Sentences'. Set this to 2, and Word flags EVERY, single, solitary sentence as a grammatical error. Grrr. So, if you use Word as your word processor, you have to 3 'workarounds':</p> <ol style="list-style-type: none"> 1. Type 2 spaces after every, single sentence in every, single document you create 2. Perform a Find & Replace to replace every period and a space with a period and 2 spaces in every, single document you create 3. Click 'Change' for every, single occurrence that Word flags when you run a Grammar Check in every, single document you create
<p>WP: SpeedLinks</p>	<p>WP: 1</p>		<p>WP only. Type a word like <u>Corel</u>, and a Hyperlink is automatically created from your predefined SpeedLinks. You can achieve the same in Word, though, using AutoText.</p>
<p>Word: Translate</p>		<p>Word: 5</p>	<p>Word only. Performs translations using the new Research Task Pane, although it specifies that the translations cannot be guaranteed.</p>
<p>Word & WP: Hyphenation</p>	<p>WP: 1</p>	<p>Word: 1</p>	<p>WP allows you to define the Left & Right Hyphenation Zones. Word gives you the option of <i>not</i> hyphenating words in CAPS,</p>

			which is clever, it also allows for prompting before hyphenation.
WP: Character Mapping	WP: 1		Available in WP to reduce a document's size when you edit documents in non-Roman alphabets such as Greek or Cyrillic.
Word & WP: Macros	WP: 5		Both are very good, but I gave WP 5 points because you can use Macros without fearing that they might contain a Macro Virus. Word added security as part of Microsoft's new security initiative. What did it do? Did it split Macros from documents or files so that you open or send documents without worrying that they contain viruses? No. It turned the feature off by default! What a joke! So MS is basically saying, in order to make Word secure, you're better not to use Macros!?!?!?
WP: Address Book	WP: 1		Only available in WP . Available in Word when creating Envelopes & Labels.
Word: Letter & Mailings » Mail Merge WP: Merge	WP: 1	Word: 1	In XP, Word totally revamped its Mail Merge feature to include a Wizard (incorporated into its Task Pane). I thought that it was a big improvement, but today, I watched TWO people (both trained in Word) struggle to perform a Merge with this feature. In the end, they had to call me over to show them how to use it! The Data File was an Excel File that they had been E-mailed, so both figured they needed to use Word to do the Merge. When I explained to them that they could use WordPerfect and showed them how to do the merge using WordPerfect , they were amazed by the simplicity of it! Back to Word , however, we were all bewildered by the way that Word only shows 1 sheet of your Labels. You have to click through each Label or use a Find to preview all your Labels (Print Preview does not show you them all?!)
Word & WP: Sort	WP: 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., a 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	WP: 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	WP: 1		Three U.S. Court-of-Appellate Judges admonished Word for giving erroneous word counts. WordXP addressed this issue, by not 'graying-out' the 'Include Footnotes and Endnotes' checkbox when text is selected. It has also added a special Word-Count Toolbar, which is a nice feature. WP is still better though, as it has the following options that Word doesn't: <ul style="list-style-type: none"> • Sentences • Average Word Length • Average Words per Sentence • 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).
WP: Legal Tools: <ul style="list-style-type: none"> • Pleading Paper • Pleading Expert Designer • Pleading Expert Filler Word: New » Templates » Pleading Wizard	WP: 1		I'm not a lawyer, so I can't honestly say which is better, but I do know that WP still has a strong Legal Following, which I believe signifies Word 's Legal inadequacies
Word: AutoSummarize		Word: 1	Only available in Word . However, I honestly can't see anyone trusting this to pick out key points in a document.
Word: Shared Workspace		Word: 1	A document workspace is a Web site with features that enable a group to share files, participate in discussions, and work together on a document. Document workspaces are based on Microsoft Windows SharePoint Services. Your Office document is stored in a document library in the document workspace, where everyone who is working on the document can access it—using either a Microsoft Office



			application or a Web browser. There's the spiel on what it is. Hmm. The cynical side of me says that this is just a way for MS to sell you another of its products. You can decide for yourself whether you think this is a good feature or a marketing ploy.
Word: Track Changes			Refer FILE Menu
Word: Protect Document	WP: 1	Word: 10	Microsoft has made an already excellent idea even better in Word 11 . This feature allowed people see a document but not change it; however, in Word 11 , this feature has been fine-tuned to allow you to control document formatting, content, or both. Not only that, you no longer have to apply the same restriction to everyone and to the entire document. You can selectively allow certain people to edit specified parts of the document. The interface has also been revamped, as it's now incorporated into the Task Pane and includes (basically) a Wizard, which makes it even easier to work with this feature. The only way to duplicate this feature in WP is to create a Table with locked cells.
Word: Letter Wizard WP: PerfectExpert	WP: 1	Word: 1	Both are excellent when helping users set-up a letter.
Word: Compare and Merge Documents WP: File Menu » Document » Compare			Refer FILE Menu Comparison
Word: Online Collaboration		Word: 1	Only available in Word . I don't know why it's in Word as well as Outlook, (unless you're going to collaborate on a document online). Seems a bit of overkill if you use a Shared Workspace, though?
Word: Templates and Add-Ins WP: Settings » Customize	WP: 1	Word: 1	Both have good interfaces for manipulating Template and Toolbar information.
Word: Customize WP: Settings » Customize	WP: 1	Word: 1	Same.
WP: Settings Word: Options	WP: 1	Word: 1	Both have excellent, extremely-extensive Options (which would take another Menu to outline in detail!).
TOOLS MENU POINTS	WP: 50	Word: 27	

Window Menu Item	WP	Word	Comments
Word: New Window		Word: 1	Word only. This allows you to open the same document in a new window (so you can compare different sections of a document). It's a clever idea, which would involve opening the same document as a copy in WP .
WP: Cascade	WP: 1		WP only. This allows you to cascade your Windows, one on top of the other.
Word: Compare Side-By-Side		Word: 5	Very clever idea to allow you to compare 2 documents you think may be similar. Of course you could do something similar in WP , but the clever part comes as Word performs synchronous scrolling, i.e., both documents scroll simultaneously!
Word: Split		Word: 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 & Word: Previous/Next Window	WP: 1	Word: 1	Exactly the Same (Ctrl+F6 & Ctrl+Shift+F6). Word has just added this to its Toolbar, which of course could be done by a WP user.
WP: Tile Top to Bottom Word: Arrange All	WP: 1	Word: 1	Arranges your Windows neatly, one on top of the other.
WP: Tile Side by Side	WP: 1		WP only. Arranges your Windows neatly, side by side.
POINTS	WP: 4	Word: 9	


Help Menu Item	WP	Word	Comments
WP: Help Topics » Contents Word: Help: Microsoft Word Help » Table of Contents	WP: 1	Word: 1	Same.
WP and Word: Index	WP: 1		This seems to have disappeared from MS Office.
WP: Find Word: Show the Office Assistant	WP: 5		Both are natural language, and both WP & Word return a possible list of answers from which to choose. Both don't

			<p>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:</p> <ul style="list-style-type: none"> • An overview of the topic • A 'How to. . .' <p>WP also lists 'Related Topics' 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.</p>
WP: Corel Knowledge Base	WP: 1		Just a quick way to go to Corel's Website.
WP: Macro Commands	WP: 1		Newly added to the Help Menu; this lists all the PerfectScript commands and provides a quick way to search for Help regarding them.
WP: CorelTUTOR Word: Office on Microsoft.com	WP: 1		These are quite similar, but I've given WP the point because you don't have to be online to view the Tutorials, and you don't have to find them at the Office Website. (HINT: They're currently on the Left Navigation Pane).
WP: Perfect Expert			Refer View Menu . . .
WP: Corel on the Web: Word: Office on Microsoft.com	WP: 1	Word: 1	Just a way to go to Corel's and Microsoft's Websites (Office specific).
Word: Detect and Repair		Word: 1	Both programs use Windows Installer technology to Detect and Repair the program, although this option provides a quick way to access this feature.
			
HELP MENU POINTS	WP: 11	Word: 3	

Graphics Menu Item	WP	Word	Comments
It's not worth comparing like-for-like with regard to graphics (you'd be scrolling down this page forever, and there'd be no point!). I have only noted and compared features that are either better or nonexistent in one or the other program).			
Word: Colors & Lines » Fill » Transparency		Word: 1	Word allows you to set the opacity of a fill.
Word: Colors & Lines » Line	WP: 1		In Word , you have to edit clip art in order to add lines to it.
Word: Colors & Lines » Arrows WP: Properties » Line	WP: 1		WP has far more arrow 'Begin' and 'End' Styles
Word & WP: Size	WP: 1		WP has a 'Full' Option that will force lines to fill the text area.
Word: Rotation WP: Rotate Shape		Word: 1	Word allows you to specify any angle. WP is freehand only.
WP: Move	WP: 1		WP allows you to move images freely within their placeholders.
Word: Layout WP: Wrap		Word: 1	Word has more wrap options.
Word: Picture » Crop WP: via OLE		Word: 1	I gave Word the point because you don't require OLE to crop a picture.
Word: Image Control WP: Image Tools	WP: 5		This is (sadly) one of the few areas where WP leaves Word's graphics behind. The control you have over an image is truly excellent.
Word: Web WP: HTML Properties	WP: 1		OK, by now you'll have read how fantastic Word's HTML & XML capabilities are, so it's a surprise that WP surpasses Word on this one! Word only allows you to add an ALT Tag to your Image, whereas WP allows you to do this and to choose which format you would like your image output (jpg or gif). WP also allows you to assign a URL, a Bookmark, and a Target Frame to your Image—although you can easily add a Hyperlink to a Word image via the right-click menu (or Ctrl+K).
Word& WP: Line		Word: 5	Far greater in Word , as you can hold your Shift key to constrain a line or your Alt key to override Word's Grid.
Word: Set Transparent Color WP: Image Tools		Word: 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: Shadow		Word: 1	Word allows you to set the % of opacity/transparency of a shadow. WP's is just an on/off checkbox.

Word: 3-D Style		Word: 5	Word allows you to convert a shape into its 3-D equivalent.
Word: AutoShapes WP: Shapes	WP: 1	Word: 1 	No difference in the Shapes available, although Word did have this first.
Word: Change AutoShape		Word: 1	A quick way to change a Shape from one you've chosen to another Shape with the same attributes. Handy, yet I can't recall ever using it, so I've only given it a point.
Word: Nudge		Word: 1	A quick way to move a shape (slightly) up, down, left, or right.
Word: Select Object(s)		Word: 10	This is an excellent 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, Photo-Paint, DRAW, etc., so Corel does have the technology, it just needs to add it to WordPerfect .
Word: Select Multiple Objects		Word: 10	This was an Awesome NEW tool introduced into Word XP! 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		Word: 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		Word: 10	A brilliant feature (added in XP) for (quickly) creating flowcharts, etc. Yet another feature I'd love to see in WP .
Word: Align and Distribute	WP: 1	Word: 1 	Wahoo! Corel finally adds this feature in WordPerfect 10 . I was hoping for the Select Tool in 11, but sadly. . .
Word & WP: Chart	WP: 5		Word's Charts are good. WP's Charts are amazing—especially with the new engine Corel added in WordPerfect Office 2002!
Word: WordArt WP: TextArt	WP: 10	Word: 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: 27	Word: 61	

Other Items	WP	Word	Comments
WordPerfect: RealTime Preview	WP: 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., you 'hover' over a menu item or icon, and WP instantly applies the change to your document . . . if you don't like that change, hover over the next font, line spacing, (etc) icon; 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 saves you ages when formatting your documents.
Word & WordPerfect: Task-Specific Wizards:	WP: 10		WordPerfect has 158 ; Word has 4 .
Word & WordPerfect: Customize Keyboard	WP: 1		WordPerfect has more capabilities.
WordPerfect: Launch a Program from your Toolbar	WP: 1		WP only. WP allows you to add an icon to your Toolbar so that you can quickly launch a program. Word allows you to go quickly to other Microsoft products.
WordPerfect: Back and Forward	WP: 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	WP: 1		Maybe this isn't as big a feature as it used to be, as most people probably have a wheel mouse by now, but for those who don't, it's good to know that this feature is available. It's still hidden in Word .										
Word: IntelliSense		Word: 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 has had 'Perfect Sense' since version 6.1 . . . PerfectSense is for when you change text—this ensures that text is always in the correct tense). Proof that most users DON'T LIKE Word's much-hyped IntelliSense feature is that Microsoft added Smart Tag AutoCorrect options that ask you whether you wanted the change that Word just made; if you didn't, you have the option of undoing it AND of turning off that AutoCorrect Feature. Additionally, MS gave this its own Menu Item—again, so that people can easily stop Word correcting their work.										
Word: Smart Tags		Word: 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). In the 2 years since it was introduced, I haven't used it once. . . .										
Word: Smart Tags (Paste)		Word: 1	<p>The other Smart Tag implementation arrived 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="914 888 1479 1142"> <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 Formatting</td> <td>Right-Click 'Paste without Font 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> </tbody> </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>	Word Smart Tag	WP Equivalent	Keep Source Formatting	Automatic	Match Destination Formatting	Right-Click 'Paste without Font Attributes'	Keep Text Only	As above	Apply Style or Formatting	QuickFonts
Word Smart Tag	WP Equivalent												
Keep Source Formatting	Automatic												
Match Destination Formatting	Right-Click 'Paste without Font Attributes'												
Keep Text Only	As above												
Apply Style or Formatting	QuickFonts												
Word: Improved International Features		Word: 5	<p>Microsoft Office Word 11 provides improved features for creating foreign-language documents and for using documents in a multiple language setting.</p> <p>Mail Merge chooses the correct greeting format based on the gender of the recipient if the language requires it. Mail Merge can also format addresses based on the geographical region of the recipient.</p> <p>Enhancements to typography result in better display of text in more languages than ever before. Word 11 supports more Unicode ranges and includes improved support for combining diacritics.</p> <p>This feature means nothing to me, but obviously will to many other people.</p>										
Word: New Look		Word: 1	OK, I know this isn't a 'wow' feature, but it's nice! The new colors are soothing, cheery, and make the software nicer to work with. I know that working with the new version of Outlook is especially enjoyable just because of the new look. That may sound stupid, but it is a scientific fact that color affects people's mood, so why shouldn't software be nice-looking? This would get 5 points if I were comparing PIMs, as I spend so much time in Outlook, and the enhancements are far more noticeable there than in Word , but Word does deserve a point for the new color-scheme that Office 2003 has.										
WP: Classic Mode	WP: 1		In contrast to MSO's new look, Corel discovered that many people liked the old DOS look of WP! For those										

			people who do (and to help people who still use WP-DOS make the move to WP-Windows), Corel added this feature to let users change their keyboard and environment to the WordPerfect 5.1 color and keystroke scheme
WP: Reveal Codes Printing	WP: 5		Reveal Codes is an excellent feature for helping to troubleshoot documents, but everyone knows that a printed copy is often easier to read, and it's often easier to spot errors in! Corel has, therefore, added this feature to WP11 to boost what is already WordPerfect's best feature!
Word: Tablet PC support		Word: 1	On a Tablet PC, you can quickly provide input using your own handwriting directly into Office documents as you would using a pen and a printout. OK, again, this may not be a "wow" feature, and it probably only impacts a minority of people, but for those who may use it, it's probably a good feature (although I read that MSO's handwriting and voice-recognition features are not great).
WP: Conversion Utility Word: Batch Convert	WP: 1	Word: 1	Both programs now have a fast way to convert a number of documents in a single go.
Word: Personalized Menus		Word: 1	When these were first introduced, 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.
OTHER POINTS	WP: 31	Word: 12	

Menu Item	WP11	Word11	WP10	Word XP	WP Movement	Word Movement
File	49	22	50	12	-1	+ 10
Edit	28	15	28	7	0	+ 8
View	50	23	55	23	- 5	0
Insert	50	17	50	30	0	- 13
Format	128	26	140	22	- 12	+ 4
Tools	50	27	54	16	-4	+11
<i>Table</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>		
Window	4	9	3	3	+1	+ 6
Help	11	3	29	3	- 18	0
Graphics	27	61	18	45	+ 9	+ 16
Other	31	12	26	14	+ 5	- 2
POINTS	427	215	453	175	Movement - 26	Movement = + 40

COMMENT! As you can see, **Word** has made a lot of inroads in terms of points. I could probably go into a massive analysis, but I think you can draw some of your own conclusions now that you've read the comparison. What I will note is that one or two menu items shifted, and I was more ruthless in assigning points where I felt that a certain feature might have crossed over with another. I think this is the most thorough comparison I've done yet. I'm not deriding the fact that **Word** has made some inroads, has introduced some good features, and has worked on some other features that needed improvement, and as a result, **WordPerfect's** points have suffered. The simple fact seems to be that Corel spent more time on stabilizing the program than they did on new features. This is something that everybody wants: a more stable program. It's therefore hard to fault Corel for doing this, but **WP12** will need to move forward again with some new features, including those highlighted here. **Word** will undoubtedly gain more features, now that XML has been integrated, so **WP** will have to keep up!

Advantages

Feature Later	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		
Save As Web Page			1	2
Find	6	12		
Routing Slip			1	2
Clipboard (Cut, Copy, Paste)			1	2
Document Map			3	6
Application Bar	1	2		
Shadow Cursor (Point & Click)	1	2		
Task Pane/Perfect Expert	2	4		
Watermark	4	8		
Line Spacing	4	8		
Reveal Codes/Reveal Formatting	4	8		
Spell Checker	1	2		
Thesaurus	1	2		
Dictionary	1	2		
Detect & Repair			1	2
Shapes			2	4
Align & Distribute			2	4
Cumulative Total Advantage		56 years		22 years