Sydney McClung

Integrating Technology

10-30-19

<div align="center">Google and Office Reflection</div>

After using both Google and Office products I have been able to get an in depth sense of how these

programs work. I think that the Google products are easier to use. However, there are less options when

you are trying to create charts and graphs. In the office applications there are so many more options for

every function. There are more fonts, more functions, and controls that you have when you use office

products. Therefore, if I was trying to do a very simple project and I didn't want to be overwhelmed by

the amount of options then I would definitely use Google. I would also use Google when assigning

something to my students in order to keep it simple and to help them focus on the information instead

of the options. I would use office, however, when I want to make something that is more personalized

or that is more detailed I would use office products. These products allow for more control over the

project that you are working on so that could be extremely useful when you want to do a more detail

oriented project.