



One Drive and Google Drive Overview

	 OneDrive	 Google Drive
Storage limit	25GB	Unlimited
Can be used to edit files online on any device?	Yes	Yes
Saves automatically as you go?	Yes	Yes
Multiple people can collaborate on a document at one time?	Yes	Yes
File can be shared with teacher	Yes	Yes
File can be shared with other students?	Yes	Yes
Can you restrict a user to view only (no editing rights)?	Yes	Yes
Can be used on laptops	Yes	Yes
Can be used on Chromebooks?	Yes	Yes
Can be used on Apple products?	Yes	Yes
Can be used on Android products?	Yes	Yes
Can be accessed all through the end of high school?	Yes	Yes
Goes with me after I graduate?	No	No
Can be uploaded to a teacher's web page?	Yes	Yes
Word processing	Word Online	Google Docs
Spreadsheet	Excel Online	Google Sheets
Presentations	PowerPoint Online	Google Slides