



## One Drive and Google Drive Overview

|  | <br>OneDrive | <br>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   |