ADDENDUM A.   **SOFTWARE APPLICATION SUITES**

A suite of software applications is usually a word processor, a spreadsheet, an email client, a presentation application and a note-taking application, all bundled together.

- The suite can be free or paid for.
- It can be standalone (no network and no internet needed) or it may require internet connectivity to run.
- It may or may not offer real time collaboration[1] and synchronization.

Software suite	Description
Apple iWork	Free to Apple users and strongly integrates with all of Apples unique features. Can be a standalone installation but can also be used as a suite of network applications with an internet connection. Integrates with iCloud and synchronizes across all Apple devices. Offers real time collaboration across different devices and platforms[2] (especially good on all Apple devices)
Microsoft Office	Not free – pay only once but has fewer features. Can be a standalone installation but each of its applications can also be used as a network application with an internet connection. Does not get updated with the latest features. Integrates with OneDrive and offers real time collaboration and synchronisation across different devices and platforms
Microsoft 365 paid for	As for Microsoft Office but this monthly subscription service ensures you always have the latest features. Integrates with OneDrive and offers real time collaboration and synchronisation across different devices and platforms.
Microsoft 365 free	Free via a web browser only – it only offers the basic functionality of each of the applications. Integrates with OneDrive and offers real time collaboration and synchronisation across different devices and platforms
Google Workspace	Not free. It is a suite of network applications and cannot be installed as a standalone on your computer. Integrates with Google Drive and offers real time collaboration and synchronisation across different devices and platforms.
Google Docs Editors	Free via a web browser only. It cannot be installed as a standalone on your computer. It only offers the basic functionality of each of the applications. Files are saved to your Google Drive account. Integrates with Google Drive and offers real time collaboration and synchronisation across different devices and platforms.
Libre Office	Free stand-alone installation. No internet connectivity needed. If you have your own cloud storage account, you can also save you work online. Compatible with Microsoft formats but does not offer real time collaboration or synchronisation.

---

[1] **Real-time collaboration** (also called co-authoring) allows multiple people to work on the same document simultaneously across multiple devices and platforms. Changes are **synchronized** in real-time when everyone is online. If someone works offline, their changes sync once they reconnect to the internet. For this to work files must be stored in a shared cloud location like OneDrive or Google Drive

[2] A **platform** is a foundation or integrated system of hardware and software that allows applications, services, and other programs to run. It provides the core infrastructure. Examples include operating systems, which provide the base for devices, and cloud-based services, which offer a suite of tools and infrastructure for businesses. A platform can be web based, mobile based, or desktop based (for subscribers)