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|  | Software suites | Integrated packages |
| Characteristics | * Bundle together variety of general purposes SW applications | * Integrated packages offer enough functions and features for   many computer  users. |
| Examples | Microsoft office, open office, E-mail. | Microsoft Works, Lotus eSuite |
| Advantages | * less than the total cost of buying its individual packages separately * Use a similar GUI of icons and tools like Microsoft office. * Share common tools such as spell checkers and help wizards. * Their programs designed to work together . | * Take a low disk space. * Low cost |
| disadvantages | * Take up a lot of disk space. * They are sometimes derisively called bloatware. * most end users never use   many software suite features | * less power * limited functionality |