

Converting Microsoft Word Documents into Google Docs

Even though we are primarily a Google Docs school there are occasions when we receive Microsoft Word Documents (docx files). Thankfully it is quite simple to convert docx files to Google Docs files for editing, sharing, or printing.

There are two main scenarios for receiving docx files:

Scenario 1 - Email Attachment in docx format

Click for details

1. In Gmail, click on the preview of the docx file. (Note: The W and docx indicate this is a Microsoft Word File.)
image
2. When the preview opens, click on Open with and choose Google Docs
image
3. The file will open in Google Docs and can be edited but is technically still in docx format. It is best to click File and Save as Google Docs.
image
[image762x329 28.2 KB](#)

Scenario 2 - Downloaded File in docx format

Click for more details

Double-clicking the downloaded file will typically either open the document in Libre Office or try to download the file again. To open the document in Google Docs:

1. Open a blank Google Docs document. (as a shortcut open a new tab in Chrome and type docs.new)
2. From the File Menu select Open
image
3. Click the Upload tab and then click Browse
image

[image855×581 18.9 KB](#)

4. Navigate to where the file was saved and double-click the file.

image

Google Docs will scan the file for viruses and then open it as a Google Doc.

The same processes work for Spreadsheets (Excel to Sheets) and Presentations (PowerPoint to Slides)

Revision #1

Created 2025-07-01 15:05:13 UTC by Dustin Faust

Updated 2025-07-01 15:11:02 UTC by Dustin Faust