

General Tech Tips

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Microsoft Office

Tips for dealing with Microsoft Office documents

Converting Microsoft Office Documents to Google Drive Documents

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.

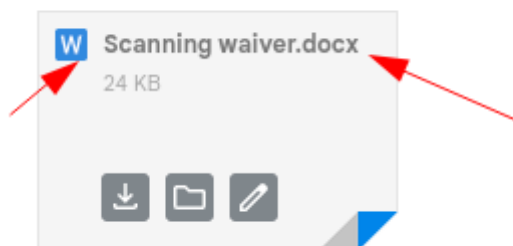
There are two main scenarios for receiving docx files:

Scenario 1 - Email Attachment in docx format

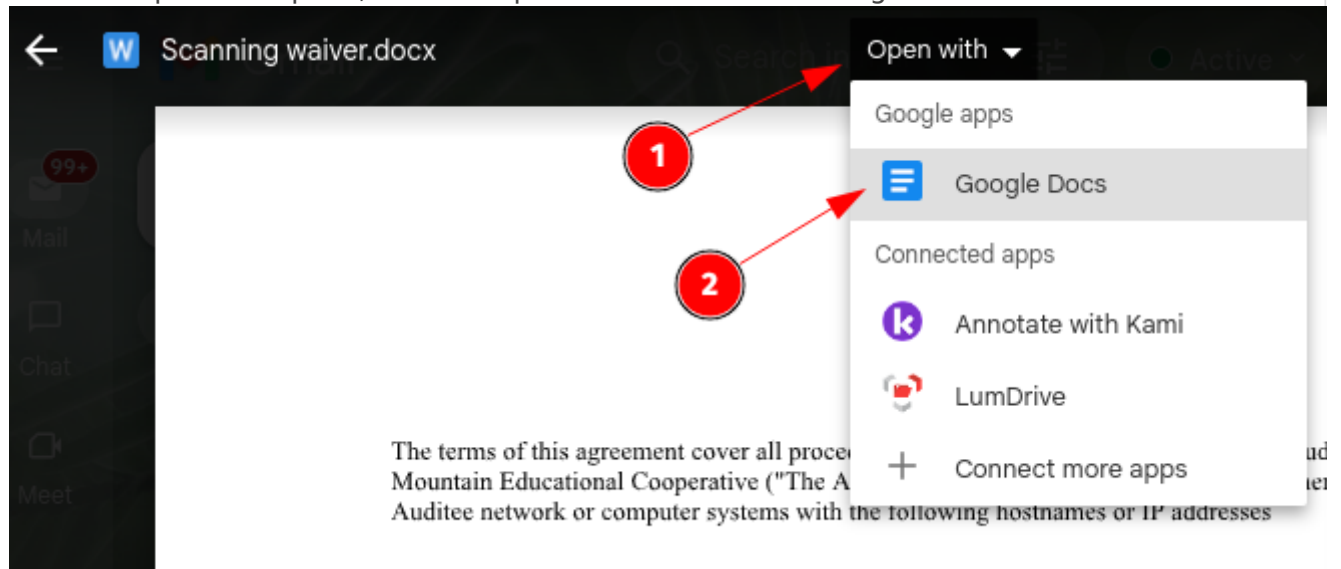
Click for detailed instructions

1. In Gmail, click on the preview of the docx file. (Note: The W and docx indicate this is a Microsoft Word File.)

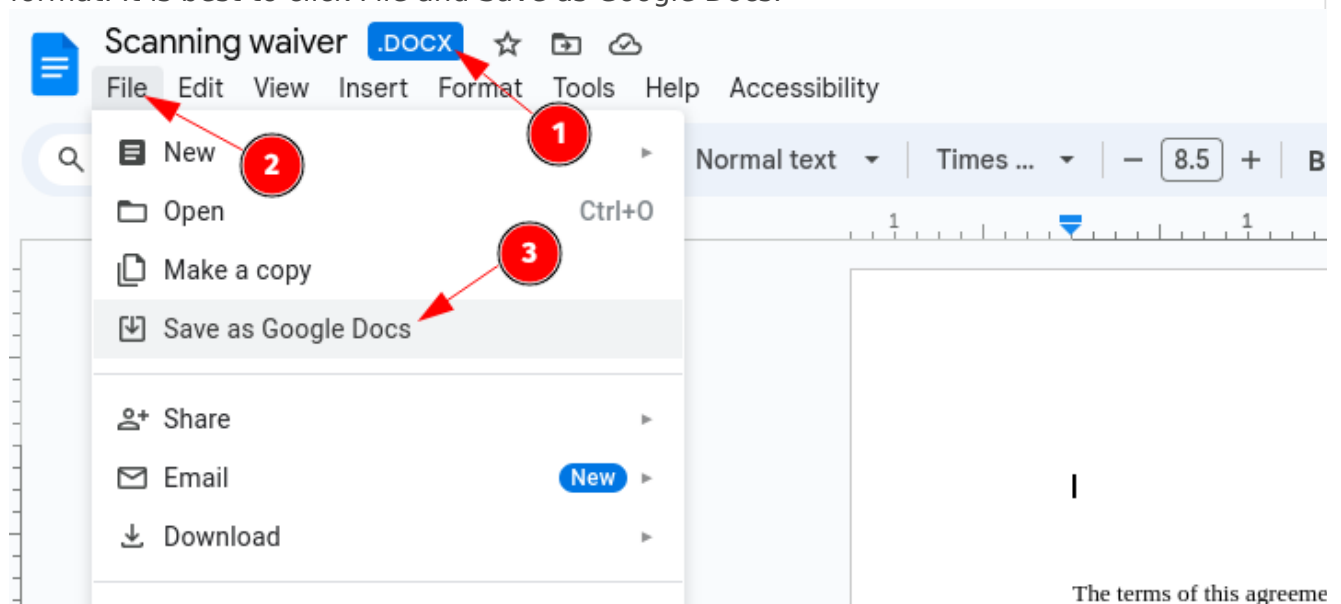
One attachment • Scanned by Gmail ⓘ



2. When the preview opens, click on Open with and choose Google Docs



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.



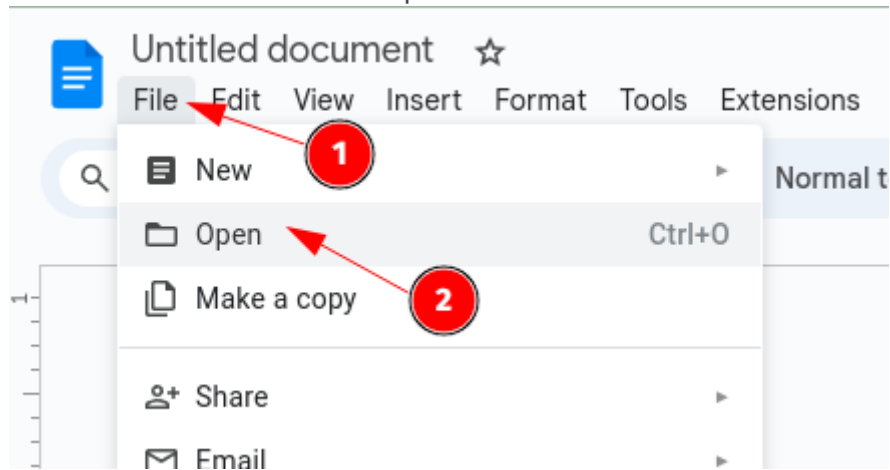
Scenario 2 - Downloaded File in docx format

Click for detailed instructions

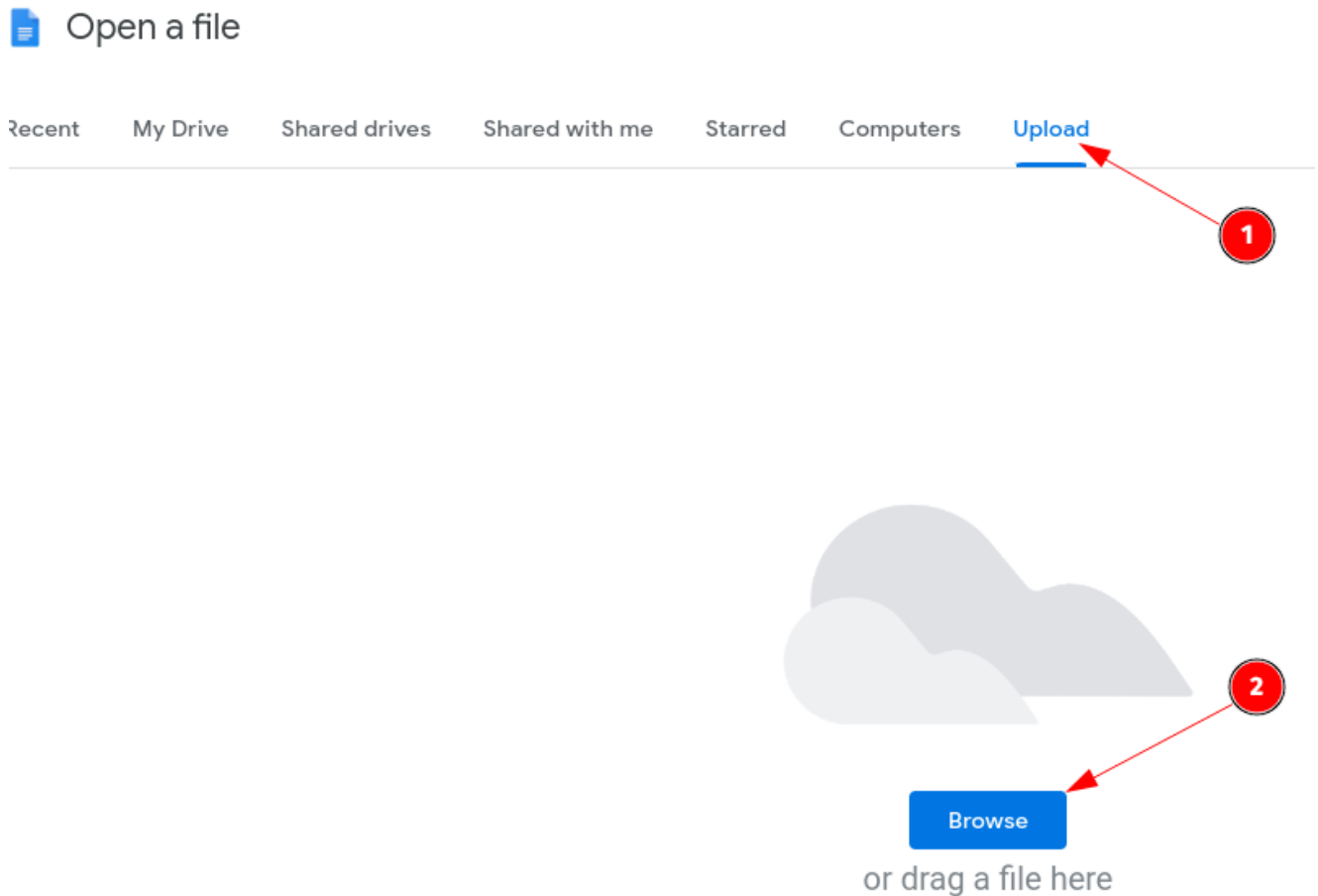
Double-clicking the downloaded file will typically either open the document in Libre Office or try to download the file again. To open the document in Google Docs:

1. Open a blank Google Docs document. (as a shortcut open a new tab in Chrome and type docs.new)

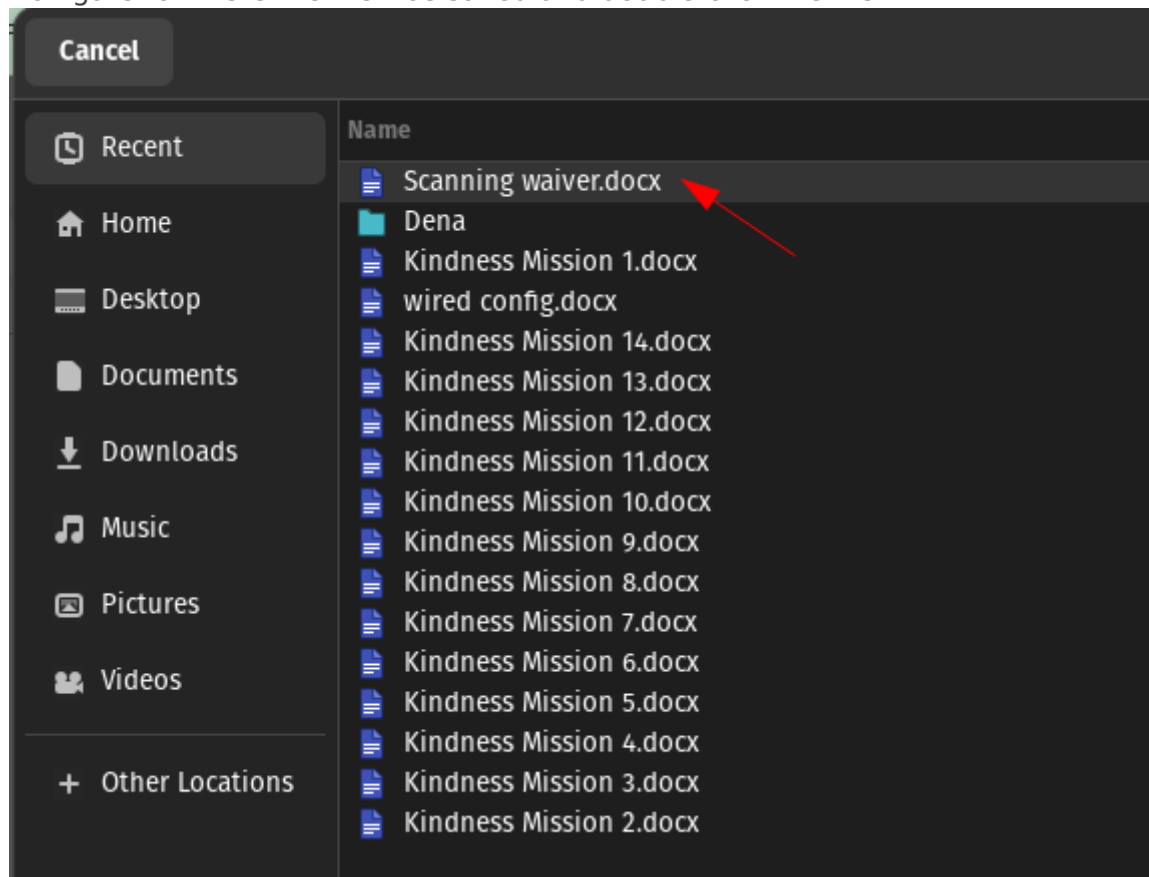
2. From the File Menu select Open



3. Click the Upload tab and then click Browse



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



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

The same process works for Spreadsheets (Excel to Sheets) and Presentations (PowerPoint to Slides)