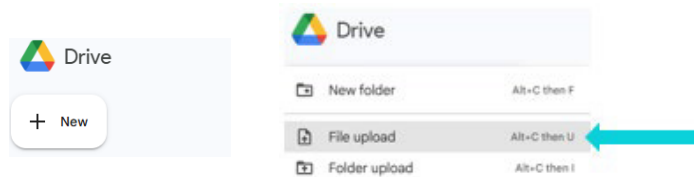
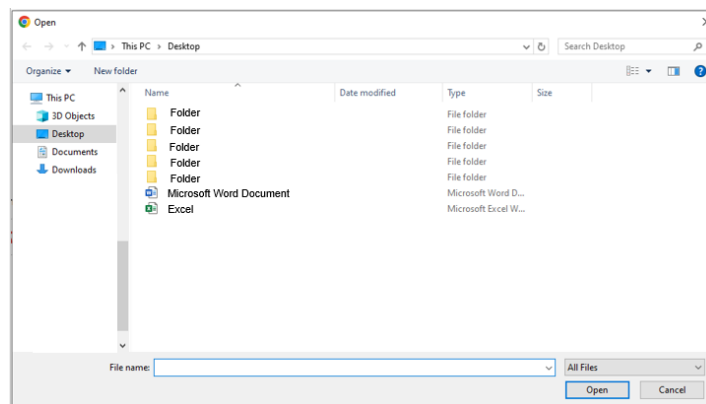


How to Convert Microsoft Office Documents into Google Suite Formats

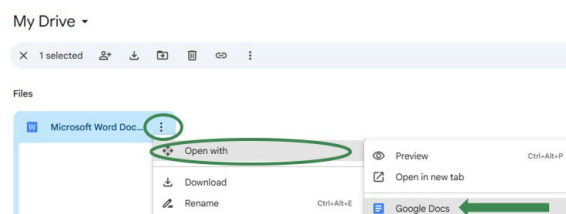
- 1 Download onto your desktop the Microsoft Office document you want to convert
- 2 On the Google “My Drive” folder, on the upper left-hand side, click on
 - “New”
 - “File upload”



- 3 A window with your files will pop up
 - Select the Microsoft Office document you want to convert
 - The selected document will upload onto your Google Drive



- 4 On the Google Drive, select the document and click on the three (3) dots on the upper right-hand side
 - Select “Open with”
 - Select “Google Docs”
 - The document will convert into a Google Doc and allow for editing and saving



- 5 On the Google Drive, delete the Microsoft Office version of the document