CONVERTING YOUR MICROSOFT DOCUMENTS TO A GOOGLE FORMAT

Add Office Files to Drive

- 1. Open Google Drive
- 2. Click New+ > File upload
- 3. Select the file you wish to add to your drive

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	Google Docs	> Select the file fro	m
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Convert Office Files to Google Files

- 1. Open Google Drive
- 2. Double-click to open your document
- 3. In the open file click File > Save as Google Docs/Sheets/Slides

