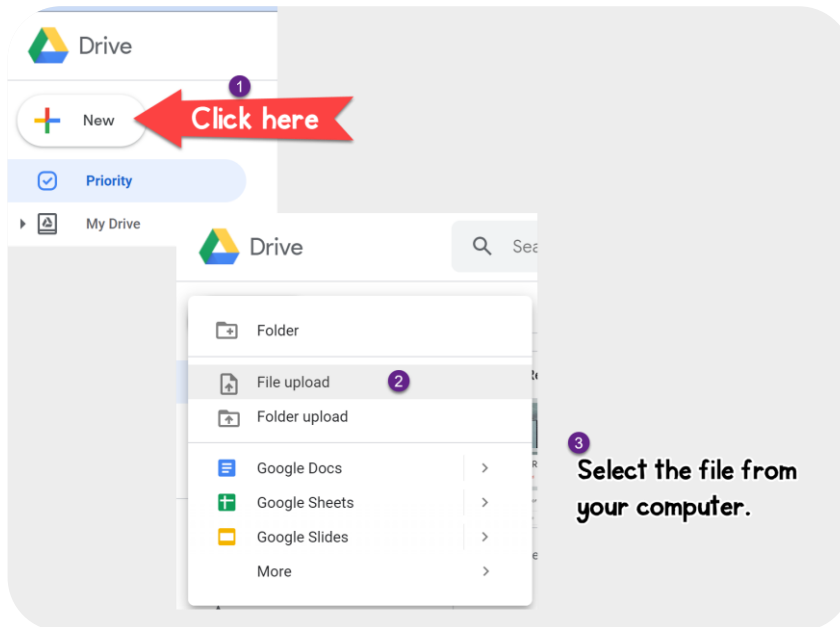


CONVERTING YOUR MICROSOFT DOCUMENTS TO A GOOGLE FORMAT

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



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

