

Converting Google Docs Into Microsoft Word Documents

Step one: Open the document in Google Docs that you want to convert.

Step two:

1. Click "*File*"
2. Click "*Download as*"
3. Choose "*Microsoft Word*"

Step three: The document name will appear at the bottom of your screen.

1. Click on the document to open it. The document should open in Microsoft Word.
2. Click "*Enable Edit*" and then click "*Save*". The document will automatically be filed and saved in Microsoft Word.