

## Converting Google Docs Into Microsoft Word Documents

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

**Step two:**

1. Click “
2. Click “  
Choose “

**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 “ and then click “. The document will automatically be filed and saved in Microsoft Word.

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