

Converting files from MS Office format

Intro

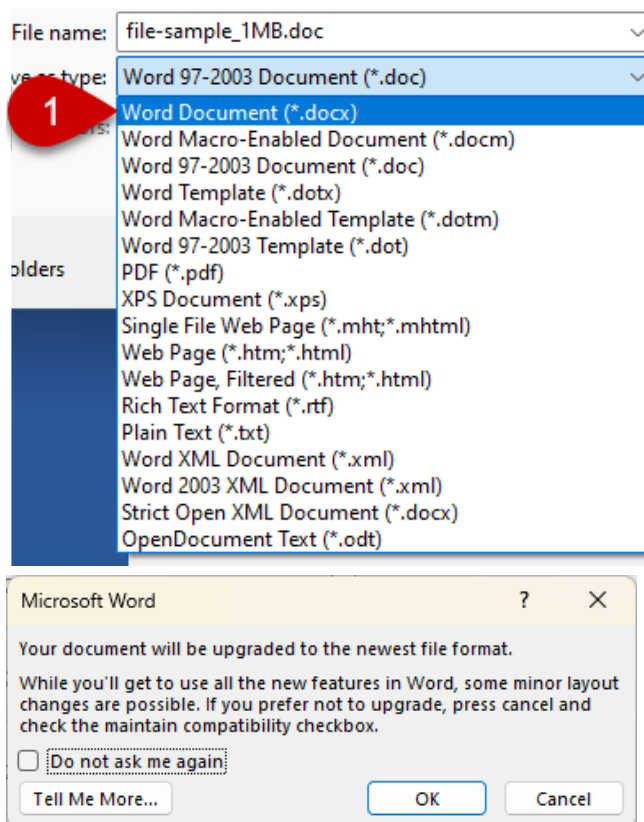
If you have source documents in MS Office format such as docx, xlsx, pptx, you need to convert them to Google format so you can bring them entirely into the Google Workspace ecosystem. You can keep them in MS Office format and work on them via the equivalent Google app, e.g. Google Docs for MS Word but it's better to convert. The file size will reduce and you will have the full range of GW collaboration facilities.

MS Office versions

DOCX and its companion file types were introduced in MS Office 2007, replacing the older DOC version that applied to Word versions 97-2003. Sixteen years on, the likelihood of encountering 97-2003 format documents is limited but if you do, you should convert them to 2007 format in MS Word before converting them to GW format.

To do so you will need to open the file in MS Office and save it in 2007 format.

Even MS Office will not be able to fully convert all 97-2003 documents!

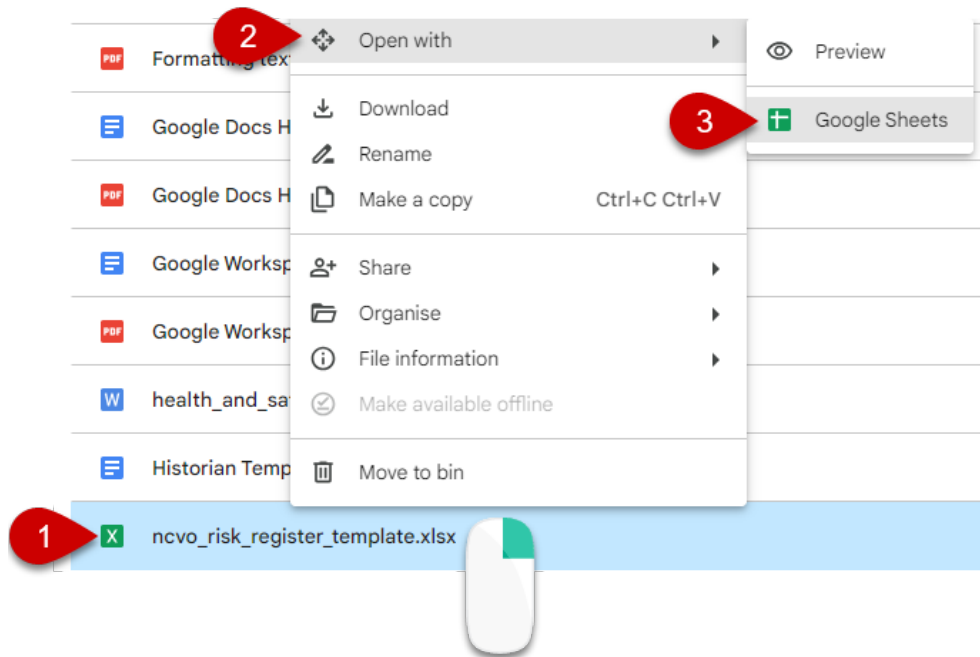


Converting to GW format

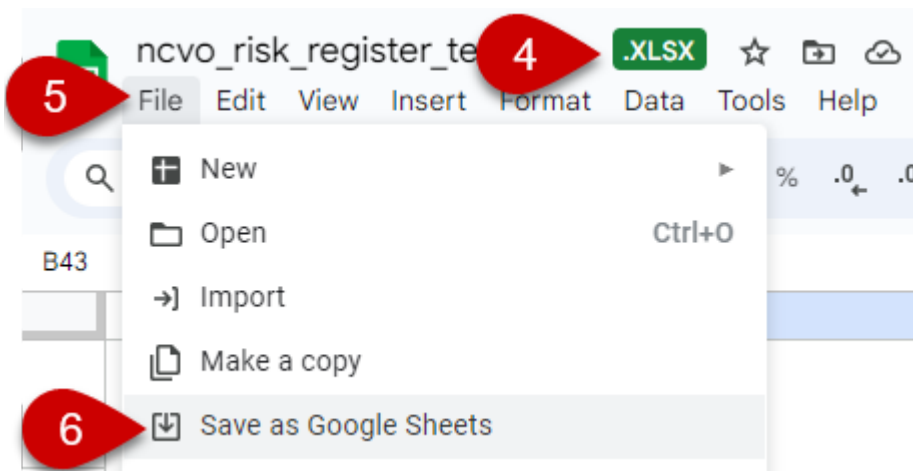
The process is essentially the same:

1. Open the file using Google
2. Save it in Google file format
3. Delete the MS Office version from Google Drive (to avoid accidentally updating it instead of the GW version)

Converting files from MS Office format



Once the file is open, you'll see it's still in MS Office format, so you will need to save it into GW format. The example shown is for Sheets but the technique is the same for other file formats



The MS Office designation will disappear



You now have a GW version as well as the MS Office version. Delete the latter to avoid confusion.

Author: PB 02 Sep 2023