How to open a word document in google docs

Click on the document you want to open
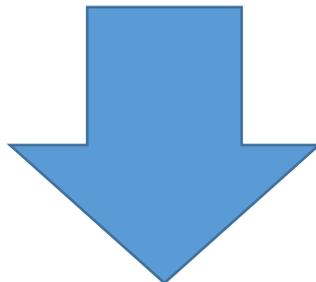

Select 'Open in new window'

Select 'Open with' and 'Google Docs'

Select 'File' and 'Save as Google Docs'
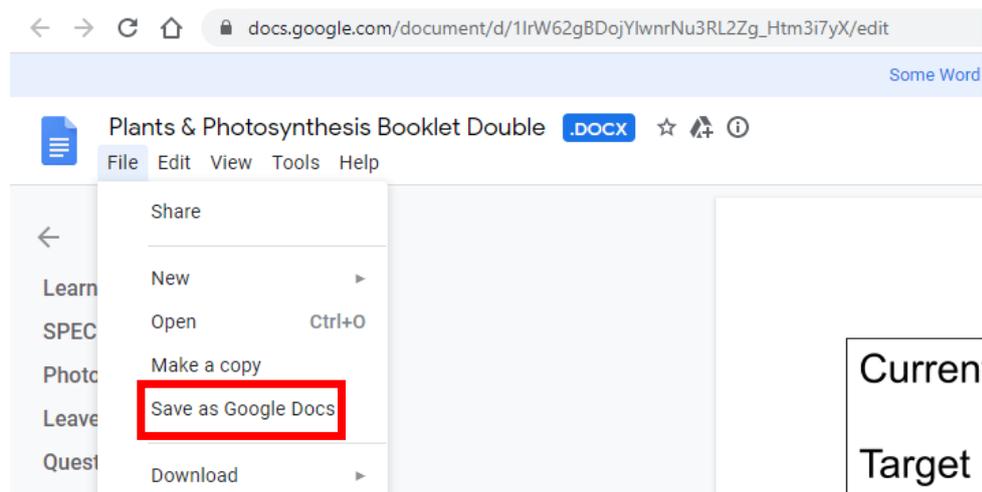
The document will then be open for you to edit in google docs
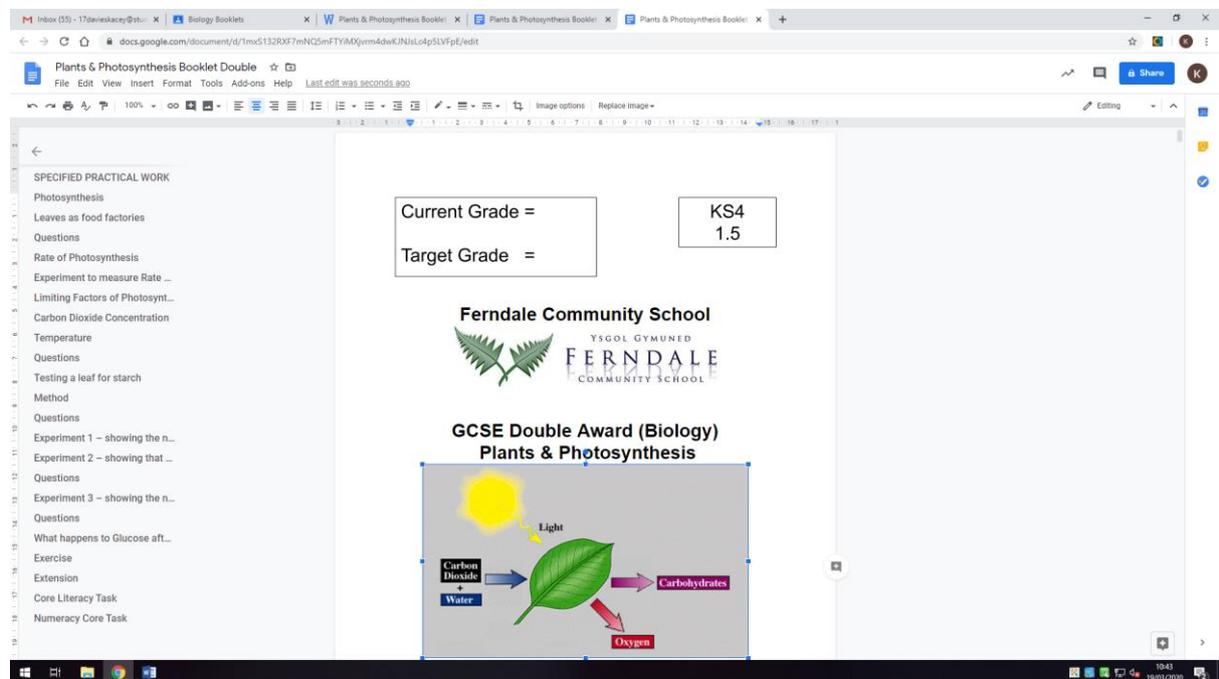
This document will then be visible in your google drive to go back to at a later date.