

## How to open a word document in google docs

Click on the document you want to open

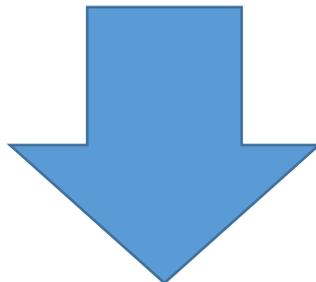
The screenshot shows a Google Classroom assignment page. At the top left, there is a blue icon of a book and the title 'Biology Booklets' in blue text. To the right of the title, it says '100 points'. Below the title, the teacher's name 'Eiron Thomas' and the date '17 Mar' are displayed. A horizontal line separates the header from the assignment description: 'Complete the booklets; research the theory on BBC Bitesize or other platforms.' Below this, there are three document thumbnails, each with a 'Word' label. The first is '1.4 Circulatory System Booklet...', the second is 'Plants & Photosynthesis Booklet...', and the third is 'Human Impact Booklet - Do...'. On the right side, there is a 'Your work' section with 'Assigned' in green, a '+ Add or create' button, and a 'Mark as Done' button. Below that is a 'Private comments' section with a user icon and an 'Add private comment...' input field. At the bottom, there is a 'Class comments' section with a user icon and an 'Add class comment...' input field.

Select 'Open in new window'

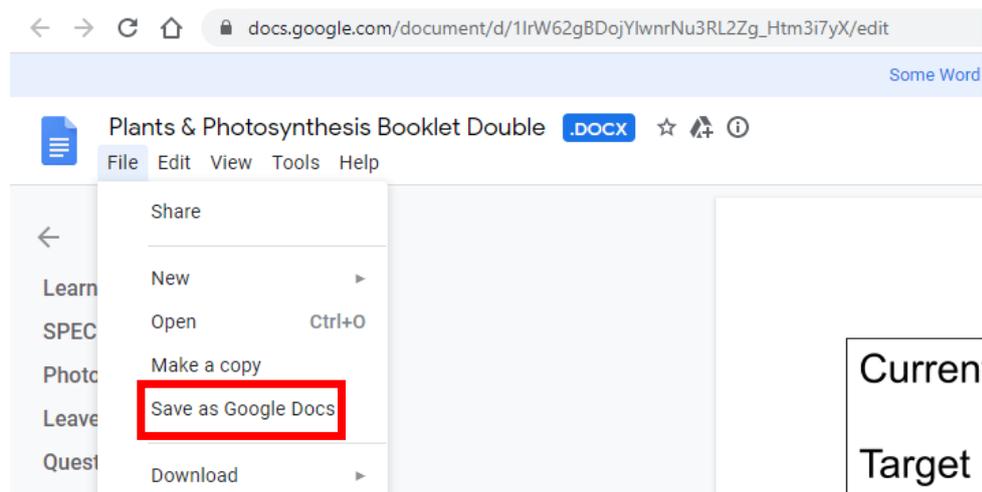
This screenshot shows a document viewer. The document content includes a form with 'Current Grade =' and 'Target Grade =' fields, and a box containing 'KS4' and '1.5'. Below the form is the logo for 'Ferndale Community School' with the Welsh text 'YSGOL GYMUNED FERNDALE COMMUNITY SCHOOL'. On the right side of the viewer, there is a 'Details' menu with an 'Open in new window' option highlighted by a red rectangle.

Select 'Open with' and 'Google Docs'

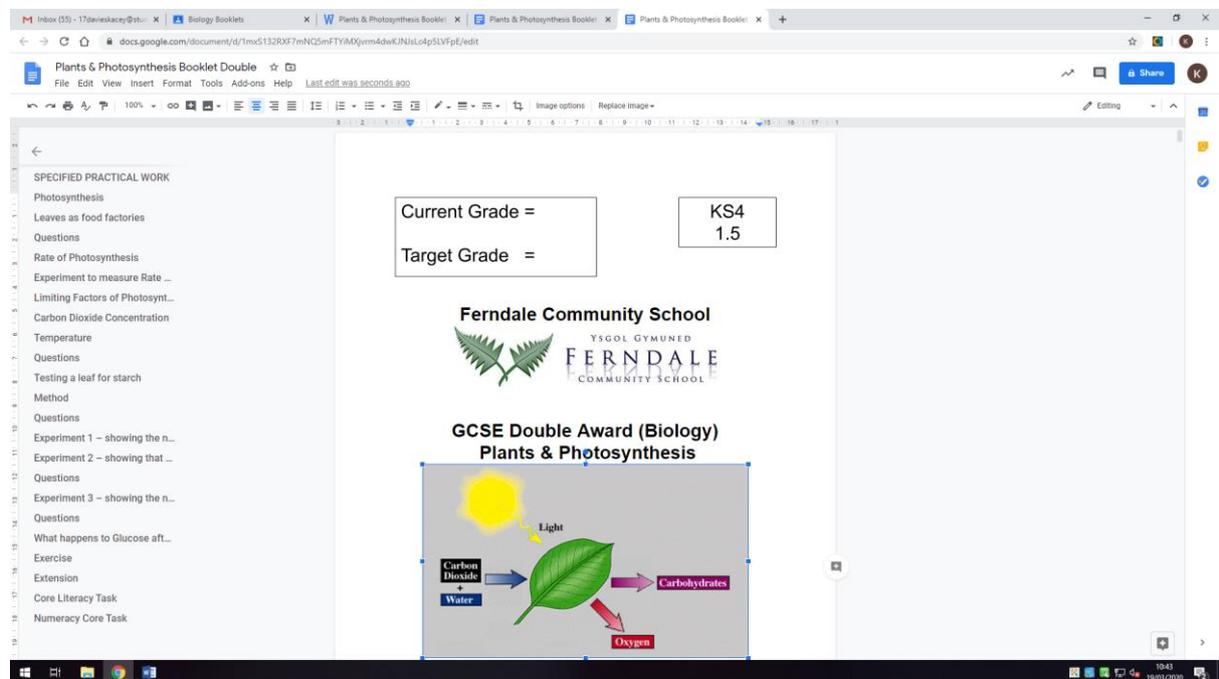
This screenshot shows the same document viewer as above, but with an 'Open with' menu open over the document content. The menu lists several options: 'Annotate with Kami', 'CloudConvert', and 'Google Docs'. The 'Google Docs' option is highlighted by a red rectangle. The document content behind the menu shows 'Current Grade =', 'Target Grade =', and 'KS4 1.5'.



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.