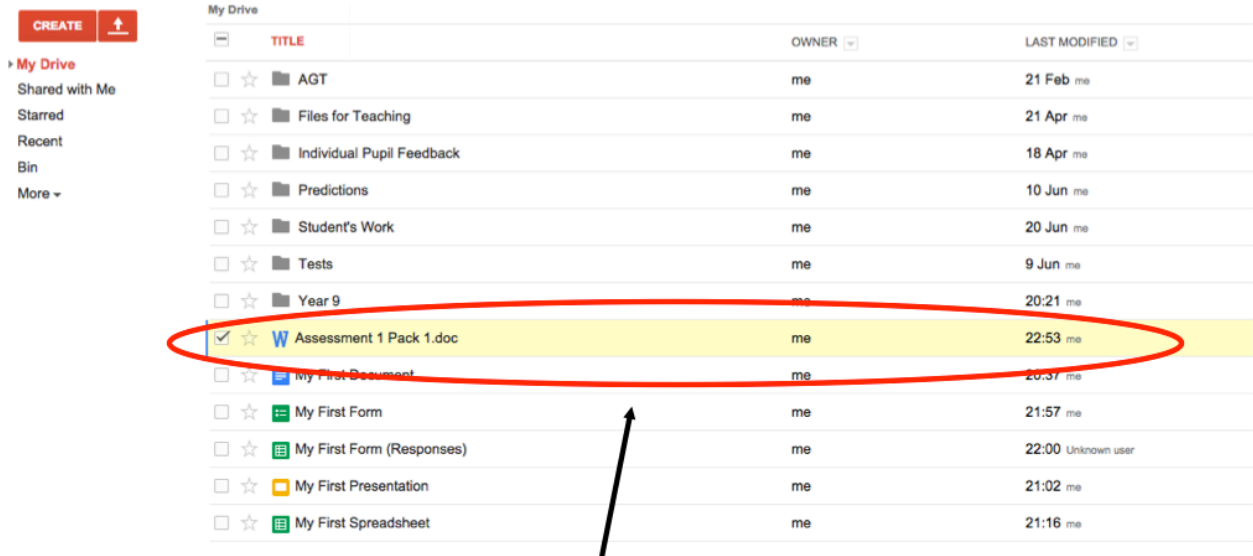


## 9. Converting files to editable formats

Often files uploaded will need to be converted from Word, Excel and PowerPoint to Document, Spreadsheet and Presentation.

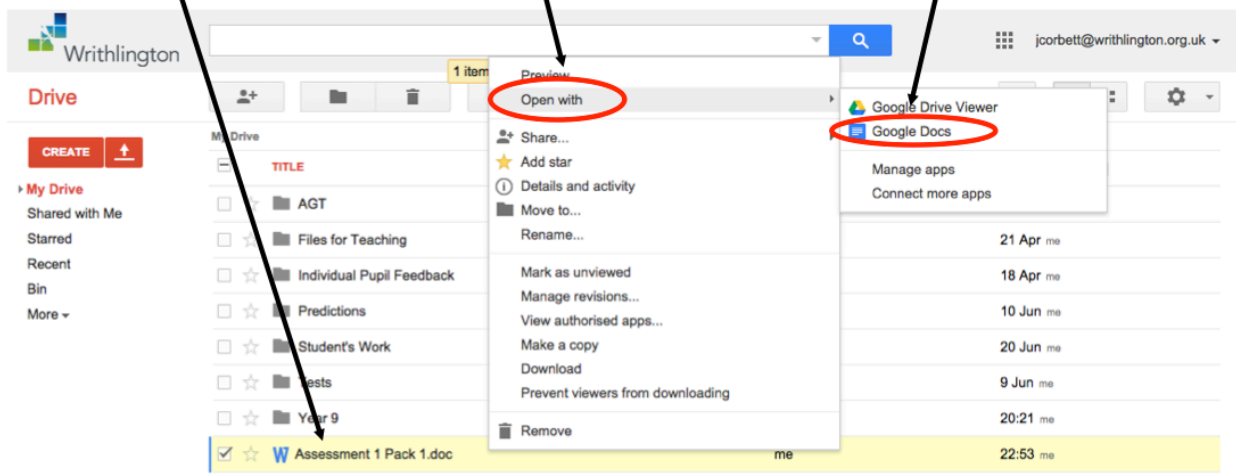


Sometimes you might need to convert a file so that you can edit it in Google Drive.

Right-click on the file

Click on "Open with"

Click on Google Docs



TITLE	OWNER	LAST MODIFIED
AGT	me	21 Feb me
Files for Teaching	me	21 Apr me
Individual Pupil Feedback	me	18 Apr me
Predictions	me	10 Jun me
Student's Work	me	20 Jun me
Tests	me	9 Jun me
Year 9	me	20:21 me
Assessment 1 Pack 1	me	22:55 me
Assessment 1 Pack 1.doc	me	22:53 me
My First Document	me	20:37 me
My First Form	me	21:57 me
My First Form (Responses)	me	22:00 Unknown user
My First Presentation	me	21:02 me
My First Spreadsheet	me	21:16 me

A copy of the Word document has been created and this file can be edited and share. The original may be deleted.

## Video Demonstration



<http://corbettmaths.com/2014/08/31/blog-how-to-convert-files-in-google-drive/>