

# How To Convert Word Document

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Right-click on the document you want to convert and select Open with followed by Word. This ensures the file opens in the right software. When the document opens, click on the File tab at the top-left corner. Then select the tab that says Info in the left sidebar and click on Convert in the right pane.

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Open the Word document you want to Excel worksheet, click File > Save As command, then click Browse to open Save As dialog, choose one destination to place the new file, and in the Save as type drop-down list, select Plain Text. 2. Click Save to save the Word document as new text file, then a File Conversion dialog pops out, just click OK to close the dialog.

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Press the Select DOC File button there to choose a Word document. Select either the XLS or XLSX option for the output format. Press the Convert to XLS button. Then click Download Excel File to save the new spreadsheet.

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