

## How To Convert Word Document

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Open the document you want to convert, and then click the "File" tab. On the backstage screen, select "Save As" from the list on the left. On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).

### How to Convert a Microsoft Word Document to a PDF

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1. Download the Google Docs and Google Drive apps if you haven't already. Then, on your phone's home screen, tap the... 2. Tap the "+" button in the lower right-hand corner of your screen and tap "Upload." Tap "Upload" to browse your files. 3. Locate the Word document on your phone and tap it to ...

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### WORD Converter - Convert any document to WORD ...

Step 1, Open the Microsoft Word document. Double-click the Word document to open it in Microsoft Word. If you haven't yet created the document, open Word, then click Blank document and create the document as needed before proceeding.Step 2, Click File. It's in the top-left corner of the Word window. Doing so opens a pop-out window.Step 3, Click Export. This option is in the left-hand column of options. You should see several new options appear in the middle of the window.

### 4 Ways to Convert a Microsoft Word Document to PDF Format

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.

### How To Update an Old Word Document to Latest Word Format

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.

### Two Easy Ways to convert or import Word document contents ...

To convert a Word doc to PDF, open the document and select the "File" tab. Next, select "Save As" in the left pane and then "Browse." In File Explorer, choose the location where you would like to store the file and give it a name. Select the arrow next to "Save as Type" and choose "PDF" from the drop-down list.

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### How To Convert Word to Excel - Tech Junkie

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