

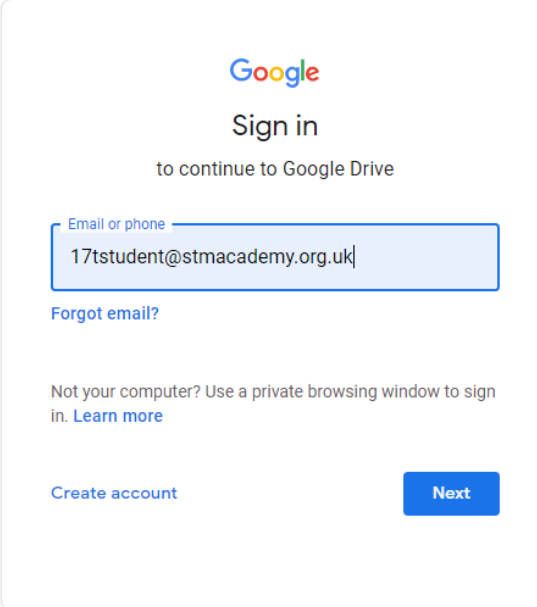
Editing Word and other Office files in Google Suite for Education

You can use your school GSuite for Education account to edit Word and other Office files if you do not have Office installed on your home computer, or you have been issued with a loan device that does not have Office installed on it. This process will also work on Windows, Mac or Linux computers but we would recommend using the Chrome browser.

This guide relates to Word documents but the process is very similar for Excel and Powerpoint.

First, make sure you have the Word file downloaded onto your computer.

Then login to your school Google account at drive.google.com

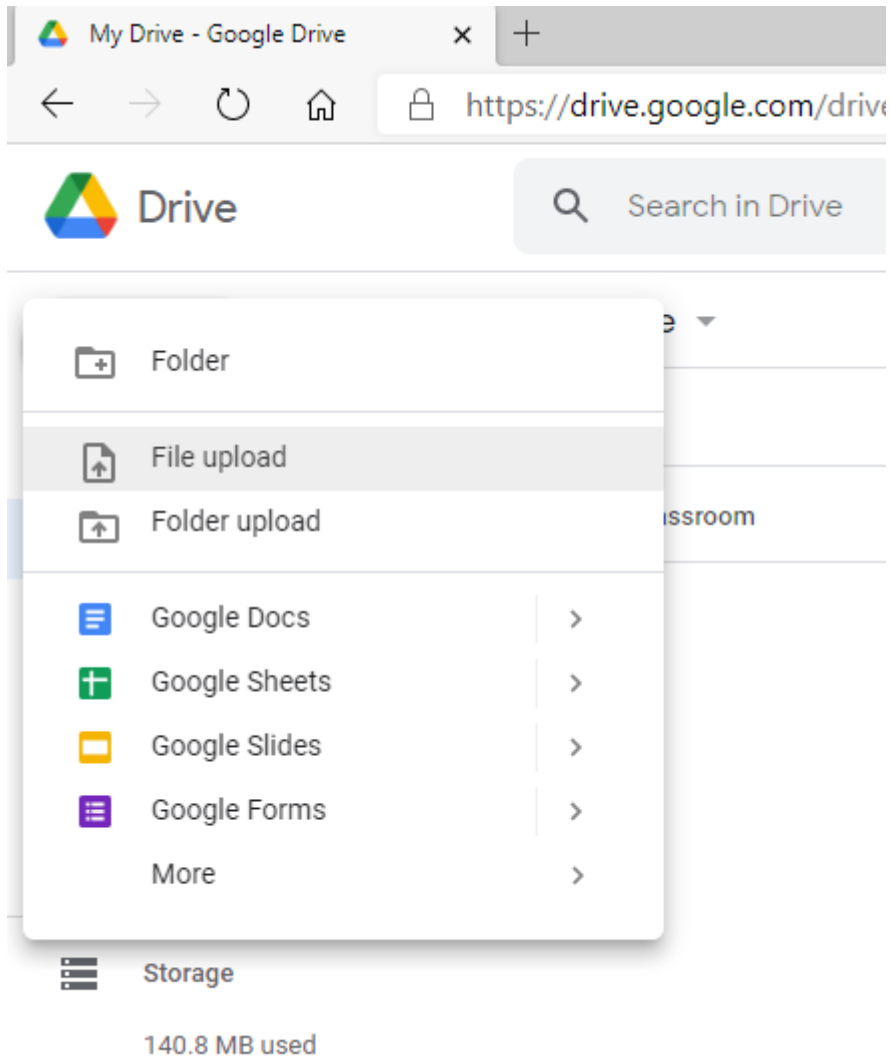


The screenshot shows the Google Drive sign-in interface. At the top is the Google logo, followed by the text "Sign in to continue to Google Drive". Below this is a text input field labeled "Email or phone" containing the email address "17tstudent@stmacademy.org.uk". To the left of the input field is a link "Forgot email?". Below the input field is a message: "Not your computer? Use a private browsing window to sign in. [Learn more](#)". At the bottom left is a link "Create account" and at the bottom right is a blue "Next" button. At the very bottom of the page, there is a language selector "English (United Kingdom) ▾" and links for "Help", "Privacy", and "Terms".

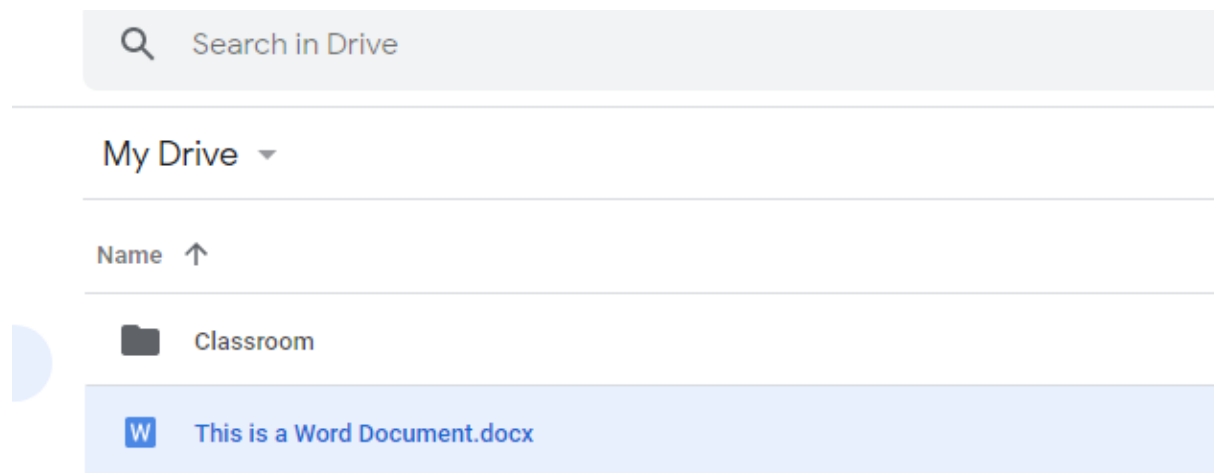
Login with your school email address and password and you will be taken to your Google Drive home screen.

The next stage is to upload your Word file to the Drive

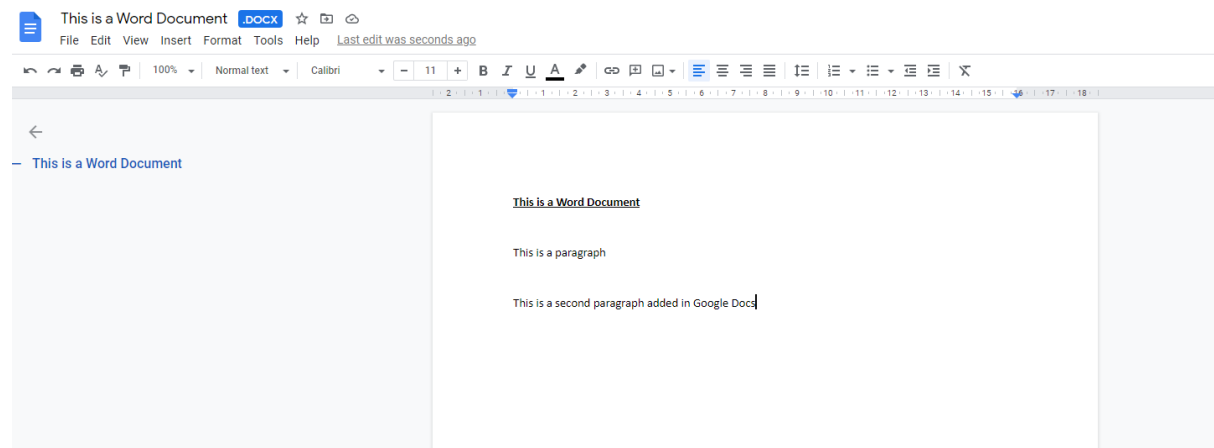
Click 'New' then 'File Upload' and browse to where your Word file is – and use the 'Open' button to upload this file.



The upload shouldn't take very long, and the Word file will appear in your Drive file list.



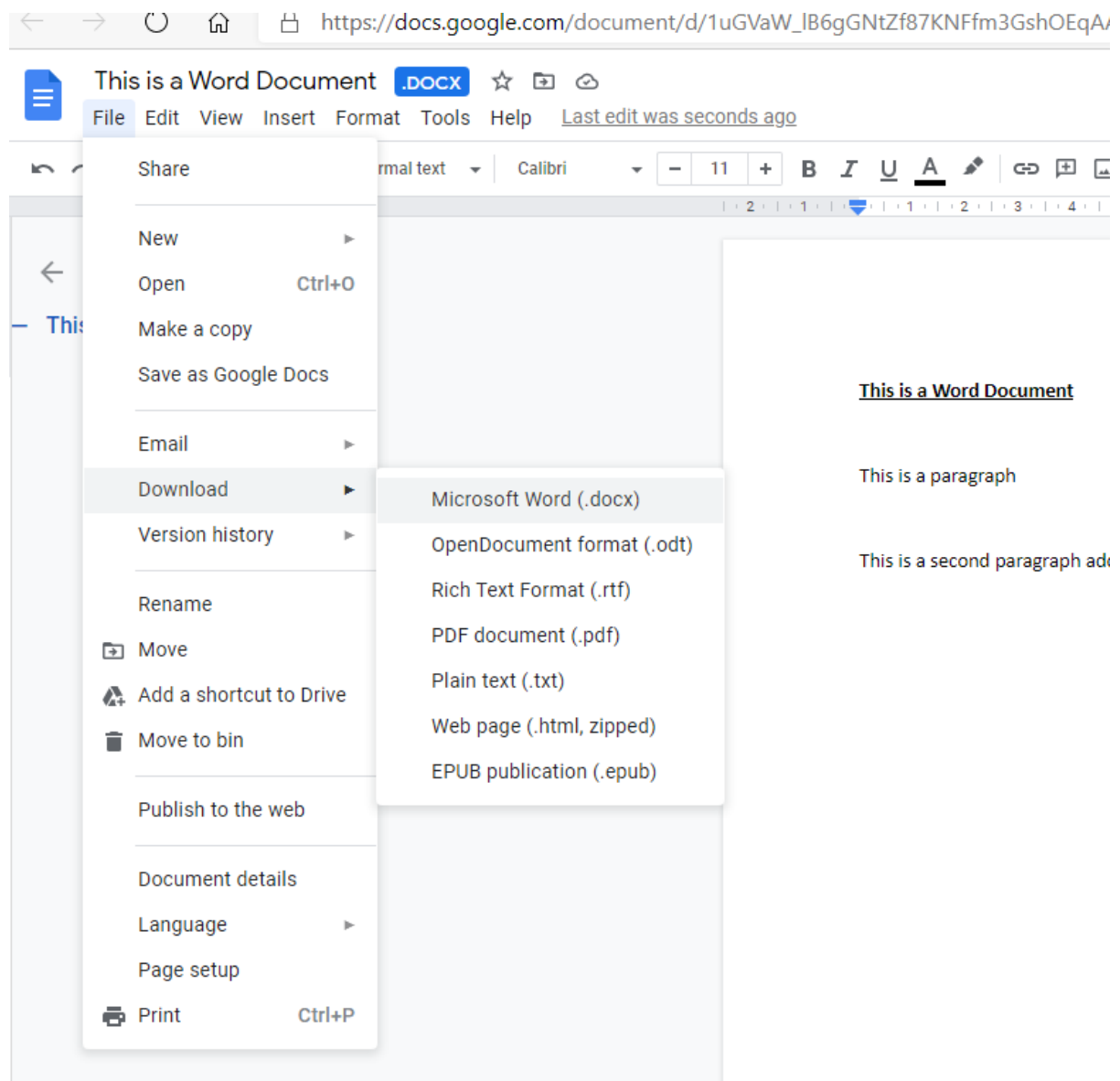
You can now edit this file directly in Google GSuite – simply double click the file to open it, in this case the Word file will open in Google Docs.



Edit the file as normal and your changes are saved automatically.

This file will now stay in your Google Drive unless you delete it yourself – so it also provides a backup in case you have any issues with your computer.

If you need to download your file as a Word document (for example to submit back to Classcharts) simply open the file in Drive as previously, then click the 'File' menu and select 'Download' and chose the '**Microsoft Word (.docx)**' option



You can then specify where this file is saved on your computer. Once downloaded you can upload this file to Classcharts or email it as an attachment etc.