1. Open your Google Drive and click on the gear icon in the top right corner.
2. Go to Settings.
3. Go to General and, from there, to Convert Uploads. Check the box next to the option that says “Convert uploaded files to Google Docs editor format.”
4. Click Done.
5. Now, upload Word documents using the button that says New on the left side of the screen.
6. Find the Word docs you just uploaded in your drive under My Drive.
7. Double click this to open it.
8. At the top of the file, click the Open with menu and select Google docs.
9. In the Word doc you have open, select “Save as Google Docs” under the File menu on the top bar of your screen.

(Information taken from [How to Convert a Word Document Into a Google Doc (counselmore.com)](https://kb.counselmore.com/help/how-to-convert-a-word-document-into-a-google-doc).)