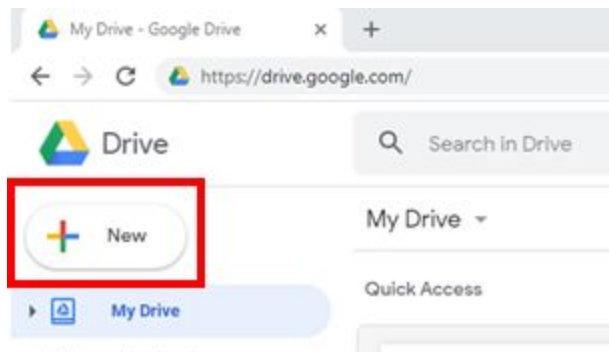
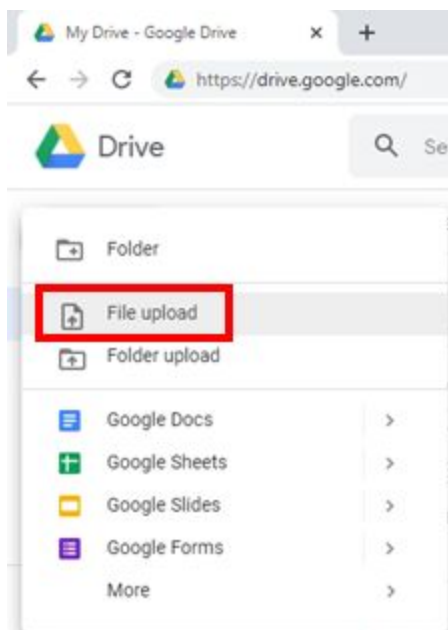


How to load xlsx (Microsoft Excel) files into Google Sheets

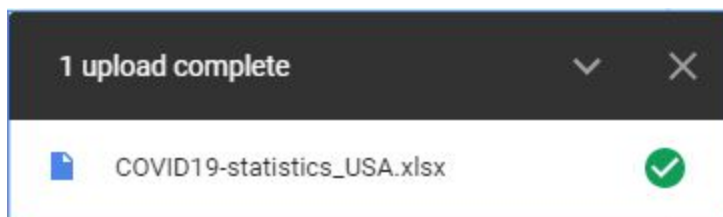
1. Download files from the Bok Center LSO [website](#)
2. Go to drive.google.com and log into your Google account
3. Go to the top left and click the colorful plus sign labeled “New”



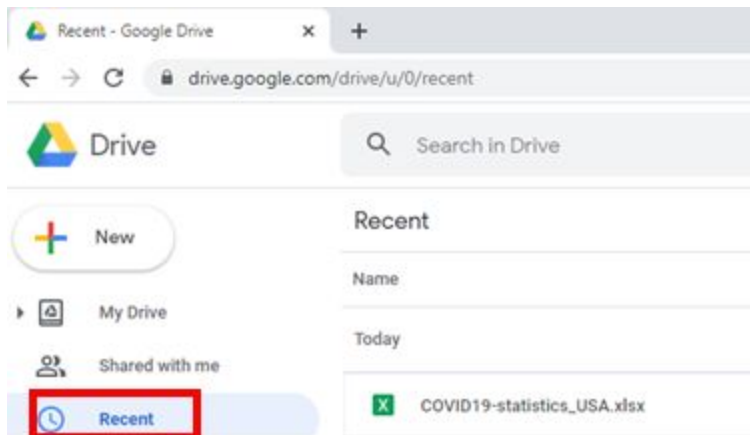
4. Select “File upload”



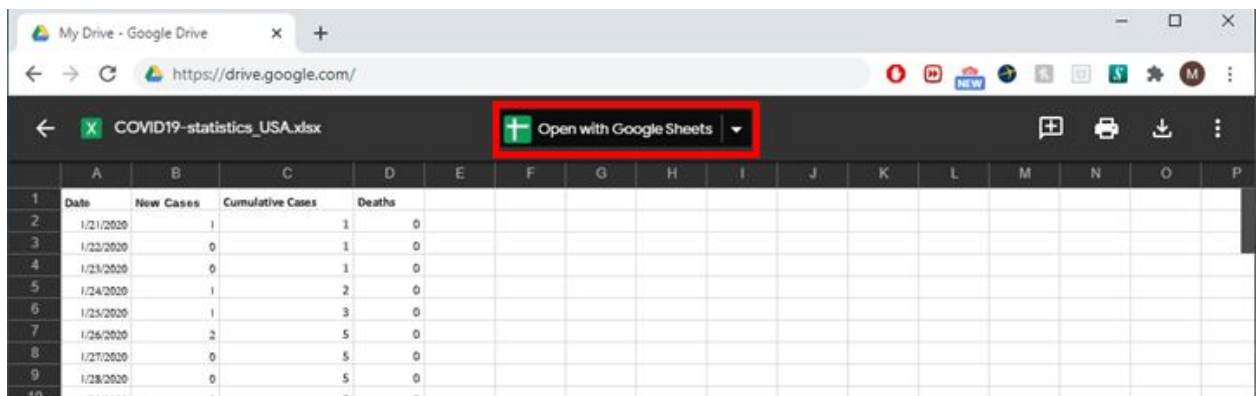
5. Select the file you downloaded, and it will be uploaded to your Google Drive. Once the upload is complete, you will get a notification in the bottom right corner of your window.



6. Click on the name of the file on the notification, and a preview of it will appear. (Note: if you do not see the notification, you can alternatively go to “Recent” on the left and find a link to the file there)



7. Select “Open with Google Sheets,” in the middle top.



8. The file will now load as a fully editable Google Sheets spreadsheet.

