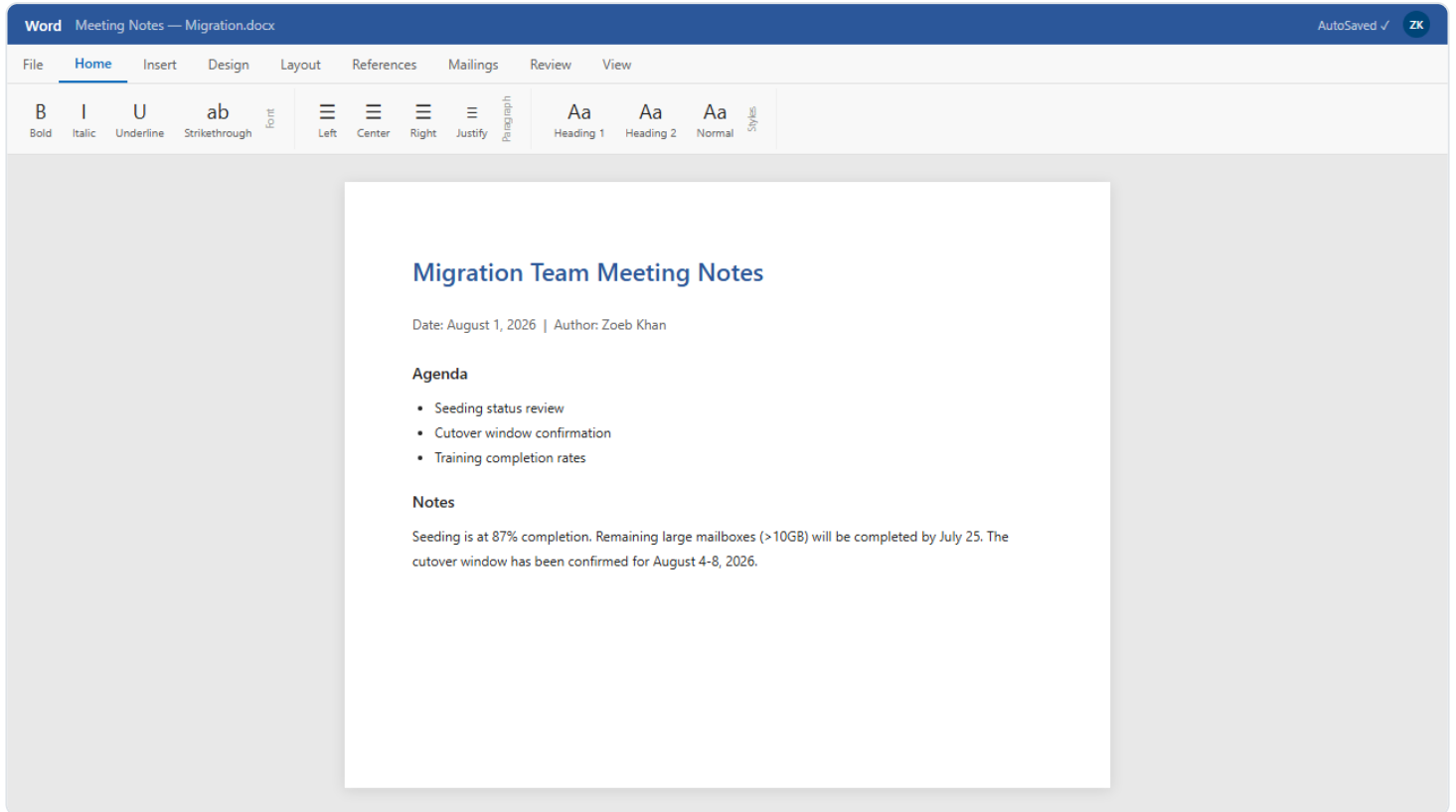


## Google Docs → Microsoft Word



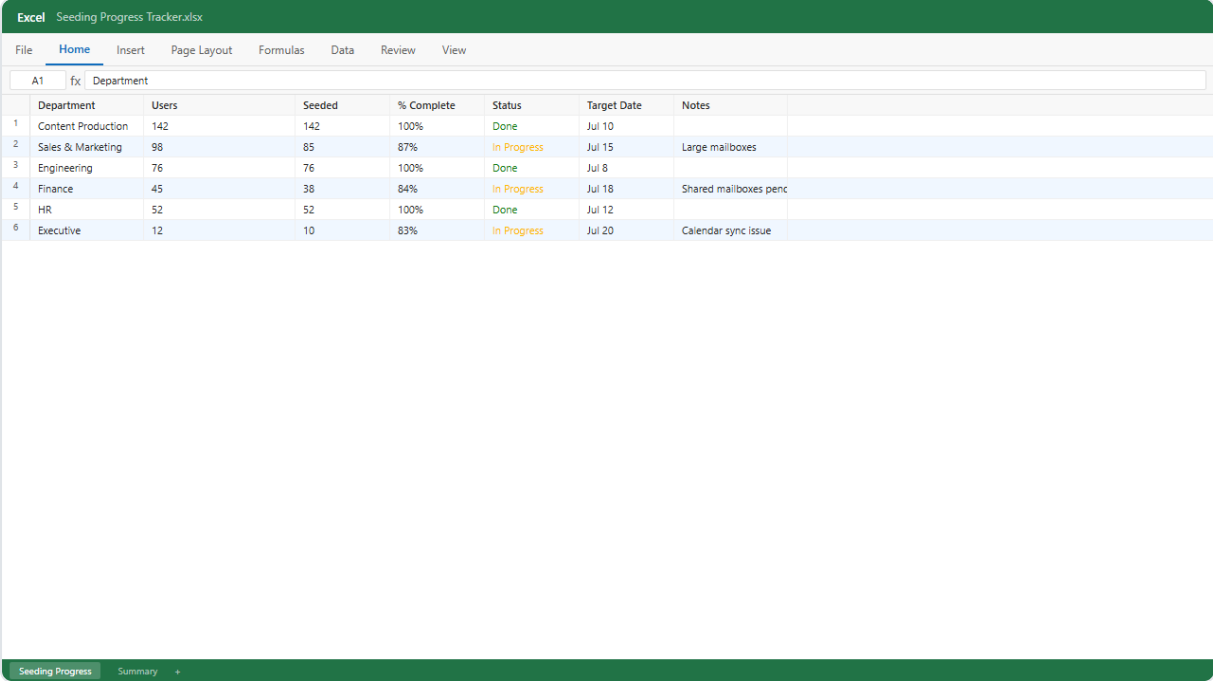
Microsoft Word — the ribbon toolbar replaces Google Docs menus

GOOGLE DOCS	MICROSOFT WORD
Web-only editing	Desktop app + web + mobile
Suggesting mode	Track Changes (Review tab)
Comments	Comments (same concept, Review tab)
Document outline	Navigation Pane (View → Navigation Pane)
Voice typing	Dictate (Home tab → Dictate)
Explore panel	Editor (spelling/grammar/style)

### File Conversion Notes

- Google Docs are automatically converted to **.docx** format during migration
- Most formatting is preserved. Check complex documents for minor layout shifts.
- Embedded Google Drawings may need to be re-inserted as images

# Google Sheets → Microsoft Excel



Microsoft Excel — key tabs for former Google Sheets users

GOOGLE SHEETS	MICROSOFT EXCEL
Web-only editing	Desktop app + web + mobile
IMPORTRANGE()	Power Query or linked workbooks
GOOGLEFINANCE()	STOCKHISTORY() or data types
Apps Script macros	VBA macros or Power Automate
Explore (AI insights)	Analyze Data (Home tab)
Protected ranges	Protect Sheet / Protect Workbook

## File Conversion Notes

- Google Sheets convert to **.xlsx** format. Most formulas translate directly.
- **IMPORTRANGE()** does not have a direct equivalent — use Power Query or manual links.
- Google-specific functions (GOOGLEFINANCE, GOOGLETRANSLATE) need Excel alternatives.
- Apps Script macros are **not** converted — these need manual recreation in VBA or Power Automate.

**IMPORTANT FOR POWER USERS**  
 If you rely on Apps Script or IMPORTRANGE, contact the migration team at **m365support@blueantmedia.com** for guidance on Excel equivalents.

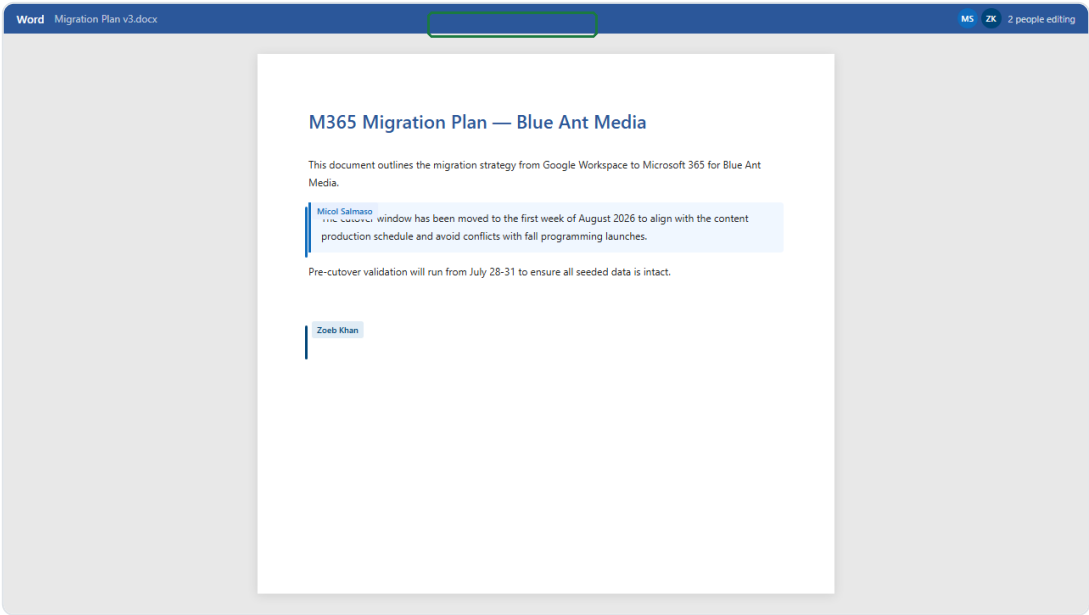
# Google Slides → Microsoft PowerPoint

GOOGLE SLIDES	MICROSOFT POWERPOINT
Web-only editing	Desktop app + web + mobile
Slide themes	Slide themes + Designer (AI layout suggestions)
Speaker notes	Speaker notes (same concept)
Present mode	Slide Show (F5 for start, Shift+F5 from current)
Publish to web	Share link or export to PDF/video
Linked slides	Section Zoom / Summary Zoom

## File Conversion Notes

- Google Slides convert to **.pptx** format. Layouts are mostly preserved.
- Custom fonts may fallback to similar alternatives. Check your final presentations.
- Linked Google Sheets charts in Slides will become static images — re-link to Excel if needed.

## Co-Authoring (All Apps)



Real-time co-authoring in Word — similar to Google Docs collaboration

Real-time co-authoring works in Word, Excel, and PowerPoint — just like Google Docs/Sheets/Slides.

1. Save your file to **OneDrive** or **SharePoint**
2. Share with colleagues (Share button in top-right)
3. Multiple people can edit simultaneously — you'll see their cursors and changes in real time
4. **AutoSave** (top-left toggle) must be ON for real-time co-authoring

**TIP**

For co-authoring to work, AutoSave must be enabled and the file must be stored in OneDrive or SharePoint (not on your local C: drive). If you see "Upload" instead of "AutoSave," save the file to OneDrive first.

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Need help? Contact [m365support@blueantmedia.com](mailto:m365support@blueantmedia.com) or visit the M365 Help channel in Microsoft Teams.