To convert a document in Google Docs to Word:

1. File
2. Download as "docx"
3. Open at bottom left
4. Enable editing

To convert a Word document to a Google Doc:

1. Go to drive.google.com

2. Click the down arrow by My Drive

3. Click Upload File

4. Double-click the Word file you want

5. In Google Drive, double-click the Word file. This will open a preview of your file.

6. At the top, click Open in Google Docs

7. You can now edit, share, and work in real time with others. Changes will be saved automatically.