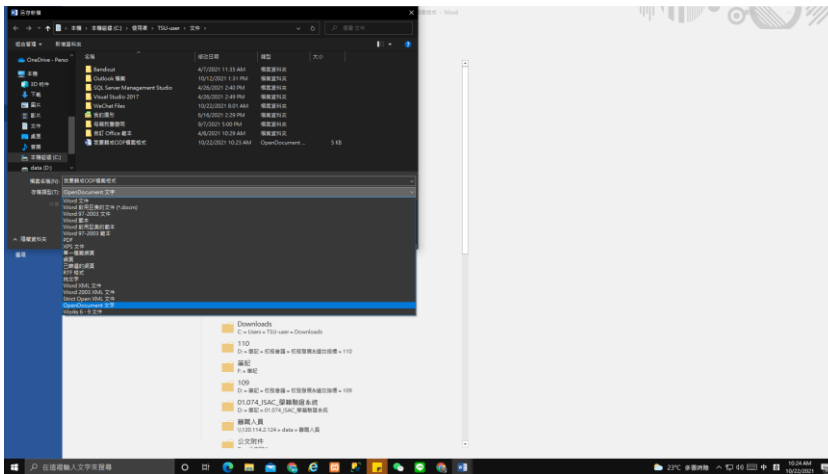


# Microsoft Editor(Office series) Convert ODFInstructions for converting ODF file format

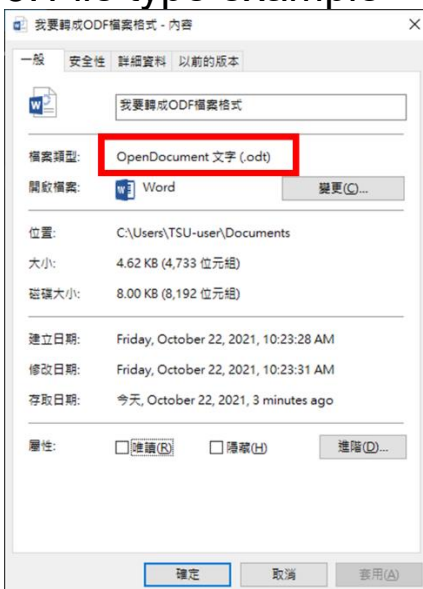
ODF file format counts 【word(.odt) 、ppt(.odp) 、excel(.ods)】  
above three file formats , conversion method description :

## 一、WORD Editor

- 1.Use word editor , After finishing editing , then save as 。
- 2.Click on the archive type , choose OpenDocument word , then click save 。

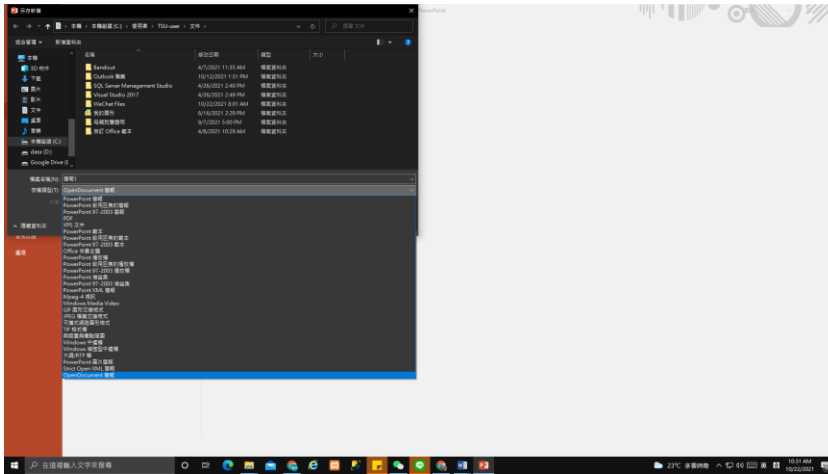


## 3. File type example

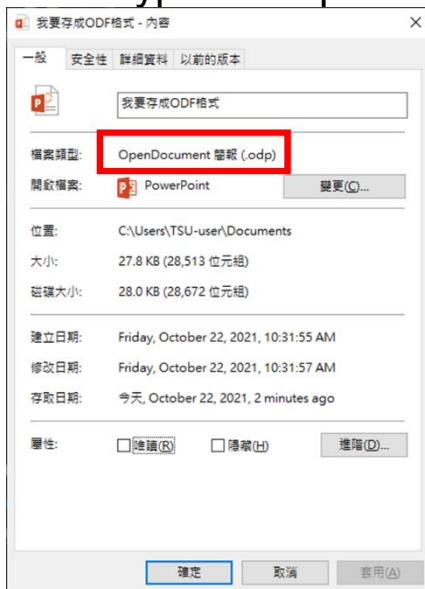


## 二、PPT Editor

1. Use ppt editor , After finishing editing , then save as .
2. Click on the archive type , choose OpenDocument briefing , then click save .

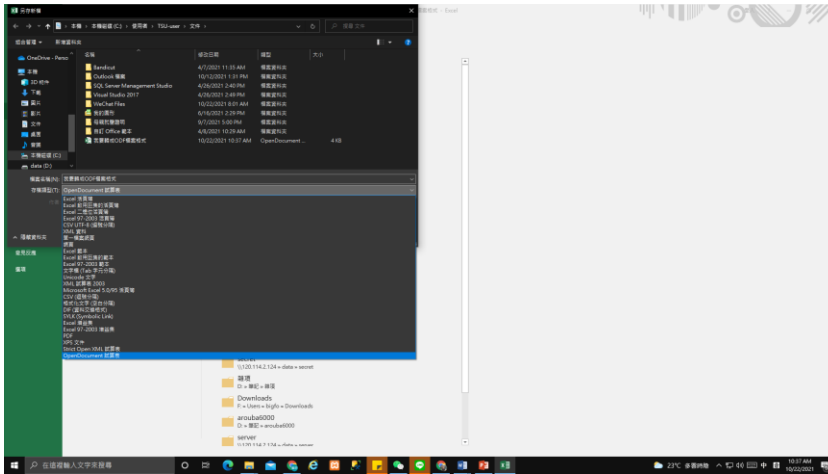


## 3. File type example

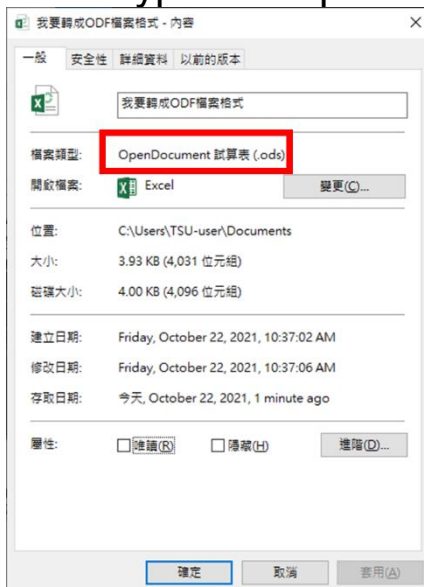


### 三、EXCEL Editor

1. Use excel editor, After finishing editing, then save as。
2. Click on the archive type, choose OpenDocument Spreadsheet, then click save。



### 3. File type example



### If you have any questions about the above conversion, please call extension 651. Our team will assist all colleagues to complete it。