

## Convertir .xls or .doc files to formats .xlsx ou .docx

Guilhem VERGON - 2023-12-27 - Good practices

# Convertir .xls or .doc files to formats .xlsx ou .docx

Sometimes you see Office files with old extensions. They are from Office version 97-2003 and have become out of date.

Extensions like .xlsx or .docx replaced these extensions and allow new features, plus smaller files !

If you are using NetSync, please prefer these new extensions. [More information here !](#)

## Convert files to the new extension

You need to :

- Open file (.xls)
- Click on menu **FILES** to get to more information.
- Click on **SAVE AS** and choose formats ending with "X" as shown below.



- Excel will save file with new extension.

→ File has been modified !

You can do the same for .doc files to save them to .docx files.

## For mass conversion

If you have a lot of files, you can use our conversion tool. [See dedicated webpage](#)