

How to Import an HTML File into MS Word

Step 1: Open Microsoft Word

Start by launching Microsoft Word. If you don't know how to do this, you may need another tutorial.

Step 2: Select "Open"

Click on **File** in the top menu, then select **Open**. Yes, it's that simple.

Alternative Method: Drag and Drop

If you're feeling adventurous, you can simply drag your HTML file onto the Word window. Magic!

Step 3: Choose Your HTML File

Navigate to the location where your HTML file is stored, select it, and click **Open**.

Step 4: Enjoy the Formatting Chaos

Congratulations! Your HTML file is now in Word. Expect formatting surprises and prepare for adjustments.

Bonus Tip: Save as DOCX

To make your document behave more like a Word file, go to **File > Save As** and choose **Word Document (.docx)**.

Conclusion

Importing an HTML file into Word is easy, though sometimes unpredictable. Now go forth and format!