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By Cathryn Chaney The WPS file format is associated with the word processor component of Microsoft Works. Works is a low-budget microsoft software suite that provides more basic versions of Microsoft Office features, such as word processing, spreadsheet, calendar, and database. Microsoft Works word processor files use the .wps file extension. The easiest method to convert a .wps file to a Microsoft Word format is simply to open the file in Works and use Save As to save the file in .doc or .docx format. This only works with Works 7 or later versions. Additional methods include using MS Office, Word Viewer, or a third-party online conversion website. Start Word and try to open the .wps file using the Open or Control+O command. If you double-click the .wps file in Explorer, you don't necessarily need to tell if your version of Word can open .wps files. 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