TENNESSEE STATE UNIVERSITY

COMPUTER TIPS AND TRICKS

Productivity Tip

Have you ever wondered just how you could take a select section of text in a Microsoft Word document and convert it to a table without creating a table or vice versa?

Convert text to a table

1. Insert **separator characters** — such as commas or tabs — to indicate where you want to divide the text into columns. Use paragraph marks to indicate where you want to begin a new row.
   - For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table.

2. Select the text that you want to convert.

3. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Convert Text to Table**.

4. In the **Convert Text to Table** dialog box, under **Separate text at**, click the option for the separator character that is in your text.

5. In the **Number of columns** box, check the number of columns.
   - **Note:** If you don't see the number of columns that you expect, you may be missing a separator character in one or more lines of text.

6. Select any other options that you want.

Convert a table to text

1. Select the rows or table that you want to convert to paragraphs.

2. Under **Table Tools**, on the **Layout** tab, in the **Data group**, click **Convert to Text**.

3. Under Separate text at, click the option for the **separator character** that you want to use in place of the column boundaries(comma or tab).

4. Rows are separated with paragraph marks.