

## Microsoft Word 2013: Convert Text to Table & Vice Versa

This tutorial will give details about moving text in a word document to then put it into a Table. Also covered is how to convert text that is a table & put it into Word.

### Convert Text to a Table

To convert text to a table the following must be done when the text is written. Either insert a separator character such as commas or tabs to the text. See the 2 examples below:

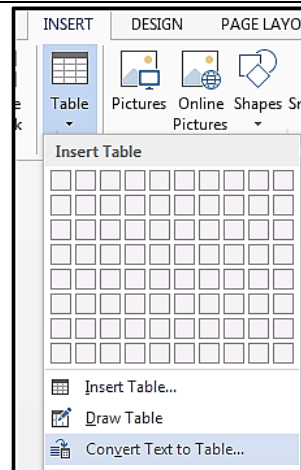
City	State	Manager	Employees	Established
Ventura	CA	Raul Morales	5	1982
Los Angeles	CA	Brenda Canales	12	1984
Carpentaria	CA	Brian Jeffries	4	1983

#### Name, Address, City, State, Zip

Tom Jones, 123 East St, Carlisle, Pa, 17013

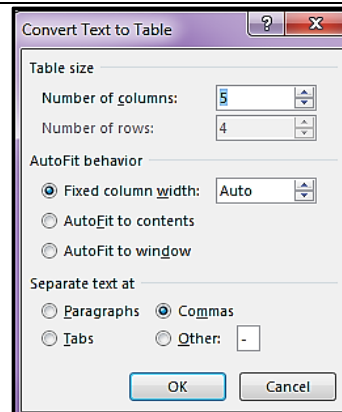
Sally Smith, 45 Small St, Carlisle, Pa, 17013

Select the text, including the heading details.  
On the **Insert** tab, under **Table**, select **Convert Text to Table**



The **Convert Text to Table** dialog box comes up. Notice it automatically adds the **Number to Columns** but should you want another column you can change to suit your needs.

**AutoFit behavior** & **Separate text at** choices too.  
Click **OK**.

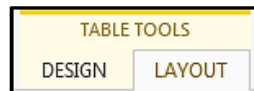


## Convert Table to Text

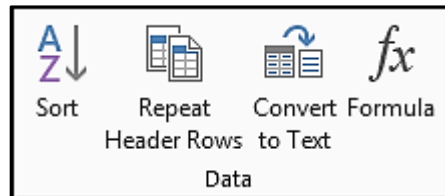
You can take a table of text and convert it in Word by first selecting the table.

Name	Address	City	State	Zip
Tom Jones	123 East St	Carlisle	Pa	17013
Sally Smith	45 Small St	Carlisle	Pa	17013
April May	99 Sideways Road	Mechanicsburg	Pa	17055

With the table selected the **Table Tools** tab appears. Click on the **Layout** tab.

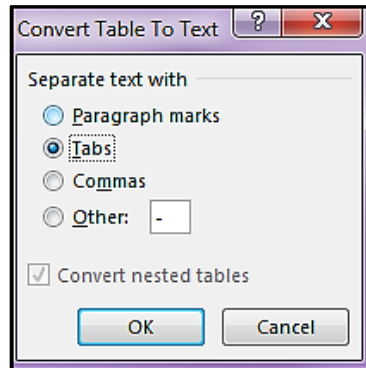


In the **Data** grouping, click on the **Convert to Text**.



The **Convert Table To Text** dialog box appears. Notice the choices you have under **Separate text with**.

Click **OK**



Depending on your choice it will look like the two examples at the beginning of this tutorial. Remember you can always **Undo** and choose another type.