

Convert text into Tables and Tables into text in Word

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The following article shows you how to convert text into tables or tables into text in Word.

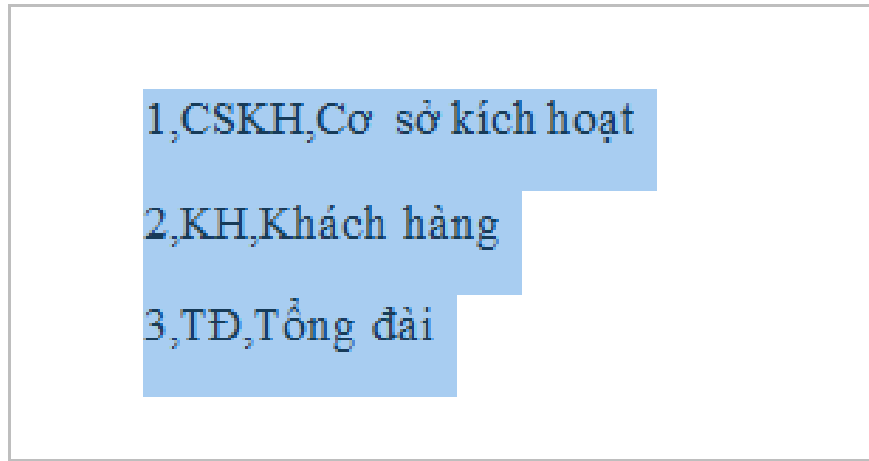
Convert text into tables in Word.

Step 1: In the text you want to convert to a table, you need to insert delimited characters such as commas or tabs . to indicate the position of dividing the text into table columns. You should use tabs if you have commas in your text. Next you use the paragraph mark to indicate where to start a new row.

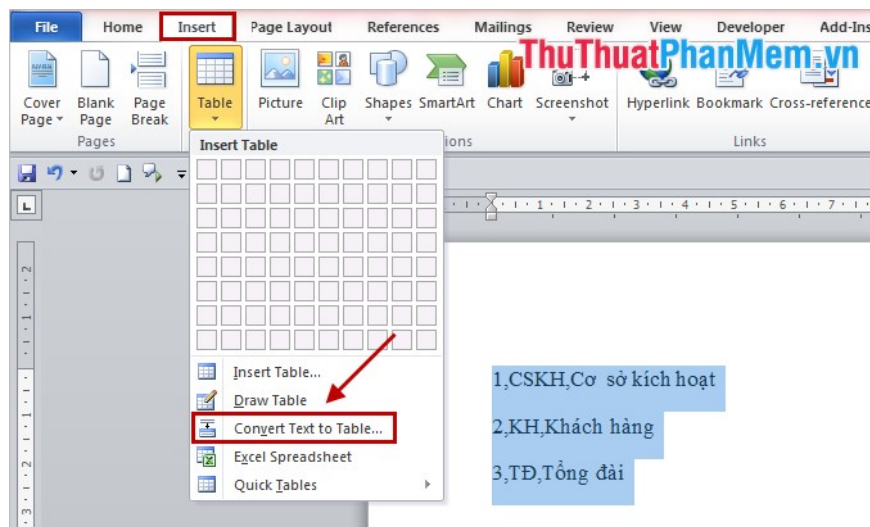
Example: In the example below use a comma to separate the column and two paragraph marks to create the second and third row in a column.

1,CSKH,Cơ sở kích hoạt
2,KH,Khách hàng
3,TĐ,Tổng đài

Step 2: Select (black out) the text you want to convert into a table.



Step 3: Choose **Insert -> Table -> Convert Text to Table** .



Step 4: In the dialog box **Convert Text to Table** .

You enter the number of columns in the **Number of columns** box to ensure the correct number of columns you want and used the separator.

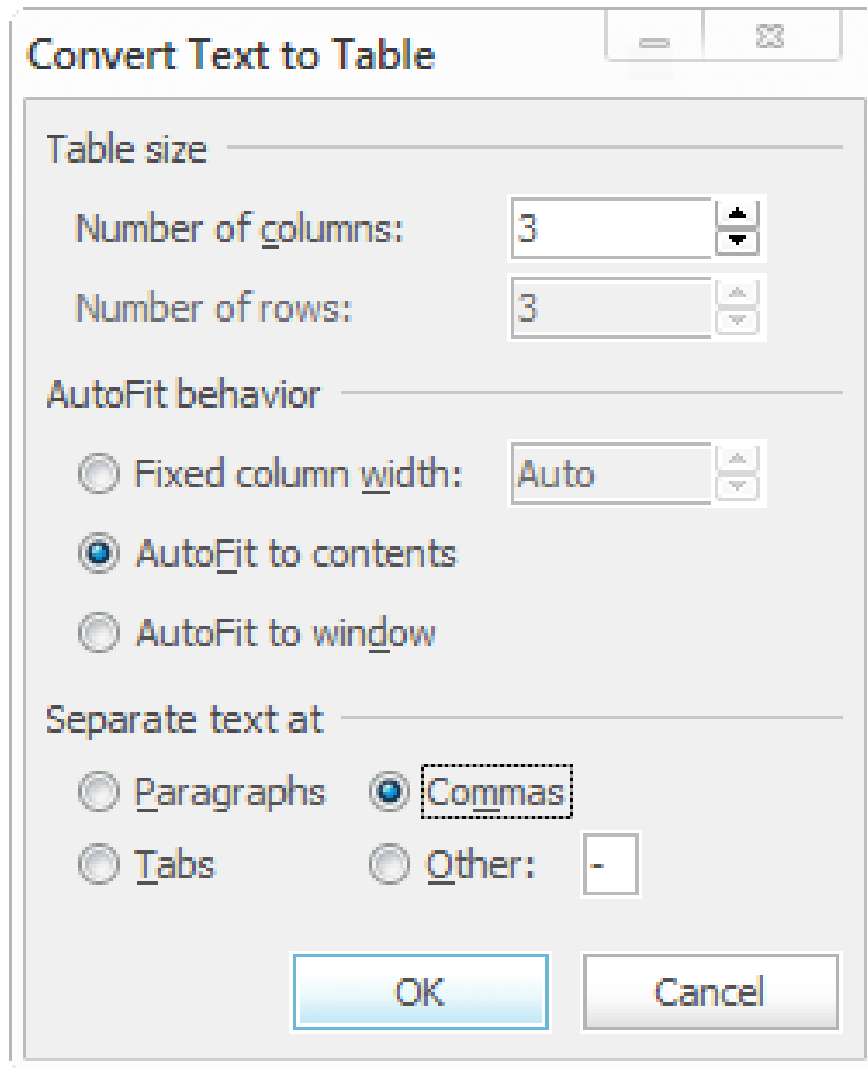
Number of rows: number of rows , automatically calculated.

In determining the width of columns in the table (AutoFit behavior) you need to choose one of three options:

- **Fixed column width:** fixed column width then you enter the width you want.
- **AutoFit to contents:** automatically match the content.
- **AutoFit to window:** automatically matches the window.

The Separate text at section specifies the characters you use to separate the text. In the above example uses the comma to select **Commas** , in addition if you use the tab you select **Tabs** , select the paragraph mark **paragraphs** or other characters **in Other** .

After setting up, click **OK** to convert the text into a table.



The result after you move the following:

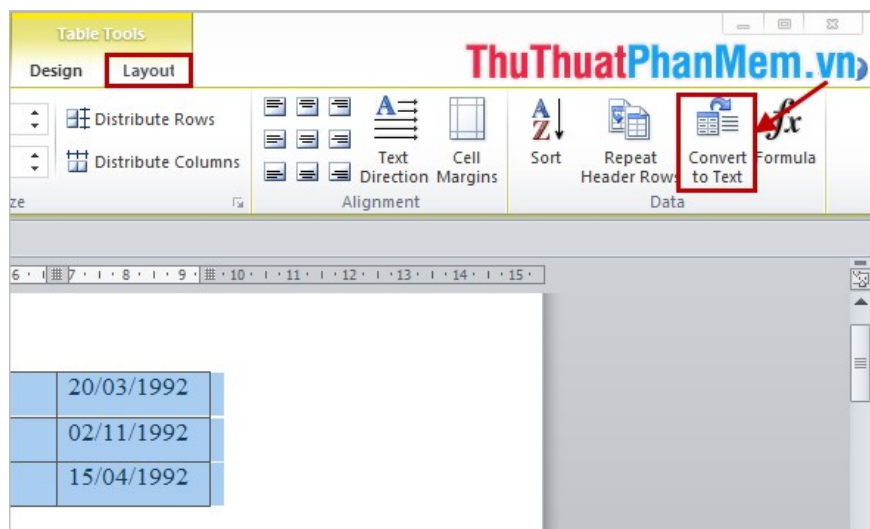
1	CSKH	Cơ sở kích hoạt
2	KH	Khách hàng
3	TĐ	Tổng đài

Convert tables into text in Word.

Step 1: Select the rows or tables you want to convert into text.

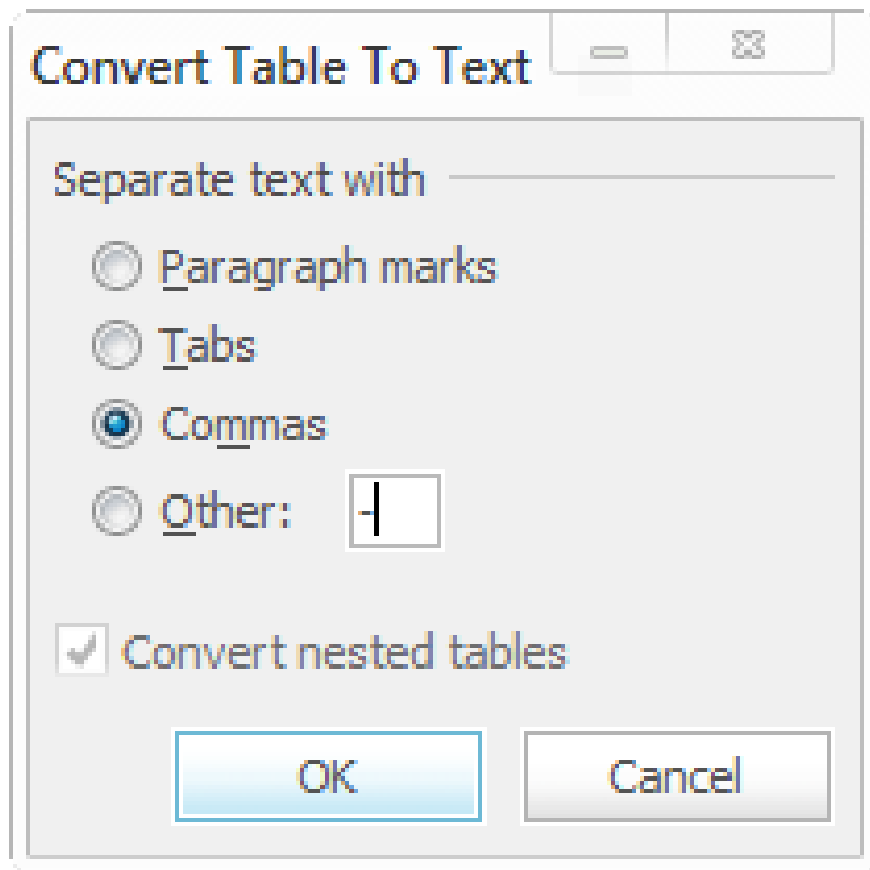
1	Nguyễn Văn An	20/03/1992
2	Trần Thị Bình	02/11/1992
3	Nguyễn Đình Chiến	15/04/1992

Step 2: When you select the table, in the Ribbon, **Table Tools** appears with two tabs, **Design** and **Layout** . You choose **Layout** -> **Convert to Text** .



Step 3: In the **Convert Table To Text** dialog box, select the delimiters you want to use instead of the column boundaries. Rows separated by paragraph marks.

For example, select the delimiter as **Commas** (comma), and click **OK** .



The result after converting from table to text is as follows:



The article showed you how to convert text into tables or tables into text in Word. With very simple steps you can quickly switch between text and tables. Good luck!

You finished reading the article "**Convert text into Tables and Tables into text in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.