

# How to convert a Word file to Excel

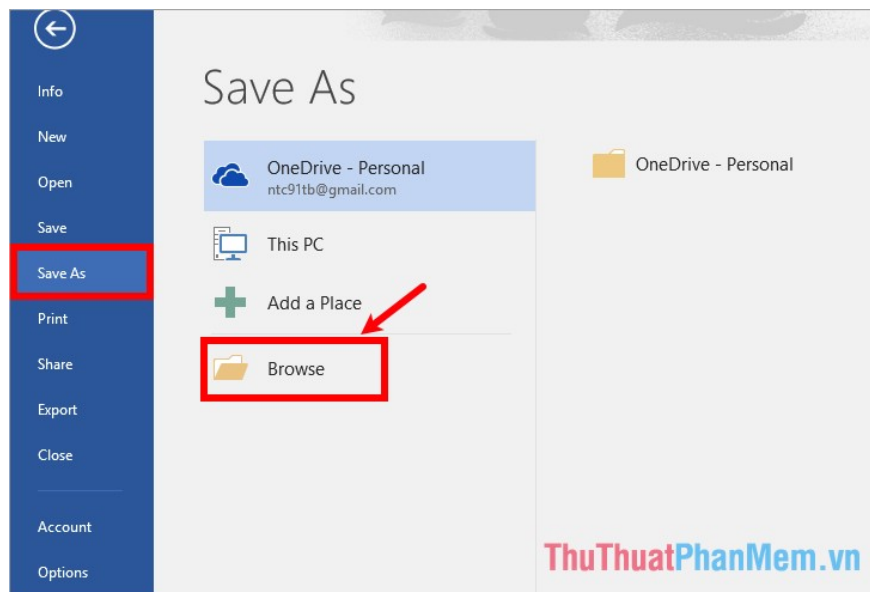
You have a Word file but you want to switch to Excel to make it easier to calculate and process data. But if you enter it again, it will take a lot of time, so you are looking to convert Word files into Excel. Below tutorial guide to you two c

You have a Word file but you want to switch to Excel to make it easier to calculate and process data. But if you enter it again, it will take a lot of time, so you are looking to convert Word files into Excel. Below the article guides you two ways to convert Word files to Excel, please refer.

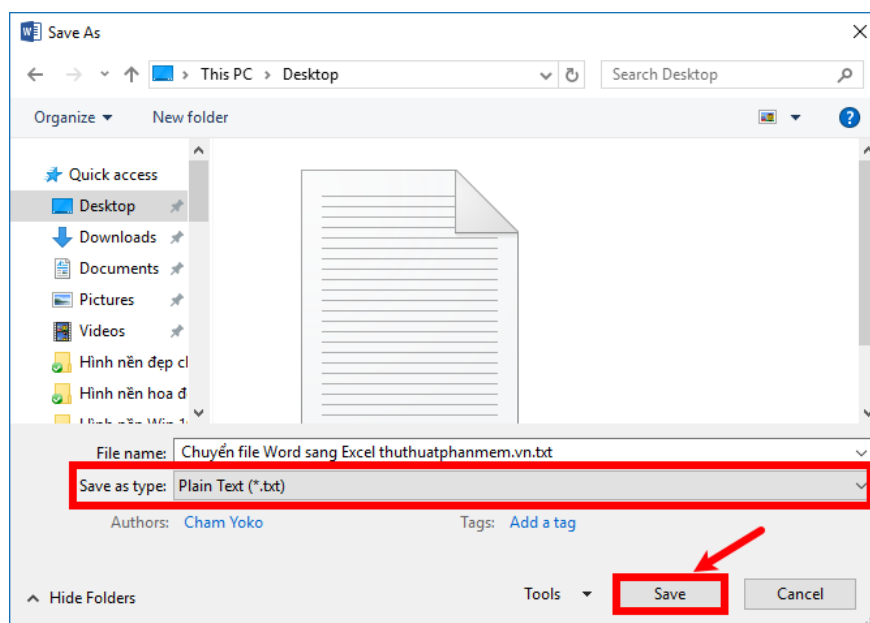


## Method 1: Save Plain Text format and import into Excel

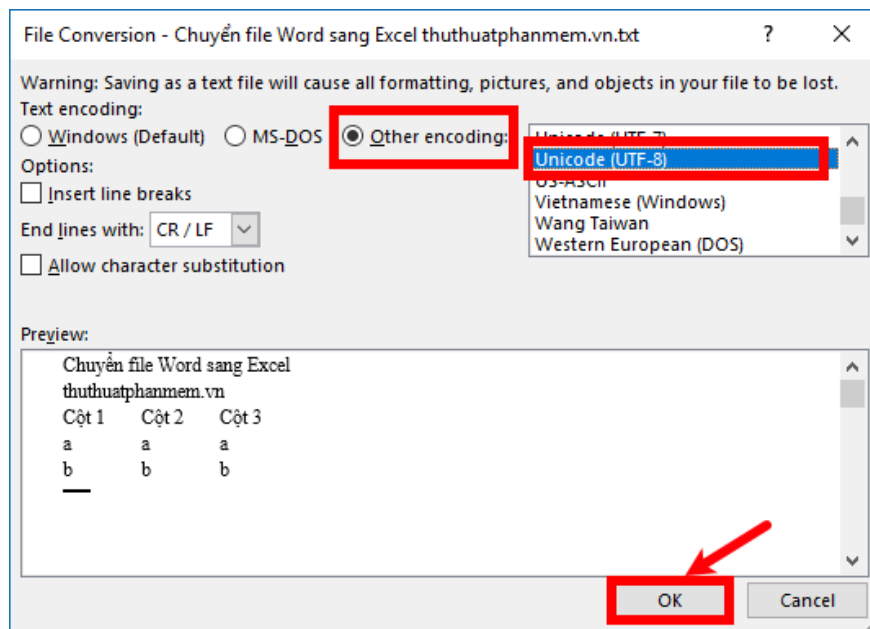
**Step 1:** Open the Word file that you want to convert to Excel worksheet, select **File -> Save As -> Browse** (or press **F12** key ) to open the **Save As** window to save the file. .



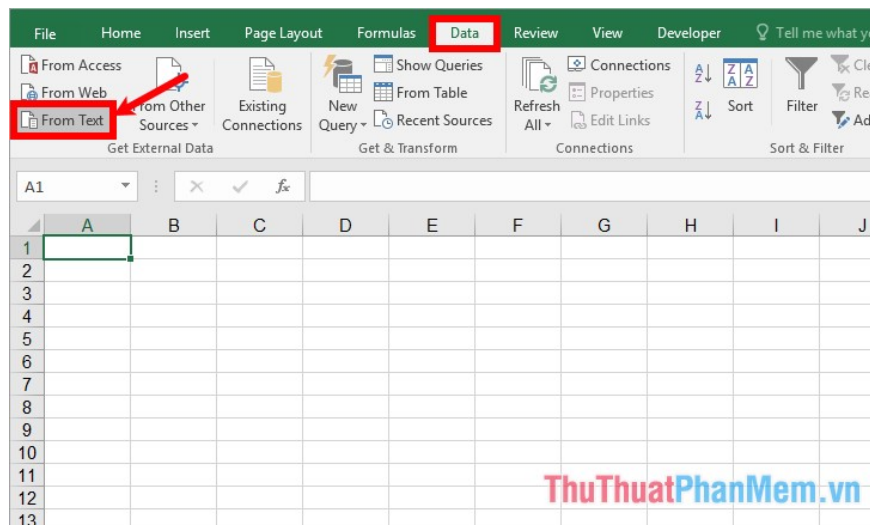
**Step 2 :** In the **Save As** window, enter the navigation to any folder to save the file, in the **Save as type** section, select **Plain Text** format and select **Save** .



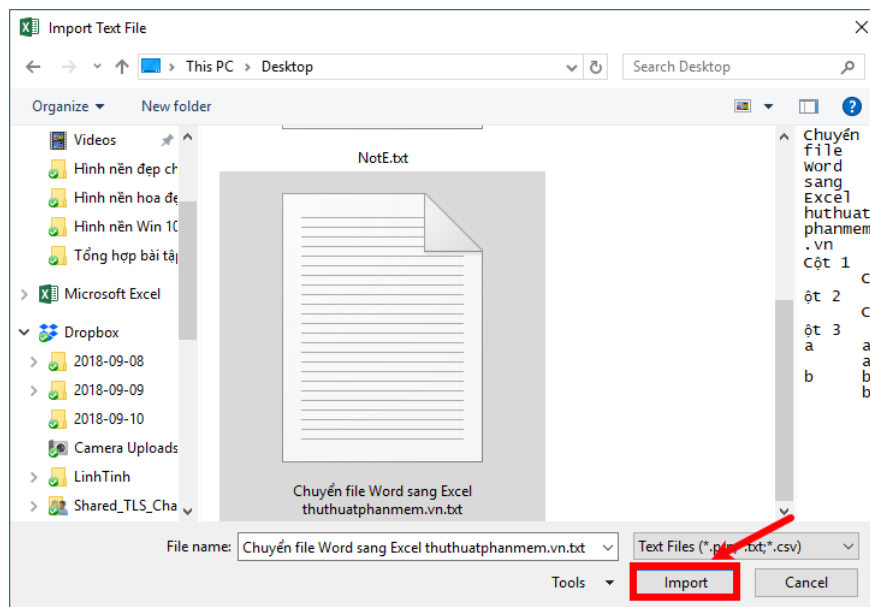
**Step 3: File Conversion** appears, select **Other encoding** and select **Unicode (UTF-8)** if your Word uses built-in Unicode to avoid converting to Plain Text with font errors. Then click **OK** to save the Word file as Plain Text.



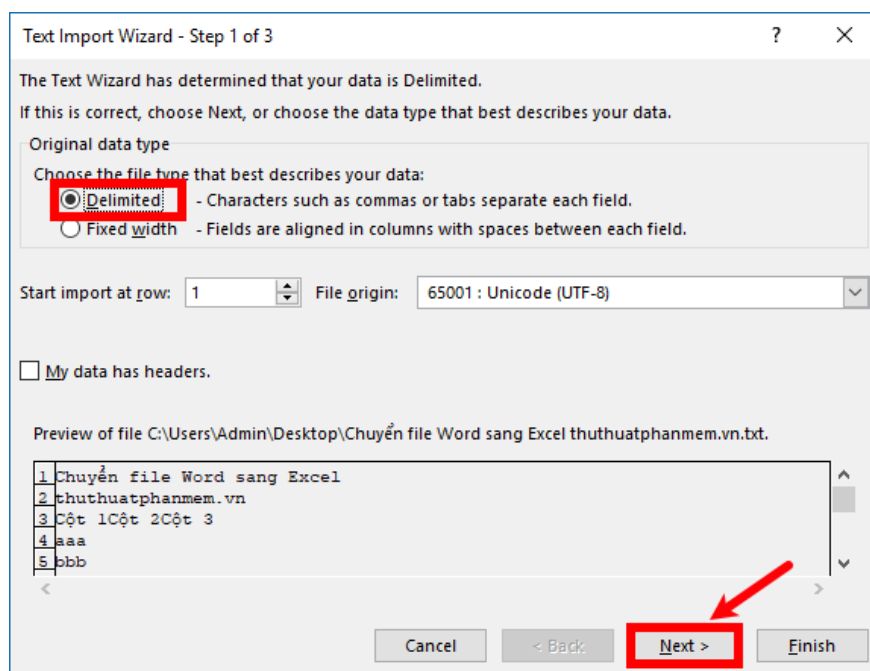
**Step 4 :** Open the new Excel file, on the Excel interface, select **Data -> From Text** tab .



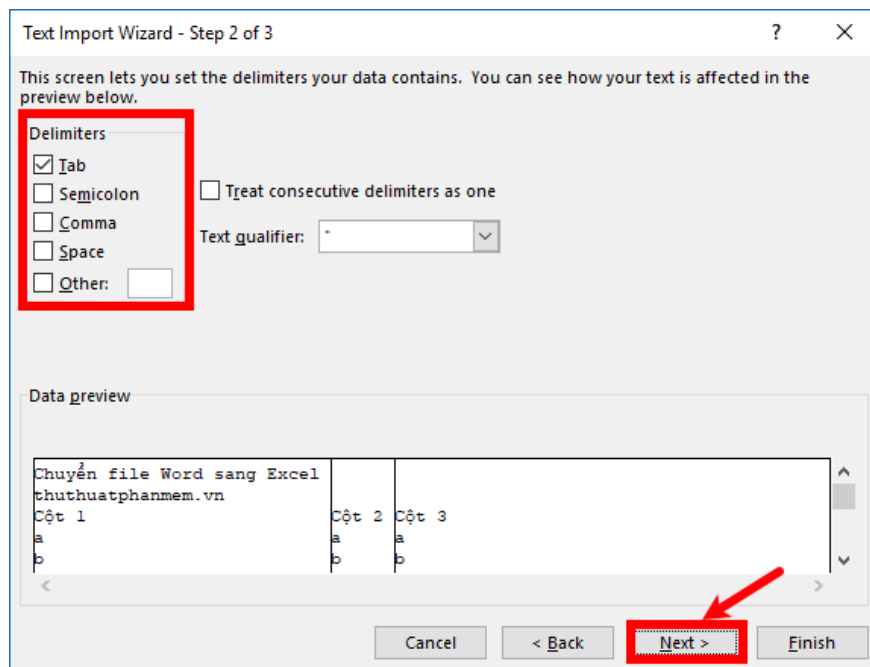
**Step 5 :** The **Import Text File** window appears, select the **Plain Text** file you just saved and select **Import** .



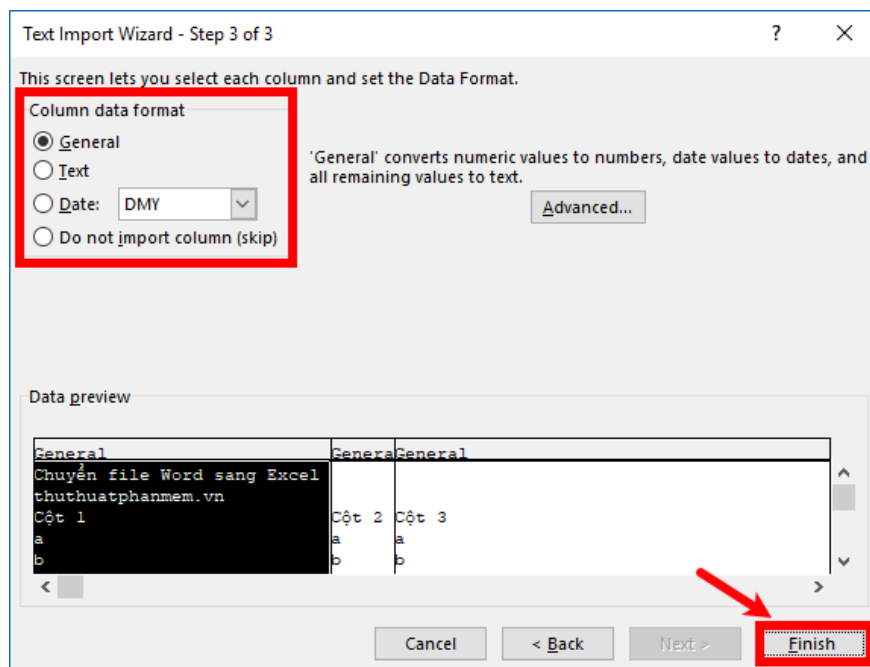
**Step 6 :** In the **Text Import Wizard** window - select **Step 1 of 3**, select **Delimited** , if the data in Word is a table and include column headings, then check the box for **My data has headers** . Next click **Next** .



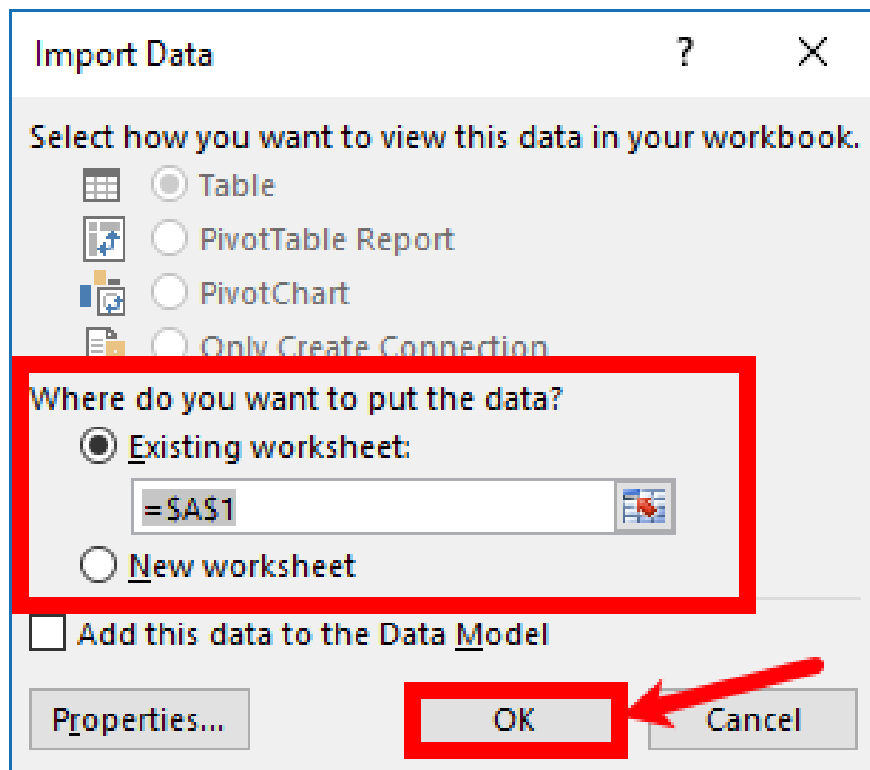
**Step 7 :** Next in the **Text Import Wizard** window - **Step 2 of 3** you choose the delimiters included in Word to separate the column in Word, if you do not want to separate the data by the delimiter, you deselect in all options then click **Next** .



**Step 8:** Select the type of data format in the **Text Import Wizard - Step 3 of 3**. Next, click **Finish** .



**Step 9:** Next, in the **Import Data** dialog box, select the location to put the data into: **Existing worksheet** (current sheet); **New worksheet** (new sheet). Then click **OK** .



Then you save the Excel file again, so you've moved the Word file to Excel already.

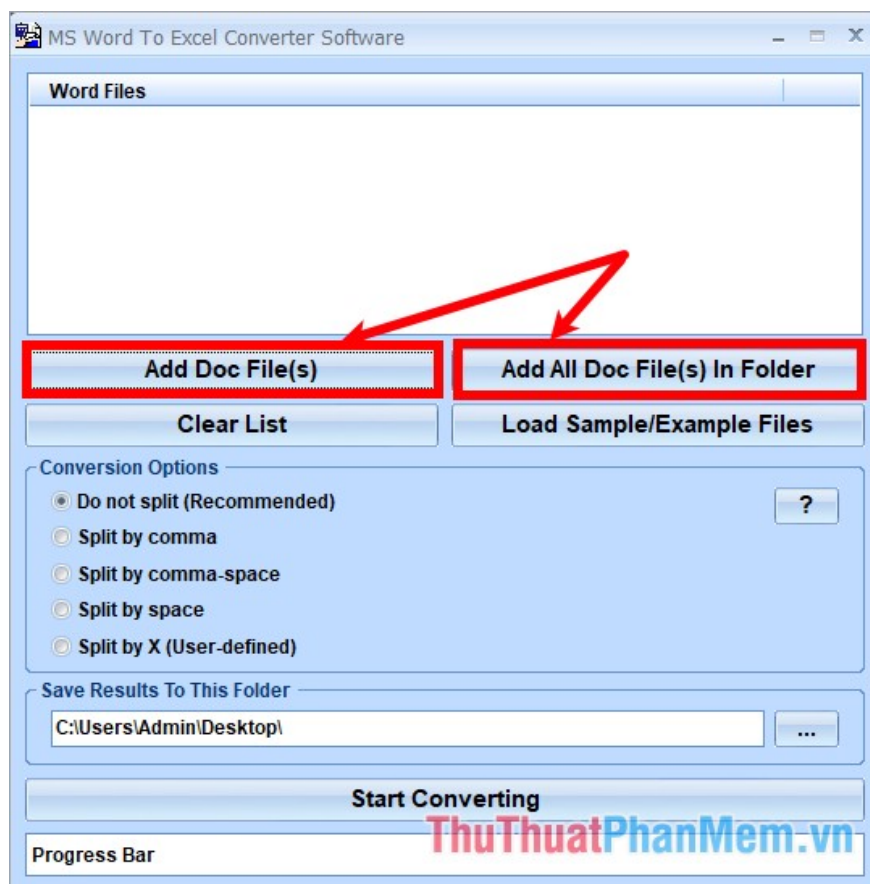
	A	B	C	D	E	F	G	H	I
1	Chuyển file Word sang Excel								
2	thuthuatphanmem.vn								
3	Cột 1	Cột 2	Cột 3						
4	a	a	a						
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## Method 2: Use MS Word To Excel Converter Software

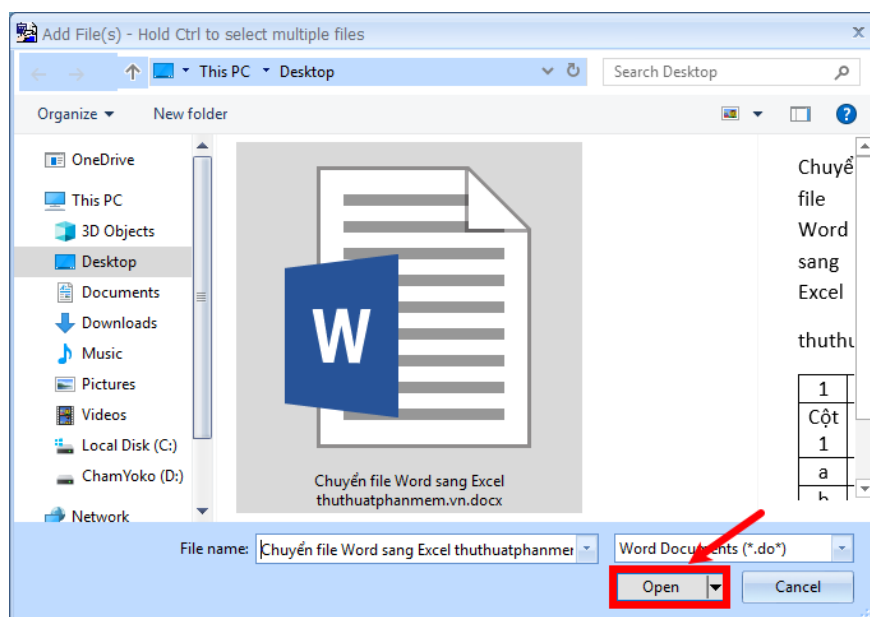
**Step 1:** You need to download and install **MS Word To Excel Converter Software** to the system.

1. Link to download software <http://www.sobolsoft.com/convertwordexcel/download/setup.exe>

**Step 2 :** Run the program, on the interface you select **Add Doc File (s)**, you can select all Word files in a folder by selecting **Add All Doc File (s) In Folder**.



**Step 3 :** The **Add File** window appears, select the Word file to convert to Excel and click **Open** .

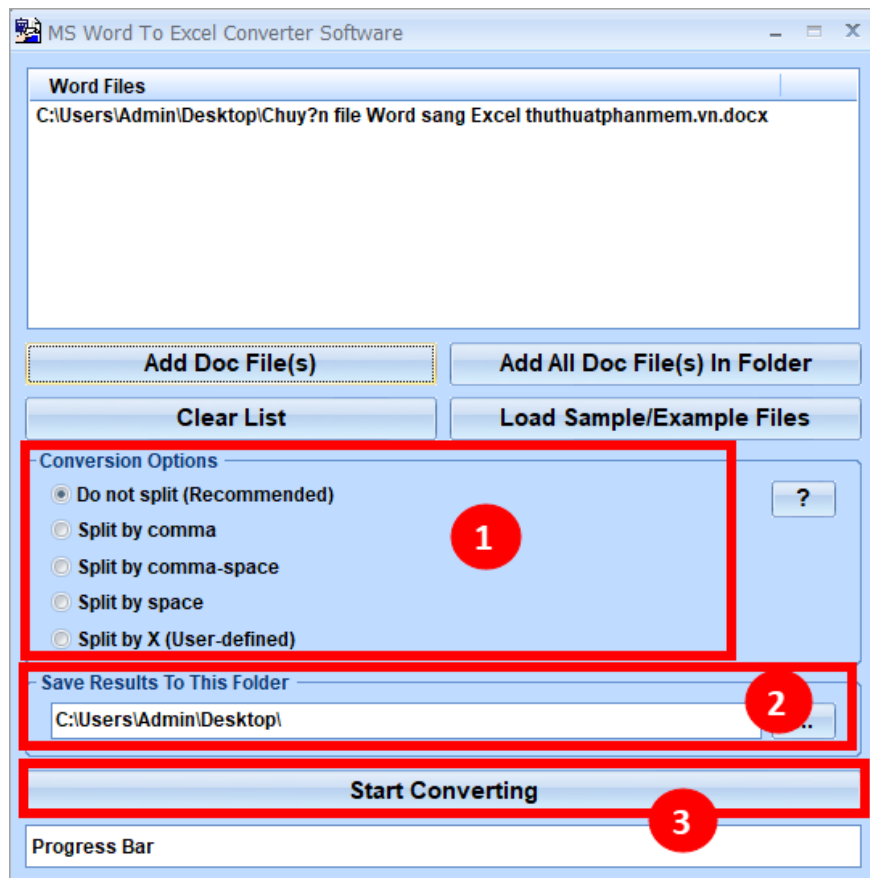


**Step 4 :** In the **Conversion Options** section (1), choose the separation options:

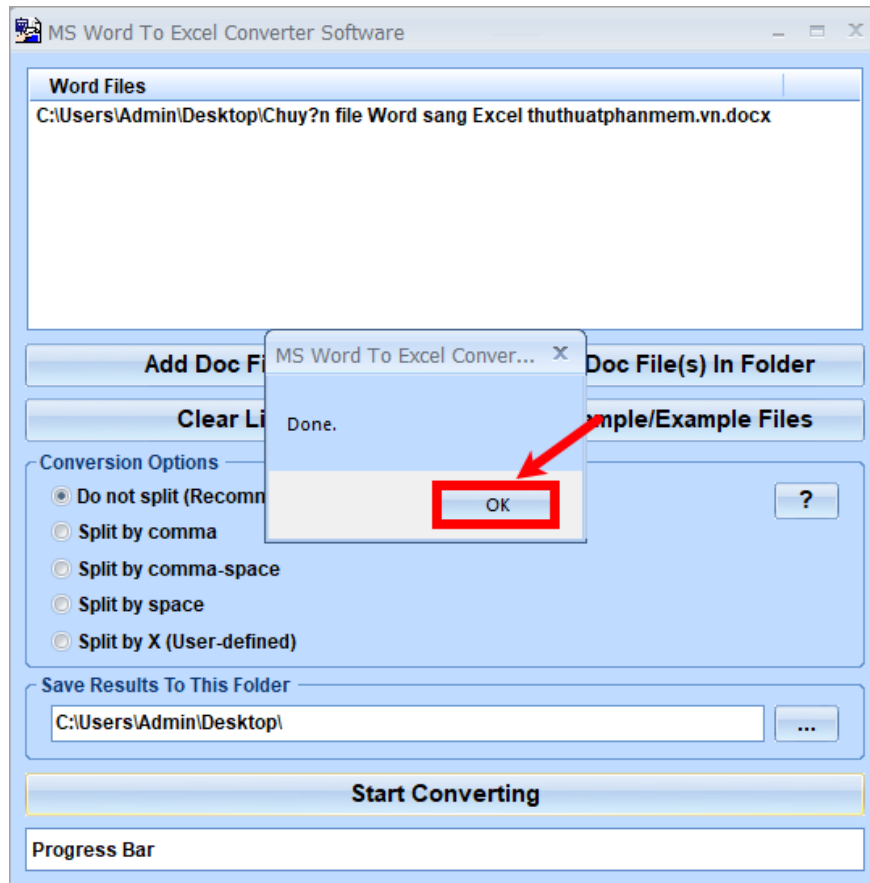
1. **Do not split:** do not split.
2. **Split by comma:** separated by commas.

3. **Split by comma-space:** separate with commas - spaces.
4. **Split by space:** separated by spaces.

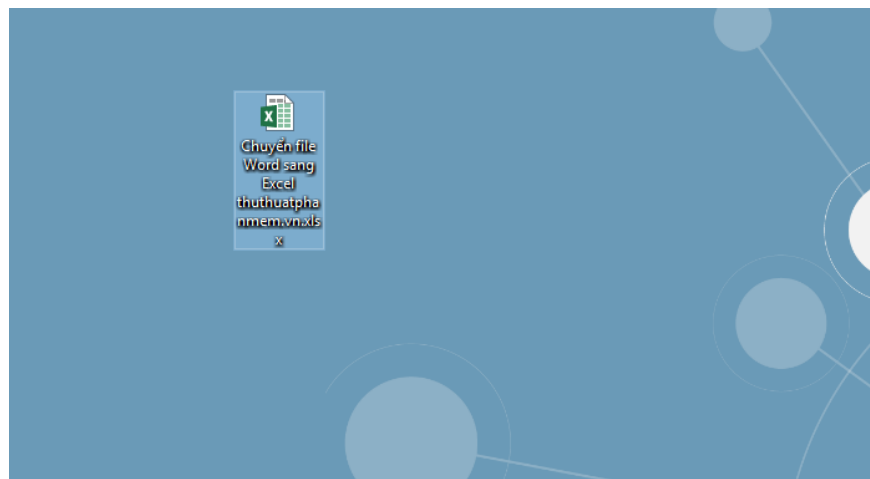
In the **Save Results To This Folder (2)** section, select the path to save the Excel file after converting from Word file. Then choose **Start Converting (3)**.



The success message appears, select **OK** .



The result you will receive Excel file, you can open up to see the results.



Above the article has guided you two ways to convert Word files to Excel, hope you will be able to quickly convert Word files to Excel with two ways that the article has shared. Good luck!

You finished reading the article "**How to convert a Word file to Excel**" 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.