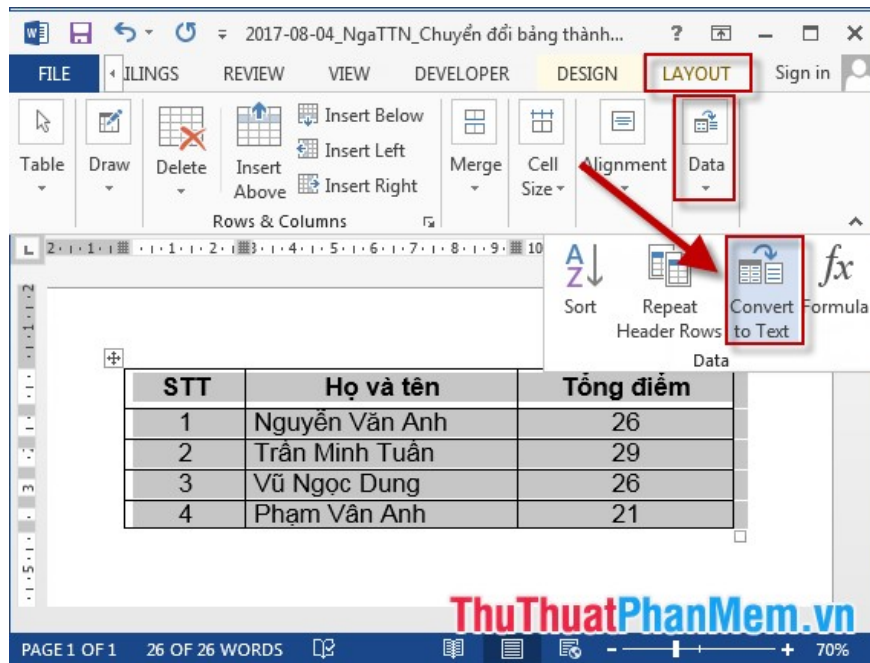


How to convert tables into text in Word

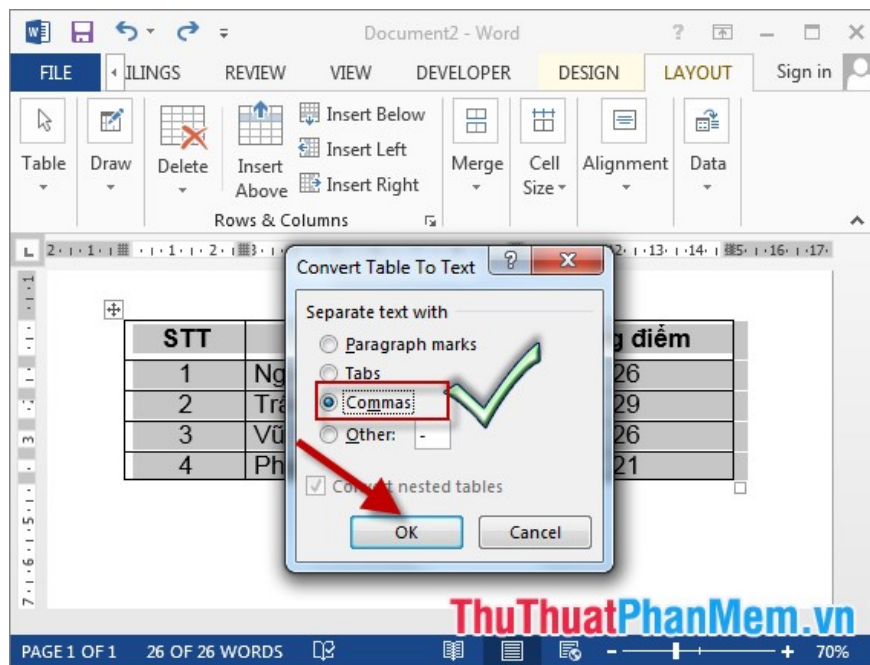
In the process of writing the report you want to convert the table into text to fit the report content. The following article shows how to convert tables into text in Word.

In the process of writing the report you want to convert the table into text to fit the report content. The following article shows how **to convert tables into text in Word**.

- Select the data table to convert -> on the **Layout** tab -> **Data** -> **Convert to Text**:



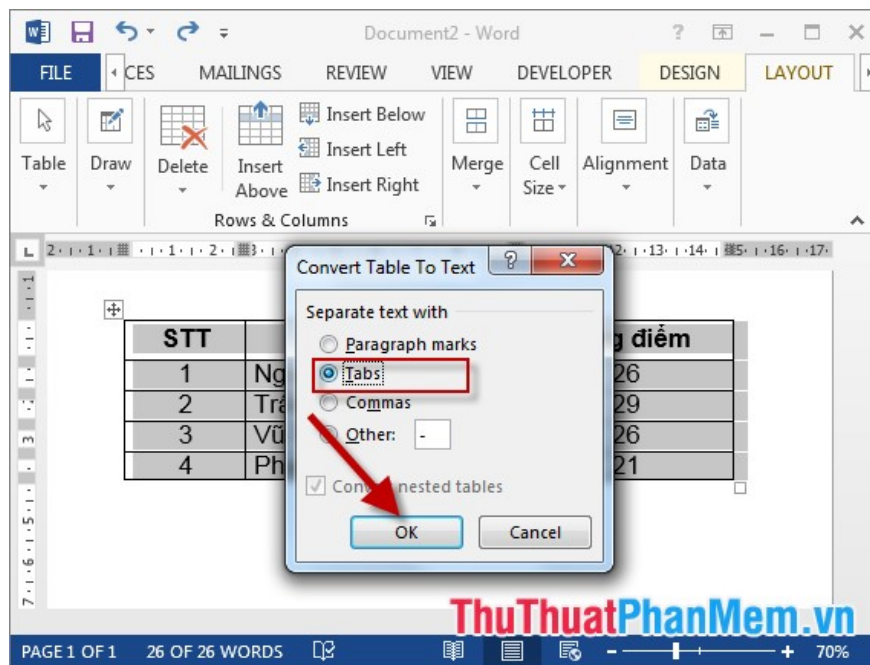
- The **Convert Table to Text** dialog box appears in the **Separate text** section **with the** type of conversion to **Text**, for example, select the **Comas** type -> **OK**:



- Data results on tables are converted into rows:



- For example, you want to keep the column format by using **Tabs** -> select the **Tabs** category :



- Content results are displayed as you use the **tabs** key :



The above is a detailed guide on how **to convert tables into text in Word 2013**. With other versions perform the same operation. Good luck!

You finished reading the article "**How to convert 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.