

How to convert Word to a CSV file

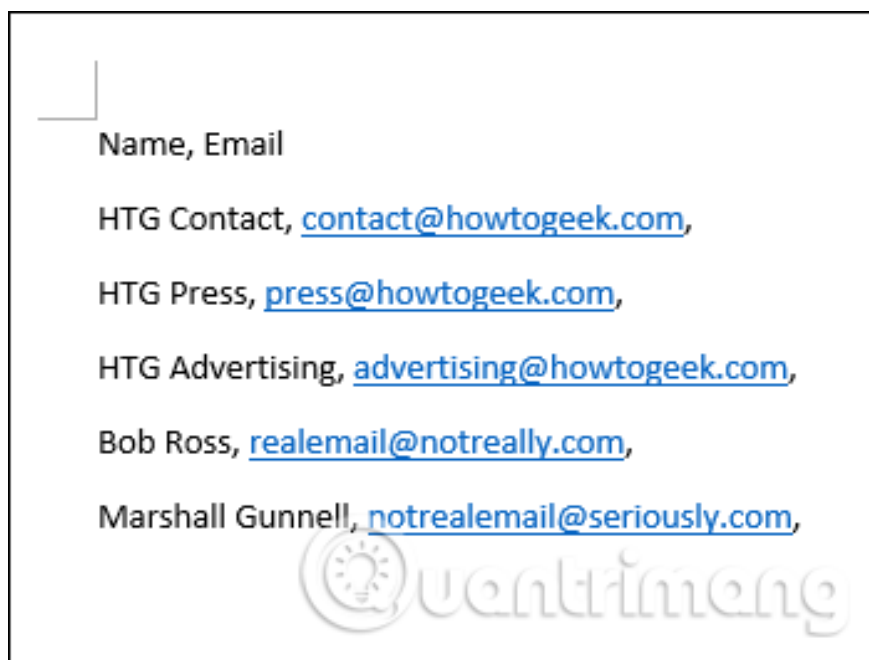
If there is a data list in the Word document, you can convert it into a CSV file for inclusion in other applications.

Comma Separated Value (CSV) is a format that contains data separated by commas (sometimes other characters) and is often used to exchange data from one application to another. If there is a data list in the Word document, you can convert it into a CSV file for inclusion in other applications.

1. How to quickly convert Word files to PDF?
2. How to transfer Word content to PowerPoint
3. How to convert Word to an image file

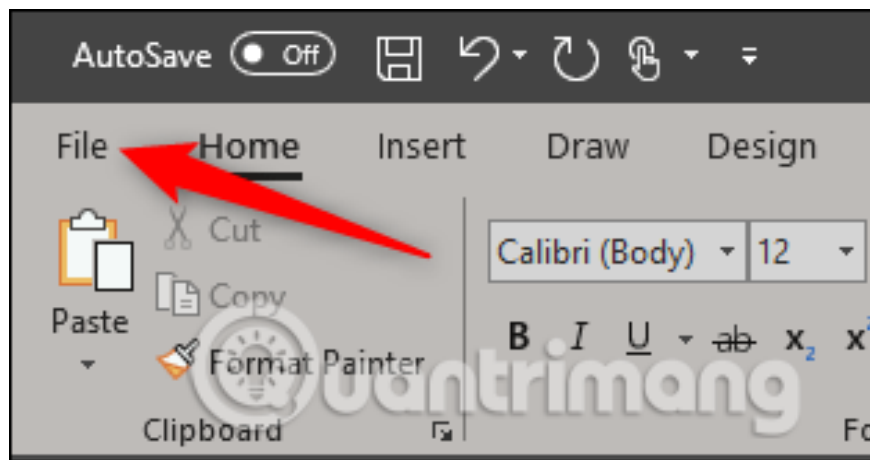
For example, keep your email contacts in Word files and want a clean online application to help you. You need the CSV file to do that. In fact, there are some online applications that only support CSV files because this file works on different platforms like Mac, Windows and Linux.

Below is an example of an email list in a Word file.



As you can see, all data is separated by commas and above a separate line similar to the column / row structure in Excel. The structure of CSV files can be a bit complicated, but this is a basic example.

To convert, open the Word file you want to convert, click the **File** tab at the top of the window.



In the left pane, select **Save As** .

Info

Save

Save As

Print

Share

Export

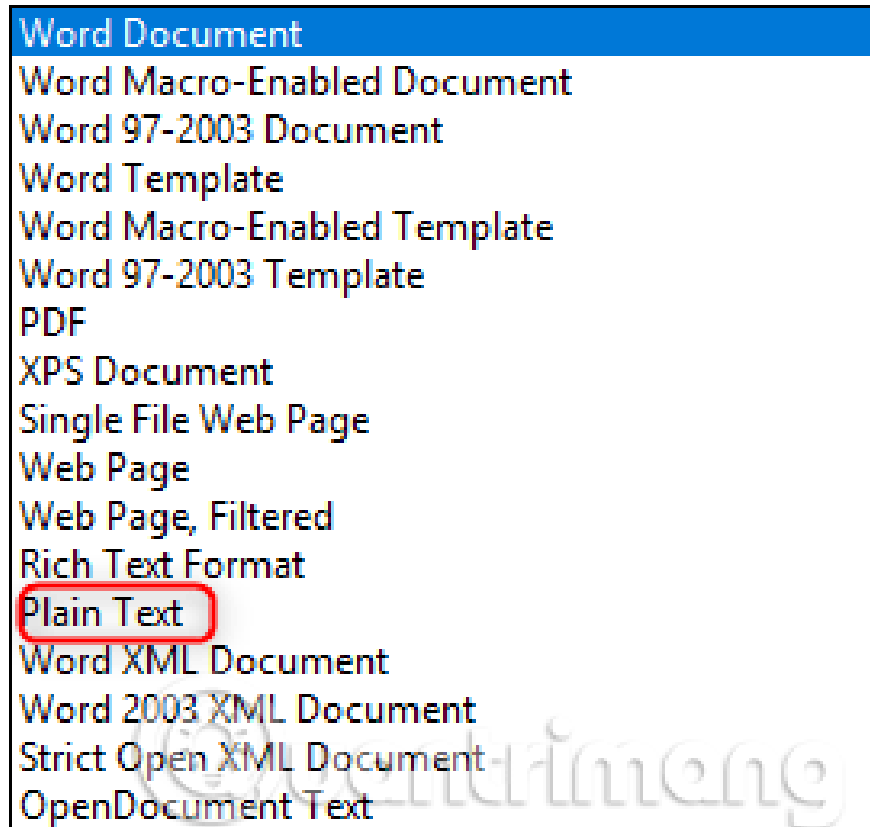
Transform

 Quantrimang
Close

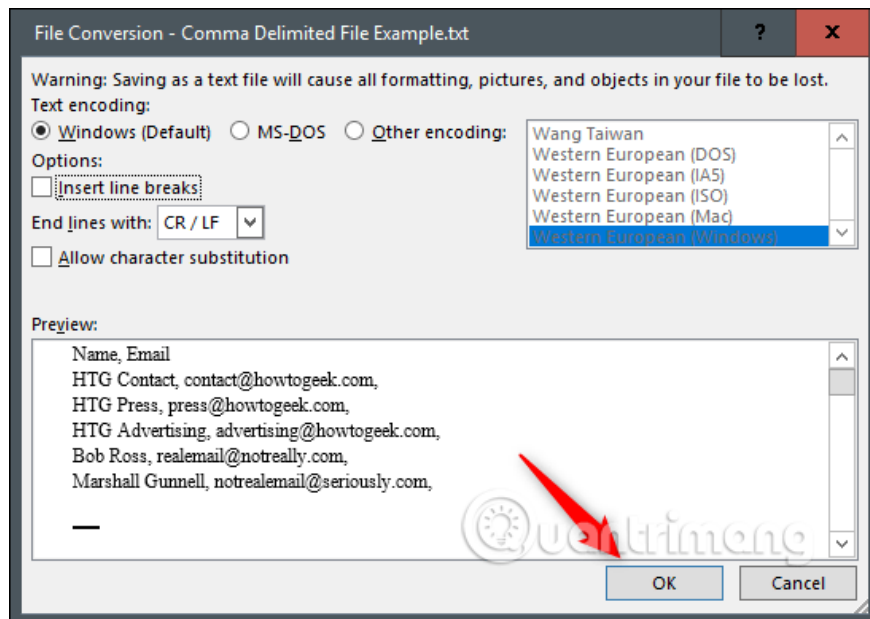


Select the type of **Plain Text** file from the list of options to save the file as a **TXT** file, then click **Save** .

1. How to quickly create new blank text files on Windows, Mac and Linux



When saving, you will receive a warning message that saving as a text file will lose formatting, images and objects in the file. With a simple file like this we won't lose anything, so click **OK** .

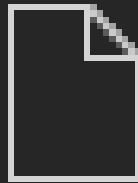


Now, open Microsoft Excel, select **Open** from the left pane.

Excel

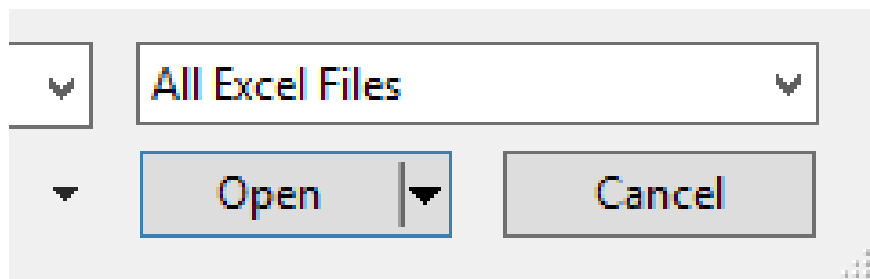


Home

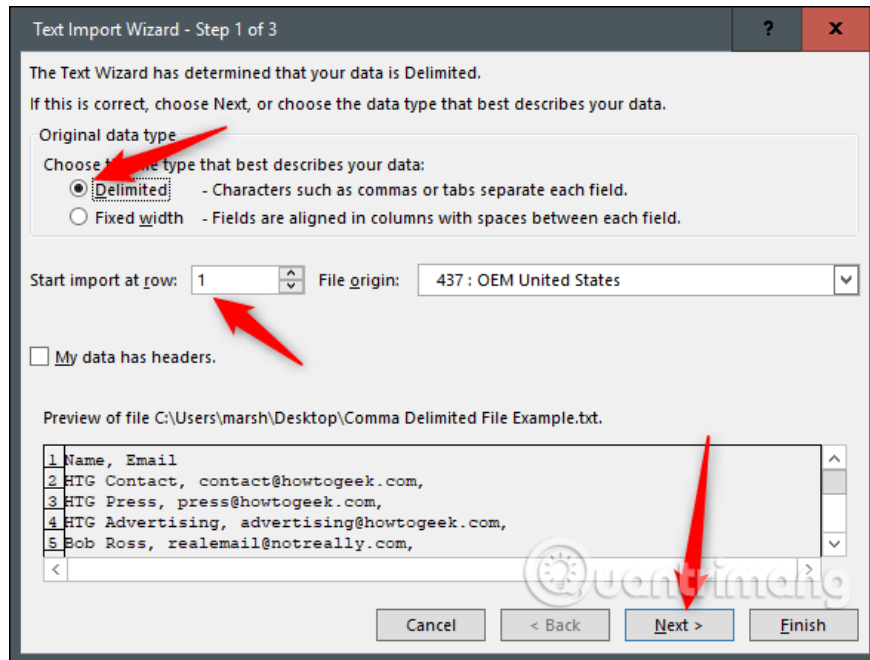


New

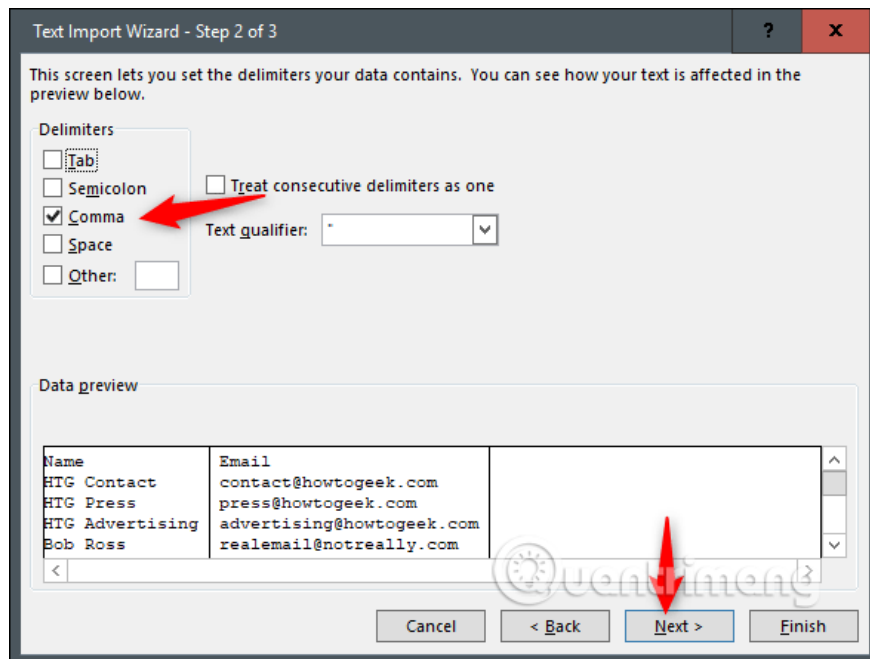
Specify the file you just saved as TXT file. Note, you may have to select **Text Files** from the file type drop-down menu when browsing or not seeing the file appear. By default, Excel will only display Excel files.



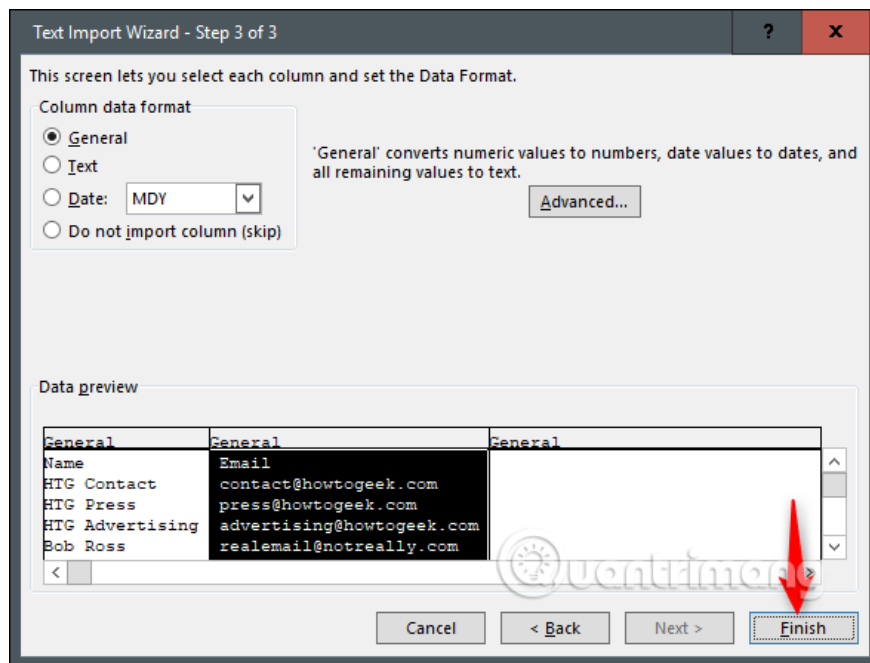
When selecting the file and clicking **Open** , the **Text Import Wizard** window will appear. Here, you need to make sure the **Delimited** option is selected. You can also select the starting data row. We keep the first row so choose **1** , then click **Next** .



In the next window, select **Comma** in the **Delimiters** section. You can see the changes in the preview window. Click on **Next** to continue.



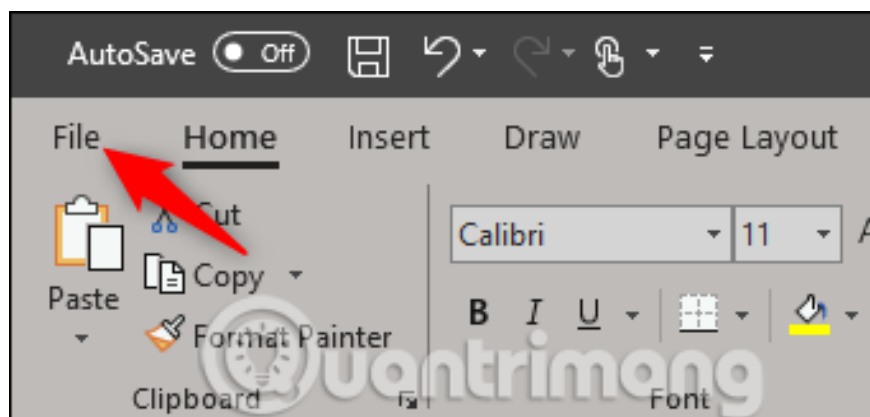
In the last window, you need to specify the column data format. Depending on the type of data you enter, choose different options. Here we will select **General** , then click **Finish** .



Our data will be imported and successfully sorted in Excel.

	A	B
1	Name	Email
2	HTG Contact	contact@howtogeek.com
3	HTG Press	press@howtogeek.com
4	HTG Advertising	advertising@howtogeek.com
5	Bob Ross	realemail@notreally.com
6	Marshall Gunnell	notrealemail@seriously.com
7		
8		

Now just save the file in CSV format. To do so, select the **File** tab.



Select **Save As** in the left pane.

Info

Save

Save As

Print

Share

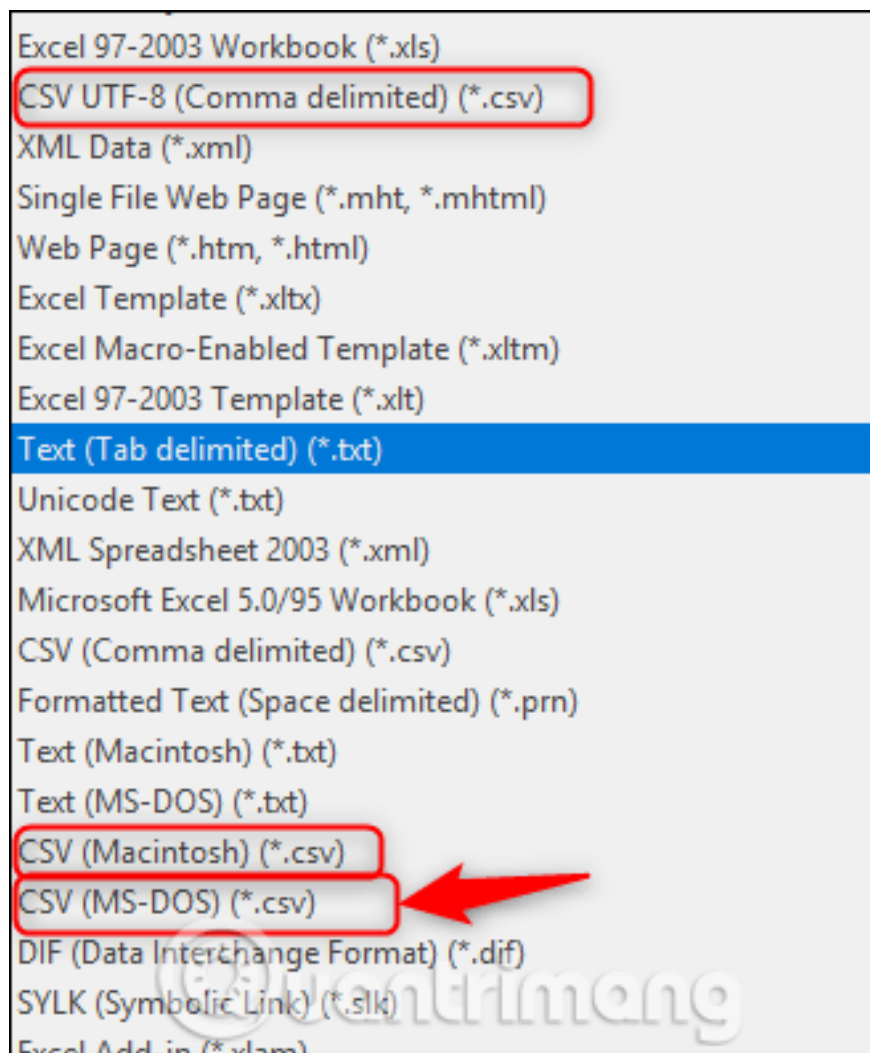
Export

Publish

In the file type box, you will see there are three types of CSV files:

1. UTF-8 CSV
2. CSV (Macintosh)
3. CSV (MS-DOS)

The first and third file types have very little difference between them. You will select the second option if using Mac. In this example, we will select the **CSV (MS-DOS) option** .



Click **Save** . So you've successfully converted the Word file into a CSV file.

I wish you all success!

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