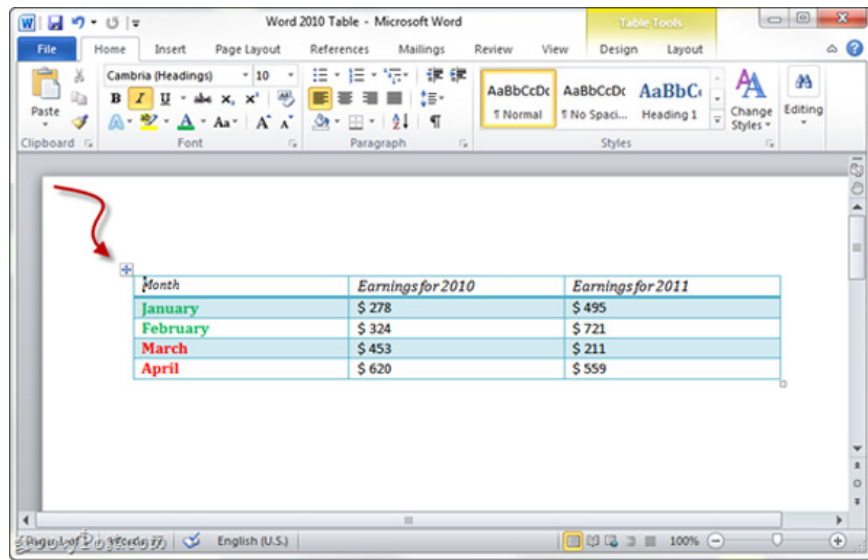


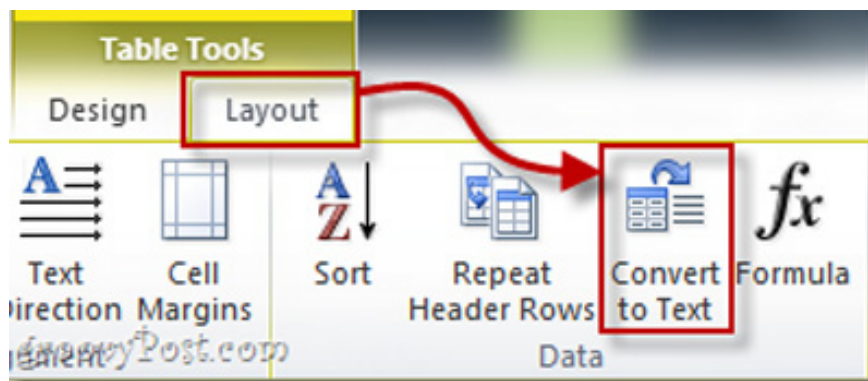
Instructions for converting table format in Word 2010 into text

Did you know that in Word 2010 there is a basic feature that allows users to easily convert Table format data into Text?

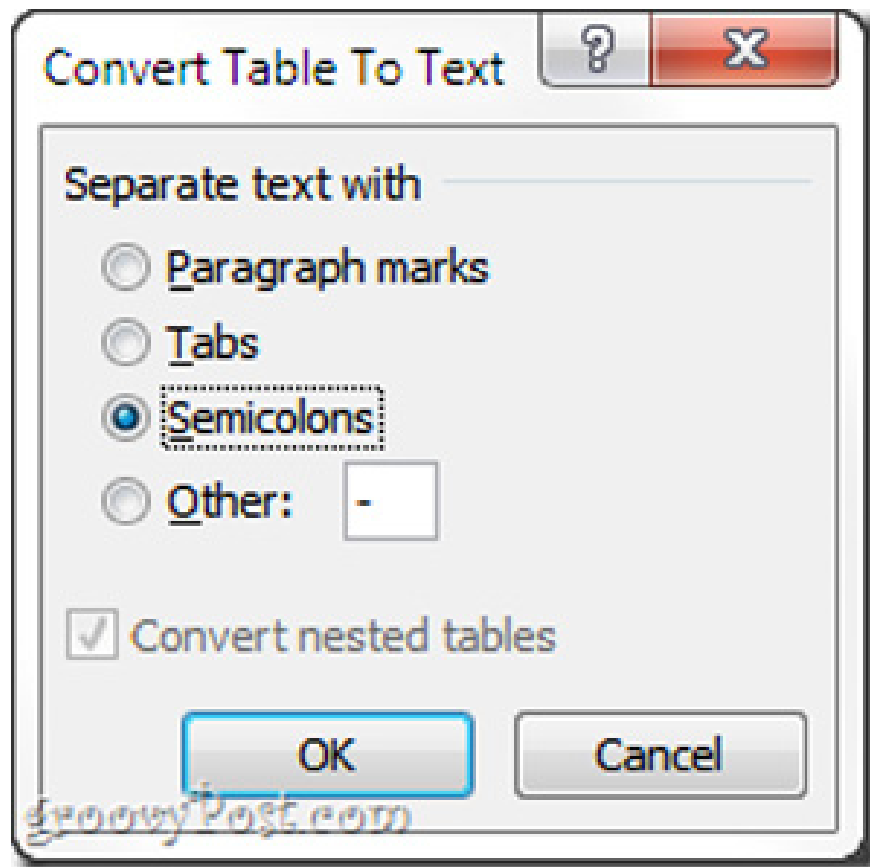
QuanTriMang - Did you know that in Word 2010 there is a basic feature that allows users to easily convert Table format data to Text? First, click anywhere in the table, and select the small icon at the top left corner as shown below:



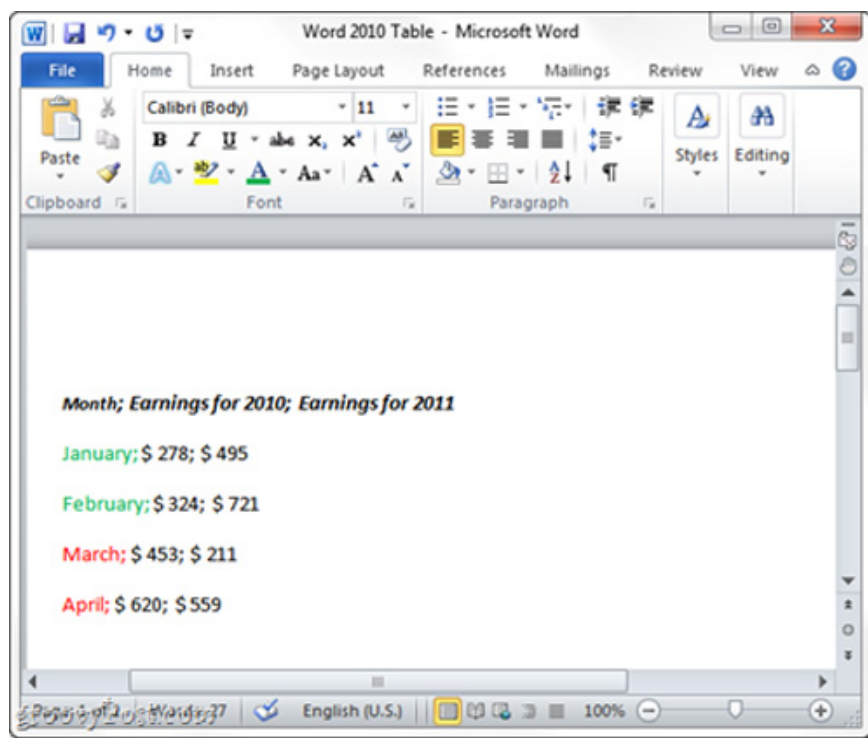
Select the Layout tab and Convert to text:



The next window is displayed, you can select the display format on the text area. There are 3 default options Paragraph marks, Tabs and Semicolons, or other icons in Other:



And our results will look like this:



The following is a specific video tutorial:

Good luck!

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