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Formatting text

Formatting text and paragraphs

Adding tables

✓ **Video:** Insert a table
5 min

✓ **Reading:** Exercise:
Inserting a table
10 min

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6 min

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Modifying a table
10 min

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3 min

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📺 **Video:** Convert text to a table
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Converting Text to a Table
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Exercise: Converting Text to a Table

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

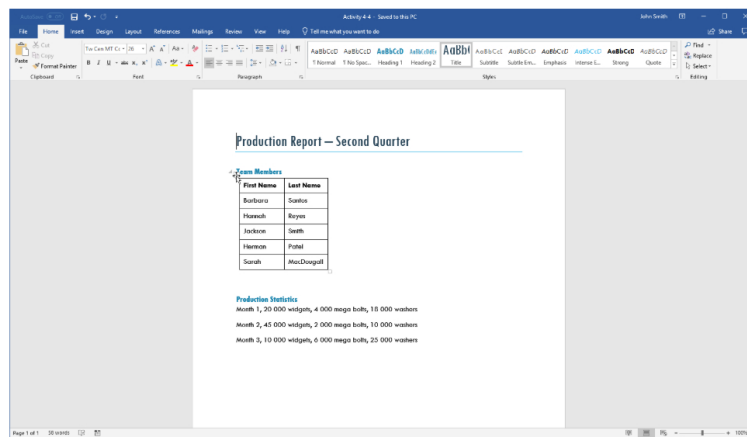
Let's get started!

In this exercise, you will use Word's conversion tools to make sense out of a poorly formatted production report.

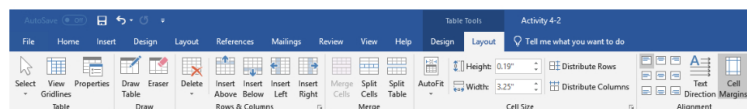
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Converting Text to a Table](#)

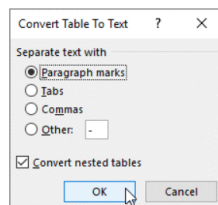
2. Let's convert the first table to a list. Click the table selector icon to select it:



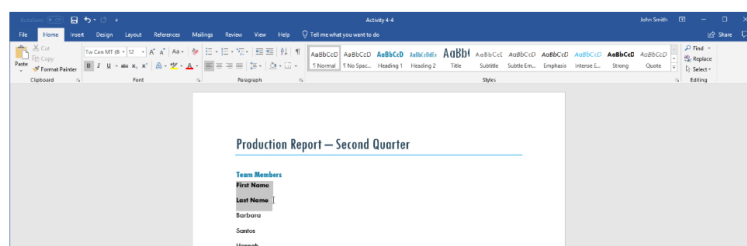
3. Then, click Table Layout and Convert to Text:



4. Choose "Paragraph marks" and click "OK:"



5. The text will be converted. Delete the First Name and Last Name lines:



6. Fix the rest of the text so that each first and last name is on the same line, like this:

Production Report — Second Quarter

Team Members

Barbara Santos

Hannah Reyes

Jackson Smith

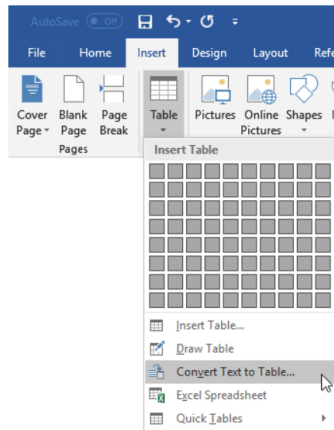
Herman Patel

Sarah MacDougall

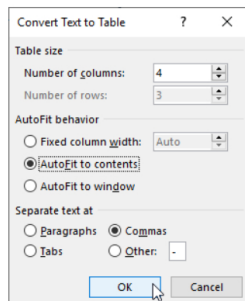
7. Now, select the data under the “Production Statistics” heading:

Production Statistics			
Month 1,	20 000 widgets,	4 000 mega bolts,	18 000 washers
Month 2,	45 000 widgets,	2 000 mega bolts,	10 000 washers
Month 3,	10 000 widgets,	6 000 mega bolts,	25 000 washers

8. Click Insert → Table → Convert Text to Table:



9. Ensure that the settings in the Convert Text to Table dialog box match those shown below. Click “OK:”



10. The table will be created:

Production Statistics			
Month 1	20 000 widgets	4 000 mega bolts	18 000 washers
Month 2	45 000 widgets	2 000 mega bolts	10 000 washers
Month 3	10 000 widgets	6 000 mega bolts	25 000 washers

11. Save your document as **Activity 4-4 Complete** and close Microsoft Word 365.

12. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Converting Text to a Table](#)

Mark as completed