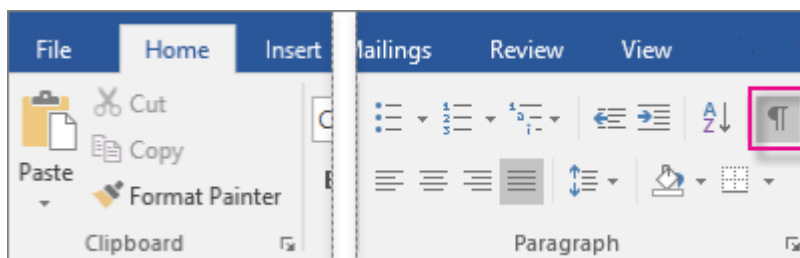


Convert text to a table or a table to text

Word for Office 365, Outlook for Office 365, Word 2019, Outlook 2019, More...

To convert text to a table or a table to text, start by clicking the **Show/Hide** paragraph mark on the **Home** tab so you can see how text is separated in your document.



Was this information helpful?

Yes

No



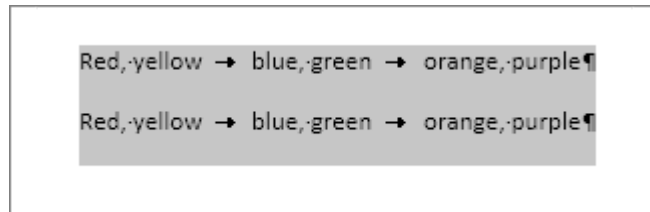
Convert text to a table

1. Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

Note: If you have commas in your text, use tabs for your separator characters.

2. Use paragraph marks to indicate where you want to begin a new table row.

In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:

A screenshot of a text editor showing two lines of text. Each line contains the text 'Red,yellow → blue,green → orange,purple' followed by a paragraph mark (¶). The text is highlighted in a light gray box.

Red,yellow → blue,green → orange,purple¶
Red,yellow → blue,green → orange,purple¶

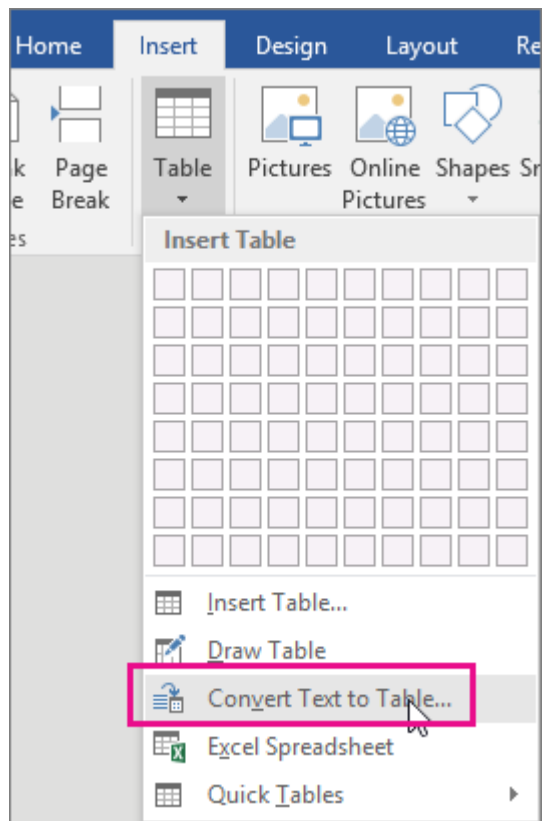
3. Select the text that you want to convert, and then click **Insert > Table > Convert Text to Table**.

Was this information helpful?

Yes

No





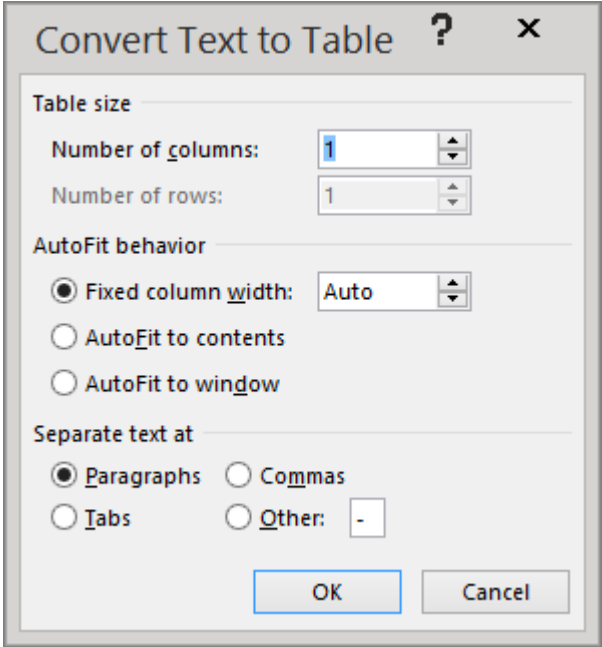
4. In the **Convert Text to Table** box, choose the options you want.

Was this information helpful?

Yes

No





Under **Table size**, make sure the numbers match the numbers of columns and rows you want.

Under **AutoFit behavior**, choose how you want your table to look. Word automatically chooses a width for the table columns. If you want a different column width, choose one of these options:

To do this	Choose this option
Specify a width for all the columns	In the Fixed column width box, type or select a value.

Was this information helpful? Yes No

Resize the columns to fit the width of the text in each column **AutoFit to contents**

Resize the table automatically in case the width of the available space changes (for example, web layout or landscape orientation) **AutoFit to window**

Under **Separate text at**, choose the separator character you used in the text.

5. Click **OK**. The text converted to a table should look something like this:

Red, yellow	blue, green	orange, purple
Red, yellow	blue, green	orange, purple

Convert a table to text

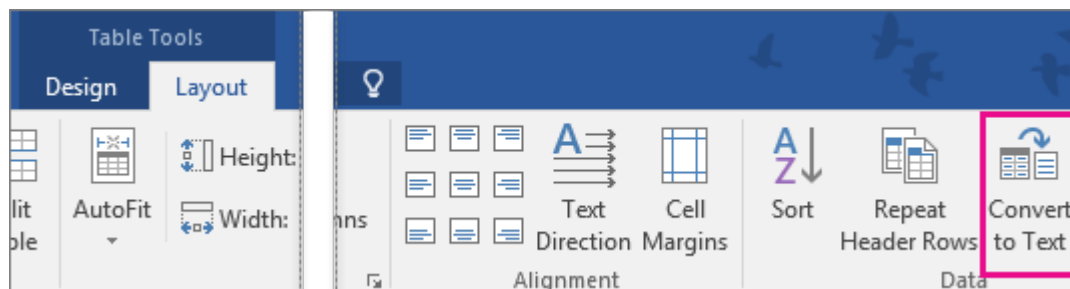
1. Select the rows or table you want to convert to text.
2. Under **Table Tools**, on the **Layout** tab, click **Convert to Text**.

Was this information helpful?

Yes

No





3. In the **Convert to Text** box, under **Separate text with**, click the separator character you want to use in place of the column boundaries. Rows will be separated by paragraph marks.
4. Click **OK**.



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Was this information helpful?

Yes

No



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Was this information helpful?

Yes

No

