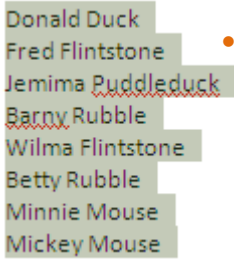

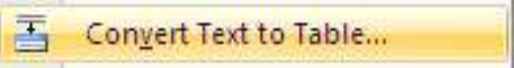



# Text to Tables Word 2007

## Hints and Tips

You have just started to write a list of names and suddenly realise that it would work much better if the text was arranged in a table. Word has a solution!

<p>1. Select the text you wish to convert to a table</p>	
<p>2. Go to the Insert Tab on the Ribbon</p>	
<p>3. Click the drop down arrow underneath the Table icon</p>	
<p>4. Select Convert Text to Table</p>	
<p>5. Select how many columns you need 6. Make sure to select the separator – in this example the separator is a space so I have typed a space in the box next to other (you cannot see it!) 7. Click OK</p>	

Your text is now separated into a lovely table!

Donald	Duck
Fred	Flinstone
Jemima	Puddleduck
Barney	Rubble
Wilma	Flinstone
Betty	Rubble
Minnie	Mouse
Mickey	Mouse

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