

# Microsoft Word - Creating a table from Existing text



## Creating a table from Existing text.

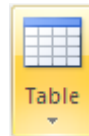
### Converting to a Table from Tab Layout.

You may have a document with data layout spaced out using Word tab. It is possible for Word to convert the data directly into a table format.

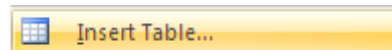
1. **Select** the text that you require to be converted into a table.

First name	Last name	Dept
John	Jones	sales
Fred	Baker	hr
Caroline	fisher	sales

2. **Select** the **Insert** tab → **Table**.



3. Select **Insert Table** from the menu.



4. The next will now be displayed in a Table format.

First name	Last name	Dept
John	Jones	sales
Fred	Baker	hr
Caroline	fisher	sales

**Word uses the tab markers to work out how many columns to create.**