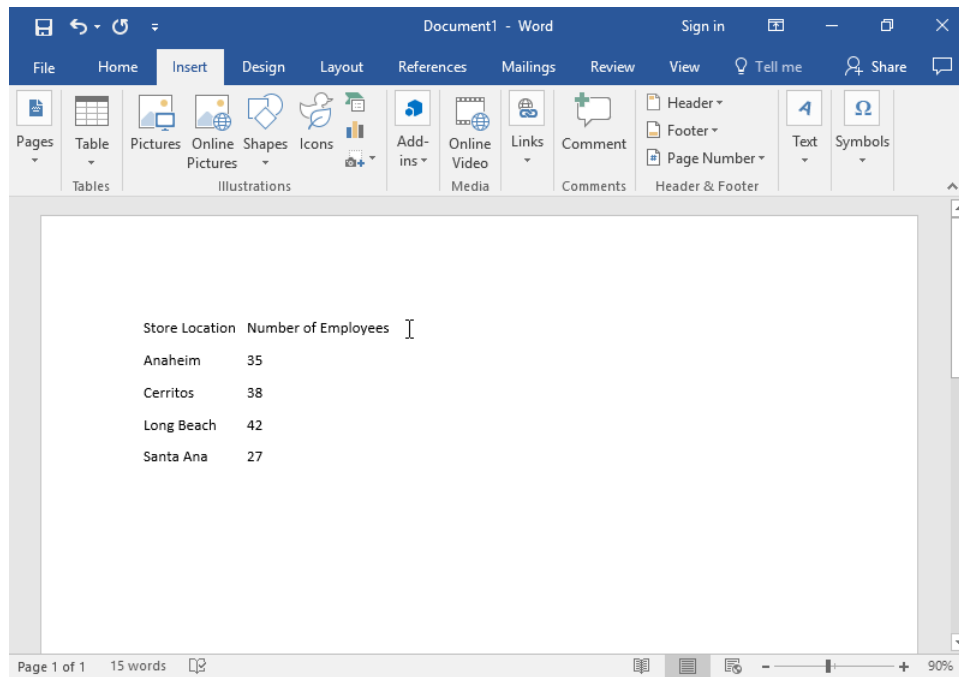


## 4.10: Converting Text to a Table

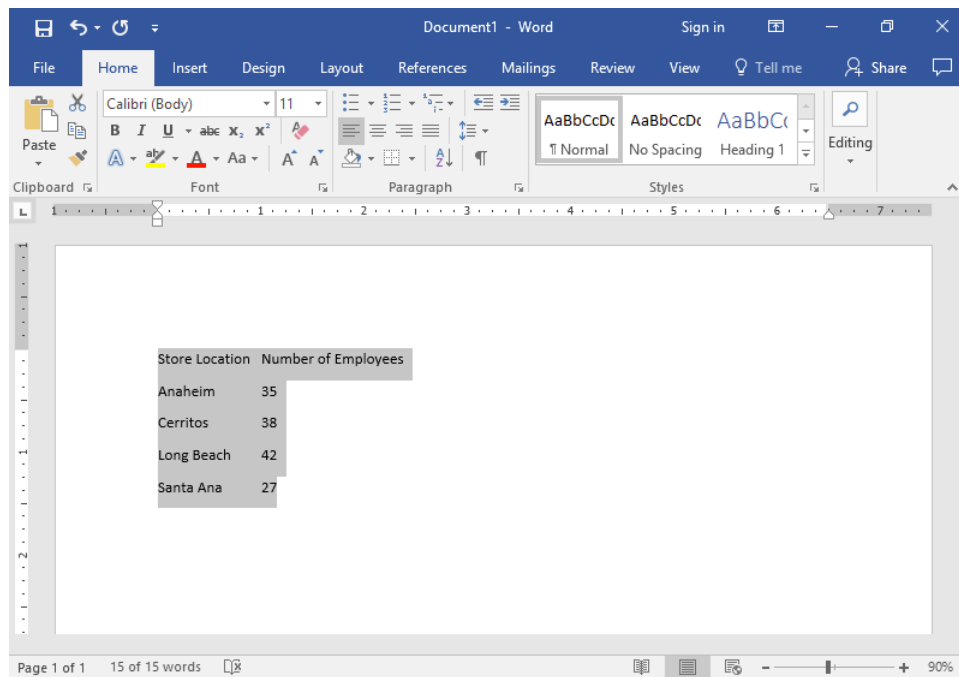
### Learning Outcomes

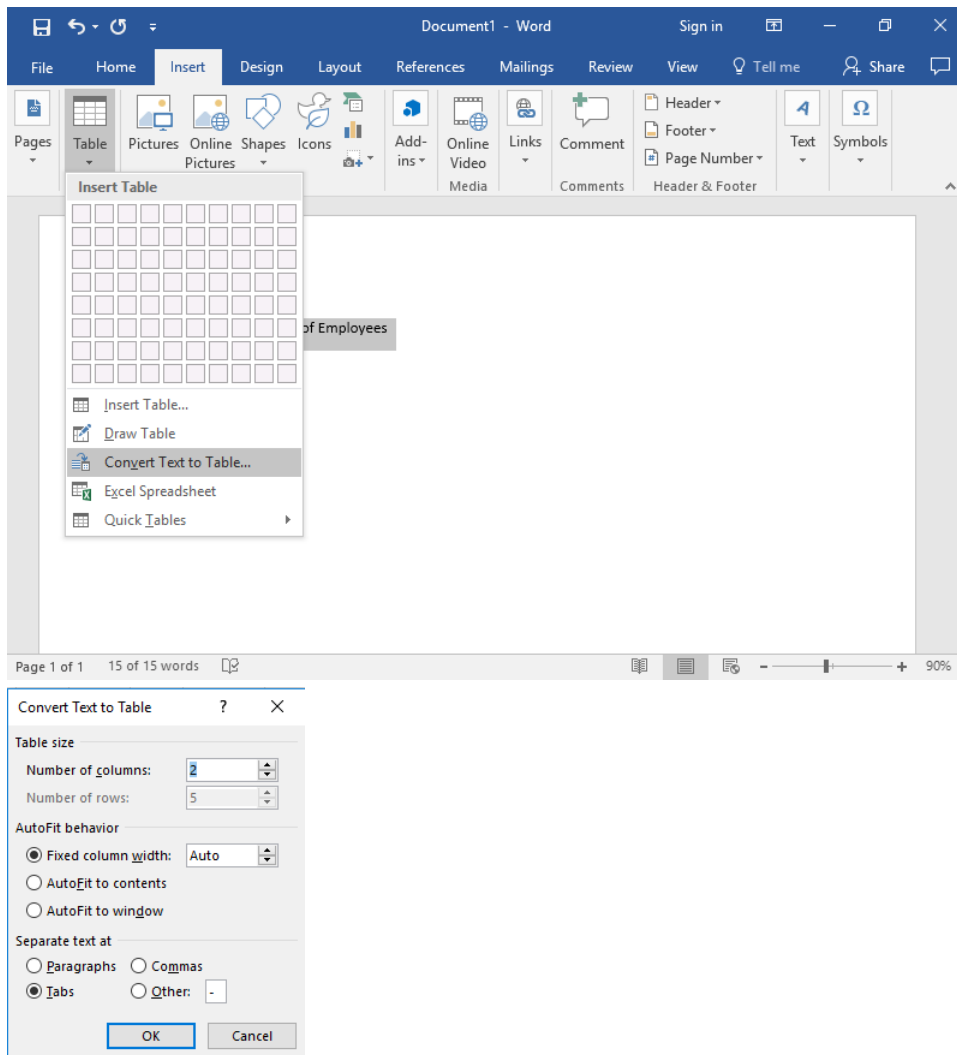
- Convert existing text into a table.

Let's say you already have some data, but it's not in a table yet. Is there an easy way to put the data in a table without having to type everything again? Yes, there is! Let's look at the example below.



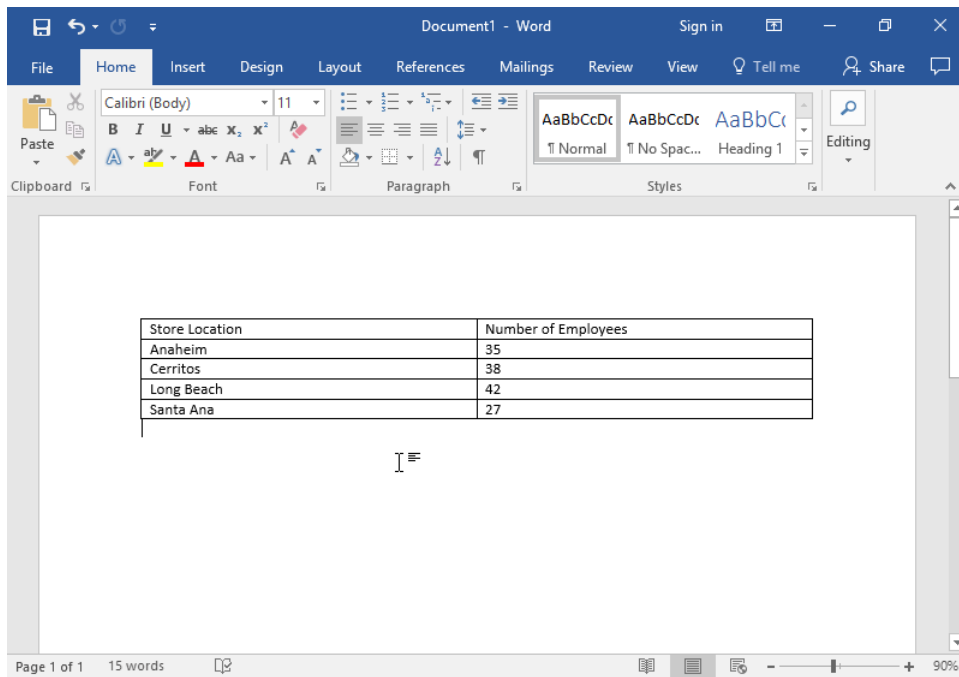
Here, information is separated by tabs. Select the information, then go to the Table menu and choose Convert Text to Table to turn this data into a table.





Notice that you can use other things to separate your text and still get a clean table, such as paragraphs (the Enter key) or commas. You can also enter your own character in the Other box.

When you've finished choosing settings, hit OK to convert the text to a table.



## Practice Question

<https://assessments.lumenlearning.co...essments/18604>

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