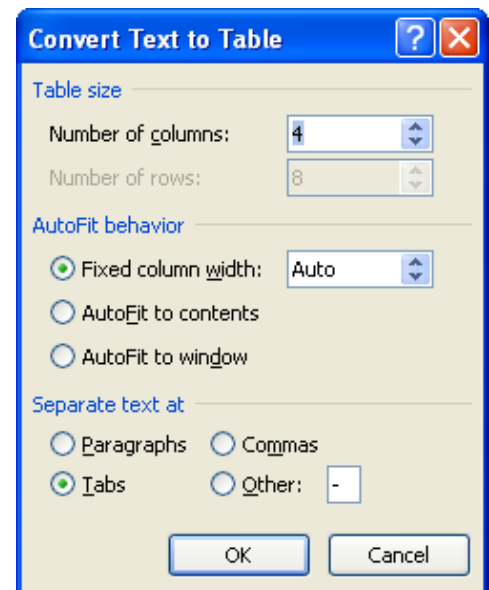
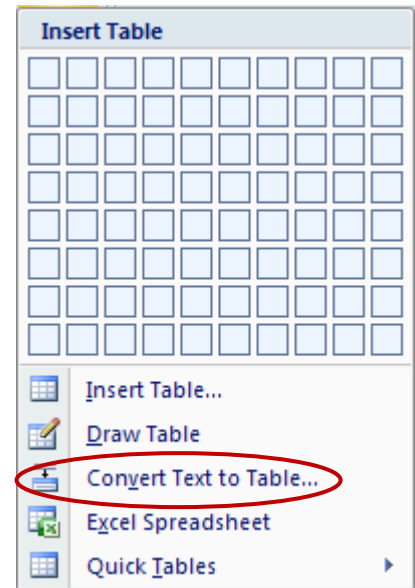


CREATING A TABLE FROM EXISTING TEXT

There are times when it is necessary to insert existing text into a table so that the document will look more professional. A table may be created from existing text that is separated by paragraphs, tabs, commas or some other type of character, such as a hyphen. Likewise, if it is better to have a table in text format rather than in table format, the table can be converted to text by using the Convert Table to Text feature. To create a table from existing text, complete the following steps:

- ❖ Open the document that is to be used to create the table.
 - Make sure each item in the line is separated by tabs.
 - There have to be the same number of tabs in each row.
 - Therefore, if one row contains more items than another, tabs or commas or other characters have to be inserted to specify the items that need to go into each cell.
- ❖ Select all of the text in the document.
- ❖ Click the **Insert Tab**.
- ❖ In the **Tables Group**, click the **Table** arrow.
- ❖ Click the **Convert Text to Table** link (see illustration top right).
- ❖ The **Convert Text to Table** dialog box will appear (see illustration bottom right).
- ❖ Enter the number of columns that are to be included in the table by clicking the scrolling arrows next to **Number of columns**.
- ❖ Input the number of rows for the table by clicking the scrolling arrows next to **Number of rows**.
- ❖ This may default to the number of rows that have been selected and may not allow a number to be entered.
- ❖ Select the **AutoFit** behavior that is to be used in the table. The options are:
 - **Fixed Column Width** - This option is used to specify the width of the column. The width that is specified will remain static; it will not change as data is entered.
 - **AutoFit to Contents** - To make the column width the size of the longest entry in the column, use this option. As text is entered into the column, the width will expand to the size of the entry.
 - **AutoFit to Window** - This option automatically changes the width of a table to fit a Web page so it will fit in a Window browser. This is the best option to use if you plan to convert the document to a Web page. The column width that is displayed in the Word document may not be the same as when the document is displayed on the Web.



- ❖ Click the appropriate symbol to separate text into cells. The symbol is determined by how the information is input into the text document. The options here are:
 - **Paragraphs** - The text that is being converted is separated by a paragraph mark.
 - **Commas** - The text that is being converted is separated by a comma.
 - **Tabs** - The text that is being converted is separated by tabs.
 - **Others** - The text that is being converted is separated by a specified symbol, such as a hyphen.
- ❖ When all the options have been chosen, click **OK**.
- ❖ The text should appear in proper Table Format.

NOTE:

- ❖ If the columns don't appear as they should, it means that there isn't the same number of symbols in each row of text.
- ❖ It is important that the same number of tabs, or other symbol, is inserted into the text that is being converted.
- ❖ To remedy this, click the **Undo** button, deselect the text, and insert the necessary symbols into the text, including ones at the end of a row of information, if necessary.