

LESSON 2 TEXT to TABLE and back again

1. TEXT TO TABLE (using comas)

a. Type or copy the following numbers using comas.

1, 2, 3, 4, 5, 6, 7, 8, 9, 10

1, 2, 3, 4, 5, 6, 7, 8, 9, 10

2, 2, 6, 8, 10, 12, 17, 16, 18, 20

3, 3, 9, 12, 15, 18, 21, 24, 27, 30

4, 8, 12, 16, 20, 24, 28, 32, 36, 40

5,10,15,20,25,30,35,40,45,50

a) High light all the numbers above.

b) Click on Insert – Table – **convert text to table using commas.**

2. TEXT TO TABLE (using Tabs)

a. Type or copy the following state abbreviations using tabs

AL AK AZ AR CA CO CT DE FL GA HI ID IL
IN IA KS KY LA ME MD MA MI MN MS MO MT

3. CONVERT TABLE TO TEXT

Highlight each table you created above and then go to INSERT – LAYOUT far top right **CONVERT TO TEXT.**

Directions: Submit a document that has your name at the top and

1. A table with numbers and a table with the state abbreviations.