Do you have a list that you need to change into Table format? With a couple of clicks, you can turn that text directly into a table!

In Word 2007, start by inserting separator characters — such as commas or tabs — to indicate where you want to divide the text into columns. Use paragraph marks to indicate where you want to begin a new row. For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table. Now follow these steps:

1. Select the text that you want to convert.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Convert Text to Table**.
3. In the **Convert Text to Table** dialog box, under **Separate text at**, click the option for the separator character that is in your text.
4. In the **Number of columns** box, check the number of columns. If you don't see the number of columns that you expect, you may be missing a separator character in one or more lines of text.
5. Select any other options that you want.