



Table Trick: Remove a Table and Keep your Text

Microsoft Word and Kingsoft Writer offer almost similar features. You just need to explore the application.

If you previously created a table and decided that you just need the text to be aligned, you can easily remove the table and retain the text.

[Click here](#) to show you on how convert the table into text.

Word/Writer

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

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MS Word 2007

1. Select the table that you want to convert to text.

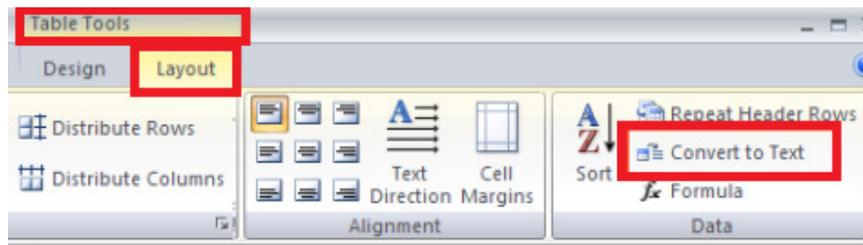
Month	Number of Days
January	31
February	28
March	31
April	30
May	31
June	30
July	31
August	31
September	30

Kingsoft 2013

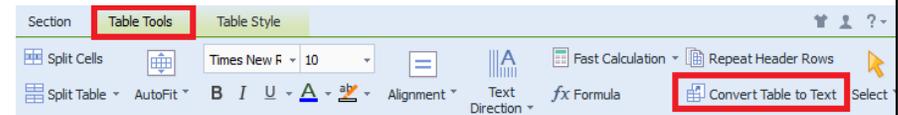
1. Double click the  to select the entire table that you want to convert to text.

Month	Number of Days
January	31
February	28
March	31
April	30
May	31
June	30
July	31
August	31
September	30

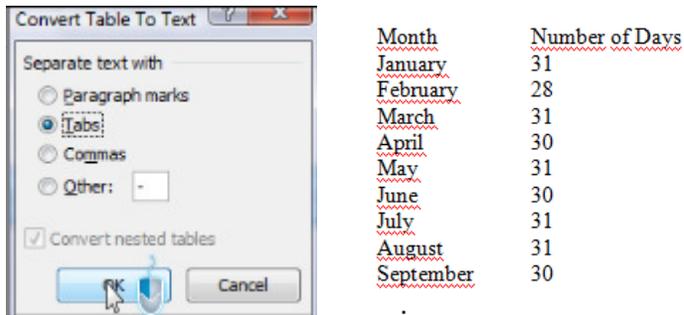
2. On the **Table Tools**, locate **Layout** tab and click **Convert to Text**.



2. Upon selecting table, you should see the **Table Tools**. On the left side of the window, select **Convert Table to Text**.



3. The **Convert Table to Text** window will display. Select **T**abs and click **OK**.
Tab will represent as the divider once the table has been removed.



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