**Convert text to tables / tables to text**

* Select the text below from ‘Place’ to ‘560 mm’.
* Use the *Convert Text to Table…* command to convert the text to a table. (The table must have 2 columns and 8 rows.)

**Place Ave rainfall (mm)**

Pretoria 675 mm

Johannesburg 784 mm

Durban 1010 mm

Cape Town 505 mm

Mbombela 767 mm

Port Nolloth 94 mm

Polokwane 560 mm

Convert the text in blue to a table.

**Place, Ave max temp**

Pretoria, 22.5°C

Johannesburg, 24.85°C

Durban, 26.6°C

Cape Town, 23.5°C

Mbombela, 26.75°C

Port Nolloth, 19.5°C

Polokwane, 26.8°C

Convert the table below to text, separating the text with tabs.

|  |  |
| --- | --- |
| ***EVENT*** | ***DATE*** |
| Orientation Day | 7 January |
| School Sports Day | 26 January |
| Geography outing | 1 February |
| Open Day | 8 February |
| Valentine’s Day | 14 February |
| Maths Olympiad | 18 February |