

Excel 365 with JAWS

Converting Data into Text Format



Often, you will want to take some data from a column or row in Excel and convert it into text format. For example, you might have a column which contains email addresses and you want to copy and paste these into the To, CC or BCC field of an Outlook email message.

There are two common methods of achieving this, both are described below:

Method 1 - Using Notepad

1. In **Microsoft Excel**, select the range of cells you wish to convert into text format.
2. Press **CTRL and C**. **Upon doing this**, the selected cells will be copied to the **Windows Clipboard**.
3. Start **Notepad**. To do this, press the **WINDOWS LOGO** Key. Upon doing this, the **Start Menu** will be displayed, and focus will be in the **Search** edit box. Type **notepad** and press **ENTER**. A second or two later, a blank, untitled document will be displayed.
4. Press **CTRL and V**. Upon doing this, the data from the cells you selected and copied in **Microsoft Excel** will be pasted into the blank document. As **Notepad does not support any formatting**, this data will be in 'text only' format, ready to copy and paste into your email message!
5. Press **CTRL and A** to select all of the text, then press **CTRL and C** to copy the text to the **Windows Clipboard**.
6. Create a new **Outlook** Email message. Then, in the field you wish to paste the email addresses into (To, CC or BCC), press **CTRL and V**. This will result in the email addresses being pasted into the field you chose. However, at this point, they will not be treated as email addresses.
7. Finally, press **CTRL and K**. Upon doing this, the text will be formatted as proper email addresses, with a semi colon separating each address.

Method 2 - Using Microsoft Word

1. In Excel, select the range of cells you wish to convert into text format.
2. Press **CTRL and C**. Upon doing this, the selected cells will be copied to the **Windows Clipboard**.
3. Start Microsoft Word. Upon doing this, a new blank document will be displayed.
4. Press **CTRL and V**. Upon doing this, the data from the cells you selected and copied in **Microsoft Excel** will be pasted into the blank document. This data will be in table format. The cursor will be just below the table.
5. Ensure that the cursor is anywhere inside the table. Then, press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
6. Press **RIGHT ARROW** or **LEFT ARROW** until the **Layout** Tab is selected and then press **TAB** to move focus to the lower part of the Office Ribbon.

Note: The **Design** and **Layout** Tabs are not available on the Office Ribbon unless you are positioned inside a Table.

7. Press **TAB** until the **Convert to Text** button is selected and press **ENTER**. Upon doing this, the **Convert to Text** dialog box will be displayed.

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Convert to Text** dialog box are as follows:

ALT followed by **J** then **L** then **V**

8. In the **Convert to Text** dialog box, focus will be in a group of radio buttons, with the currently selected option being **Paragraphs**. This is the setting you want, so press **ENTER**. Upon doing this, the table will be converted into text format, with each email address on a separate line.

9. Now press **CTRL and A** to select all of the text, then press **CTRL and C** to copy the text to the **Windows Clipboard**.
10. Create a new **Outlook** Email message. Then, in the field you wish to paste the email addresses into (To, CC or BCC), press **CTRL and V**. This will result in the email addresses being pasted into the field you chose!
11. Finally, press **CTRL and K**. Upon doing this, the text will be formatted as proper email addresses, with a semi colon separating each address.