**Skakel teks na tabel / tabel na teks om**

* Selekteer die teks hieronder vanaf ‘Place’ tot ‘560 mm’.
* Gebruik die *Convert Text to Table…-*opdrag om die teks na ’n tabel om te skakel. (Die tabel moet 2 kolomme en 8 rye hê.)

**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

Skakel die blou teks na ’n tabel om.

**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

Skakel die tabel hieronder na teks om. Skei die teks met *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 |