

Got it — you want to take data from a PDF or DOC file and move it into a spreadsheet (like Excel or Google Sheets). Here's the real-world, no-fluff way to do that depending on what you're working with.

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✓ If the file is tabular (tables, rows, columns):

1. Use Google Drive + Google Docs (FREE & EASY):

Upload the PDF or DOC to Google Drive.

Right-click → Open with > Google Docs.

Google will convert the file.

Copy any tables or structured content.

Open Google Sheets → paste it in.

Adjust formatting as needed.

2. Use Adobe Acrobat (Pro version):

Open the PDF in Adobe Acrobat Pro.

Go to File > Export To > Spreadsheet > Microsoft Excel Workbook.

Done. Open it up and clean it.

3. Use Online Tools:

Smallpdf.com

ILovePDF.com

Upload your file → download as Excel.

Make sure you review for any weird formatting.

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🛑 If the file is not in table format (like a letter or paragraph text):

You'll need to manually clean it up:

Open the file in Word or Google Docs.

Decide what info you want in each column.

Copy/paste it into Google Sheets or Excel, and split into columns manually.

Use "Text to Columns" in Excel/Sheets to separate by commas, tabs, or spaces.

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🔧 BONUS TIP: Automate with AI

You can use tools like:

ChatGPT (Plus or API): Upload the file, ask to extract into CSV format.

Microsoft Copilot in Word/Excel: Summarize or extract table content with prompts.

Canva or Notion AI: Copy text and get structured layout with AI blocks.

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Want me to walk you through it step-by-step with your file? Upload the PDF or DOC and I'll help clean it into a spreadsheet format. Let's make it friction-free.