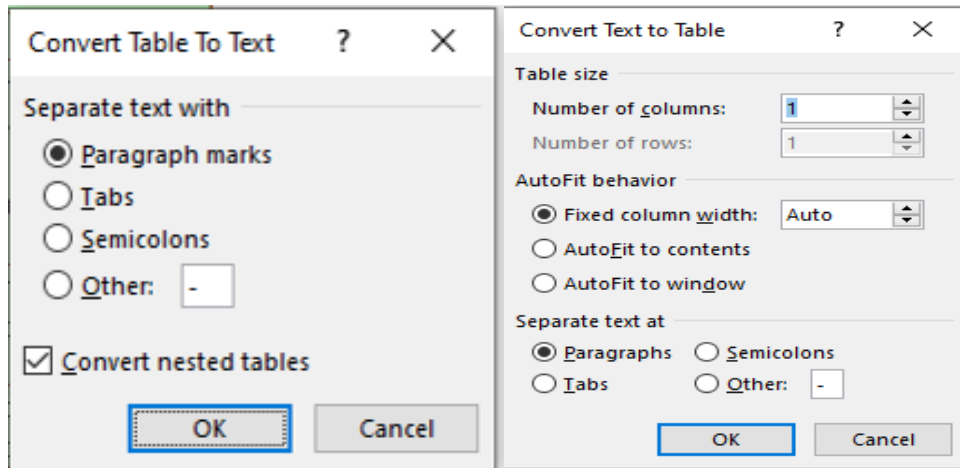




***Creating, Managing and Reworking Oral Discourse Sequences:
Tables and Rows in Word and Excel.***

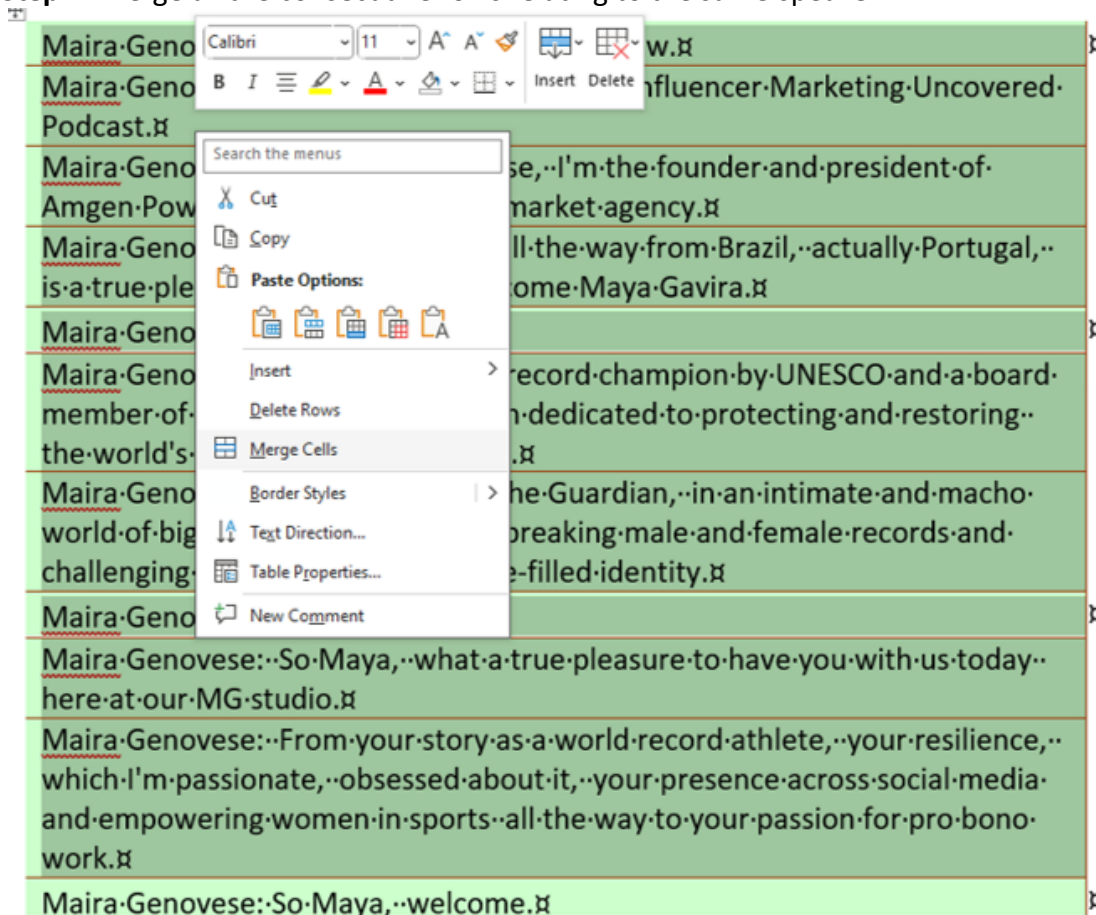
Jacopo Quarta

1. Creating, Managing and Reworking Oral Discourse Sequences: Tables and Rows in Word and Excel

What this manual does...

This manual explains how to fix a transcription that has already been put in an Excel table but has mistakenly inserted different parts of the same discourse of a specific speaker in multiple rows. In so doing, as the cover page shows, the manual also explains how to **convert texts to tables and vice-versa**. We'll also use Word's "**Find and replace tool**" to fix things like unwanted paragraph marks: overall the examples show how a more compact table can be obtained when sequences correspond to discourse turns that identifies discourse structure more clearly.

Step 1. Merge all the consecutive rows relating to the *same* speaker.



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Step 2. Using Word's "Find and replace tool", find and replace all the repeated speaker names, except of course, the first

The screenshot shows a Microsoft Word document with a light green background. The text in the document is as follows:

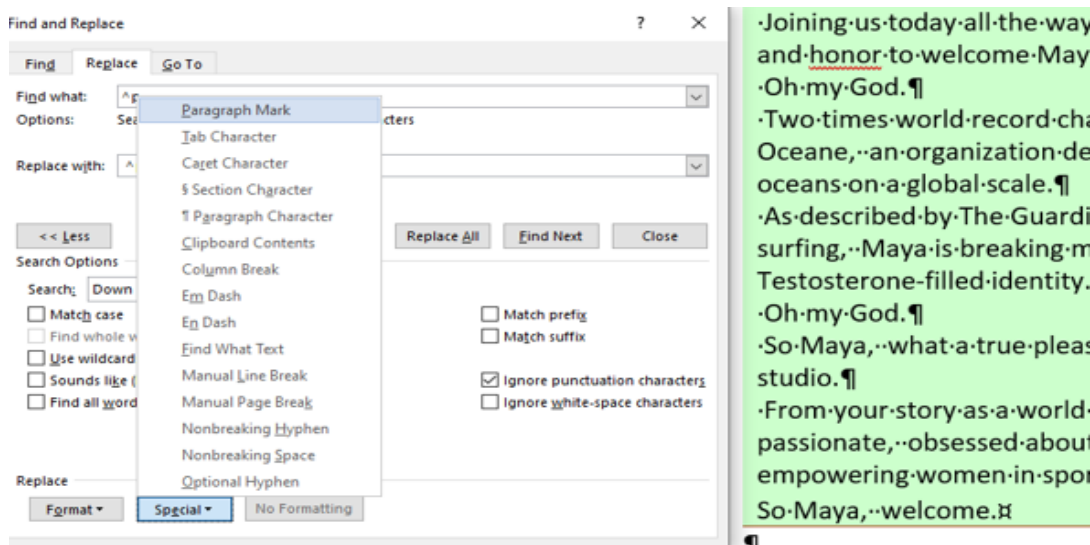
Maira·Genovese:·I·fee
Maira·Genovese:·Hi,·e
Podcast.¶
Maira·Genovese:·I'm·
Amgen·Power,·a·glob
Maira·Genovese:·Join
is·a·true·pleasure·and·
Maira·Genovese:·Oh·r
Maira·Genovese:·Two·times·world·record·champion·by·UNESCO·and·a·board·
member·of·Oceane,·an·organization·dedicated·to·protecting·and·restoring·
the·world's·oceans·on·a·global·scale.¶
Maira·Genovese:·As·described·by·The·Guardian,·in·an·intimate·and·macho·
world·of·big·wave·surfing,·Maya·is·breaking·male·and·female·records·and·
challenging·the·sport's·Testosterone-filled·identity.¶
Maira·Genovese:·Oh·my·God.¶
Maira·Genovese:·So·Maya,·what·a·true·pleasure·to·have·you·with·us·today·
here·at·our·MG·studio.¶
Maira·Genovese:·From·your·story·as·a·world·record·athlete,·your·resilience,·
which·I'm·passionate,·obsessed·about·it,·your·presence·across·social·media·
and·empowering·women·in·sports·all·the·way·to·your·passion·for·pro·bono·
work.⌵
Maira·Genovese:·So·Maya,·welcome.⌵

The 'Find and Replace' dialog box is open, showing the 'Find' tab. The 'Find what:' field contains 'Maira Genovese:'. The 'Options:' are set to 'Search Down'. The 'Replace with:' field is empty. The 'Find Next' button is highlighted in blue. The 'More >>' button is also visible.

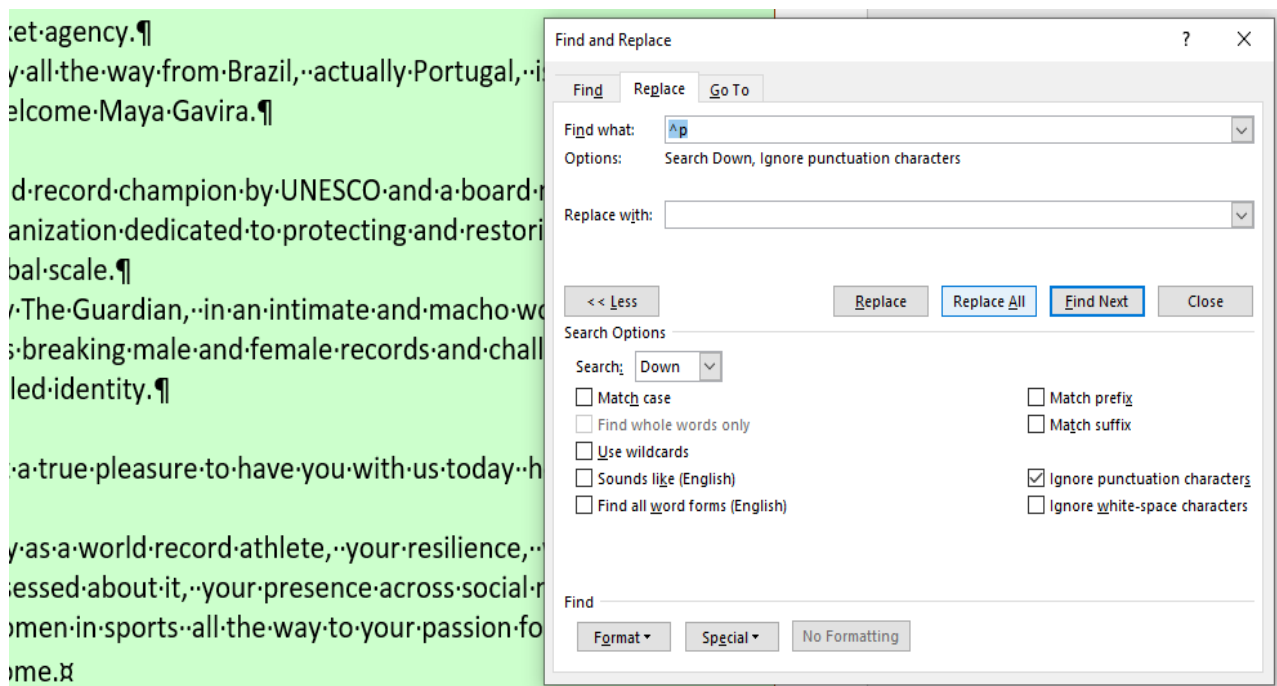
3. Creating, Managing and Reworking Oral Discourse Sequences: Tables and Rows in Word and Excel

Step 3. Eliminate all the paragraph marks created when the cells were merged

- a) Select the target section, then in the Find and Replace window, use the “Special” option to select “Paragraph Mark” in the *Find* section

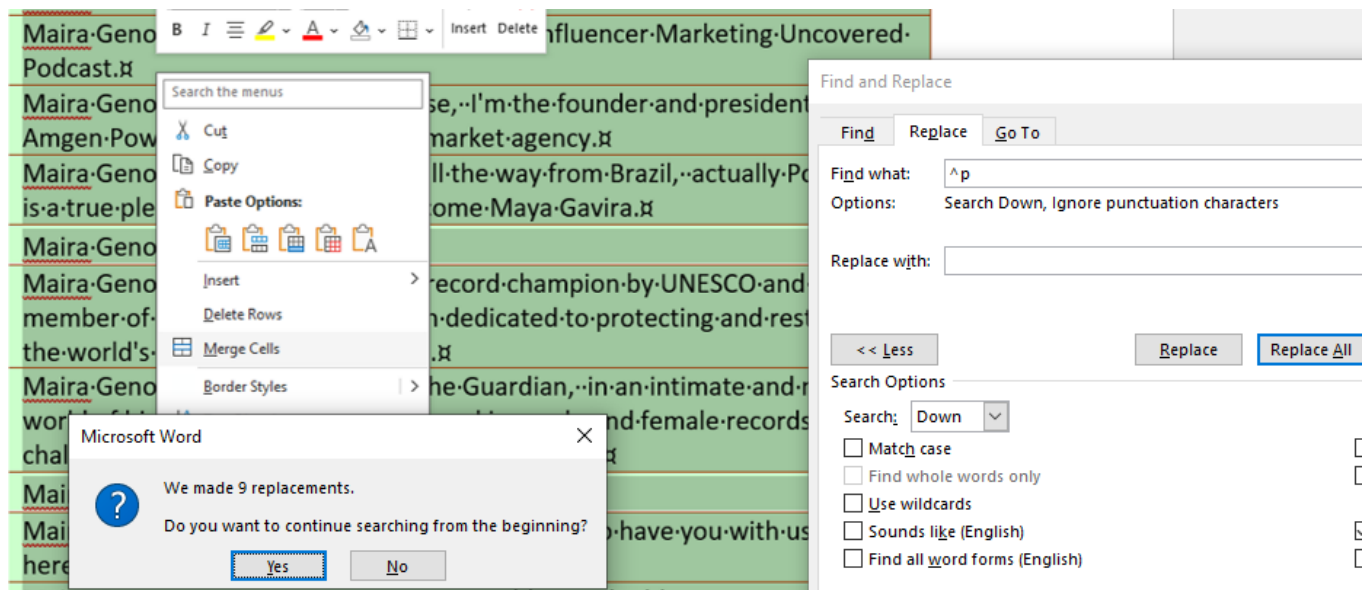


- b) Leave the *Replace* section **blank**.



4. Creating, Managing and Reworking Oral Discourse Sequences: Tables and Rows in Word and Excel

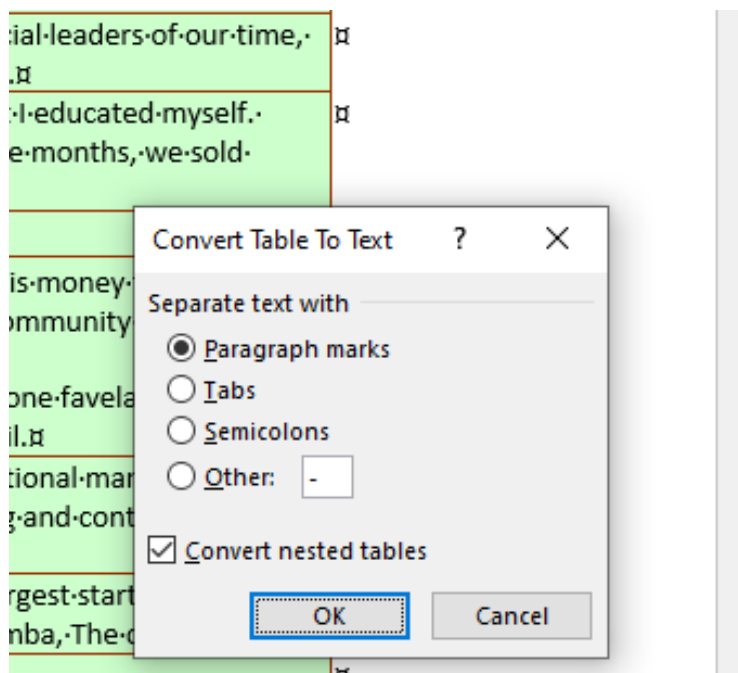
c) Hit the *Replace all* button If you decided to apply this to the speakers one-by-one, repeat the procedure with all the other speakers.



Step 4. Troubleshooting possible problems: hidden paragraph marks

When a Word Table is pasted into an Excel file, a paragraph mark will generate a new ROW. Removing paragraph marks ensures that no UNWANTED (OFTEN EMPTY) ROWS appear when a Word Table is (re-)inserted into an Excel file. Alas you may think that the previous steps have eliminated this risk. If so, think again!

- a) to make sure no unwanted lines will be generated when pasted into an Excel file, SELECT the Word Table and then use the Word *layout* function which appears at the end of the menu (on the right-hand side) to **convert the table into text** selecting “paragraph marks” as option.



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- b) This converts the text in a way that makes it easier to see and manage **hidden** paragraph marks such as those **within** a specific speaker turn. As before use the “Find and replace” tool to replace INTRA-TURN paragraph marks but using the REPLACE button and NOT the REPLACE ALL BUTTON. The paragraph marks at the END of a speaker turn should remain

Maira Genovese: In three months. ¶

Edu: We're good at reaching our goals. So, I used this money to start

Gerando Falcões because I wanted to change the community where I had grown up. ¶

And in these 11 years, we went from acting in only one favela, to become the biggest social impact platform in favelas in Brazil. ¶

Maira Genovese: So, From the moment the international market, The marks, They begin to understand What you're doing and contributing to,

Step 5. How to convert the text back into table.

Finally, once done, transform it into a single column table following these four steps.

- a) select all the text.

ITEM V16_PXS_40

Maira Genovese: Edu is one of the most famous social leaders of our time, Which is transforming the reality of favelas in Brazil.

Edu: So, I went to the College. I didn't graduate, but I educated myself. There I wrote a book called 'Jovens Falcões.' In three months, we sold 5,000 books.

Maira Genovese: In three months.

Edu: We're good at reaching our goals. So, I used this money to start Gerando Falcões because I wanted to change the community where I had grown up. And in these 11 years, we went from acting in only one favela, to become the biggest social impact platform in favelas in Brazil.

Maira Genovese: So, From the moment the international market, The marks, They begin to understand What you're doing and contributing to, There is no way not to engage with a cause.

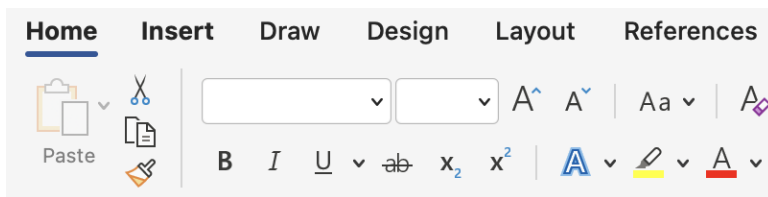
Edu: As I said, a lot that the Brazilian favela is the largest startup in Brazil. Did Pele, A Neymar, To Anitta, The Caipirinha, O samba, The carnival.

Maira Genovese: There is no way to fall in love with Brazil. I'm Mara Genovese, I am the founder and president of MG Power. MG Power is an integrated market powerhouse. Welcome to a market influence podcast episode. Today I have the honor of receiving Edu Lira here in our studio in London. Edu is one of the most famous social leaders of our time, which is transforming the reality of favelas in Brazil Through your amazing organization, Falcões Newspaper, That I have the honor of contributing as an ambassador, Along with MG Power. But as Brazilians lovers, Today we will follow our podcast in Portuguese. Edu, What a dream! Have you, People, Edu Lira here with us. Edu!

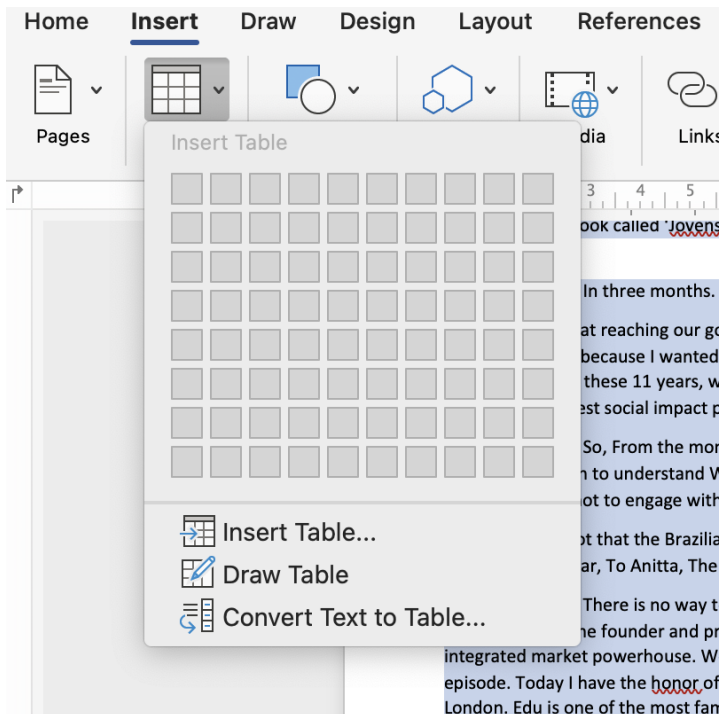
Edu: What an honor to be here. I'm happy, inclusive, Of seeing the house. How beautiful the office. I am absolutely impressed also with your life story And to see a Brazilian leading in Europe And making such a beautiful thing happen.

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b) Select “Insert” from the Word menu”



c) Select the “Convert Text to Table” option.



c) Put “1” in the “Number of columns” option and click **OK**.

Convert Text to Table

Table Size

Number of columns: 1

Number of rows: 59

Auto-fit Behaviour

☒ Initial column width: Auto

☐ Auto-fit to contents

☐ Auto-fit to window

Separate text at

☒ Paragraph

☐ Tabs

☐ Commas

☐ Other: -

Cancel OK

ITEM V16_PXS_40

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Finished! You'll notice that for each speaker turn, there is now only one row and no paragraph marks lurking in the background!