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In the case of the screenshot below, I open the file using Word 2016 on Windows 10.Method #2: Follow these 3 easy steps:Step #1: Within Word, click on the File tab of the Ribbon to get to the Backstage View.Step #2: Select Open from the pane on the left side of the screen and click on Browse.Step #3: Once Word displays the Open dialog box, (i) navigate to the folder where the PDF file is stored, (ii) select it, and (iii) click on the Open button on the lower right corner of the dialog.If you prefer using keyboard shortcuts to get to the Open dialog box, you can replace steps #1 and #2 above with a keyboard shortcut such as Ctrl + F12 or Alt + F + O + O.After you've asked Word to open the PDF file (such as the one below) is displayed. This dialog box informs you about the following:The PDF file will be converted to an editable Word document. This is perhaps the main key for the whole process of converting a PDF file to Excel using this method.The conversion may take a while. 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