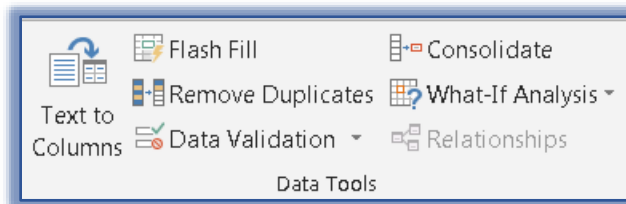


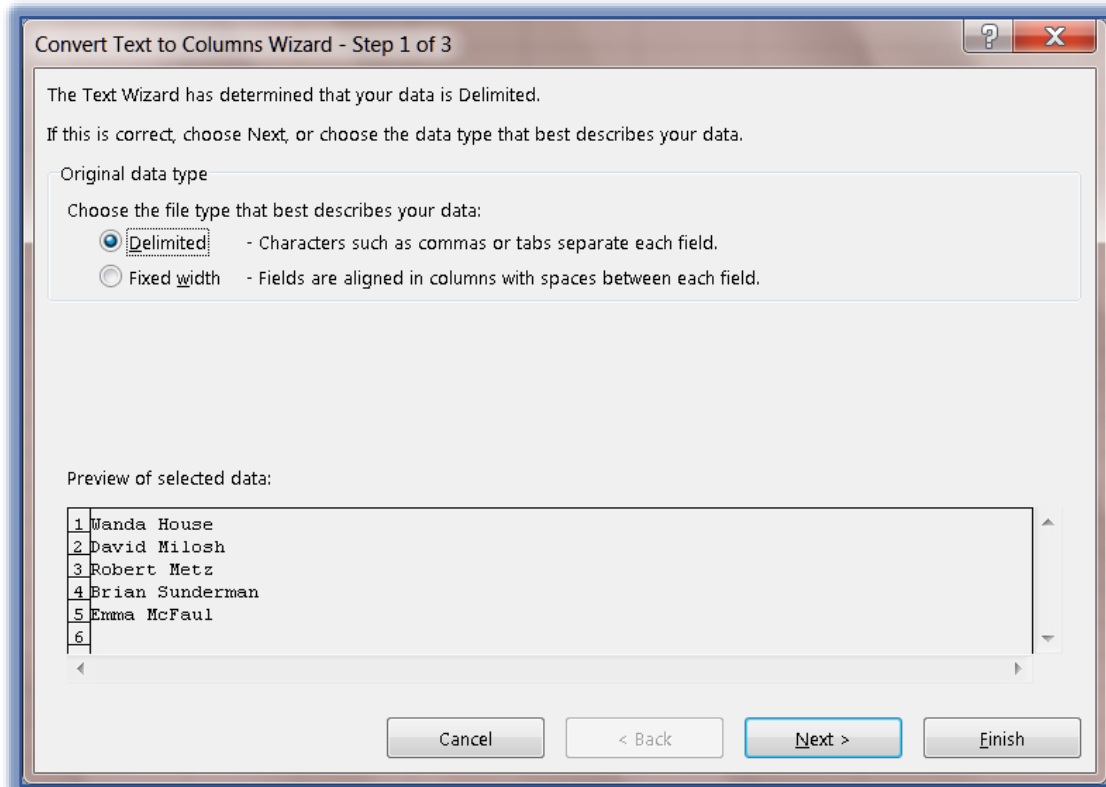
Text to Columns

With this feature, it is possible to split the contents of one or more cells in a column and distribute those contents as individual parts across other cells. For example, if your worksheet contains a column of full names, it is possible to split that column into separate first name and last name columns.

- 🖥️ Select an individual cell, a range of cells, or an entire column that contains the text values that are to be split.
 - ★ A range of cells that are to be split can contain any number of rows.
 - ★ The range of cells cannot contain more than one column.
 - ★ The columns to the right of the cells that are to be split should be blank.
 - ★ There should be enough blank columns to the right of the selected column to prevent existing data in adjacent columns from being overwritten by the distributed data.
- 🖥️ Click the **Data Tab**.
- 🖥️ In the **Data Tools Group**, click the **Text to Columns** button (see illustration below).

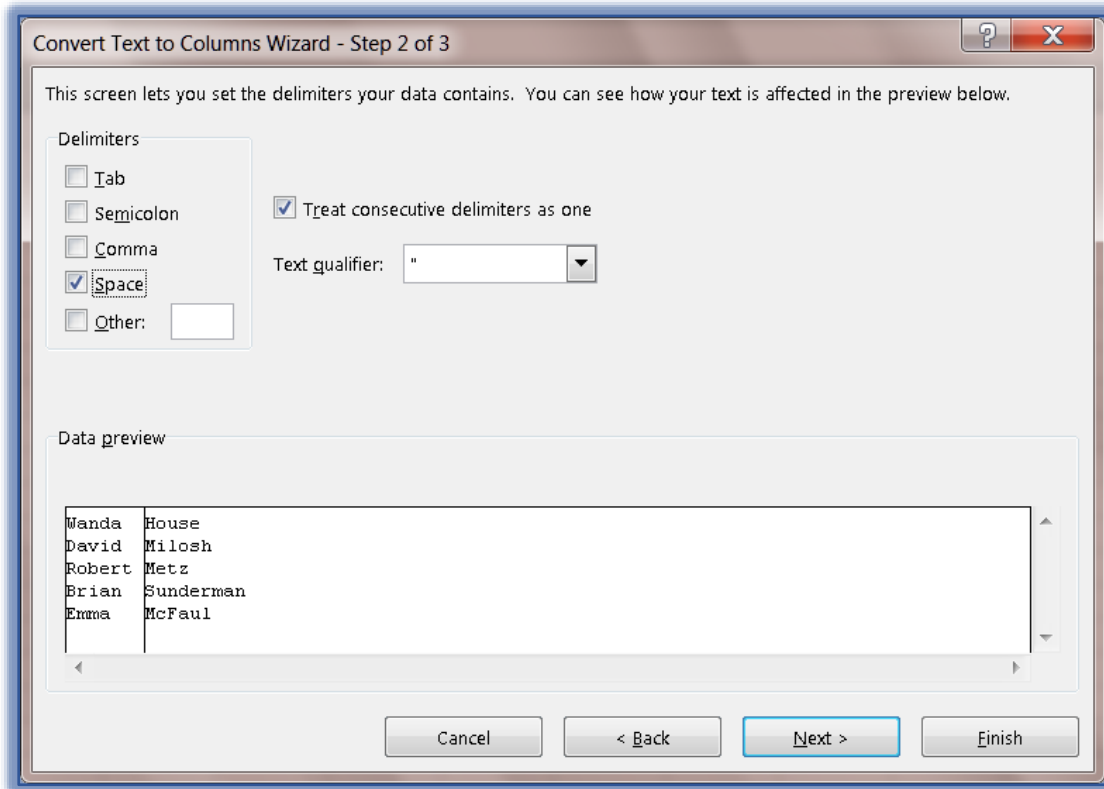


- 🖥️ The **Convert Text to Columns Wizard - Step 1 of 3** window will display.



- 🖥️ Under **Choose the file type** select the **Delimited** option.
- 🖥️ Click **Next**.

🖥️ The **Convert Text to Column Wizard – Step 2 of 3** window will display.



🖥️ Under **Delimited**, select **Space**.

★ Clear all the other check boxes.

★ If Commas were used between the data elements, click **Comma** and **Space**.

★ A line will appear between the columns.

🖥️ Click **Next**.

🖥️ The **Convert Text to Column Wizard – Step 3 of 3** window will display (see illustration on next page).

🖥️ Under **Column Data Format** select the format for the column.

★ The **Default** format is **General**.

★ Continue this process until all the columns formats have been specified.

🖥️ In the **Destination** box, click the **Collapse Button** this is the **red** button that appears on the right side of the box.

🖥️ Select the **Column(s)** to the right of the data column.

★ If the column that contains the data is selected, the original data will be overwritten.

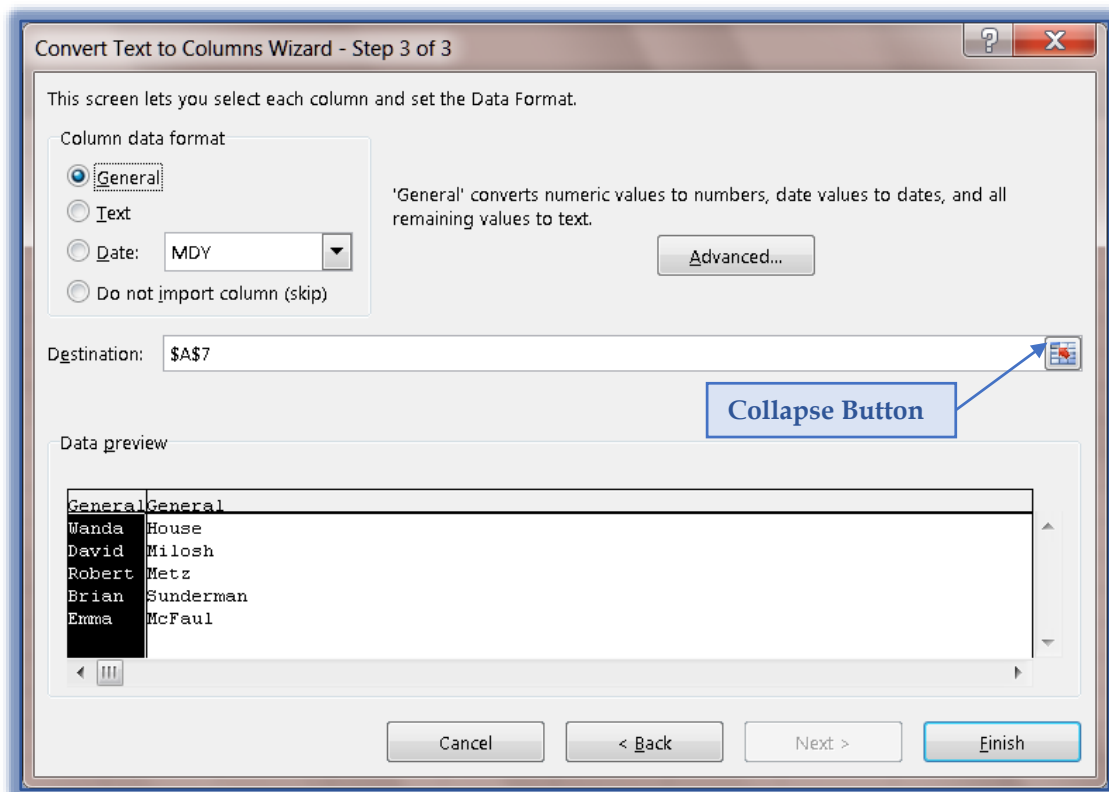
★ More than one column can be selected.

★ If only one column is selected, the data will still be distributed to more than one column.

★ Make sure there are enough blank columns to accommodate the data.

🖥️ Click the **Expand** button. This is the **red** button that appears at the end of the box.





- 🖥️ Click the **Finish** button to separate the data into more than one column.
- 🖥️ The data will display as shown in the illustration below.

Full Name	First Name	Last Name
Wanda House	Wanda	House
David Milosh	David	Milosh
Robert Metz	Robert	Metz
Brian Sunderman	Brian	Sunderman
Emma McFaul	Emma	McFaul