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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wanda House</td>
<td>Wanda</td>
<td>House</td>
</tr>
<tr>
<td>David Milosh</td>
<td>David</td>
<td>Milosh</td>
</tr>
<tr>
<td>Robert Metz</td>
<td>Robert</td>
<td>Metz</td>
</tr>
<tr>
<td>Brian Sunderman</td>
<td>Brian</td>
<td>Sunderman</td>
</tr>
<tr>
<td>Emma McFaul</td>
<td>Emma</td>
<td>McFaul</td>
</tr>
</tbody>
</table>