

In a new workbook, use **Power Query** to link to the workbook called **Tables** in the above folder, and choose the **Exchange Rates** table.

Tell Power Query you want to use the first row as column headers to get:

	Cross Rates	Bid	Ask
1	GBP/AUD	1.9413	1.9422
2	GBP/CAD	1.8913	1.8918
3	GBP/CHF	1.4801	1.4808

We'll split the first column into two.

Split the first column and then rename and remove columns to get the following table, then load this data into Excel:

	From	To	Bid	Ask
1	GBP	AUD	1.9413	1.9422
2	GBP	CAD	1.8913	1.8918
3	GBP	CHF	1.4801	1.4808

The final table.

Too easy? Create a similar query for the **Share Prices** table in the **Tables** workbook, to load this into Excel:

	Investment name	Code	Price	%	Change
1	AB Dynamics Ord 1p	ABDP	180.50p	0.00	0.00
2	ADVFN	AFN	97.50p	0.00	0.00
3	AEC Education	AEC	3.13p	0.16	0.01

The final table will split each investment into the name and the code.

Save this workbook as **Splitting Columns**, then close it down.