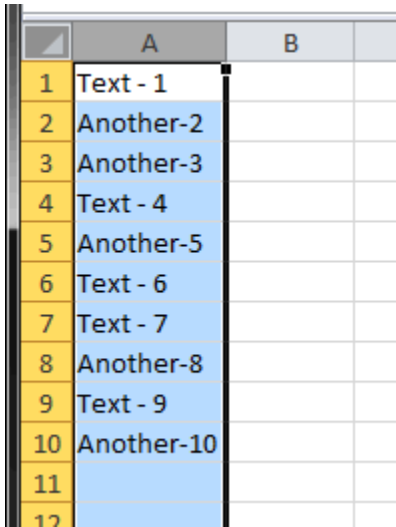
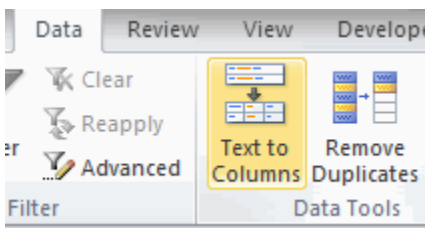


Instructions using text to columns to split the contents of cells:

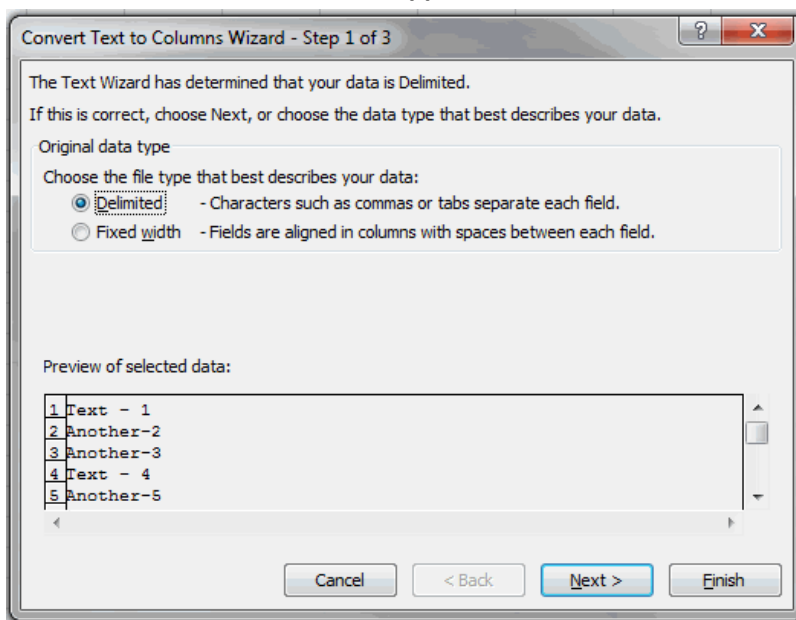
1. Select the column of cells you want to split.



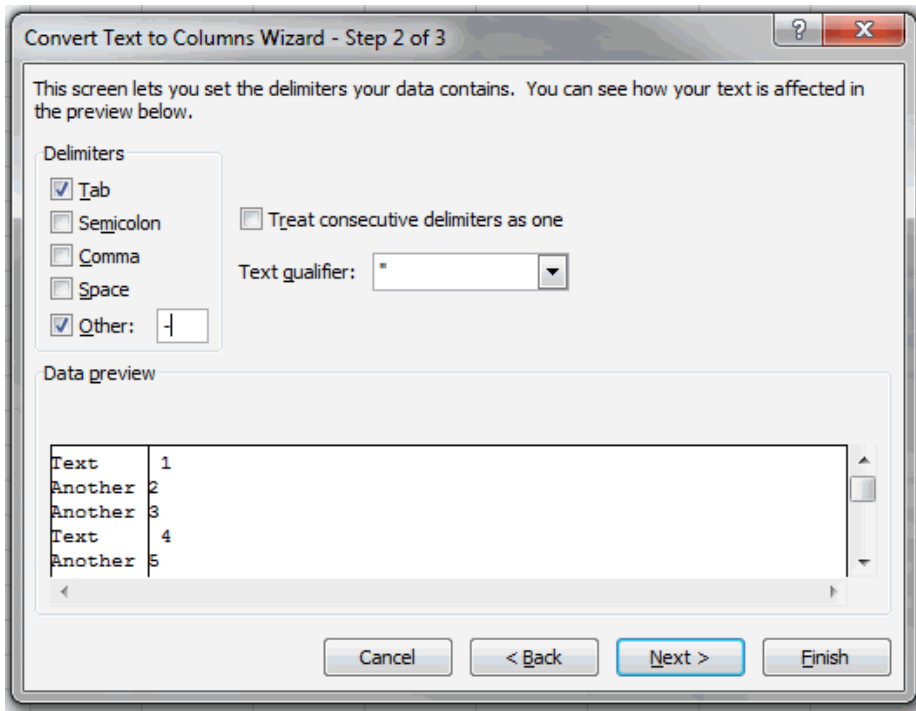
2. Choose Text to Columns from the Data Tab in the Menu Ribbon



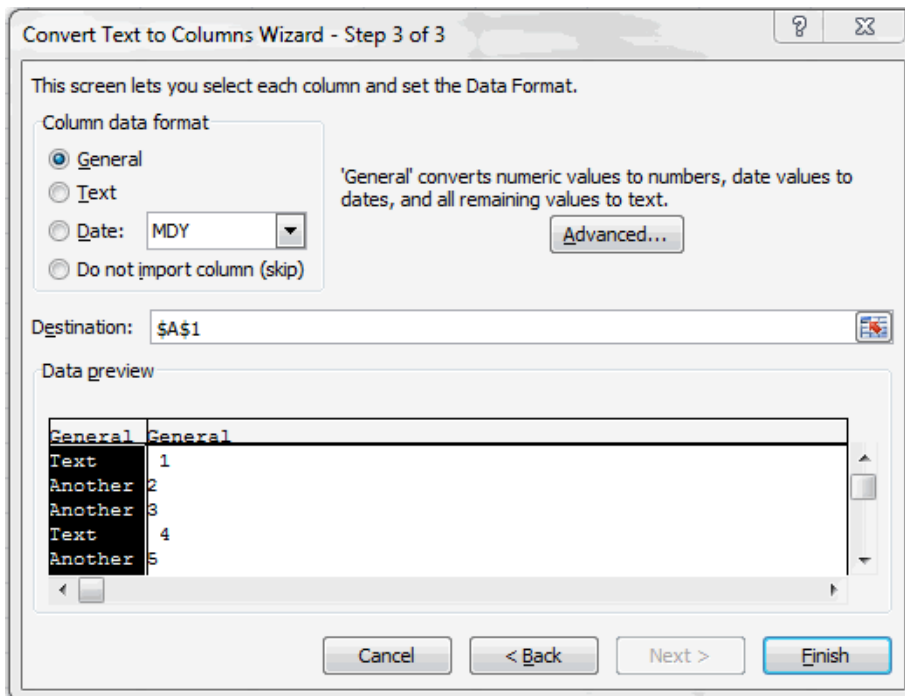
3. The Text to Columns wizard will appear. Choose the "Delimited" option and continue.



4. Step 2 of the wizard will allow you to select the character to separate the content by, in this example we want to split cell contents by the hyphen character.



5. This example does not need any reformatting. Press "Finish" to split the cells.



6. Cells are split:

	A	B	C
1	Text	1	
2	Another	2	
3	Another	3	
4	Text	4	
5	Another	5	
6	Text	6	
7	Text	7	
8	Another	8	
9	Text	9	
10	Another	10	
11			