

# Text to Columns in Excel

To separate the contents of one Excel cell into separate columns, you can use the 'Convert Text to Columns Wizard'. For example, when you want to separate a list of full names into last and first names.

1. Select the range with full names.

10R x 1C									
	A	B	C	D	E	F	G	H	
1	Brady, Tom								
2	Manning, Peyton								
3	Peterson, Adrian								
4	Lewis, Ray								
5	Reed, Ed								
6	Polamalu, Troy								
7	Johnson, Andre								
8	Revis, Darrelle								
9	Brees, Drew								
10	Peppers, Julius								
11									

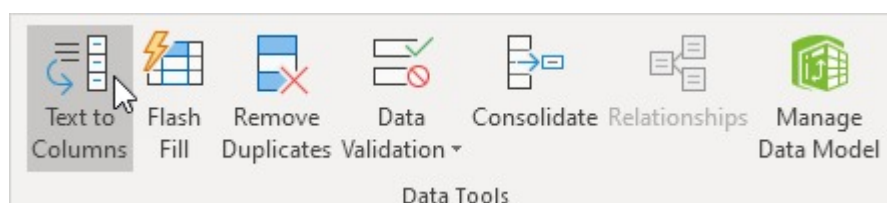
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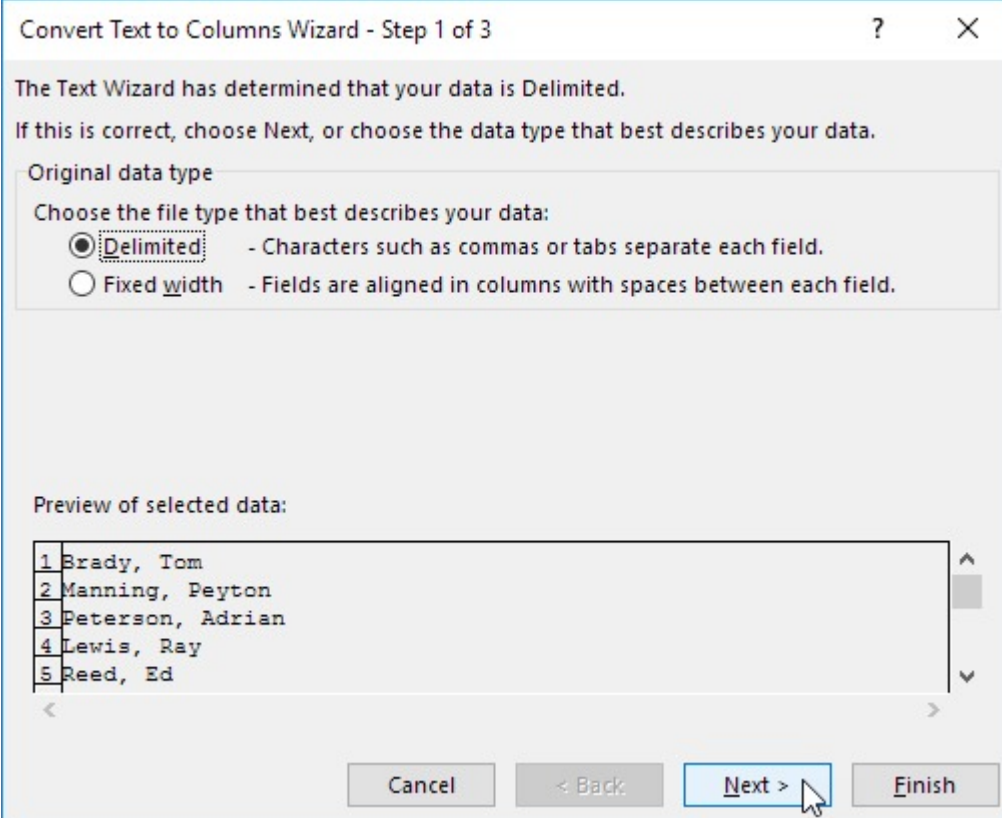
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2. On the Data tab, in the Data Tools group, click Text to Columns.



The following dialog box appears.

3. Choose Delimited and click Next.



Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

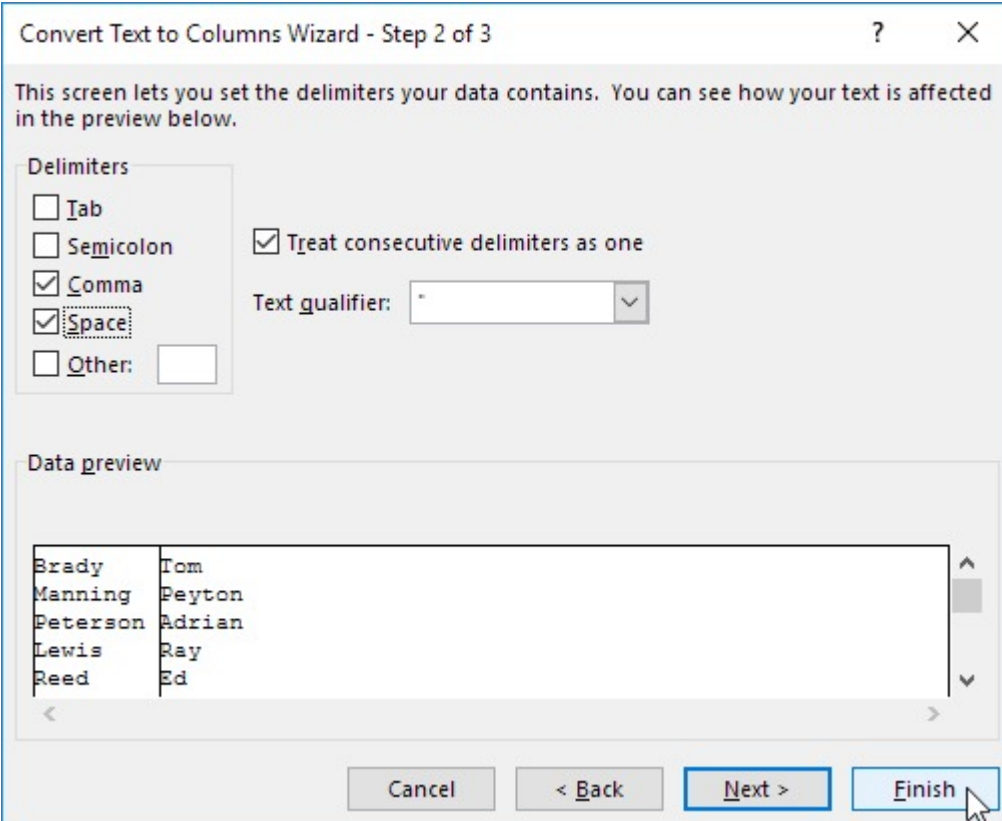
Preview of selected data:

1	Brady, Tom
2	Manning, Peyton
3	Peterson, Adrian
4	Lewis, Ray
5	Reed, Ed

Buttons: Cancel, < Back, Next >, Finish

4. Clear all the check boxes under Delimiters except for the Comma and Space check box.

5. Click Finish.



Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab

☐ Semicolon

☒ Comma

☒ Space

☐ Other:

☒ Treat consecutive delimiters as one

Text qualifier: " " >

Data preview

Brady	Tom
Manning	Peyton
Peterson	Adrian
Lewis	Ray
Reed	Ed

Buttons: Cancel, < Back, Next >, Finish

Note: This example has commas and spaces as delimiters. You may have other delimiters in your data. Experiment by checking and unchecking the different check boxes. You get a live

preview of how your data will be separated.

Result:

A1									
	A	B	C	D	E	F	G	H	
1	Brady	Tom							
2	Manning	Peyton							
3	Peterson	Adrian							
4	Lewis	Ray							
5	Reed	Ed							
6	Polamalu	Troy							
7	Johnson	Andre							
8	Revis	Darrelle							
9	Brees	Drew							
10	Peppers	Julius							
11									

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## ⬇ Download Excel File

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