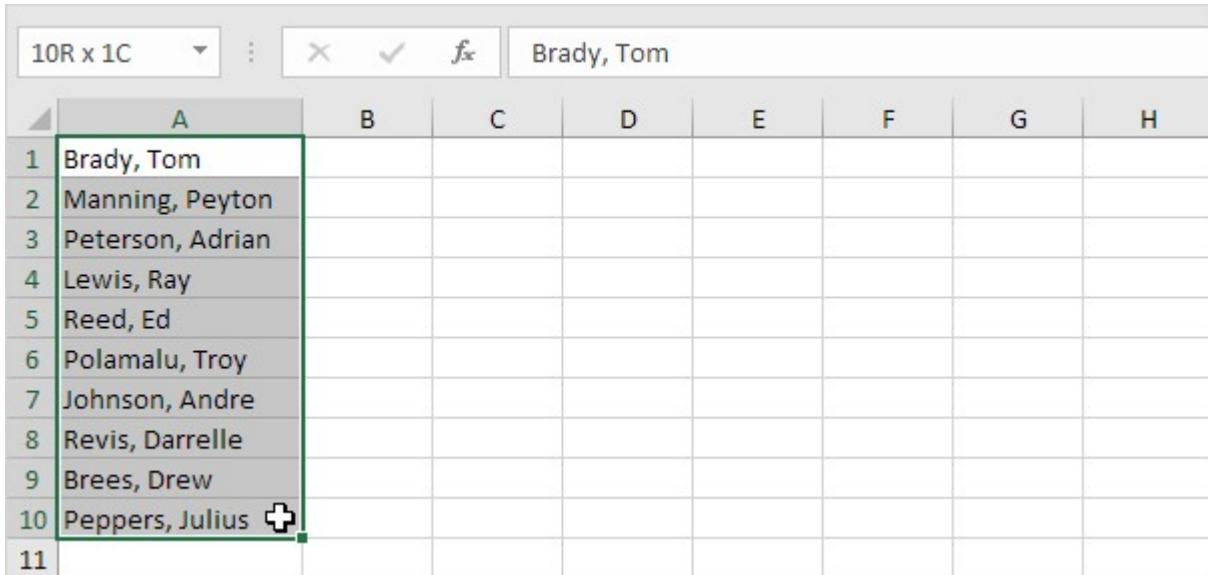


Text to Columns in Excel

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.



	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								

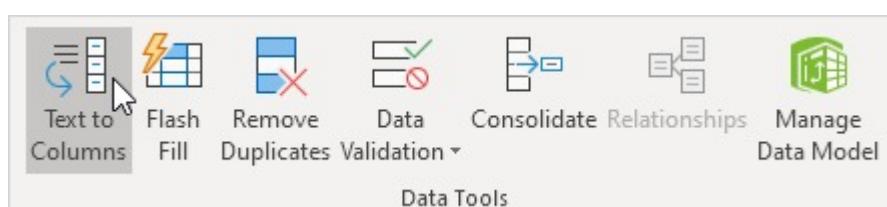
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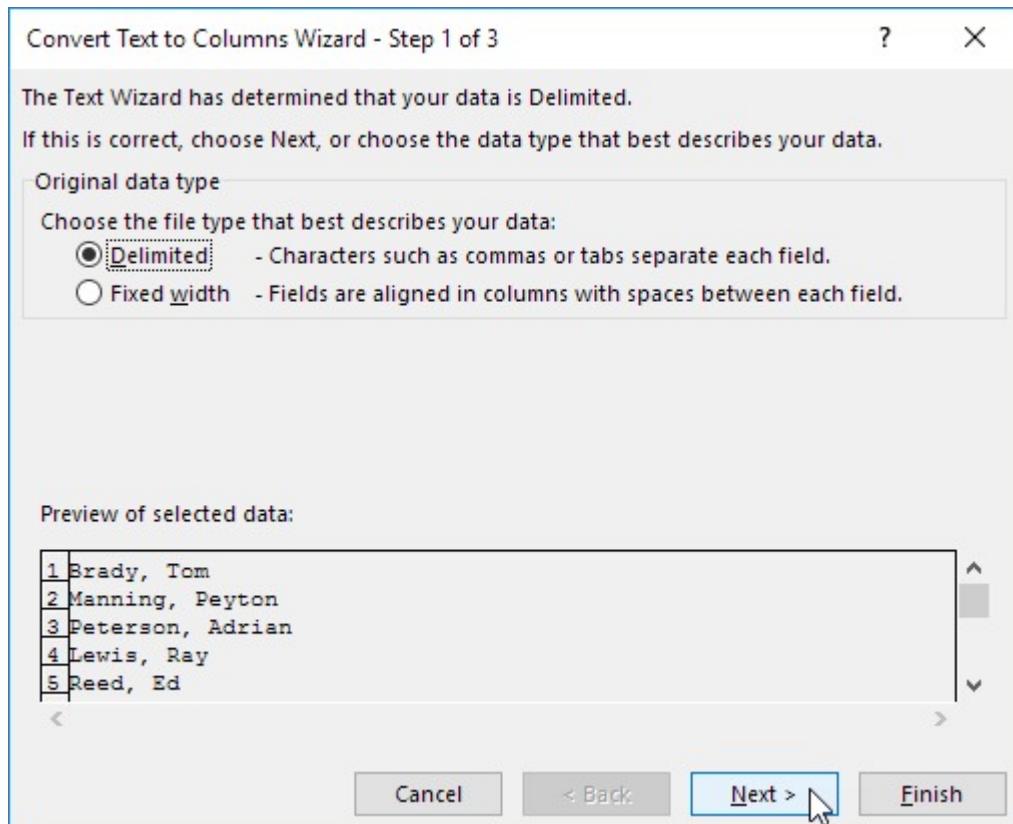
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2. On the Data tab, in the Data Tools group, click Text to Columns.



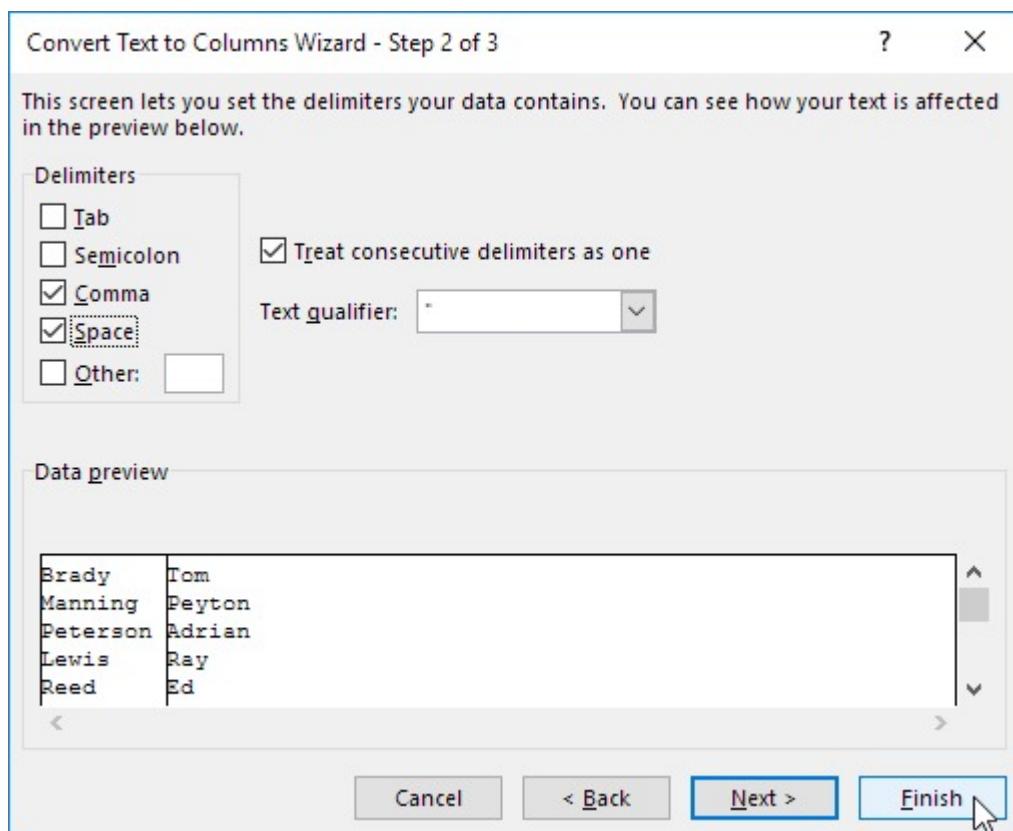
The following dialog box appears.

3. Choose Delimited and click Next.



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

5. Click 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:

A	B
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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