

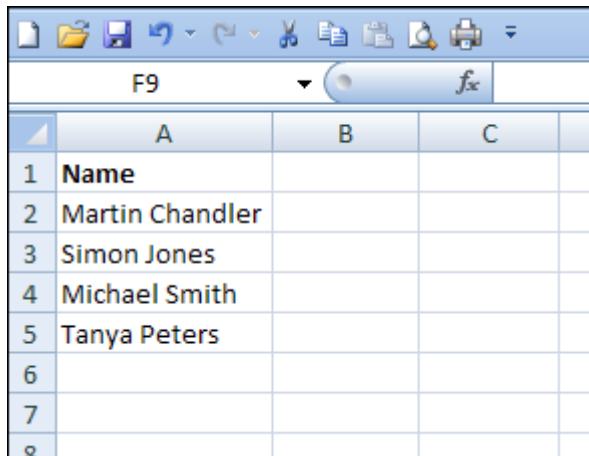
Splitting text in Excel 2007

Scenario

You have a column of text that you would like to split. In this example you have a column of names that you would like to split into first names and last names. Here the column is short but this can be a real time-saver if you have hundreds or thousands of names.

Procedure

- Open the file in Excel 2007.

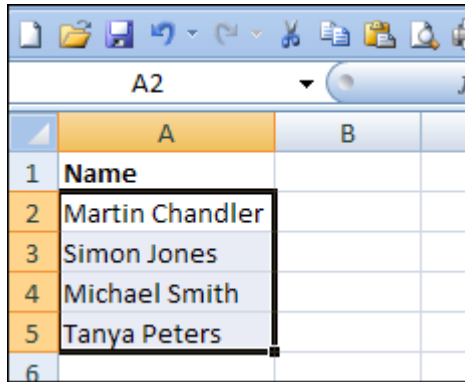


The screenshot shows the Excel 2007 interface. The active cell is F9. The spreadsheet has columns A, B, and C. Row 1 is labeled 'Name'. Rows 2-5 contain the names 'Martin Chandler', 'Simon Jones', 'Michael Smith', and 'Tanya Peters' respectively. Columns B and C are currently blank.

	A	B	C
1	Name		
2	Martin Chandler		
3	Simon Jones		
4	Michael Smith		
5	Tanya Peters		
6			
7			
8			

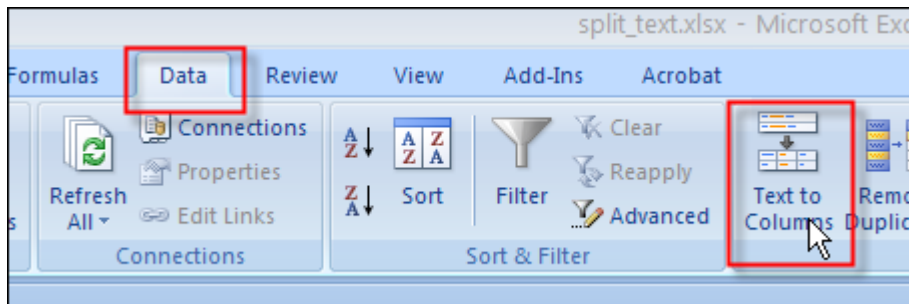
- Ensure there is at least one blank column to the right or else the information written there will be overwritten.
- Select the text that you would like to split

If possible it is recommended that you print this information

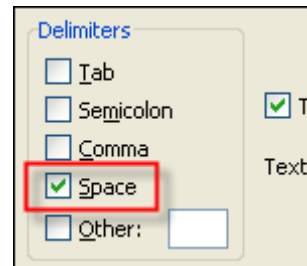
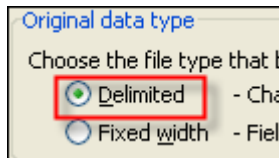


	A	B
1	Name	
2	Martin Chandler	
3	Simon Jones	
4	Michael Smith	
5	Tanya Peters	
6		

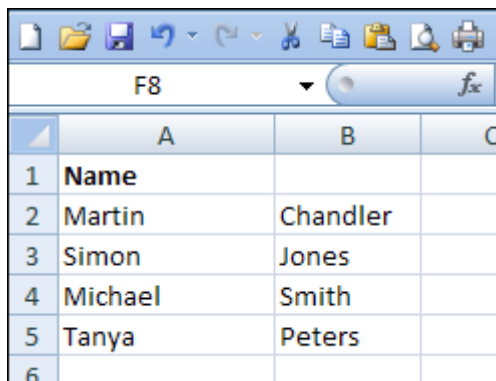
- Click the Data tab and select 'Text to Columns'



- Follow the wizard. In this case we select the 'Delimited' option and set the Delimiter to be a space



- Once the wizard is complete the text will be split as below



	A	B	C
1	Name		
2	Martin	Chandler	
3	Simon	Jones	
4	Michael	Smith	
5	Tanya	Peters	
6			